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GAIL PERRY



Wordperfect 8 Fast And Easy

Diane Koers



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WordPerfect Suite 8 Fast & Easy Gail A. Perry,1997 The highly visual nature of this book offers a step by step approach with which new users feel comfortable The simple and practical task orientation allows users to follow from beginning to end to master all the basic skills and to return to the book for reminders when they need a refresher on specific tasks

Quicken Deluxe 99 Fast and Easy Coletta Witherspoon,1998 Through a series of visual step by step tutorials Quicken 99 Fast Easy teaches readers how to keep track of and manage checking and savings accounts credit cards investments mortgages and budgets with Quicken 99 This book is organized to provide hands on experience with real examples for readers who have a limited amount of time to become proficient with the program

The Essential Windows 98 Book Elaine J. Marmel,Diane Koers,1998 This easy to follow book covers customizing the workspace with links and dynamic controls and accessing networks intranets and the Internet Based the final version of Windows 98 this guide saves time and makes everyday tasks easier than ever

WordPerfect 8 for Busy People Elden Nelson,1997 w the most compelling real world examples documents and procedures of the application at work Labels describe each part of the document or process and point the reader to the page or section where they will find the details Fast Forward sections starting each chapter outline the chapter s most important principles

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Using Quicken 7 for DOS Linda Flanders,1993 This guide on Quicken offers everything from cheque book management to advanced productivity boosting techniques It delivers basic information in simple terms for beginners and also covers net worth calculation credit card management and the paying of bills electronically

Learn Publisher 97 in a Weekend Nancy Stevenson,1997 Readers will learn how to create a publishing project in a weekend without having to become a desktop publishing expert The fast track approach allows the user to begin taking advantage of the opportunities for expression and creativity in document design

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