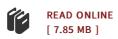# Outlook 2010: Basic Certblaster, Student Manual with Data

By Axzo Press

Axzo Press. No binding. Book Condition: New. Spiral-bound. 240 pages. Dimensions: 10.8in. x 8.7in. x 0.6in.This ILT Series course covers the basic functions and features of Outlook 2010. Students will learn how to read, create, send, and forward e-mail messages. Students will then learn how to manage messages and attachments, configure message options, and use search folders. Students will also learn how to manage contacts, use the People Pane, work with tasks, create appointments, and schedule meetings. This course will help students prepare for the Microsoft Office Specialist exam for Outlook 2010 (exam 77-884). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Outlook 2010. This item ships from multiple locations. Your book may arrive from Roseburg,OR, La Vergne,TN. Spiral-bound.

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