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Jin-Ying Zhang



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Mastering Mail Merge Using Microsoft Word 2007 Andrea Jones,2007 *Special Edition Using Microsoft Office Word 2007* Faithe Wempen,2007 This all new information packed guide explores the most useful and powerful features of Microsoft Word 2007 Created for serious users of Word who need to learn the new interface quickly the book shows how to control document sharing and security and how to manage multi user revisions **APC**

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Student Handbook for Writing in Biology Karin Knisely,2009-04-10 Providing practical advice to students on how to write for biology this book shows how to write for a particular audience self evaluate drafts and paraphrase for improved comprehension **Office 2013 Bible** Lisa A. Bucki,John Walkenbach,Faithe Wempen,Michael Alexander,Richard Kusleika,Dick Kusleika,2013-07 Learn the sought after features of the core applications from the Office 2013 suite This book features the best of the best content from the Excel 2013 Bible the Word 2013 Bible the PowerPoint 2013 Bible and the Access 2013 Bible It also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite

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