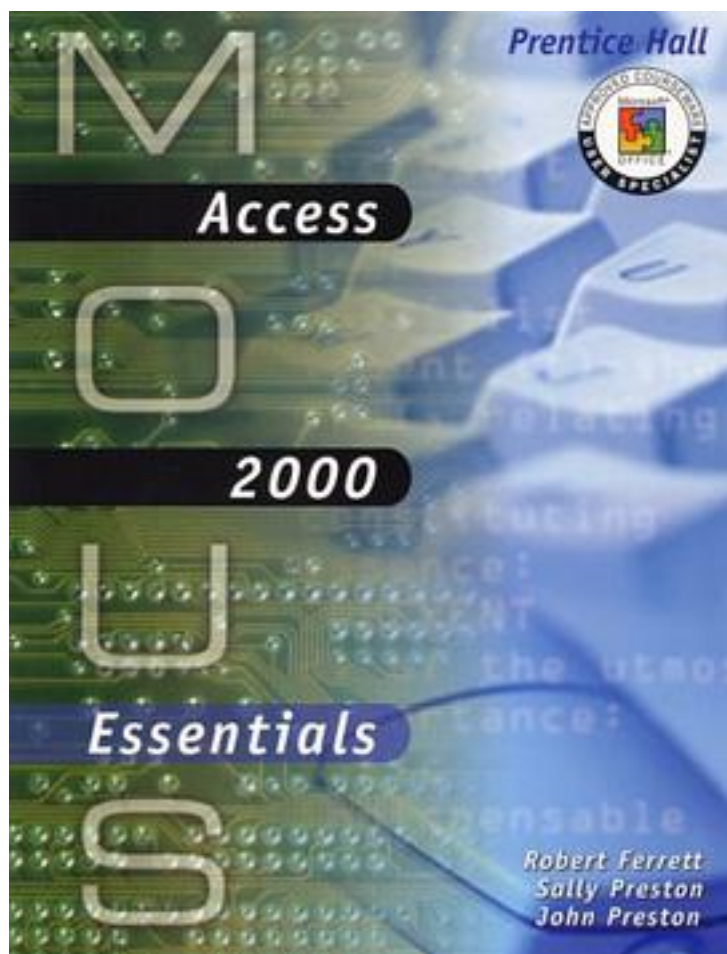


MOUS Essentials



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For courses in Microsoft Office 97 and 2000 applications: Access, Excel, Word, and PowerPoint courseware for the Microsoft Office User Specialist (MOUS) Exam. MOUS Essentials were created specifically to meet the guidelines established by Microsoft for

the Microsoft Office User Specialist ("MOUS") Program. The authors provide an emphasis on step-by-step tutorials with large screen shots, outstanding student pedagogy, and plenty of exercises. The authors have included a number of new elements designed to help students prepare for the MOUS exams. The MOUS Essentials also include live computer-based training and assessment with Kelly MOUS PinPoint CD-ROM.

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