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workplace or preparing for Microsoft Office certification The book uses real world practical workplace examples to help you get ready to apply your skills and make the most of the recent features of Microsoft Office Although not a prerequisite a solid understanding of the Microsoft Office applications will be beneficial **Learn Microsoft Office 2019** Linda

Foulkes,2020-05-29 Publisher's note This edition is based on MS Office 2019 and does not make use of the most recent features in MS Office 2021 A new second edition updated for MS Office 2021 including new topics and the latest productivity feature enhancements for Office web and desktop has now been published Key Features Explore MS Office to enhance productivity and boost your professional development Get up and running with the new and improved features in Microsoft Office 2019 Discover how to overcome common challenges when working with Office 2019 applications Book

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Ultimate Guide to LinkedIn for Business Ted

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