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"Raymond has

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been at Microsoft
for many years and
has seen many
nuances of
Windows that
others could only
ever hope to get a
glimpse of. With
this book,
Raymond shares
his knowledge,
experience, and

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anecdotal stories,
allowing all of us to
get a better
understanding of
the operating
system that affects
millions of people
every day. This
book has
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"Raymond Chen
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the design of the
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anecdotes that will
help you to truly

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appreciate the
difficulty inherent in
designing and
writing quality
software."

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and thoughtful
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with flying col
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contract and
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with a number
of clear
scenarios and
examples,
making it
easier to
understand
and apply the
new concepts.
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can be used as***

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it can be read
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priorities with
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your time with
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way and keep
your inbox
clean Schedule
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protect
against
viruses, and
filter spam
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speed on the
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most popular
e-mail and
productivity
tool, many
utilize only a
fraction of its
true potential.

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Do bar, filter
junk email,
and make the

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support;**

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Services;
accessing data
with two-way
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offline access;
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and more
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to manage
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life with the new
Outlook 2013 As
the number one e-
mail client and
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manager,

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with other
applications
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notes, and record
items in the
journal, as well as
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features, and more
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Explains how to
customize your
Outlook, manage
all the information
within Outlook,
and take Outlook
on the road
Outlook 2013 For

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Dummies offers
Outlook 2013: E
you a whole new
Mail Essentials
outlook on Outlook
(Super Simple
2013!
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The most
comprehensive,
realistic, and
useful guide to
Microsoft Lync
Server 2013,
today's leading
Unified

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Outlook 2013: E
system. Four
Mail Essentials
expert Lync
(Super Simple
consultants and
Manuals)
implementers bring
together in-the-
trenches guidance
for all facets of
planning,
integration,
deployment, and
administration. The

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authors introduce
Outlook 2013: E
Microsoft Lync
Mail Essentials
Server 2013,
(Super Simple
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outline what it can
do, and review the
key improvements
Microsoft has
made in this
version. They
cover every form
of communication
Lync Server can

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manage, including
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on planning
infrastructure,
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day operations,

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server roles, multi-
Outlook 2013: E-
platform clients,
Mail Essentials
security,
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Manuals)
and much more.

Microsoft Lync
Server 2013
Unleashed
contains a new
section on Office
365 and Lync
Online, a chapter

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covering
Outlook 2013: E
coexistence
Mail Essentials
between on-
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premise and Office
Manuals)
365 Lync
deployments, and
another
introducing Lync
online
configuration and
administration.
Throughout, the

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authors combine theory, step-by-step configuration instructions, and best practices from real enterprise environments. They identify common mistakes and present proven solutions and workarounds.

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Simply put, they tell you what works--and show how it's done.

Detailed information on how to... • Plan for any type of deployment, from simple to highly complex--including virtualized

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environments •
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(Super Simple
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Walk step-by-step
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installation, and
understand
important new
changes in the
installation process

- Overcome
obstacles to
successful
migration from

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older versions of
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Office
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Server • Manage
server roles,
including Front
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Monitoring,
Archiving, and
Director roles •
Efficiently

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Mail Essentials
through the Lync
(Super Simple
Server
Manuals)
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Server 2013's
significantly
improved
capabilities as a
PBX replacement
and

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solution • Integrate
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party video
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platforms,
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gateways, and
cloud services •
Evaluate the
option of providing
Lync services
through Microsoft

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Lync Server
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2013's
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upgraded web,
mobile, and
desktop clients
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Office Professional
2013—one step at

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With Step by Step,
you set the

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you need, just
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them! Determine
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for specific tasks
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Create attractive
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accessible. Key
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spread found in
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technology
developments and

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concepts are
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distinctive step-by-
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Control Your Day
(CYD) provides a

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fresh new way to
manage email and
tasks in Microsoft
Outlook using the
GTD concepts

David Allen made
famous in his book
Getting Things
Done. This book
presents the
concepts and
benefits of CYD

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and then provides the step by step instructions to allow you to take back control of your Email Inbox and your life. The average worker spends 28% of their time on email. If you were able to reduce that by just

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3% through the
ideas presented in
this book, you
would get back 7
days of your life a
year.

