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- ➔ USING MICROSOFT WORD, POWERPOINT, AND OTHER TOOLS TO SAVE TIME AND ENHANCE YOUR WRITING

DIANA ROBERTS WIENBROER, ELAINE HUGHES, AND JAY SILVERMAN
Authors of the Bestselling *Rules of Thumb: A Guide for Writers*

Rules Of Thumb For Business Writers

John W. Swain, Kathleen Dolan Swain



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