



## Managing Contacts with Microsoft Outlook 2007: Business Contact Manager

By Edward Kachinske, Stacy Roach, Timothy Kachinske

Cengage Learning, Inc. Paperback. Book Condition: new. BRAND NEW, Managing Contacts with Microsoft Outlook 2007: Business Contact Manager, Edward Kachinske, Stacy Roach, Timothy Kachinske, Want to learn how to manage customer, prospect, and vendor information in Microsoft Outlook 2007 Business Contact Manager? Want to use Microsoft Outlook to quickly and easily follow up on sales leads? Look no further! With minimal time investment, you can quickly and easily get up to speed on the powerful contact management functionality of Business Contact Manager. All you need is the information in this book. Managing Contacts with Microsoft Outlook 2007 Business Contact Manager clearly and concisely reviews the practical areas of Business Contact Manager, such as contact management, sales opportunity management, marketing and campaign management, and project management. It examines each area of functionality, including relevance to most businesses. Step-by-step instructions and easy-to-follow screenshots are provided throughout the book for you to easily learn the application. The book is set up in such a way that it's easy to use as you work, which facilitates a learn by doing approach. Managing Contacts with Microsoft Outlook 2007 Business Contact Manager is an ideal tool for all Microsoft Outlook users looking to easily manage their...



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