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IM Harris



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Mastering Microsoft Word: A Beginner's Guide to Creating and Formatting Documents DIZZY DAVIDSON, 2025-02-14

Unlock the full potential of Microsoft Word with this comprehensive guide designed for users of all skill levels. Whether you're a student, professional, or hobbyist, this book will transform you from a novice to a confident Word user equipped with the knowledge to create professional and polished documents. Packed with real-life stories, illustrations, quizzes with answers, practical exercises, and real-life examples, this book is your ultimate companion to mastering Microsoft Word. Inside this book, you'll discover:

- Getting Started:** Familiarize yourself with the Microsoft Word interface and learn the basics of creating, saving, and opening documents.
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Subject Guide to Books in Print, 1997

WORLD: The Great Wall Of Publishing An Entrepreneurial Analogy SHEILA SHAW, 2025-03-26

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