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# 10 Tips In 10 Minutes Using Microsoft Outlook 2010 (Tips In Minutes Using Windows 7 & Office 2010 Book 6)



## Synopsis

Purchase • 15 Tips in 15 Minutes using Microsoft Outlook 2010 • to repeatedly save 1.5 hours of time. Learn simple, one-minute tips that will help you communicate and manage your time effectively, plus repeatedly save you up to 1.5 hours. • Learn simple ways to triage your inbox and focus on what matters • Discover ways to reduce email for others • Automate your work • Manage your time more effectively This book is for you if • You need ways to reduce your email volume and get things done • You've been working in Microsoft Outlook for years and can't get around but wonder if there is a better way • Want to build your technology skills and rock at your job • You have no time for formal training and need quick tips The tips include step by step instructions with screenshots, when appropriate, and multiple version support indicating when a tip applies to previous versions of the technology. Get up to speed on the latest features of Outlook (and features that have been around for years), repeatedly save hours of time throughout your week, and work efficiently and effectively using the technology you have at your fingertips. Scroll up and click "Buy Now" to start reading!

## Book Information

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## Customer Reviews

I purchased each of Vickie's Tips in Minutes books. I have been in the administrative field for over 20 years, and I learned so much! Every book had new insights for me. If you use the Microsoft Office suite, you will benefit from this series.

The Tips in Minutes series is a fabulous collection. I highly recommend them and if she is ever in your area providing a workshop or presentation, the money to attend is worth it!

Nice and very useful book. But many topics just depends of common sence and no more. Anyway its a good tool for work with outlook with some shortcuts

Easy to follow and very useful. Step by step directions with graphics -- plain and simple. Will look up other books by same author.

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