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BASIC

Student Manual And Data Outlook 2002 Advanced 2e Cbt

Axzo Press Axzo Press



Student Manual And Data Outlook 2002 Advanced 2e Cbt:

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Student Manual and Data ,2004-11 This ILT Series manual teaches advanced level functions and features of Outlook 2003 Students will learn how to create custom toolbars customize the menu bar and Navigation pane use advanced search options set and remove filters and sort group and set rules for messages They ll also learn how to work with notes the Journal advanced Calendar features message templates forms public folders newsgroups and Outlook s security features This course maps to Microsoft s MOS exam objectives The manual student CD included is designed for quick scanning in the classroom and filled with interactive exercises that help ensure

student success **Student Manual and Data** Axzo Press Axzo Press,2004-12 This ILT Series course teaches students the fundamentals of using Word 2002 Students will learn how to create open format save and print a document Course activities also cover basic editing techniques ion techniques how to copy and move text and how to format characters and paragraphs Students also learn how to create tables add headers and footers control page layout and use the proofing tools Finally students save a Word document as an HTML file hyperlinks and send documents via e mail This course maps to Microsoft Office Specialist exam objectives The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success Comes with a companion CBT program **Student Manual and Data** Axzo Press Axzo Press,2004-11 This ILT Series course builds on the skills taught in Word 2002 Basic In this intermediate level course students will learn how to work with columns sections Table AutoFormat styles the Drawing Canvas and templates Course activities also cover importing data from Excel performing calculations on table data using the Outline feature inserting graphics comparing and merging documents and printing labels and envelopes This course maps to Microsoft Office Specialist exam objectives The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success Comes with a companion CBT program **Student Manual and Data** Axzo Press,2007-03-01 This ILT Series course rated 4 9 5 0 in overall quality by ProCert Labs covers the basic functions and features of Outlook 2007 Students will create e mail accounts and send e mail messages using several techniques They will also learn how to manage e mail messages contacts tasks and meeting requests Finally students will customize Outlook for maximum efficiency Comes with CertBlaster exam prep software download and a companion CBT program Designated as Approved Courseware for the Microsoft Certified Application Specialist program this course will help students prepare for the Outlook 2007 exam 77 604 For comprehensive certification training students should complete Outlook 2007 Basic Intermediate and Advanced Student Manual and Data Course Technology Ilt Staff,2005-12 This ILT Series course rated 4 9 5 0 in overall quality by ProCert Labs teaches advanced level functions and features of Outlook 2003 Students will learn how to create custom toolbars customize the menu bar and Navigation pane use advanced search options set and remove filters and sort group and set rules for messages They ll also learn how to work with notes the Journal advanced Calendar features message templates forms public folders newsgroups and Outlook s security features This course is approved courseware for Microsoft Office Specialist certification Comes with CertBlaster exam prep software download Also available with a companion CBT program and student data files on CD ROM *Student Manual and Data* Axzo Press,Course Technology Ilt Staff,2005-12 This ILT Series course rated 4 9 5 0 in overall quality by ProCert Labs teaches the basic functions and features of Outlook 2003 Students will learn how to configure an e mail account read create and send messages and work with file attachments They ll also learn how to organize messages set delivery options print messages set up a mail merge work with contacts and tasks use the Calendar and manage their Outlook folders This course is approved

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