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**Microsoft**

# Running Microsoft® Works 3

for the Apple® Macintosh®

## The Complete Guide to Microsoft Works Version 3 for the Apple Macintosh

It's the fast and easy way to get up to speed using Microsoft's award-winning integrated software for the Apple Macintosh. It's the perfect home office and small business companion! In no time at all you'll be using the word processing, database, spreadsheet, graphics, and communications productivity tools in Works to accomplish everyday computing tasks.

You'll learn how to combine data from various documents within Works, move data between Works and other programs, customize Works to your specific needs, and use the sophisticated Draw program. Keep this handy guide next to your Mac for instant answers and timesaving tips!

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- Set up an inventory system
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- Prepare loan amortization tables
- Set up an appointment calendar
- Create business charts

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# Running Microsoft Works

**Indera Murphy**



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