Staff Email Outlook Office

Describes the functions of all the Microsoft Office programs, including Excel, Outlook, PowerPoint, and Access.

This timely book addresses the excessive and misguided use of email and helps all of us come to a more sensible view of when, where, and why to use it. It also goes beyond email to provide a roadmap for effective workplace communication in general. You and your organization will be able to go further, faster that is, be more productive. Dr. Mark Frohman, President of Frohman Consulting Corporation and author of The Purpose Driven Organization, Mastering Priorities, and Involving Others in Problem Solving "I have key staff members chained to their desks daily clearing email and complaining that many emails are not required, or at least they did not need to be copied. I know as an organization we need to communicate more effectively. I look forward to passing this book onto my staff and watching the improvements." Terry P. Roche, President of Thomas Engineering Corporation I spent many years trying to better manage email but seemed to be losing ground on productivity. This book showed me the real solution use email for what it s good for, but don t overuse it. It s easy and fun to read and is packed with much more information than typical self-help and business productivity books. I ve become a more effective communicator, improved my work/life balance, and have helped my staff become more productive as well. Don Silvestri, V.P. of Marketing & Public Relations for Open Sports Network & former Director of Marketing for CBS SportsLine Email Less Talk More is the first book to provide solutions to problems created by workplace email overuse. Instead of treating the symptoms of reduced productivity and information overload with email management techniques and email etiquette, this book addresses the actual root cause. Email is a great communication method for many cases but not for all cases. The book teaches people to choose the most effective communication means email, voicemail, meetings, or direct conversation based on the situation. It challenges readers to consider alternate communication methods before hitting COMPOSE or REPLY. It also provides solutions to many other productivity and work/life balance problems triggered by email and PDAs becoming the new preferred communication tools. Using an easy-to-read story format set in office, home, and family vacation settings, it shows how improper workplace communication especially email can adversely impact productivity, relationships, and personal lives. It provides many examples where email appears to be the most efficient communication tool but is actually much less productive for both the sender and recipients. The lessons from the book are summarized in easy-to-use rules that provide the Do s & Don ts of effective communication."

Readers discover the latest advantages that Microsoft Excel has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively

introduced essential computer skills to millions of learners. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Excel through experimentation, critical thought, and personalization. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

In this new Edition 3, Linenberger updates his longtime #1 bestselling Outlook book to include Microsoft's new version 2010 release. This seminal guide presents the author's best practices of time, task, and e-mail management, drawing from time management theories and applying these best practices in Microsoft Outlook. Anyone who finds they are overburdened by e-mail or working too late each day will benefit from this book.

Absolute Beginner's Guide to Microsoft Office 2003
Office 2019 All-in-One For Dummies
Handbook for Cyber Crime Investigators
Shelly Cashman Series Microsoft Office 365 & Outlook 2016: Intermediate
Microsoft Office 2013: Essential

Readers discover the latest advantages that Microsoft Word has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Word through experimentation, critical thought, and personalization. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Discover how to utilize the most advanced features within the latest version of Microsoft Office with Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED. This new edition is part of the acclaimed Shelly Cashman Series that has effectively introduced computer skills to millions. Shelly Cashman Series MICROSOFT OFFICE 365 & OFFICE 2016: ADVANCED continues the

Series' strong history of innovation with an enhanced learning approach designed to address the varied learning styles of today's readers. A trademark step-by-step, screen-by-screen approach helps readers expand their understanding of higher-level Microsoft Office 2016 skills through experimentation, critical thought, and personalization. This new edition promises to capture and hold readers' attention, improve retention, and prepare readers for success in working with the most advanced aspects of Microsoft Office 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This report gives critical data about the alumni relations efforts of North American colleges. In more than 115 pages and 400 tables present hard data on alumni affairs office budgets, marketing expenditures, use of print publications and the internet, directory building and fundraising activities, among other topics. The report, based on data from 60 colleges, gives the end user highly specific benchmarking data such as the percentage of alumni that participate in reunions, earning from insurance plans and credit cards offered to alumni, spending on promotional materials for alumni clubs, percentage of alumni for whom the college maintains a working email address, and hundreds of other useful benchmarks and datapoints. Useful benchmarks include alumni office staff size, staff time spent on specific tasks, impact of the internet on alumni communications, relations with the Office of Institutional Advancement, plans for the print directory and much, much more. Data is broken out for public and private colleges and by size and type of college and by size of the overall alumni population.

