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this book is for the novice computer user who needs a look and learn approach to learning a new software program offering straightforward instruction on financial planning and forecasting every step is accompanied by an illustration of what the reader will see on their computer screen visual learners will relish the format because it enables them to get up to speed quickly

lent details the wealth of government data available online and guides both beginning and advanced online users on accessing it he also includes complete instructions for buying the necessary equipment logging on and accessing any piece of information as quickly and easily as possible line art

an excellent introduction to online database search services how they are now being used in school libraries and the types of expanded services that they can provide in school libraries wilson library bulletin

contains detailed coverage such as modems and cables types installation and use commercial and shareware telecommunications software how to use white knight microphone ii freeterm red ryder and more readers learn how to find what they re looking for fast and inexpensively how to remain a welcome online visitor how to interpret all the confusing terms and more

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