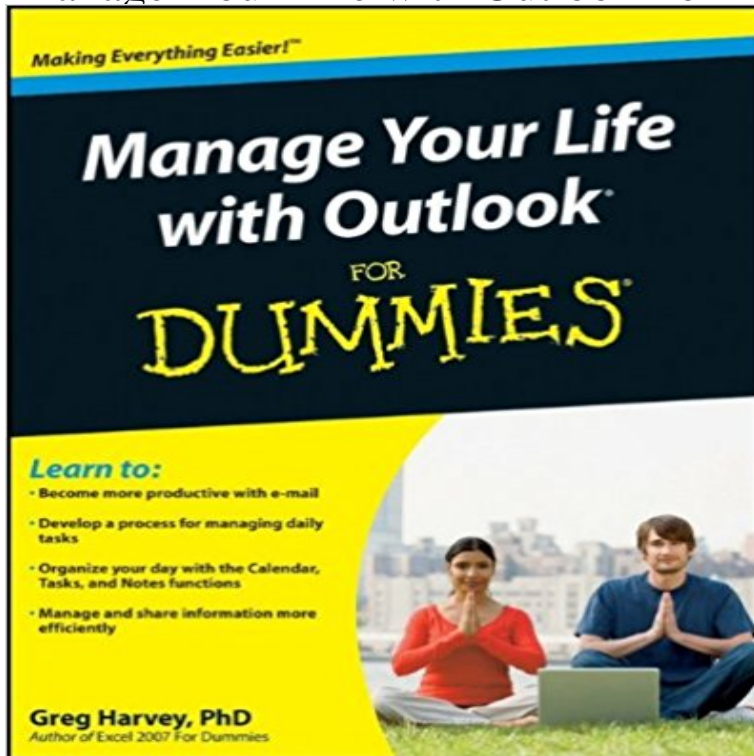


# Manage Your Life with Outlook For Dummies



An all-new guide that unlocks the secrets of greater Office 2007 productivity—a must-have for power users and everyone who would like to work more efficiently. Offers scores of tips, tricks, and techniques to boost productivity with the programs people use every day—Word, Outlook, Excel, and PowerPoint. Topics covered include dealing effectively with e-mail, effectively managing files, using and creating templates, reusing and remixing content, sharing and reviewing content, and efficiently managing time and scheduling. The CD-ROM and companion Web site offer podcasts of key productivity tips from the book. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

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