

## Clait Plus 2006 Unit 8 Electronic Communication Using Outlook 2010



The eighth guide in the CLAIT Plus 2006 series covers the advanced features of this personal information management software. You will be able to use advanced facilities to co-ordinate e-mail communications, create and use an address book of contacts and enter and amend information in the various Outlook folders. You will also learn how to manage mailbox and calendar files and folders, and to produce hard copy of weekly schedules, contact details and messages. Data files are available to download.

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