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Jim Boyce has authored or coauthored more than 45 books about computer hardware and software, including Microsoft Office Outlook 2007 Plain & Simple and Microsoft Outlook Version 2002 Inside Out. He is a former

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contributing editor and monthly columnist for WINDOWS Magazine. He has worked with computers as a programmer and systems manager in a variety of capacities since the 1970s, and has a ...

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By all accounts, the trainees were on the road to using 2010 in a timely manner and with less difficulty had they only followed Microsoft tutorials or used other books. Frankly, I chose "Outlook 2010 Plain & Simple" because it isn't a massive volume and was written in a way I could understand.

### **Amazon.com: Customer reviews: Microsoft Outlook 2010 Plain ...**

When you reply to a message, Outlook preserves the format of the original message. If you select the Read all standard mail in plain text option, however, Outlook formats your reply in plain text. Or you can click the InfoBar,

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change the format of the message to HTML or Rich Text, and then reply. If you change the format of the message, the reply is formatted with the new display format.

### **Change the message format to HTML ... - support.microsoft.com**

Get this from a library! Microsoft Outlook 2010 plain & simple. [Jim Boyce] -- "With this full color, no-nonsense guide, you'll learn the quickest ways to solve a problem or learn a skill with Microsoft® Outlook® 2010. Easy-to-follow steps and concise, straightforward language ...

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Microsoft outlook plain and simple I had Microsoft Outlook, word, publisher, ect. and I loved it. It was auto-replaced with Micosoft Office and then it evidently expired and I could not run anything and it is still hanging in limbo, also I went to G-mail and do not like it, and feel my Windows is not as easy to surf as well.



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## **Microsoft outlook plain and simple - Microsoft Community**

Microsoft Outlook 2010 includes lots of new features that improve usability and add functionality. Many of the familiar features in previous versions are improved, reworked, or fine-tuned in Outlook 2010. All of these changes combine to make Outlook 2010 a great tool for collaboration, communication, and time and information management.

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