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SMALL BUSINESS INSTITUTE

Advanced Word Processing Simulation

Ambrose • Jones

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Ann Ambrose,Dorothy L. R. Jones



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SBI Anne Peele Ambrose,Dorothy L R Jones,Dorothy L. Jones,1998-02-04 SBI is an advanced word processing simulation It is designed to reinforce word processing skills in processing documents such as letters memos reports tables programs and newsletters as well as composition critical thinking and decision making skills The simulation contains 32 jobs that require approximately 20 25 hours for completion **Small Business Institute Advanced Simulation** Ann P. Ambrose,Dorothy L. R. Jones,1998 SBI is an advanced word processing simulation It is designed to reinforce word processing skills in processing documents such as letters memos reports tables programs and newsletters as well as composition critical thinking and decision making skills The simulation contains 32 jobs **Advanced Word Processing Simulation** Ann Ambrose,Dorothy L. R. Jones,2004-09 Master word processing skills with SBI ADVANCED WORD PROCESSING SIMULATION and its accompanying CD ROM With documents such as letters memos reports tables programs and newsletters as well as composition critical thinking and decision making skills this keyboarding text provides you with the tools you need to improve your skills Drills reference tools sample documents and commonly used Word expert competencies teach you to use word efficiently Sbi Ann Ambrose,Dorothy L. Jones,2004-09 Master word processing skills with SBI ADVANCED WORD PROCESSING SIMULATION With documents such as letters memos reports tables programs and newsletters as well as composition critical thinking and decision making skills this keyboarding text provides you with the tools you need to improve your skills Drills reference tools sample documents and commonly used Word expert competencies teach you to use word efficiently *Pkl Se-10 Pck-Sbi: An Advanced Simulation for Corel WordPerfect and Microsoft Word* Anne Peele Ambrose,Dorothy L. Jones,1999-10

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