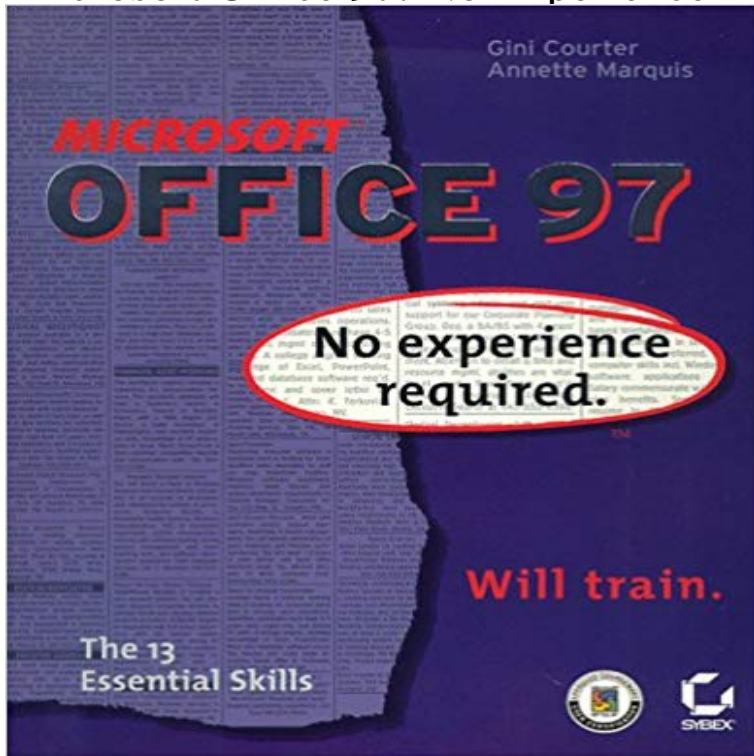


Microsoft Office 97: No Experience Required



Here is a comprehensive self-study guide that teaches all the essential skill needed to advance your career and even pass the Microsoft Office User Specialist Certification test. Real-world exercises and projects test your mastery and ensure that you are able to complete the tasks at hand. The chapters are broken into skills and the material is presented in manageable bite-sized chunks. Just like a training course, learn by doing, rather than simply reading theory. With this book get up to speed in a hurry, become an efficient Office user, and impress your employer.

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