



Microsoft Office XP (Sams Teach Yourself...in 24 Hours)

Greg Perry

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Sams Teach Yourself Microsoft Office 10 in 24 Hours is written by an expert in the field who is familiar with what actual users need to know about Office. This book details the best tools, shortcuts, and ways to accomplish the most common tasks in Office, and avoids the little-used features. The reader may work his way through the entire book at his own pace, or dip into specific lessons or tasks that solve an immediate question or problem.

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