

Microsoft Word 97 Made Easy Extended Course

Sebastian Brünink

Microsoft Word 97 Made Easy Extended Course:

Microsoft Word 2000 Made Easy Katie Layman, LaVaughn Hart, 2000 Useful for one two or three term courses in Office Technology Occupations Administration departments All texts integrate the learning of word processing with the proper formatting of business documents language arts reinforcement vocabulary building and critical thinking practice

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quotations from a variety of sources involve the individual reader the classroom or a study group in a lively dialogue

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