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## **KEY=LESSON - CURTIS CHANCE**

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### **MICROSOFT ACCESS 2010 COMPLETE**

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Cengage Learning Provide a thorough introduction of the most important Microsoft Access 2010 skills to beginning students with Microsoft Access 2010 Complete, part of the Origins Series. This text includes features that make learning easy and enjoyable, yet challenging for students. Students will be engaged with activities that range from simulations to case studies that challenge and sharpen problem-solving skills while gaining the hands-on practice needed to be confident and successful computer users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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### **MICROSOFT OFFICE 2003**

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#### **INTRODUCTORY COURSE**

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### **NEW PERSPECTIVES ON MICROSOFT EXCEL 2013, COMPREHENSIVE ENHANCED EDITION**

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Cengage Learning Readers develop the Microsoft Excel 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT EXCEL 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS Excel 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS Excel 2013 as NEW PERSPECTIVES MICROSOFT EXCEL 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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### **MICROSOFT OFFICE 2010: INTRODUCTORY**

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Cengage Learning This Microsoft Office 2010 Introductory text, part of the Origins Series, includes features that make learning easy and enjoyable, yet challenging for learners. Students receive a wide range of learning experiences from activities with one or two commands to simulations and case studies that challenge and sharpen learners' problem-solving skills. This is a hardcover text. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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### **DIGITOOLS: COMMUNICATION, INFORMATION, AND TECHNOLOGY SKILLS**

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Cengage Learning No other book better prepares students for the innovations in Microsoft Office (2010 and 2007) and living in today's digital world like the third edition of DIGITOOLS! DIGITOOLS emphasizes computer applications, such as word processing, presentations, spreadsheets, and database while also providing instruction on the proper way to key and format documents using proven instructional methods. Students learn to effectively use the Internet and input technologies, including speech and handwriting recognition. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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### **MICROSOFT WINDOWS SERVER 2003**

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## **CORE REQUIREMENTS : SELF-PACED TRAINING KIT**

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### **IC3 CERTIFICATION GUIDE USING MICROSOFT WINDOWS 7 & MICROSOFT OFFICE 2013**

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Cengage Learning Now readers can effectively prepare for success with the IC3 (Internet and Computing Core Certification program) with IC3 INTERNET AND COMPUTING CORE CERTIFICATION GUIDE USING MICROSOFT WINDOWS 7 AND MICROSOFT OFFICE 2013. The IC3 global training and certification program proves users are equipped with computer skills to excel in a digital world. It shows users are capable of using of computer technology ranging from basic hardware and software to operating systems, applications, and the Internet. These skills position readers to advance their careers through additional computer certifications, such as CompTIA's A+ and similar exams. Today, more than ever, computers and Internet skills are prerequisites for employment and higher education. Employers and universities now understand that exposure to computers does not equal understanding computers. This book provides the knowledge and skills that a functional user of computer hardware, software, networks, and the Internet needs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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### **MICROSOFT EXCEL MANUAL FOR WANER AND COSTENOBLE'S FINITE MATHEMATICS**

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This distinctive, text-specific manual uses Excel instructions and formulas to reinforce vital concepts in applied calculus.

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### **CENTURY 21 JR. COMPUTER APPLICATIONS WITH KEYBOARDING**

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Cengage Learning Provide a description about the book that does not include any references to package elements. This description will provide a description where the core, text-only product or an eBook is sold. Please remember to fill out the variations section on the PMI with the book only information. Just getting started in the computer world? This introductory text, CENTURY 21™, JR. COMPUTER APPLICATIONS WITH KEYBOARDING, 3E is the perfect companion for navigation of computer basics, file management, the Internet, keyboarding, word processing, desktop publishing, spreadsheets, presentations, and databases. CENTURY 21, JR. provides step-by-step guidance, with engaging activities. Units are divided into easy-to-manage chapters and projects will help students learn the features of Microsoft Office 2013 and 365. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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### **LEARN & USE MICROSOFT EXCEL IN YOUR CLASSROOM**

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Shell Education Integrate technology into four content areas (language arts, science, social studies, and math) by using Microsoft Excel in your classroom.

