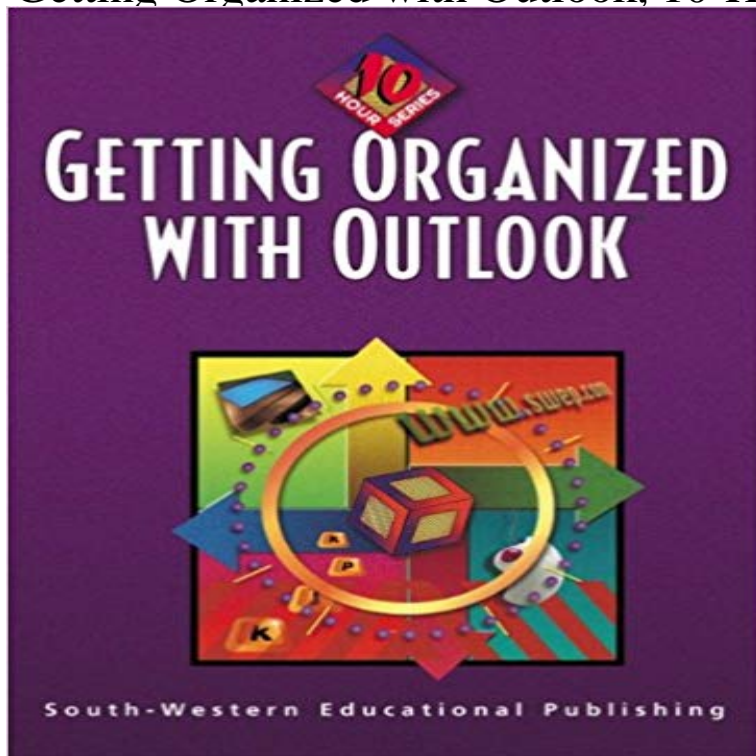


Getting Organized with Outlook, 10-Hour Series Text/Disk Package



Getting Organized with Outlook teaches the application-specific lessons that cover ten important tasks using the organizational tools in Microsoft Outlook software. Also covered are principles of organization and time management with step-by-step instructions for achieving results. A data disk is also included that contains sample presentations and materials for completing activities.

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