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Microsoft Outlook 2010 is a comprehensive personal information application, which combines Internet/Interoffice e-mail, a calendar and task list, address book and contact information, and notes and journals. Outlook is used to handle communication as well as organize information for individuals. It is part of Microsoft Office 2010.

This test is designed for anyone who uses Outlook for their e-mail communication. This test assesses the user's ability to use common functions such as sending email and adding contacts as well as more advanced functions including arranging meetings and creating tasks. Topics include Application Features, Calendar, Contacts, E-mail, Notes and Tasks.

Tests for Microsoft Excel 2010 and Microsoft Word 2010 are also available.

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