This edited volume explores the challenges of digital donations with essays from archivists who have developed methods to provide access to a diverse range of digital materials found in government, private, and academic archives.

Success and Pitfalls of Information Technology Management

Outlook Essential Training (Office 365)

Hearings Before a Subcommittee of the Committee on Appropriations, United States Senate

Microsoft Outlook 365 2019

Microsoft Office 2013: Introductory

Now readers can master the computer concepts and Microsoft Office 2016 skills perfect for success in the classroom or workforce with the latest ILLUSTRATED COMPUTER CONCEPTS AND MICROSOFT OFFICE 365 & OFFICE 2016. This all-in-one book makes it simple to become proficient in both today's computer concepts and the MS Office skills most needed for professional success. Key application skills are clearly

demonstrated using the user-friendly two-page spread found throughout this and all books in the popular Illustrated Microsoft Office 2016 Series. Today's most up-to-date technology developments and concepts are clarified using the distinctive step-by-step approach and material from COMPUTER CONCEPTS ILLUSTRATED BRIEF. This edition highlights updated Office 365 content with a new module that addresses Productivity Apps. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Power up your proficiency with this genius guide to popular Microsoft 365 apps Do you want to make your Microsoft 365 account a productivity behemoth? Do you want to squeeze every last bit of awesome from Word, Excel, and PowerPoint and learn a little more about Outlook, too? Microsoft 365 Portable Genius has got you covered. A seasoned tech expert and trainer, author Lisa A. Bucki shows you how to build Word documents, Excel workbooks, and PowerPoint presentations the right way, as well as how to use high-impact design techniques to make your documents pop. This book answers 11 key questions about how to make the most of Microsoft 365, providing genius tips as it leads you through the essentials. You'll learn how to: Tackle common skills like creating files, adding basic content, navigating in a file, making selections, copying and moving content, and saving files Build a new Word document by using outlining, bullets and numbering, columns, and other features for creating and enhancing content Enhance Excel workbook files by organizing data on different sheets, filling entries, creating range names, and entering powerful, accurate formulas Develop a PowerPoint presentation by choosing the right layout for each slide and adding content to placeholders, and then transform it into an on-screen show with transitions and animations Add punchy design and branding by using text formatting, themes, and graphics in your files Use lists, tables, and charts to make data easier to interpret Create, send, reply to, and organize email in Outlook, as well as add contacts Share file contents on paper or digitally Check out the Online Bonus Appendix at Wiley for more genius coverage of topics including additional Excel formula review techniques, essential Excel functions, theme colors and fonts changes, and WordArt Whether you have used Office in the past or are new to its subscription successor Microsoft 365, Microsoft 365 Portable Genius provides the expert guidance you need to work smarter in Microsoft 365.

Readers discover the latest advantages that Microsoft Access has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT ACCESS 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Access through experimentation, critical thought, and personalization. ENHANCED MICROSOFT ACCESS 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Digital Crime Investigation

Microsoft Office 2013: Brief

Email and the Everyday

Enhanced Discovering Computers & Microsoft Office 2013: A Combined Fundamental Approach

A Guide to Creation, Management, and Preservation

The book Lifehack calls "The Bible of business and personal productivity." "A completely revised and updated edition of the blockbuster bestseller from 'the personal productivity guru'"—Fast Company Since it was first published almost fifteen years ago, David Allen's Getting Things Done has become one of the most influential business books of its era, and the ultimate book on personal organization. "GTD" is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots. Allen has rewritten the book from start to finish, tweaking his classic text with important perspectives on the new workplace, and adding material that will make the book fresh and relevant for years to come. This new edition of Getting Things Done will be welcomed not only by its hundreds of thousands of existing fans but also by a whole new generation eager to adopt its proven principles.

