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# Microsoft Office Training Manual Template

**James R. Sawers, Margaret M. R.  
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 standards from training to procedures and reference documentation to testing operations and maintenance personnel

*Thompson V. Gordon*, 2010 *Microsoft Word 2000 Illustrated BASIC* Marie L. Swanson, 2000-09-29 Through instructor  
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this text offers a quick visual step by step approach for learning basic to intermediate features of Microsoft Word 2000  
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