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### **CLIFFSNOTES TEXES: GENERALIST EC-6**

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Houghton Mifflin Harcourt Trusted test prep for aspiring Texas-based teachers

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### **MICROSOFT EXCEL MANUAL FOR WANER AND COSTENOBLE'S APPLIED CALCULUS, THIRD EDITION**

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Thomson Brooks/Cole This distinctive, text-specific manual uses Excel instructions and formulas to reinforce vital concepts.

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### **NEW PERSPECTIVES ON MICROSOFT EXCEL 2000**

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#### **COMPREHENSIVE**

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Course Technology Ptr Part of our New Perspectives Series, this text offers a case-oriented, problem-solving approach for learning this powerful spreadsheet. This Comprehensive title is a Microsoft-approved study guide for the expert level certification in Microsoft Excel 2000.

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### **MICROSOFT OFFICE USER SPECIALIST**

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### **EXCEL 97 EXAM GUIDE**

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Que Pub A tutorial to the electronic spreadsheet program prepares students for the Microsoft performance-based certification test

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**MICROSOFT OFFICE 2000 INTRODUCTORY COURSE**

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**COLLEGE ACCOUNTING, CHAPTERS 1-15**

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Cengage Learning As the leading choice in college accounting, Heintz and Parry's College Accounting, 21E, combines a proven, step-by-step approach and excellent examples with a tightly integrated online homework tool that makes accounting understandable to every student, regardless of your accounting background or business experience. The Heintz and Parry program, well-known for its clarity, accuracy, and technology, focuses on the practical skills you need to transition from the classroom to the workplace. With even more practice opportunities and independent study resources than ever before, the 21E delivers the tools you need to succeed. This edition introduces accounting concepts using a proven step-by-step approach and inviting narrative style that focuses on the practical skills you'll need as you transition to tomorrow's workplace. The book begins with a basic foundation and simple service company examples before advancing to accounting within the more challenging merchandising and manufacturing environments. Engaging examples and functional learning features within the book's comprehensive approach reinforce the relevance of the skills you're learning and provide a clear, accurate presentation that's understandable even if you have no previous accounting experience or business background. Self-study aids and numerous practice opportunities allow you to check your understanding as you progress. To maximize your study time and help you efficiently complete your homework, CengageNOW provides interactive support, enhanced feedback, and a personalized learning path that assists you in the areas most challenging to you individually. Achieve your best in the classroom today and plan for success within the workplace tomorrow with the skills found in Heintz and Parry's COLLEGE ACCOUNTING, 21E. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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**EXCEL 2013: THE MISSING MANUAL**

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"O'Reilly Media, Inc." The world's most popular spreadsheet program is now more powerful than ever, but it's also more complex. That's where this Missing Manual comes in. With crystal-clear explanations and hands-on examples, Excel 2013: The Missing Manual shows you how to master Excel so you can easily track, analyze, and chart your data. You'll be using new features like PowerPivot and Flash Fill in no time. The important stuff you need to know: Go from novice to ace. Learn how to analyze your data, from writing your first formula to charting your results. Illustrate trends. Discover the clearest way to present your data using Excel's new Quick Analysis feature. Broaden your analysis. Use pivot tables, slicers, and timelines to examine your data from different perspectives. Import data. Pull data from a variety of sources, including website data feeds and corporate databases. Work from the Web. Launch and manage your workbooks on the road, using the new Excel Web App. Share your worksheets. Store Excel files on SkyDrive and collaborate with colleagues on Facebook, Twitter, and LinkedIn. Master the new data model. Use PowerPivot to work with millions of rows of data. Make calculations. Review financial data, use math and scientific formulas, and perform statistical analyses.

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**INTRODUCTION TO COMPUTER EXCEL 7 FOR OFFICE**

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McGraw-Hill

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**COLLEGE ACCOUNTING, CHAPTERS 1-27**

