



Microsoft Outlook 2010 - Die offizielle Schulungsunterlage (77-884) (German Edition)

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Die offizielle Schulungsunterlage zu Outlook 2010 wurde von Microsoft für alle Anwender entwickelt, die im Rahmen einer Trainingsmaßnahme den effizienten Umgang mit Microsoft Office-Produkten erlernen möchten.

Durch den ausgereiften didaktischen Aufbau lernen Sie in übersichtlichen Lektionen die Arbeitstechniken kennen, mit deren Hilfe Sie die typischen Anforderungen beim beruflichen Einsatz von Outlook 2010 meistern. Klare Lernziele weisen Ihnen den Weg, leicht nachvollziehbare Schritt-für-Schritt-Anleitungen mit reichhaltiger Bebilderung führen Sie durch die Arbeitsschritte und Wiederholungsfragen stellen sicher, dass Sie den Stoff verstanden haben.

Gleichzeitig stellt diese Schulungsunterlage eine solide Basis für die Vorbereitung auf die Microsoft Office Specialist (MOS)-Prüfung 77-884 dar.

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