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a clear concise guide to the most important features of each of the applications in the office suite as well as the microsoft windows operating system separated into six parts and organized by chapter it teaches the basics of each application in short easy to follow tutorials

this work offers a rapid 20 lesson way through the windows version 3 1 environment it gives timesaver tips and plain english definitions along with the lessons each lesson focuses on a clear goal and aims to bring the user reader to competence within 10 minutes

a crash course in wordperfect for the busy lawyer it covers the essentials of this word processing program

including multitasking entering and editing text formatting letters creating briefs and combining documents the diskette contains practice exercises and templates

packed with answers to real questions this book has information arranged topically to give readers the facts they need corel has placed 500 000 copies of wordperfect suite 8 in the marketplace and the large wp user market can use this title as an alternative to expensive technical support

give yourself a triple treat the most powerful word processing program a powerful graphic user interface and the most complete reference tutorial available the hands on activities and extensive illustrations will have you producing everything from letters to legal documents quickly and professionally

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part of a series of hands on self paced introductions to the components of a pc and the windows operating system presenting key terms within the text as they are encountered and containing numerous practice time exercises to reinforce concepts this volume looks at wordperfect for windows notes anticipate the student s questions and offer tips techniques and reminders each lesson ends with a summary of concepts review questions and exercises and the work concludes with a command summary and index

an excellent reference for anyone who needs a comfortable usable text for wordperfect 7 for windows this

book teaches the fundamentals of wordperfect and provides tips notes cautions troubleshooting q as and read me first paragraphs to help users avoid pitfalls

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