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<<Outlook 2007   Outlook 2007 Business Contact Manager For Dummies>>

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Page 2

Looking to make the most of Business Contact Manager? This nuts-and-bolts guide gets you up and running with this powerful software in no time. You'll take advantage of the latest features -- from customizing fields to integrating with Office Accounting -- to keep your business operating smoothly. Create quotes, orders, and invoices in a flash so you can focus on sales!   Karen Fredricks has 20 years of experience with contact management software, sales processes, and the effective use of technology.

Introduction Part   : Getting to Know Your Business Contact Manager Chapter 1: What Is Outlook Business Contact Manager? Chapter 2: Finding Your Way Around Business Contact Manager Chapter 3: Getting Down to Business Contact Manager Part   : Putting BCM to Work Chapter 4: Getting to Know Your Business Contacts Chapter 5: Setting Up Your Business Accounts Chapter 6: Color Your World with Categories Chapter 7: Creating Customized BCM Fields Part   : Organizing Your Day Chapter 8: Managing Your Calendar Chapter 9: Multitasking with the Task List Chapter 10: Creating Business Histories Part   : Show Me the Money! Chapter 11: Sharing Your Data Chapter 12: Working with Opportunities Chapter 13: Accounting We Will Go Part   : Communicating with the Outside World Chapter 14: Merging BCM with Word Chapter 15: Creating and Tracking Marketing Campaigns Chapter 16: Taking the Show on the Road Part   : Digging In a Bit Deeper Chapter 17: Seek and Ye Shall Find Your Data Chapter 18: Measuring Your Progress with BCM Reports Chapter 19: Managing Your Projects and Teams Chapter 20: Maintaining Your Database Part   : The Part of Tens Chapter 21: Ten Cool Things You Can Do In Business Contact Manager Chapter 22: Ten Cool Ways to Get Information into BCM Index

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