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Jennifer Duffy

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Loved by students for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for learning Microsoft Word 2010 regardless of your experience level. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Word 2010 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses.

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