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Microsoft
Exchange Server
2013 High
Availability

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Free Productivity
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Transformation
and Natural
Resources
Mailbox and High
Availability
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with SharePoint2013
Now in its third
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business solutions in
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world
scenarios address

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Configuration
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alongside realistic
scenarios to provide
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and working with
(access services Offers
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updated content on
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libraries, workflow,
content types, and
web parts Reviews
social features, forms
management,
businessconnectivity
services, and more
Beginning SharePoint

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2013 is an ideal introduction to the latest iteration of this popular content management provider.

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packs hundreds of
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troubleshooting tips,
and workarounds. It's
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fluff. Discover how
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Office—and
challenge yourself to
new levels of

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productive Sync your
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contacts on multiple
devices Organize and
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documents with
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Enhance Microsoft

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(data with the
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Analysis tool Get
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share, and sync
documents and
settings with
SkyDrive Use

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Publisher, and Lync in
Mail Essentials
Smarter ways
(Super Simple
Exchange Server
Manuals)
A bestselling
Exchange Server
guide, updated for
the 2016 release
Mastering Microsoft
Exchange Server
2016 is the gold-
standard reference
for system
administrators and
first-time users alike.

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Fully updated to align with the latest release, this expert-led guide provides comprehensive coverage and easy-to-follow tutorials for all aspects of Exchange Server installation, configuration, and management.

Whether you're migrating from an earlier version or

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Server for the first
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time, this book gives
(Super Simple
you quick access to
Manuals)
the answers you
need. Step-by-step
instructions walk you
through planning
and design,
installation,
administration and
management,
maintenance, and
more, so you can get

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up to speed quickly
and get back to work.
With a focus on the
(hands-on details, the
Microsoft Certified
Masters author team
provides practical
insight and
invaluable guidance
on every aspect of
Exchange Server
2016, from mastering
the basics to
leveraging new

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(Super Simple
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features. Microsoft Exchange allows access to e-mail, voicemail, and calendars at any time, from almost any device. The 2016 release is designed specifically to appeal to enterprises; if you've been tasked with the implementation, this guide has the

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information you
need. Get up to
speed with the latest
changes and features
Understand server
configurations,
requirements,
installation, and
migration Manage
mailboxes, groups,
connectivity, and the
client access server
Troubleshoot
common issues

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efficiently and
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effectively Exchange
Server 2016 shifts
(even more control to
the user, freeing
Manuals)
administrators to
perform more critical
tasks. Beefed-up
architecture and
more centralized
functions have eased
configuration and
upgrades, and a
robust cloud

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Manuals)
administrators need
to become familiar
with the latest
changes, and
Mastering Microsoft
Exchange Server
2016 is the ultimate
reference and
tutorial.

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The African Economic
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The African Economic Outlook is the only annual report that (monitors in detail the economic performance of 53 individual countries on the continent, using a strictly comparable analytical framework. The focus of the 2013 edition is structural transformation and

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natural resources in
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With more than 275
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Access users can
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Manuals)
The book, which
covers the latest
release of Access and
earlier versions, is
divided into five
parts: an introduction
to VBA programming,
manipulating
databases with ADO,
using DDL, event

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programming, and
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using ASP and XML.
Mail Essentials
The text will show
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you how to write and
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programming code
with the Visual Basic
Editor; understand
and use common
VBA programming
structures such as
conditions, loops,
arrays, and
collections; code a

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“ message box ” and
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reprogram
Mail Essentials
characteristics of a
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database; query and
manipulate your
database from a Web
browser with Active
Server Pages (ASP)
and many more
practical techniques.
Features: Covers in
great detail the latest
version of Access and
all of its features.

