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to understanding the "why" and
"how" behind each skill. And because
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of the classroom, this series provides
learning tools that students can
access anywhere, anytime. Students
go to college now with a different set
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entire Office suite. To enhance understanding, the content is explored in real-world projects in Word, Excel, Outlook, and PowerPoint. Since the technical programming methods in the Office applications continue to evolve, the updated 2019 edition reviews the changes to the program. Code

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