



Microsoft Outlook 2013: Complete (Shelly Cashman Series)

By Steven M. Freund, Corinne Hoisington



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Editorial Review

Review

Office 2013 and Windows 8: Essential Concepts and Skills. Office 365 Essentials. 1. Managing Email Messages with Outlook. 2. Managing Calendars with Outlook. 3. Managing Contacts and Personal Contact Information with Outlook. 4. Creating and Managing Tasks. 5. Customizing Outlook. Certification Appendix. Index. Quick Reference. Important Notes for Windows 7 Users.

About the Author

Steven M. Freund attended the University of Central Florida and serves as a leader instructor of various Microsoft Office, computer concepts, programming, and Internet technology courses throughout Central Florida. An integral author for the successful Shelly Cashman Series since 2001, he has presented at the annual customer conference, the Shelly Cashman Series Institute, as well as other customer events. Mr. Freund has co-authored multiple editions of DISCOVERING COMPUTERS, Mozilla Firefox, Windows Internet Explorer, Windows, Office, and Dreamweaver books. He has also written numerous successful instructor supplements.

Corinne Hoisington is a professor at Central Virginia Community College in Lynchburg, Virginia. With more than 25 years of teaching experience, Professor Hoisington has been honored with the Microsoft Most Valuable Professional in Computer Programming award. A dynamic speaker, she regularly presents on new technology and education trends to instructors across North America. She is the author of several best-selling Shelly Cashman Series texts on Windows, Visual Basic, and Adobe Dreamweaver, as well as Android app development.

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