



---

## Software Publications

*Software Publications*

# BSBADM307 Organise schedules with Outlook 2013 supplement

\$24.95



This learning guide covers the skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.

It includes a supplement workbook for Microsoft Outlook 2013.

### Parameters of Product

ISBN:	978-1-925291-59-9
Unit code:	BSBADM307
Author:	Beverley Weynton and Software Publications writing team
Pages:	114
Table of Contents:	<a href="#">Open in new tab</a> - <a href="#">Open here</a>
Sample File:	<a href="#">Open in new tab</a> - <a href="#">Open here</a>
Exercise Files:	Refer to the ISBN for the Outlook 2013 supplement for the exercise file download

[Vendor Information](#)