



Microsoft

# MOS Study Guide

Joan Lambert



**EXAM MO-400**  
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**Joan Lambert, Joyce Cox**

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features like managing attachments applying categories organizing messages and using rules for automating actions Understanding how to use the Focused Inbox and managing Junk Email is also emphasized The calendar and tasks section teaches candidates how to schedule appointments meetings and events manage multiple calendars and track tasks effectively Additionally it covers how to organize and prioritize tasks using the To Do bar and calendar views Managing contacts and groups includes creating managing and sharing contacts setting up contact groups for group emails and using contact management tools like Quick Steps and Categories to streamline communication This study guide offers practical examples tips and best practices ensuring candidates are prepared to efficiently use Outlook's full range of features for effective email and calendar management in a professional setting **Conservation Study Guide** Douglas D. Piirto,1991-09 Exam Prep for MOS 2013 Study Guide for Microsoft Outlook Just the Facts101,2019-08-18 Your text simplified as the essential facts to prepare you for your exams Over 2 000 highly probable test items

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