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Cashman, Misty E. Vermaat, 1997 This text and the accompanying software cover advanced concepts and techniques in Microsoft Office 97 Projects featured include creating a document with tables and a chart generating form letters mailing labels and envelopes and creating a professional newsletter *Microsoft Office 97 Introductory Concepts and Techniques Workbook* Gary B. Shelly, Thomas J. Cashman, Tim J. Walker, 1997-11-01 Shelly Cashman Series Microsoft Office 365 & Office 2019 Introductory Sandra Cable, Steven M. Freund, Ellen Monk, Susan L. Sebok, Joy L. Starks, 2019-03-05 Introduce your students to the important new features that the latest version of Microsoft Office has to offer with the focused approach found in Cable Freund Monk Sebok Starks Vermaat's MICROSOFT Office 365 OFFICE 2019 INTRODUCTORY Part of the acclaimed Shelly Cashman Series this edition continues the series strong history of innovation with an enhanced learning approach designed to engage students improve retention and prepare learners for success with Microsoft Office A trademark step by step screen by screen approach encourages students to expand their understanding of the software through experimentation critical thought and personalization while also engaging them in real world scenarios to reinforce critical skills to make them successful in their educational and professional careers In addition MindTap and updated SAM Skills Assessment Manager online resources are available to guide additional study and ensure successful results Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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