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All Microsoft Office Teaching Manual

Mary Cooch



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Microsoft Office 97 from the Glencoe Visual Series is an exciting visual learning experience that gives your students the tools they need for competence and confidence in the use of Microsoft Office It incorporates full color illustrations 3 D graphics and even an inviting character who introduces concepts to reach today s visually oriented students The text is accompanied by an applications workbook and a data disk containing templates so students can apply their skills as they learn them

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