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**Teach Yourself Microsoft Word 2000 Visually** Ruth Maran, Kelleigh Wing, 1999 A visual guide to learning Microsoft Word 2000

**Essential Spanish Vocabulary: Teach Yourself** Mike Zollo, 2011-12-02 Essential Spanish Vocabulary is the course for you if you need help with your study of Spanish This fully revised edition of our best selling course now comes with free downloadable audio support containing hints on how to learn vocabulary effectively Unlike a phrasebook or a dictionary Essential Spanish Vocabulary will take your existing knowledge and build on it systematically and organically so that you will increase your vocabulary and at the same time expand your range of expression At the beginning of the book there is a section to help you with your pronunciation followed by a short and simple grammar summary The main part of the book is arranged in topics such as Work Travel and Accommodation and Food and

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