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Nita Rutkosky, Denise Seguin, Audrey Rutkosky Roggenkamp, Ian Rutkosky

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A brief version of our popular Marquee Office textbook, this text offers a quick and highly visual approach to learning the basics of Microsoft Office 2016. Key Features Incorporates graduated instruction to move students from easy, step-by-step learning to validating skills through realistic projects. Facilitates self-paced, accelerated, and traditional learning. Designed specifically for Introduction to Computers and Computer Literacy courses.

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