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This edition for Texas State Adopters only. Our Microsoft Office Applications books provide a wide variety of applications, projects, and simulations that will appeal to students with different computer skills and personal interests. When the Introductory and Advanced books are used together, students will learn all of the necessary skills to become Microsoft Office Specialist certified at the core level for Word, Excel, Access, and PowerPoint. Instructions and activities are generic and work for Microsoft Office XP, Office 2000, and Office 2003.

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