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## Manage Your Life with Outlook For Dummies

By Greg Harvey

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Manage Your Life with Outlook For Dummies, Greg Harvey, \* An all-new guide that unlocks the secrets of greater Office 2007 productivity-a must-have for power users and everyone who would like to work more efficiently\* Offers scores of tips, tricks, and techniques to boost productivity with the programs people use every day-Word, Outlook, Excel, and PowerPoint\* Topics covered include dealing effectively with e-mail, effectively managing files, using and creating templates, reusing and remixing content, sharing and reviewing content, and efficiently managing time and scheduling\* The CD-ROM and companion Web site offer podcasts of key productivity tips from the book Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.



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