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Título: Exploring Microsoft Office 2003

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Sinopsis

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Helpful for beginners and more well-versed users, though very heavy with busy work. The explanations are pretty clear and simple, and if practice makes perfect, you'd be close to that end after completing everything in this book.

WARNING FOR MAC USERS: don't get this book. It is intended for the PC version of Office, and even though you can still stumble through, most of the shortcuts are slightly different, and the overall way to do things can vary. It's a mess if you have to take this for a class and have a Mac, so think twice before taking such a class.