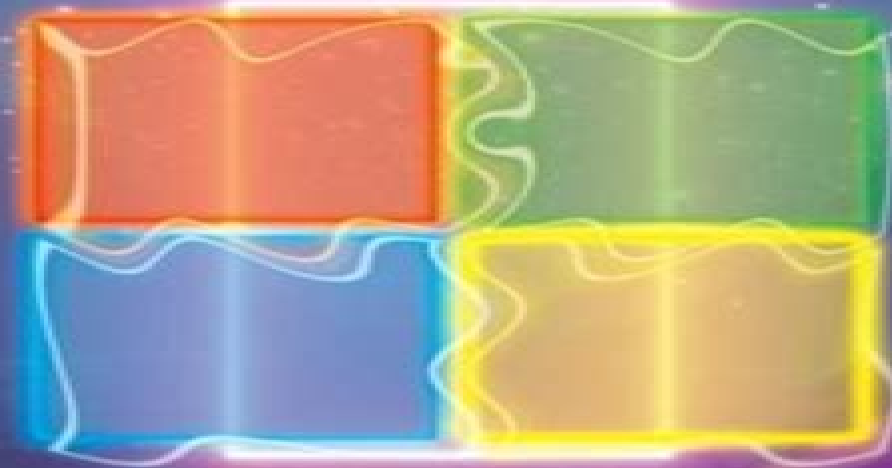


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2ND EDITION

MARK RIDDLE

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means to do a variety of functions to include creating folders finding files copying files changing properties on files changing file names and emptying your trash bin Chapter three is the real meat of this book It provides detailed information on the most useful Microsoft Word functions You will learn how to use pull down menus toolbars and how to create an interactive table of contents The table of contents provides a complete listing of contents for Solving the Riddle of Microsoft and Your Computer

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