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Robert Shepherd

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Robert Shepherd,1992 Turn here for fast easy access to concise information on every command and feature of the latest version of Word for Windows Each entry features a brief description discussion of options and step by step instructions for completing common tasks **The Complete Idiot's Guide to Microsoft Office** Sherry Kinkoph,1995 With over three million users Microsoft Office is by far the most popular suite product available The Complete Idiot's Guide to Microsoft Office gives true beginning computer users all the basic information they need in addition to taking them into more intermediate level uses The book's friendly format and lighthearted style take the fear out of learning Microsoft Office

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