Readers discover the latest advantages that Microsoft PowerPoint has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach

guides readers in expanding their understanding of PowerPoint through experimentation, critical thought, and personalization. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

The idea for this book came about following the International Bar Association's annual conference that was held in Prague in September of 2005. One of the sessions at this conference co-chaired by Pascale Lagesse and Mariann Norrbom was entitled 'Restrictive covenants in employment contracts and other mechanisms for protection of corporate confidential information.' International panelists consisted of members of the legal profession, corporate representatives and a court justice. Discussions focused on key issues and the concerns companies have when seeking to protect their confidential information, and insight was given into what employers can do in order to ensure that their employees do not take valuable company information with them upon leaving the company. Using a case study as a basis, particular emphasis was placed on non-solicitation and non-compete covenants, and the extent to which an employer can rely on such covenants when protecting his interests.The specific situation of a key employee who left her employer to join a competitor was addressed, and the types of action the employer could take in order to avoid the solicitation of his clients and staff and prevent his employees from competing against him were discussed. This book picks up where the session left off, and consists of no less than 13 contributions from individuals from 5 continents. Each country representative has been asked to respond to a series of pertinent questions on the subjects of restrictive covenants and protection of confidential information, in order to give a comparative overview of how these issues are treated in different jurisdictions. This comprehensive publication will be a valuable resource tool for legal practitioners, employers, HR professionals and anyone interested in the field of employment law.

An exploration of how email is experienced, understood, and materially structured as a practice spanning our everyday domestic and work lives. Despite its many obituaries, email is not dead. As a global mode of business and personal communication, email outstrips newer technologies of online interaction; it is deeply embedded in our everyday lives. And yet--perhaps because the ubiquity of email has obscured its study--this is the first scholarly book devoted to email as a key historical, social, and commercial site of digital communication in our everyday lives. In

Email and the Everyday, Esther Milne examines how email is experienced, understood, and materially structured as a practice spanning the domestic and institutional spaces of daily life.

Legislative Branch Appropriations

Data-Centric Business and Applications

Annals of Cases on Information Technology Applications and Management in Organizations

A Quickstudy Laminated Software Reference Guide

Illustrated Computer Concepts and Microsoft Office 365 & Office 2016

Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This is the eBook version of the printed book. Office Live provides a centralized online portal for businesses to help bring people, key-business data, business applications, and devices together in one area. It is designed for small and growing companies to use the Internet to improve their businesses, including improving in-house communications, extending communications with customers and clients, tracking website usage, providing a centralized server for sharing documents, and tracking calendar events. If you are part of a small and growing business and need a powerful Web service, Office Live is the perfect solution for you. Most small businesses don't have dedicated IT staff to rely on, and Office Live allows you to host your website and have the flexibility to customize it without a large learning curve or

computing downtime. Office Live offers the following key business capabilities and functions: Website domain name Website builder tools, including the Site Designer, Page Editor, and Image Gallery Email accounts and management Dashboards, which provide customized views of specific data such as the prebuilt company and personal calendars Collaboration tools Business applications, including more than 20 tools such as project management and customer contact management tools Site reports Using Office Live, your company can set up a website that allows employees and customers to perform daily tasks. For instance, employees can access company email from anywhere–onsite, offsite, at a client's office, or at home–using the Office Live member area. Table of Contents Section 1 Introduction to Office Live Section 2 Create a Public Website Section 3 Using Office Live Business Applications Section 4 Store and Share Information Using Office Live Shared Sites Section 5 Manage Communications Using Office Live

Learn how to set up and manage email, calendars, and contacts in the Office 365 version of Microsoft Outlook. Outlook has the tools you need to work as a team, track assignments, and collaborate effectively. This beginner-level course begins with a tour of the interface and shows how to connect a wide variety of email accounts to Outlook. Staff instructor Jess Stratton then shows how to quickly create, send, and read email and reduce your inbox clutter; create and share contacts; and stay on schedule with calendars and tasks. Plus, learn how to back up your Outlook data in case you need to restore it or move it to a different machine. This book discusses processes and procedures in information/data processing and management. The global market is becoming more and more complex with an increased availability of data and information, and as a result doing business with information is becoming more popular, with a significant impact on modern society immensely. This means that there is a growing need for a common understanding of how to create, access, use and manage business information. As such this book explores different aspects of data and information processing, including information generation, representation, structuring, organization, storage, retrieval, navigation, human factors in information systems, and the use of information. It also analyzes the challenges and opportunities of doing business with information, and presents various perspectives on business information managing.

