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Microsoft Office 101: Tips to be Effective & Efficient

Looking for easy ways to use your tech time more wisely? Learn a variety of tips and tricks for Microsoft Outlook to help you use your time more effectively. Learn about e-mail, calendar, and task features that will help you in your day-to-day use of Microsoft Outlook.

Leave this session with a cheat sheet full of new ways to better utilize your time, skills, and improve your efficiency.

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