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Cengage Learning As the leading choice in college accounting, Heintz & Parry's COLLEGE ACCOUNTING, 21E, combines a proven, step-by-step approach and excellent examples with a tightly integrated online homework tool that makes accounting understandable to every student, regardless of your accounting background or business experience. The Heintz & Parry program, well-known for its clarity, accuracy, and technology, focuses on the practical skills students need to transition from the classroom to the workplace. With even more practice opportunities and independent study resources than ever before, the 21E delivers the tools you need to succeed. This edition introduces accounting concepts using a proven step-by-step approach and inviting narrative style that focuses on the practical skills you'll need as you transition to tomorrow's workplace. The book begins with a basic foundation and simple service company examples before advancing to accounting within the more challenging merchandising and manufacturing environments. Engaging examples and functional learning features within the book's comprehensive approach reinforce the relevance of the skills you're learning and provide a clear, accurate presentation that's understandable even if you have no previous accounting experience or business background. Self-study aids and numerous practice opportunities allow you to check your understanding as you progress. To maximize your study time and help you efficiently complete your homework, CengageNOW provides interactive support, enhanced feedback, and a personalized learning path that assists you in the areas most challenging to you individually. Achieve your best in the classroom today and plan for success within the workplace tomorrow with the skills found in Heintz & Parry's COLLEGE ACCOUNTING, 21E. Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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## **USING MICROSOFT OFFICE TO ENHANCE STUDENT LEARNING**

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Corwin Press Provides clear directions for beginner to advanced projects by grade level in math, science, language arts, and social studies, plus a CD-ROM with templates and sample finished projects.

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## **MICROSOFT EXCEL 2010 DIGITAL CLASSROOM**

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John Wiley & Sons The perfect book-and-video training package for Excel 2010! This Excel 2010 book-and-video training package-from the same professional training experts who also create many training materials for Adobe Systems-is like having your own personal instructor guiding you through each lesson, but you work at your own pace! The full-color ebook includes 8 lessons that teach you the new features and quirks of Microsoft Excel 2010. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This training package takes you well beyond the basics in a series of easy-to-absorb, five-minute lessons. Walks you through 8 lessons, each consisting of easy-to-follow, step-by-step instructions and lesson files in full color that make each task less intimidating. Includes all the lesson files from the book and video tutorials that clearly show you how to do tasks and reinforces what you're learning in the book. Covers new Excel 2010 features such as Office Web apps that can be accessed from anywhere and a streamlined new Ribbon. Additional resources available on companion Web site: [www.digitalclassroombooks.com](http://www.digitalclassroombooks.com) Learn the ins-and-outs of Excel 2010!

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## **ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE**

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Cengage Learning Both computer rookies and hot shots can master Microsoft Excel 2013 quickly and efficiently with this new book in the acclaimed Illustrated Series - ENHANCED MICROSOFT EXCEL 2013: ILLUSTRATED COMPLETE. Using a concise, focused approach and user-friendly format, the Illustrated Series provides a hallmark two-page layout that allows readers to work through an entire task without turning the page. Skills are accessible and easy to follow with new Learning Outcomes that outline the skills covered in each lesson and larger full-color screens that preview what readers should see on their own computers. Each unit begins with a brief overview of the principles of the lesson and introduces a case study for further application. New and updated appendixes guide you in exploring cloud computing and other developments in more depth. Readers strengthen their understanding of the latest features in MS Excel 2013 for ongoing success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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## **EXCEL 7 FOR WINDOWS 95**

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### **A COMPREHENSIVE APPROACH FOR WINDOWS 95. TEACHER'S ANNOTATED EDITION**

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## **MICROSOFT OFFICE XP**

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## **INTRODUCTORY COURSE**

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## **MICROSOFT ACCESS 2000 STEP BY STEP**

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A guide to Microsoft's data management application discusses essential tasks, demonstrates new features, and offers a tutorial covering topics that range from basic forms to advanced data presentation.

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## **NEW PERSPECTIVES ON MICROSOFT EXCEL 2013, COMPREHENSIVE**

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Cengage Learning With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Excel 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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## **INSTRUCTOR'S MANUAL TO ACCOMPANY INTRODUCTORY MICROSOFT EXCEL 5.0 FOR WINDOWS**

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**MICROSOFT OFFICE 2003**

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**A PROFESSIONAL APPROACH**

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McGraw-Hill Europe

**THE LAWYER'S GUIDE TO MICROSOFT EXCEL 2007**

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American Bar Association Designed as a hands-on manual for beginners as well as longtime spreadsheet users, the reader will learn how to build spreadsheets from scratch, use them to analyze issues, and to create graphics presentation. Key lessons include Spreadsheets 101: how to get started for beginners; Advanced Spreadsheets: how to use formulas to calculate values for settlement offers, and damages, business deals; Simple Graphics and Charts: how to make sophisticated charts for the court or to impress your clients; and sorting and filtering data and more.