Getting Things Done
Total Workday Control Using Microsoft Outlook
Labor Law Reporter
The NIH Record
Restrictive Covenants in Employment Contracts and Other Mechanisms for Protection of Corporate Confidential Information

One book that does the work of nine! Knowing your way around Microsoft Office requires you to be part mathematician, part storyteller, and part graphic designer—with some scheduling wizard and database architect sprinkled in. So what do you do if these talents don't come naturally to you? Fear not! Office 2019 All-in-One For Dummies fills in the gaps and helps you create easy-to-read Word documents, smash numbers in Excel, tell your tale with PowerPoint, and keep it all organized with Outlook. With additional books covering Access, OneNote, and common Office tasks, this is the only Office book you need on your shelf. Get insight into tools common to all Office applications Find full coverage of Word, Excel, PowerPoint, Outlook, and Access Benefit from updated information based on the newest software release Discover the tricks Office pros use to enhance efficiency If you need to make sense of Office 2019and don't have time to waste, this is the all-in-one reference you'll want to keep close by!

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Communication defines political representation. At the core of the representational relationship lies the interaction between principal and agent; the quality of this relationship is predicated upon the accessibility of effective channels of communication between the constituent and representative. Over the past decade, congressional websites have become the primary way constituents communicate with their members and a prominent place for members to communicate with constituents. Yet, as we move toward the third decade of the 21st century, little work has systematically analyzed this forum as a distinct representational space. In this book, Jocelyn Evans and Jessica Hayden offer a fresh, timely, and mixed-methods approach for understanding how the emergence of virtual offices has changed the representational relationship between constituents and members of Congress. Utilizing strong theoretical foundations, a broad historical perspective, elite interviews, and rich original datasets, Evans and Hayden present evidence that virtual offices operate as a distinct representational space, and they demonstrate that their use

has resulted in unprecedented and ill-understood changes in representational behavior. Congressional Communication in the Digital Age contributes to the scholarship on representation theory and its application to the contemporary Congress. It is valuable reading for students and researchers interested in American politics, political communication, and legislative politics.

Some of the most powerful tools in the hands of educators, researchers and managers are documented cases based on real-life experiences of others. This is particularly true for IT implementation and implications. Success and Pitfalls of Information Technology Management is a collection of actual, real-life cases dealing with a variety of issues in the overall utilization of IT in organizations.

The Digital Archives Handbook

Microsoft Office Outlook 2013

Enhanced Microsoft Word 2013: Comprehensive

The Art of Stress-Free Productivity

Enhanced Microsoft Access 2013: Comprehensive

Quick and easy answers to the essentials of Outlook, handy enough to keep you working without Internet searches or long videos. Joan Lambert is an accomplished author and Senior Content Specialist creating courseware and training products that include the Microsoft Office suite. Also a LinkedIn Learning video author (formerly Lynda.com) and a Microsoft author, the ability to choose what is covered in this reference comes from a vast experience of training material creation. This expertise is streamlined through clear and succinct answers provided to help accomplish tasks. Also includes labeled screen grabs and icons in a color-coded design. Durable and portable, this 6 page laminated guide can be stored and accessed quickly so you can find what you need fast. Corporations ranging from Ford Motor Company to the FBI have purchased QuickStudy software guides for their employee's workspace to improve productivity and reduce support calls. 6 page laminated guide includes: Main Window New Features About Outlook 365 Working Backstage with Accounts Connecting Outlook to an Email Account Troubleshooting Email Connections While Traveling Working with Multiple Email Accounts Sending Email Messages Personalizing Email Messages Collecting Information through Email Emailing Office Files Emptying the Trash Automatically Replying to & Processing Messages Creating Contact Records Displaying Contact Images Editing Business Cards Accessing Organizational Contact Information Personalizing Outlook Getting Help

With this book and Microsoft Outlook 98, you'll learn to: send and receive e-mail within your company and via the Internet using Outlook's support for a wide variety of e-mail services - SMTP/POP3, IMAP4, HTML mail, and more; schedule meetings and share your calendar with others in your company and on the Internet; use Outlook Today - a customizable "home page" from which you can view and manage all the information that's critical to your day; manage your contacts and tasks; and set outlook to automatically handle junk e-mail. This book provides comprehensive preparation for the Microsoft Office User Specialist Proficient exam for Microsoft Outlook 98.