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Building Business
Solutions
Microsoft Office
Inside Out
African Economic
Outlook 2013
Structural

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Transformation and
Outlook 2013: E
Natural Resources
Design, Deploy and
(Super Simple
Deliver an Enterprise
Messaging Solution
Manuals)
***With a focus
on mailbox and
high
availability
features, this
book delivers
the ultimate,***

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in-depth
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Mail Essentials
IT
(Super Simple
professionals
Manuals)
planning and
managing an
Exchange
Server 2013
deployment.
Guided by Tony
Redmond, a
Microsoft MVP

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and award-
Outlook 2013: E
winning
Mail Essentials
author, you
(Super Simple
will:
Manuals)

Understand
major changes
to Exchange
Server
architecture
Get inside
insights for
planning your

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*upgrade or
deployment*
Outlook 2013: E
Mail Essentials
(Super Simple
Manuals)
*Examine the
new web-based
Exchange admin
center (EAC)*
*Take a deep
dive into
configuring
mailboxes,
distribution
groups, and*

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managing the
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groups;
mailbox
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service;
compliance,
data leakage,

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and data loss
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Mail Essentials
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mailboxes;
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The

bestselling

guide to

Exchange

Server, fully

updated for the

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newest version
Outlook 2013: E
Microsoft
Mail Essentials
Exchange
(Super Simple
Manuals)
Server 2013 is
touted as a
solution
for lowering
the total cost
of ownership,
whether
deployed on-
premises or in

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the cloud.
Outlook 2013: E
Like the
Mail Essentials
earlier
(Super Simple
editions, this
Manuals)
comprehensiveg
uide covers
every aspect
of installing,
configuring,
and
managingthis
multifaceted

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collaboration
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system. It
Mail Essentials
offers Windows
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trators and
consultants a
complete
tutorial and r
eference, ideal
for anyone
installing
Exchange

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Server for the
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first time
Mail Essentials
orthose
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an earlier
Exchange
Server
version.
Microsoft
Exchange
Server 2013 is
a messaging

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system
Outlook 2013: E
that allows for
Mail Essentials
access to e-
(Super Simple
mail,
Manuals)
voicemail, and
calendars from
a variety of
devices and
any location,
making it
ideal for
the enterprise

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offers systems

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and consultant

both a

tutorial and a

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A team of
Microsoft
Certified
Masters walks
you step by
step through
planning and
design,

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Microsoft

Exchange

Server 2013 is

the complete

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mail server
product
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information on
the design, im
plementation,

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*migration, and
administration
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Exchange
Server*

environment.

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2013-without
becoming a
technical
expert! This*

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*book is the
fastest way to
create, edit,
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content! Even
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never used
Office before,*

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has never,
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Microsoft's
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reliable
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you really
want to do
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new versions
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Excel,
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*Here's a small
sample of what
you'll learn:*

*Explore Office
2013's updated
interface and
most efficient
shortcuts Use
Microsoft
Office on the*

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Streamline
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creation with
templates,
tables, and
more
Efficiently
build and
review longer
documents-by*

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with
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Supercharge
presentations
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animations,
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accounts and
personalize
Outlook to
your own
workstyle
Manage your
life with*

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lists, and
notes Use
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simplify
activities on
Facebook,
LinkedIn, and
beyond

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text, links,
files, media,
screen clips,
and
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into your

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much more...
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becoming a
technical
expert! This
book is the
fastest way to
learn Outlook

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*and use it to
efficiently
manage all
your contacts
and communicat
ions! Even if
you've never
used Outlook
before, you'll
learn how to
do what you
want, one*

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incredibly
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clear and easy
Mail Essentials
step at a
(Super Simple
time. Outlook
Manuals)
has never,
ever been this
simple! Who
knew how
simple Outlook
2013 could be?
This is the
easiest, most

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beginner's
guide to using
Microsoft's
incredibly
powerful new
Outlook 2013 p
rogram...simple,
reliable
instructions
for doing
everything you

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do! Here's a
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small sample
(Super Simple
of what you'll
Manuals)
learn: •

Regain control
and

automatically
get rid of
junk email •

Make email
more efficient

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- **Create**
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events,
meeting
invitations,
and reminders
- **Publish and**
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calendar •
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friends, and
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Hub • Use
Tasks and To-
Do Lists more
effectively •
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data across
multiple
devices,

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and support of
Microsoft
Outlook. She
founded
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outlook-
tips.net) and
operates The
Outlook and
Exchange*

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(Super Simple
weekly
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Exchange
Outlook
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7,000+
subscribers,
and her
Outlook Daily

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include Sams
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Gunter has
authored more
than 50*

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Manuals)
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several other
books on
Microsoft
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