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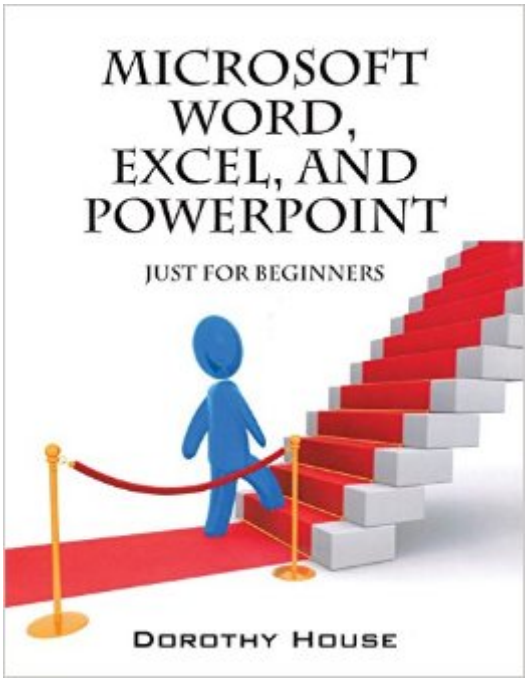

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Synopsis

Each lesson is presented in a step-by-step process. Once you master the lesson, you are provided with an exercise related to the lesson that will reinforce your learning. The steps are clearly explained, and provide a thorough illustration of the task to be performed. This book is the perfect computer applications manual for the novice user. You will gain confidence, and you will be able to easily complete the lessons, with ease.

Book Information

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Customer Reviews

Book way over priced. Not worth ordering. Very basic instructions that is not used or need to be learned for everyday use. Delivery good is all I can say nice about this product. I would never order it again. Felt like I was duped into buying if because the teacher who recommended the book is also the author.

This book has really helped me. In fact, it helped me to get a job. I used this book to freshen up on my computer application skills, and it truly helped me to get the job as an administrative assistant.

This book is a God send for it has helped me with all aspects of Microsoft. I now do not consider myself a beginner because of this book. 5 stars and if i could give 6 i would.

Good with the glass room.

Easy to understand all in this book and I just learning fast from this book. So simple but perfect for beginners!!!!

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