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this lab module offers brief hands on introductory coverage of the microsoft works 3 0 software microsoft works is an integrated word processing spreadsheet and database software application all in one package the objectives listed at the beginning of each lab module explain the concepts commands and competencies to be gained in each software application program the sports club case study places real world business problems within the context of a health club business environment students solve the business problems by using application software such as word processing spreadsheet and database software

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microsoft works for windows 95 focuses on solutions and makes it easier to concentrate on the task at hand rather than on the tool needed to perform the task this book disk set not only teaches readers how to best use the word processor spreadsheet database communications and drawing components of microsoft works it also teaches them how to use the components together to save time and effort

designed to meet the needs of the student unfamiliar with the use of the computer in the classroom this text is written for undergraduate and graduate education students who want an up to date readable practical and concise introduction to computers for teachers included in the text are a wealth of classroom lessons that integrate technology into the classroom

help users master computer skills quickly and easily with this colorful highly visual illustrated course guide for word 2003 lessons are presented in an easy to follow 2 page spread that introduces step by step instructions on the left page and large screenshots and illustrations on the right this signature streamlined approach allows continuing education students learn quickly while also serving as an excellent reference tool

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provides easy to follow instruction for holiday cards friendship cards cards for that special someone funky cards for just because

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