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**Do Better Work, Faster!**

*BrainStorm, Inc.* the leading industry provider of end-user software training, offers 360 degrees of instruction for Microsoft Outlook 2010. This 6-page, tri-fold, illustrated quick reference training card, offers a variety of beginning and intermediate Outlook 2010 tasks, shortcuts, and other resources. Not only will you become more familiar with Outlook, but your productivity will skyrocket and you'll be able to do better work faster.

Topics include an in-depth discussion on:

The Ribbon, Getting Started, Using the File Tab, Previewing Attachments, Managing Your Tasks, Organizing Your Email, plus dozens of other great tips.

**Plus, you get access to FREE video content**, showcasing additional features to increase the depth of your Outlook training.

This BrainStorm Quick Start Card is the ultimate reference guide for learning all the ins and outs of Microsoft Outlook 2010.

## **Key Product Features:**

Professional Software Training and Learning for Outlook 2010

Full color screen shots and graphics to help demonstrate Outlook tasks

Entire list of keyboard shortcuts for quick reference

Sections organized by learning topics; beginner and intermediate Outlook users

Accompanying videos provide an even deeper look into Outlook 2010

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