10	:00	
	:30	Meeting in Board Ro
11	:00	
	:30	
12	:00	Lunch with George a
PM	:30	
1	:00	Meeting in Madison
	:30	
2	:00	Start new initiative
	:30	

MICROSOFT®
Outlook 2003

MCGRAW-HILL DONATION—NOT FOR RESALE 20ASA006

Brenda L. Nielsen

New Print Move ✖

Inbox
Folder List
▼ Mailbox - C
Calenda
Contact
Deleted
Design
Drafts (
▶ Inbox

Mc Graw Hill **Technology Education**

The ✚ plus SERIES

We designed the books in this series to stand alone as primary texts or to supplement instruction in a core course. We've made them brief, easy-to-use and less expensive than primary textbooks.

The inaugural list of books in the +Plus Series include:

- Microsoft® Visual Basic for Applications by Alan I Rea
- Microsoft® Outlook 2003 by Brenda L. Nielsen
- Microsoft® FrontPage 2003 by Ann Willer
- What's New in Microsoft® Office 2003 by Cheryl Manning, Catherine Manning Swinson, & Donald L. Amoroso

To arrange to receive an examination copy of any *Plus Series* title, contact your McGraw-Hill Technology Education sales representative; you can search **www.MHTechEd.com** for the representative that serves your school.

If you have suggestions for improvement to a book in the series or if you have a topic that would be perfect for the *Plus Series* that you would like to write, please contact: Don_Hull@McGraw-Hill.com

Don Hull
Senior Sponsoring Editor
McGraw-Hill Technology
Education
1333 Burr Ridge Parkway
Burr Ridge, Illinois 60527

+Plus Series:

Microsoft®
Outlook 2003

+Plus Series:

Microsoft®
Outlook 2003

Brenda L. Nielsen
Mesa Community College at Red Mountain

Mc Graw Hill **Technology Education**

Boston   Burr Ridge, IL   Dubuque, IA   Madison, WI   New York   San Francisco   St. Louis
Bangkok   Bogotá   Caracas   Kuala Lumpur   Lisbon   London   Madrid   Mexico City
Milan   Montreal   New Delhi   Santiago   Seoul   Singapore   Sydney   Taipei   Toronto

Mc Graw Hill **Technology Education**

Students will be able to discover and apply skills while working through a variety of tasks. The +Plus Series textbooks are designed for engaged, active learning.

How Will the +Plus Series Accomplish This?

- Through relevant, real-world scenarios and cases.

- Through tasks in each chapter that incorporate steps and tips for easy reference.

- Through alternate ways and styles that encourage student involvement.

- Through the end-of-chapter reinforcement projects that support what the student has learned.

Other +Plus Series Titles

- *FrontPage 2003* by Ann Willer

- *Microsoft® Visual Basic for Applications (VBA)* by Alan I Rea

- *What's New in Microsoft® Office 2003* by Cheryl Manning, Catherine Manning Swinson, and Donald L. Amoroso

+Plus Series Goals and Approach to Learning

The +Plus Series textbooks emphasize that students learn by being actively involved—by *doing*. Teaching how to accomplish tasks is not enough for thorough conceptual understanding. Students need to understand and be able to complete the presented tasks in order to master skills. The +Plus Series books are subdivided into sessions that contain groups of tasks and hands-on practice. The session tasks contain concept explanations combined with practice steps to apply the presented material.

brief *brief* contents

table of contents

Session Each chapter is divided into separate sessions.

Chapter Outline The outline enables students to have a quick look at the major topics covered in the chapter.

Chapter and Microsoft Office Specialist Objectives At the beginning of each chapter is a list of action-oriented objectives. Chapter objectives that are also Microsoft Office Specialist Objectives are designated with the corresponding Microsoft objective number.

Introduction The chapter introduction provides the overview of the chapter's activities in the context of the case problem.

Another Way and Another Word Both are highlighted features that provide an alternative way to accomplish a task or provide additional information about a topic, including what to watch out for where appropriate.

Step-by-Step Instructions Numbered steps are included for all hands-on activities. Keyboard characters and menu selections appear in a special format so that students can easily see what to press or type. Steps provide students with the exact sequence in which to complete a task.

Tips Tips appear when appropriate and warn students of possible missteps or provide alternatives to the step that precedes the tip.

Task Reference and Task Reference Summary Task References appear throughout the textbook. Each contains a bulleted list of steps showing a generic way to accomplish activities that are important. The Task Reference Summary at the end of each chapter provides a summary of the chapter's Task References.

Microsoft Specialist Certification Objectives The objectives appear as a part of both the chapter objectives and the chapter summary.

Making the Grade Questions These questions appear at the end of each session in a chapter. They review and test a student's grasp of each session's contents.

End-of-Chapter Materials The end-of-chapter materials incorporate a three-level approach to reinforce learning and continue to engage the student actively. Level One provides true-false and multiple-choice questions, Level Two provides short-answer questions and a Jeopardy-style create-the-question exercise, and Level Three provides hands-on projects for students to complete.

Hands-On Projects The projects engage the student in problem-solving exercises that the student completes using the chapter materials.