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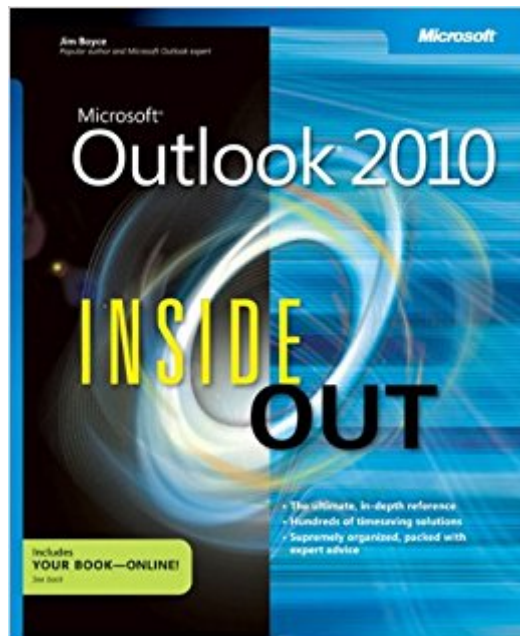
Microsoft Outlook 2010 Inside Out

Synopsis

You're beyond the basics, so dive right in and really take control of your communications and workday! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts manage Outlook 2010 -- and challenge yourself to new levels of mastery. Customize and configure Outlook 2010 with advanced setup options Organize and share your calendar, tasks, and notes to optimize efficiency Learn expert ways to manage your contacts and other critical data Extend the power of Outlook by using it with Microsoft Word, Access, and Excel Collaborate through Microsoft SharePoint 2010 libraries and files Implement virus protection, encryption, spam filters, and other security features Perform Outlook tasks through a Web browser or with a mobile device Configure Outlook as a Microsoft Exchange Server 2010 client The book website includes a fully searchable online edition of this book, with unlimited access on the Web.

Book Information

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Average Customer Review: 3.7 out of 5 starsÂ Â See all reviewsÂ (42 customer reviews)

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Customer Reviews

My main purpose in purchasing this book was to prepare for the Word 2010 Expert certification exam (currently in Beta mode). Microsoft recommends the "Inside Out" series for the Expert level certification exams.The Bad:What makes this a tough book to learn from is that no practice files or follow-along content were developed for this book. This is pretty standard practice for these types of books, especially from Microsoft Press, so I was really surprised no such material was developed.So unless you have lengthy personal documents handy where you can practice making

bibliographies, indices, etc., you're left trying to apply the concepts to whatever Word documents you have lying around on your hard drive. Although I did well on the test and probably would not have done so without this book, I spent far more time than I should have on learning the content, because I often had nothing on hand to which I could apply the concepts.Macros- this book does not prepare you to learn VBA, a subject area for which I bet some people will buy this book. It's well known that no "gold standard" book on Word VBA exists, but all this book does is spend a few pages describing how to record a macro and how to navigate VBE, then directs you to the Word MVP group website to learn VBA by reading posts. The book completely dodges any serious attempt at teaching Word macros.I also have to point that I ran into more grammatical and spelling errors in this book than I've ever come across in a technology book. Not what you would expect in a word processing book!The Good:The free ebook is a very nice touch (requires free registration on Safari Books Online, well worth it to access the ebook).

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