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Development of forms

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Learn how to create simple forms on the basis of a Public Folder Post with VBA validation and deploy it within the company through MS Exchange Server and VB Script.

Managing contacts

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Use MS Outlook contacts efficiently for various utility such as basic CRM or mail merge.

Messaging

[\(more...\)](#)

Using efficiently the basics of messaging with MS Outlook in a professional environment. This training is an important step for the calendar management and advanced features of the application.

Time Management (calendar)

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Master the professional techniques to manage a calendar yours or others'. Learn how to use the group appointments (meetings) and optimize the task management.

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