

<<Microsoft Office Out>>

图书基本信息

书名：<<Microsoft Office Outlook 2007 进阶指南>>

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### 内容概要

Product Description      MicrosoftOffice Outlook2007 Step by Step (Step By Step (Microsoft).      From the  
Publisher      Key Book Benefits:      -Describes how to navigate the new user interface.      -Lets you take just  
the lessons you need or work from cover--you set the pace.      -Includes coverage of all the  
fundamentals, including sending and receiving e-mail messages, managing contacts, and scheduling meetings.  
-Features easy-to-follow lessons and hands-on skill-building exercises.      -Includes a companion CD with  
practice files and other resources.

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### 作者简介

Joan Preppernau is the author of over a dozen books about Windows and Office, including the popular Microsoft Windows XP Step by Step. Having learned about computers literally at her father's knee, Joan's wide-ranging experiences in various facets of the computer industry contribute to her enthusiasm for producing interesting, useful, and understandable training materials. Joan is the President of Online Training Solutions, Inc. (OTSI) and an avid telecommuter. The power of the Internet and an obsession with technology have made it possible for Joan to live and work in New Zealand, Sweden, Denmark, and various locations in the US during the past 15 years. Having finally discovered the delights of a daily dose of sunshine, Joan has recently settled in San Diego with her husband, Barry, and their daughter, Trinity. Joyce Cox has over 20 years' experience in the development of training materials about technical subjects for non-technical audiences, and is the author of dozens of books about Office and Windows technologies. Joyce is the Vice President of Online Training Solutions, Inc. (OTSI). She was President of and principle author for Online Press, where she developed the Quick Course series of computer training books for beginning and intermediate adult learners. She was also the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California.

书籍目录

Getting Started with Outlook 2007 Sidebar:Different Types of E-Mail Accounts Connecting to Your Primary E-Mail Account Troubleshooting the Startup Wizard Connecting to Additional E-Mail Accounts Creating Additional Outlook Profiles Sidebar:Outlook With Business Contact Manager Personalizing Your Outlook Workspace Exploring the Advanced Toolbar Key PointsManaging Contact Information Working in the Contact Window Sidebar:Importing Sharepoint Contacts Lists Saving and Updating Contact Information Sidebar:Quickly Communicating With Contacts Organizing Contacts by Using Color Categories Creating a Distribution List Personalizing an Electronic Business Card Creating an Additional Address Book Sidebar:Sharing Address Books Sidebar:Exporting Address Books Displaying Different Views of Contact Information Quickly Locating Contact Information Printing Contact information sidebar:Creating a OneNote Page Page Linked to a Contact Record Key Points Key pointsSending E-Mail Messages Working in the Message Window Sidebar:Outlook Message Formats Creating and Sending Messages Attaching Files to Messages Sidebar:Resending and Recalling Messages Sidebar:Sending Contact Information Creating and Formatting Business Graphics Sidebar:Changing Message Settings and Delivery Options Personalizing the Appearance of Messages Adding Signatures to Messages Automatically Key PointsHandling E-Mail Messages Viewing Messages and Message Attachments Sidebar:Marking Messages as Read Replying to and Forwarding Messages Sidebar:Deleting Messages Working With New Mail Notifications Creating a Task or Appointment from a Message Printing Messages key PointsManaging Your Inbox Quickly Locating messages Arranging Messages in Different Ways Sidebar:Using Search Folders Organizing Messages by Using Color Categories Organizing Messages in Folders Sidebar:Creating a oneNote Page from an E-Mail Message Archiving Messages Key PointsManaging Appointments,Events,and Meetings Working in the Calendar Item Windows Scheduling and Changing Appointments Scheduling and Changing Events Scheduling,Updating,and Canceling Meetings Sidebar:Using the Exchange server 2007 Smart Scheduling Feature Responding to Meeting Requests Sidebar:Creating a Meeting Workspace Key PointsManaging Your Calendar .....Tracking TasksGathering InformationCollaborating With Other People Working Away from Your OfficeCustomizing and Configuring OutlookGlossary Index

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