# Mastering Outlook



# **Mastering Microsoft Works**

**John Savill** 

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Mastering Microsoft Works David Sachs, Babette Kronstadt, Judith Van Wormer, Barbara Farrell, 1990-01-24 This is a clearly written step by step introduction to using Microsoft Works Version 2 0 on an IBM PC or compatible computer The hands on approach and frequent self check sections make learning Microsoft Works easy Covers all Works functions word processing database management a spreadsheet with graphics and telecommunications Mastering Microsoft Works Sharon Zardetto Aker, 1986 Shows how to use the word processor database management spreadsheet graphics and telecommunications capabilities of the Works integrated program and reviews commands operators functions and formats

<u>Mastering Microsoft Works on the IBM PC</u> Rebecca Bridges Altman,1990 This thorough hands on guide to integrated computing is written especially for small business and home office users Practical easy to follow tutorials cover every aspect of word processing spreadsheets business graphics database management and reporting and basic telecommunications

**Mastering Microsoft Works 3 for Windows** Robert Cowart,1994 Provides computer beginners an introduction to the integrated software package offering a feature by feature description of the word processing database spreadsheet and paint programs as well as a detailed reference appendix Original *Mastering Microsoft Works 4* Robert Cowart,1995

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