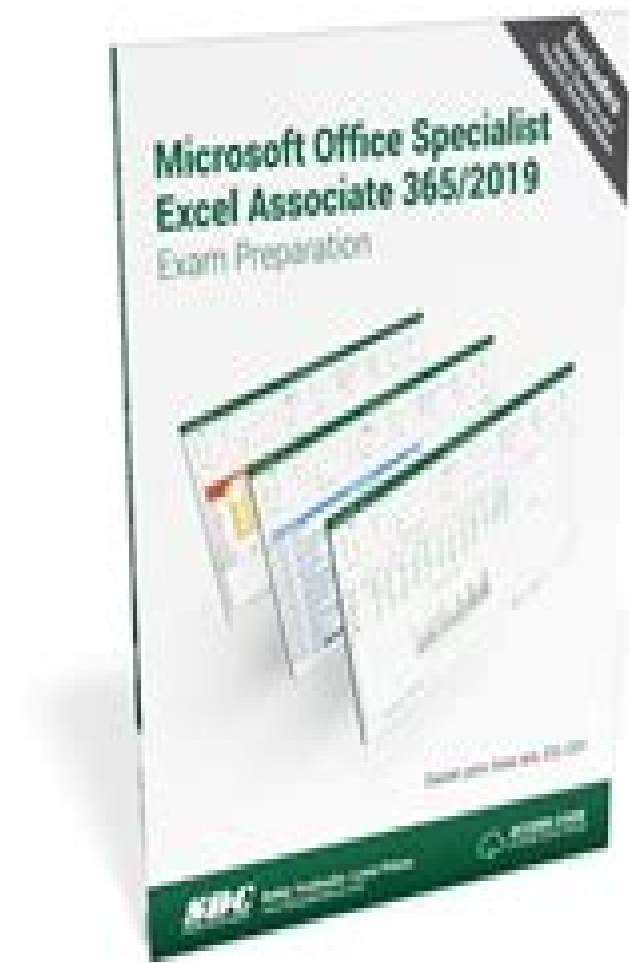


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# Microsoft Office Specialist Excel Associate 365/2019 Exam Preparation

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# Microsoft Office Specialist Exam Guide

**Joan Lambert**



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### **PowerPoint 2007** E. N. I. Publishing, ENI Publishing, France, 2008-02-04

This practical guide to Microsoft PowerPoint 2007 was designed so that you can easily find all the functions needed for making the most out of this Computer Assisted Presentation software After becoming familiar the working environment and the various views you will learn how to create and manage documents opening and saving presentations and templates creating photo albums print format and manage presentation elements slides masks themes backgrounds manage text

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*PowerPoint Introduction and Certification Study Guide* Daniel John Stine, 2022-04

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France,2008-02-04 This practical guide presents all the features of the Microsoft Outlook 2007 e mail application After becoming familiar with the application s working environment you will then learn how to send and receive all types of messages and personalise your mail box message format signatures junk e mail filters etc The third section teaches you how to use the Calendar for managing your appointments meetings and events You will then learn about all the other folders in Outlook contacts tasks notes and the journal The last section teaches you how to use the all the features you will need for managing the different items that can be created with Outlook

### **Word 2003 Straight to the Point** ENI Publishing,

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