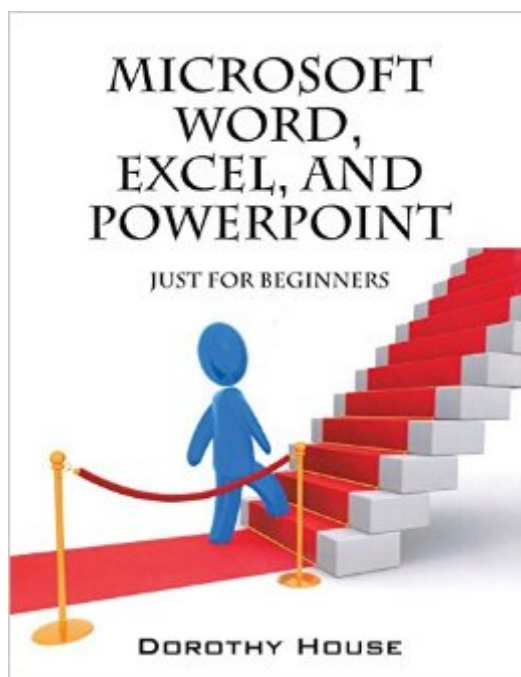


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## Synopsis

Each lesson is presented in a step-by-step process. Once you master the lesson, you are provided with an exercise related to the lesson that will reinforce your learning. The steps are clearly explained, and provide a thorough illustration of the task to be performed. This book is the perfect computer applications manual for the novice user. You will gain confidence, and you will be able to easily complete the lessons, with ease.

## Book Information

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Book way over priced. Not worth ordering. Very basic instructions that is not used or need to be learned for everyday use. Delivery good is all I can say nice about this product. I would never order it again. Felt like I was duped into buying it because the teacher who recommended the book is also the author.

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