**PROBLEM SOLVING CASES IN MICROSOFT ACCESS & EXCEL**

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Cengage Learning Discover how to successfully apply the advantages of the latest Access database management system and maximize tools within the most recent version of Excel spreadsheet as you analyze and solve real business problems in PROBLEM-SOLVING CASES IN MICROSOFT ACCESS AND EXCEL, 15TH ANNUAL EDITION. Packed with hands-on learning, this edition highlights six individual tutorials designed to build practical knowledge as readers walk you step-by-step through the capabilities of each software application. For the best in real-world practice, this edition offers 12 all-new case studies that present scenarios and problems readers are likely to encounter on the job. In addition, a unique emphasis on skill-building integration shows how to use Access and Excel together to resolve the cases. PROBLEM-SOLVING CASES IN MICROSOFT ACCESS AND EXCEL delivers today's most up-to-date, practical guide for the popular Access and Excel programs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**MICROSOFT EXCEL 5.0 FOR WINDOWS**

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**STANDARD COURSE**

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South-Western Pub

**BUSINESS ANALYSIS: THE QUESTION AND ANSWER BOOK**

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ANISAN Technologies Inc. An aspiring business analyst has to go through the rigors of the interview process in order to prove his knowledge, skill, ability, and worth to a prospective employer. The intent of this book is to provide a comprehensive guide to help aspiring as well as experienced business analysts prepare for interviews for suitable roles. The Q&A format of the book seeks to guide readers in planning and organizing their thoughts in a focused and systematic manner. Additionally, this book also aims to not only clarify existing concepts but also help candidates to enhance their understanding of the field. Thus, the book can also be used for preparing for professional certification exams offered by various leading institutes across the globe.

**MICROSOFT OFFICE EXCEL 2003: A PROFESSIONAL APPROACH, COMPREHENSIVE STUDENT EDITION W/ CD-ROM**

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McGraw-Hill/Irwin McGraw-Hill Technology Education's Professional Approach Series presents exercises in real-life business situations so students get hands-on experience working on actual projects--the best way to prepare them for the on-the-job challenges they'll face. Each lesson contains up to 25 skill-applications and 5 end-of-unit skill-applications that take students from simple to complex situations. The Office 2003 texts complete instruction in all skill sets and activities for the appropriate Microsoft Office Specialist Certification (MOS) Exams.

**WILEY CPA EXAMINATION REVIEW, OUTLINES AND STUDY GUIDES**

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John Wiley & Sons All the information you need to master the computerized CPA Exam Published annually, this comprehensive two-volume paperback reviews all four parts of the CPA exam. Many of the questions are taken directly from previous CPA exams. Volume I contains all study guides and outlines Volume II contains all problem solutions The most effective system available to prepare for the CPA exam Contains all current AICPA content requirements in accounting and reporting Helps you zero in on areas that need work, organize your study program and concentrate your efforts With over 600 multiple choice questions and more than 75 simulations, these study guides provide all the information candidates need to master in order to pass the computerized Uniform CPA Examination.

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**EXCEL 2002: CORE, ANNOTATED INSTRUCTOR EDITION WITH CD-ROM**

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**EFFECTIVE TEACHING: A GUIDE FOR COMMUNITY COLLEGE INSTRUCTORS**

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Amer. Assn. of Community Col "Throughout this guide you will find specific strategies for teaching--the kind of practical advice that circulates among veteran teachers whenever they gather together ..."--  
Page i.

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**MICROSOFT OFFICE BUSINESS SIMULATION BASICS FOR MICROSOFT OFFICE 2000 AND XP**

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Course Technology Ptr This new text from our BASICS series provides a business simulation that can be used with Microsoft Office 2000 or XP. Correlated to Core level Microsoft Office Specialist certification, this text works as a capstone or final project for any Microsoft Office course. An excellent companion to any Microsoft Office tutorial text.

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**MICROSOFT OFFICE WITH MICROSOFT WINDOWS 95**

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Course Technology Ptr

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**E-COURSE MICROSOFT OFFICE 97**

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**MICROSOFT EXCEL 2000 BASICS ONE-DAY COURSE**

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