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Open Learning Guide for Excel 2003 Intermediate Cia Training Ltd Staff, 2004-06. This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a more complex Excel spreadsheet. The accompanying data files on disk are designed to help demonstrate the features you are learning as you work through the manual, step by step approach. *Microsoft Office Excel 2003* Gary B. Shelly, Thomas J. Cashman, James S. Quasney, 2005-03.

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Outlook on the Web Training Manual Classroom in a Book TeachUcomp, 2019-10-27. Complete classroom training manual for Microsoft Outlook on the Web. 143 pages and 94 individual topics. Includes practice exercises and keyboard shortcuts. You will learn all about email tasks, effective use of the calendar and much more. Topics

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