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facing pages with the step by step instructions on the left page and large screen illustrations on the right Preface **Quick course in Microsoft Word 97** ,1998 **Microsoft Word 97 Extended Course and Surfing for Success in Business 97 Package** Layman, Lawler, LaVaughn Hart, 1997-10-17 Quick Course in Microsoft Word 97 Joyce Cox, Christina Dudley, Online Press, Inc, 1997 Quick Course books offer streamlined instruction for the new user in the form of no nonsense to the point tutorials and learning exercises This title demonstrates in easy steps how to create impressive looking documents including a business letter an eye catching press release and a company flier *Microsoft Word 97* Gary B. Shelly, Thomas J. Cashman, Misty Vermaat, 1998 Part of the highly successful Shelly Cashman Series this text offers a screen by screen step by step approach to learning Word 97 Covers beginning and advanced skills

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