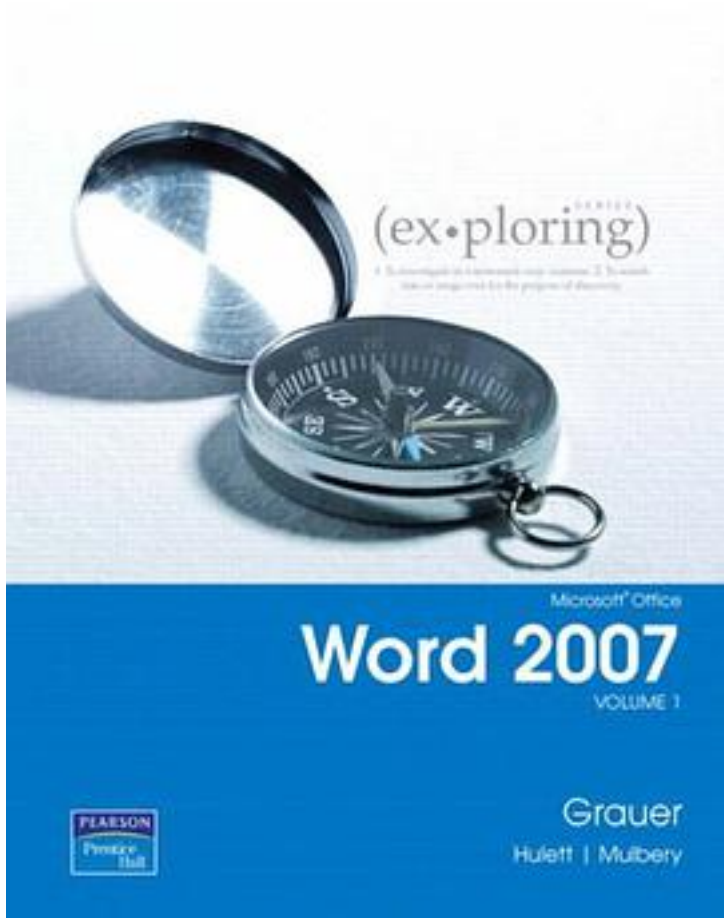


Exploring Microsoft Office Word 2007



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The Exploring series helps students master the "How and Why" of performing tasks in Office to gain a greater understanding of how to use the individual applications together to solve business problems. Exploring titles feature "Perfect pages" where every step of every hands-on exercise as well as every end-of-chapter problem begins

on a new page and has its own screen shot to make it easier to follow. "Exploring Microsoft Office Word 2007, Volume 1, 1/e "covers the following topics: getting started; gaining proficiency with editing and formatting; enhancing the document with tables and graphics; share, compare and documentation. Ideal for students and individuals seeking comprehensive instruction for Word 2007.

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