



Skills for Success with Mac Office 2011

Darren R. Hayes, Kris Townsend, Alicia Vargas, Robert Ferrett, Catherine Hain, Shelley Gaskin, Author Supplements

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Skills for Success provides step-by-step guidance in an easy-to-use format. Each skill is presented on a two-page spread with clearly numbered steps and clear instruction. Key skills required to get started with Microsoft Office are covered, giving readers a complete introduction to the core tools.

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