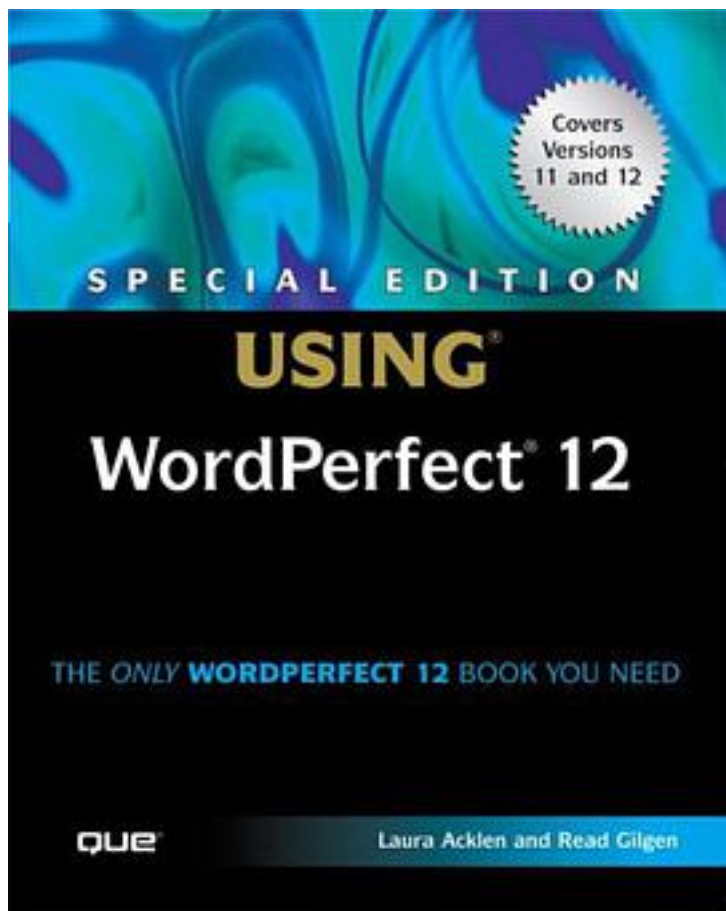


Using WordPerfect 12



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New owners of Hewlett-Packard, Dell and Sony computers, you may find a surprise program on your hard drive. Corel's WordPerfect 12 is now coming pre-installed on all models of HP, Dell and Sony computers. This program is quickly becoming one of the most popular word processing applications, already used by over 18 million people

worldwide, so it is worth learning! Special Edition Using WordPerfect 12 is the most comprehensive and up-to-date book on the subject and is backed and promoted by WordPerfect Universe and wpwriter.com. You will be able to learn and grow with this book, as it provides you with reference material that will help you at all stages as you move towards software proficiency on both WordPerfect 12 and WordPerfect 11. Use this book to first learn the program's basic functions and then how to speed up your work using the writing tools, increase your accuracy, automate document production through the use of templates and generate mass mailings using the mail merge function. This is all you need to learn and master WordPerfect 12 and 11!

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