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the reader learns about the most important features such as how to create and ed *Microsoft PowerPoint® Simple*Projects Grd 5-8,2000 **Understanding and Using Microsoft Office 97** Emily Ketcham, Bruce J McLaren, 1997-08 This text provides users with a thorough understanding of all the applications in the Office 97 suite in one unified volume Users are effectively led through the fundamental skills and knowledge that allow them to quickly master this powerful software Readers will learn from the beginning how the programs work together to complete integrated task *PC Mag*, 2002-01-29 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

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