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-  Creating a Custom Toolbar for Office Links
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-  Creating a Message Using an Address Book and Forwarding a Message
-  Creating a Pie Chart
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-  Creating and Working with Macros
-  Creating Communicating Phases, Milestones, and Deliverables
-  Creating Contacts
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-  Summarizing the Main Idea of a Slide
-  Updating a Report with Grouping
-  Using and Customizing Labels
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-  Using Macros to Display or Hide Sections of a Report
-  Using Styles Effectively
-  Using the Calendar to Schedule Appointments
-  Using the Slide Area to Display Graphics
-  Using the TaskPad
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-  Working with a PivotTable and PivotChart
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