Written for the IT professional and business owner, this book provides the business and technical insight necessary to migrate your business to the cloud using Microsoft Office 365. This is a practical look at cloud migration and the use of different technologies to support that migration. Numerous examples of cloud migration with technical migration details are included. Cloud technology is a tremendous opportunity for an organization to reduce IT costs, and to improve productivity with increased access, simpler administration and improved services. Those businesses that embrace the advantages of the cloud will receive huge rewards in productivity and lower total cost of ownership over those businesses that choose to ignore it. The challenge for those charged with implementing Microsoft Office 365 is to leverage these advantages with the minimal disruption of their organization. This book provides practical help in moving your business to the Cloud and covers the planning, migration and the follow on management of the Office 365 Cloud services.

"Digital Crime Investigation" written by Benild Joseph gives an insight to investigators helping them with the background and tools that they need to investigate crime occurring in the digital world. This extremely useful guide provides step-by-step instructions for investigating Internet crimes, including locating, interpreting, understanding, collecting, and documenting online electronic evidence to assist investigations.Law enforcement departments and security officers all over the world having the responsibility for enforcing, investigating and prosecuting cybercrime are overpowered, not only with the increasing number of crimes being committed but also by a lack of adequate training material. This book provides that fundamental knowledge, including how to properly collect and document online evidence, trace IP addresses, and work undercover.

Shelly Cashman Series Microsoft Office 365 & Office 2016: Advanced

Evolvements in Business Information Processing and Management—Volume 1

Organise Workplace Information

Using Microsoft Office Live (Digital Short Cut)

Discover the latest advancements that Microsoft Outlook 2016 has to offer with MICROSOFT OFFICE 365 & OUTLOOK 2016: INTERMEDIATE -- the new edition in today's generation of acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced advanced computer skills to millions. MICROSOFT OFFICE 365 & OUTLOOK 2016: INTERMEDIATE continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark step-by-step, screen-by-screen approach encourages readers to take their understanding of Microsoft Outlook 2016 to the next level through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to capture attention, improve retention, and prepare

readers for future success with Microsoft Outlook 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Outlook Essential Training (Office 365)

Both computer rookies and hot shots can master Microsoft Office 2016 applications quickly and efficiently with this new book in the acclaimed Illustrated Series' newest book: ILLUSTRATED MICROSOFT OFFICE 365 & Office 2016: INTRODUCTORY. Using a concise, focused approach and user-friendly format, the Illustrated Series incorporates a hallmark two-page layout that allows readers to see an entire task without turning the page. Skills are accessible and easy to follow with Learning Outcomes that outline the skills addressed in each lesson. Larger full-color images reflect exactly what readers should see on their own computer screens. Each module begins with a brief overview of the principles of the lesson and introduces an updated case study for further application. Readers can count on ILLUSTRATED MICROSOFT OFFICE 365 & Office 2016: INTRODUCTORY to perfect the skills they need now and on the job. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This two-part course workbook is designed to help the student use Microsoft Office Outlook 2013 to manage email communications, calendar events, contact information, tasks, and notes. Part 1 of the course guide covers basic tasks such as how to: perform basic functions in the Outlook 2013 interface; compose, read, and respond to email messages; manage email messages, the calendar, and contacts; work with tasks and notes; and customize the Outlook environment. Part 2 covers more advanced task such as how to: configure advanced message options; perform advanced management tasks for messages, calendar, and contacts; manage activities by using tasks and journal entries; share Outlook workspaces with other users; and manage Outlook data files. This Logical Operations courseware addresses skills that are tested on the Microsoft Office Specialist (MOS) certification exam 77-423 for Outlook 2013.

Office 365: Migrating and Managing Your Business in the Cloud

Microsoft 365 Portable Genius

Congressional Communication in the Digital Age

Microsoft Outlook 98 Step by Step

Illustrated Microsoft Office 365 & Office 2016: Introductory