



Microsoft Office Quick Reference (Que Quick Reference)

Sue Plumley

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This is the first quick reference for the variety of applications of the Microsoft Office suite! This handy guide contains alphabetical listings of the essential commands of Word, Excel, PowerPoint, and Microsoft Mail.

-Includes special tips, cautions, and shortcuts for increased proficiency

-A-to-Z organization makes for fast and easy referencing

-In-depth information on integrating all the applications

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