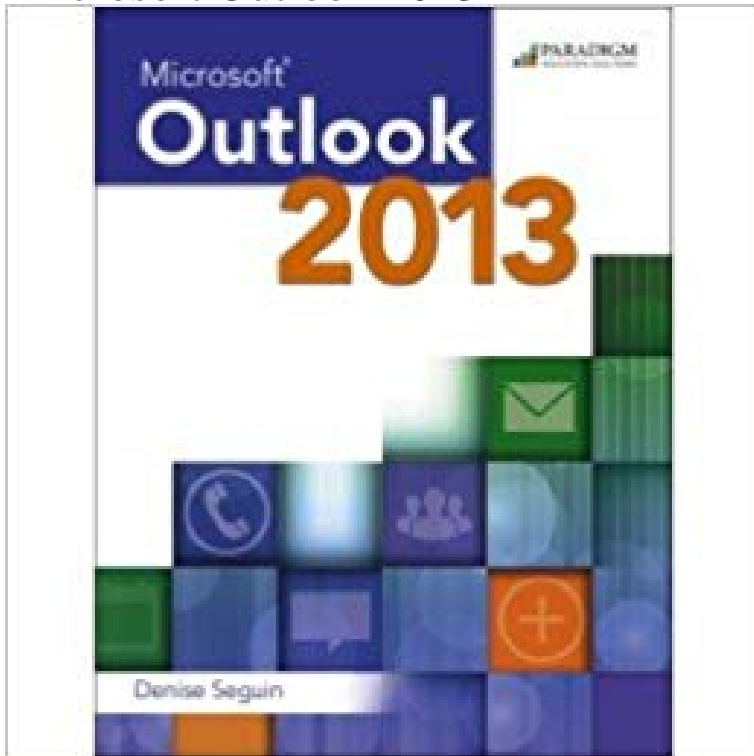


# Microsoft Outlook 2013



Paradigm's new Microsoft(R) Outlook 2013 Text teaches students to master the Outlook application by using an interactive, read-and-do approach. Students:

- \* Learn by reading straightforward introductions to tools, commands, and skills supported by clear button images and screen visuals.\*
- \* Apply what they learn by completing hands-on, step-by-step exercises.\*
- \* Reinforce new knowledge by reading Quick Steps summaries in the margins.\*
- \* Extend learning with interesting and relevant information provided in tips in the margin and in the new features listed below.\*
- \* Review at the end of every chapter with Chapter Summaries and Features Summary charts.\*
- \* Assess mastery of chapter skills with hands-on Skills Check exercises and Skills Check activities.

NEW textbook features include:

- \* Exchange Server notes describing what students will see if their version of Outlook is connected to a server running Microsoft Exchange Server\*
- \* Outlook Web App features showing how tasks are accomplished in the Web app\*
- \* Outlook.com features illustrating differences between the desktop version of Outlook and the online version

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