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Certification Circle Katherine Pinard, 2002 Presents a highly visual approach to learning the necessary skills to pass the Microsoft Office User Specialist MOUS exam

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Pasewark, 2002 Part of the South Western Computer Education Series this text includes features that make learning easy and enjoyable yet challenging for learners The text includes 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 book is ideal for computer courses with learners who have varying abilities and previous computer experiences The book covers Office XP Basics and the Internet Word Excel Access PowerPoint Outlook Publisher and FrontPage

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