

INTRODUCTORY MICROSOFT WORD

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Microsoft Office XP: Introductory Course

Microsoft Office Introductory Word Chapter 3

Robert T. Grauer, Maryann Barber



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MS-Office Dr. S.S. Srivastava,2008 **Microsoft Office Word 2003 Introductory** Stephen Haag,James T. Perry,Paige Baltzan,2004 The I Series leads the student through clear error free and unambiguous steps to accomplish tasks that produce a finished document work sheet or database table The approach is not simply results oriented teaching how to accomplish a task is not enough for complete understanding and mastery Prior to introducing steps the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database The I Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing *Exploring Microsoft Office Professional 2000, Proficient Certification Edition* Robert T. Grauer,Maryann Barber,1999 All books in this series offer consistent presentation common design pedagogy and writing style Concepts as well as key strokes are stressed Hands on exercises in every lesson provide just the right amount of practice time MOUS Certification throughout the expert level for all individual applications and Office 2000 Three levels of chapter ending exercises multiple choice practice and case studies For anyone interested in becoming more proficient in Microsoft Office 2000 **Exploring Microsoft Office 97 Professional** Robert T. Grauer,Maryann Barber,1998 Intended for any course

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