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WORD PROCESSING APPLICATIONS

BASIC ACTIVITIES

Word Processing Applications Basic Activities

DP Hallahan

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Word Processing Applications Jo Ann Lee,Shelley Gaskin,1996 Introducing students to word processing WP this text is organized by concept rather than by type of document Overviews are given of concepts and there are practice activities for each element The text integrates business related documents for practising each concept including memos reports letters tables enumerations and outlines The book is not software specific allowing the text to be used with any WP program

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