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Shelley Fisher

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Using Microsoft Office Outlook 2003 Patricia Cardoza, 2003. With detailed coverage on the new features, this is a comprehensive, inclusive guide to achieving maximum productivity when using this messaging and groupware application.

Office 2007 In Simple Steps Kogent Solutions Inc., 2008. This is a book that helps you learn Office 2007, the contemporary offering from Microsoft. Being precise and complete, it offers the reader a cutting edge in the field of Office 2007. An easy-to-understand style, lots of examples to support the concepts, and use of a practical approach in presentation are some of the features that make the book unique in itself.

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book can also be used for preparing for professional certification exams offered by various leading institutes across the globe

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