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Marty and Carole Matthews are the authors or coauthors of more than 70 books, including Windows Vista QuickSteps and Microsoft Office PowerPoint 2007 QuickSteps. They are the creators of the QuickSteps series. Bobbi Sandberg is a consultant, an instructor, and a retired CPA, as well as the coauthor of Quicken 2007 QuickSteps and two other books.

Microsoft Office Outlook 2010 QuickSteps—Carole Matthews ...

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Microsoft Office Outlook 2007 QuickSteps

QuickSteps. Other Titles: Microsoft Office Outlook two thousand and seven Outlook 2007 Outlook two thousand and seven: Responsibility: Marty Matthews, Carole Matthews, Bobbi Sandberg.

Microsoft Office Outlook 2007 QuickSteps

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This helps you quickly manage your mailbox. For example, if you frequently move messages to a specific folder, you can use a Quick Step to move the message in one click. Or, if you forward messages to your manager or peers, a one-click Quick Step can simplify the task. or The Quick Steps included with Outlook can be customized.

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Marty and Carole Matthews are the authors or coauthors of more than 70 books, including Windows Vista QuickSteps and Microsoft Office PowerPoint 2007 QuickSteps. They are the creators of the QuickSteps series. Bobbi Sandberg is a consultant, an instructor, and a retired CPA, as well as the coauthor of Quicken 2007 QuickSteps and two other books.

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