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Sams Teach Yourself Microsoft® Office 2003 in 24 Hours

By [Greg Perry](#)

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Description: For readers who are new to Office 11 and want to get up and running quickly, Sams Teach Yourself Microsoft Office 2003 in 24 Hours will do the trick. This book includes shortcuts and ways to accomplish the most common tasks in Office. Readers can work at their own pace through the easily digestible, one-hour lessons. After completing the lessons, the reader will have a solid foundation of the basics and know the most efficient way to utilize the new version of Office. Download or read it online for free here: [Read online \(online preview\)](#). Similar books.