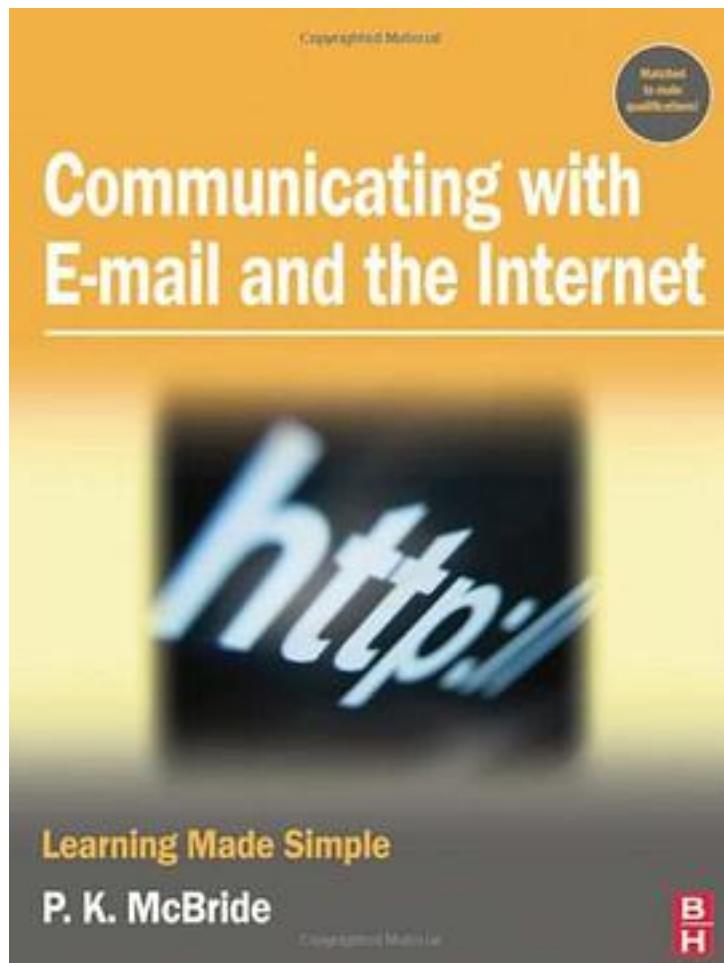


# Communicating with Email and the Internet



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This handy textbook covers all you will need to know to learn to communicate using email and the internet. "Learning Made Simple" books give readers skills without frills.

They are matched to the main qualifications, in this case ECDL, ICDL and CLAIT, and written by experienced teachers and authors to make often tricky subjects simple to learn. Every book is designed carefully to provide bite-sized lessons matched to learners' needs. Using full colour throughout, and written by leading teachers and writers, "Learning Made Simple" books help readers learn new skills and develop their talents. Whether studying at college, training at work, or reading at home, aiming for a qualification or simply getting up to speed, "Learning Made Simple" books give readers the advantage of easy, well-organised training materials in a handy volume with two or four-page sections for each topic for ease of use. "Learning Made Simple" builds on the multi-million success of the previous "Made Simple Books" series.

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