



## Quick Course in Microsoft Outlook 98

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# Quick Course in Microsoft Outlook 98

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Quick Course in Microsoft Outlook 98 demonstrates in easy steps the ways to maximize productivity with the hottest new application in the Microsoft Office 97 software suite. Topics covered include: communicating and sharing information with others; managing e-mail, calendars, contacts, tasks and to-do lists, documents, and files; tracking contacts and project activities; and exploring the World Wide Web, participating in newsgroups, and conducting online meetings.

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