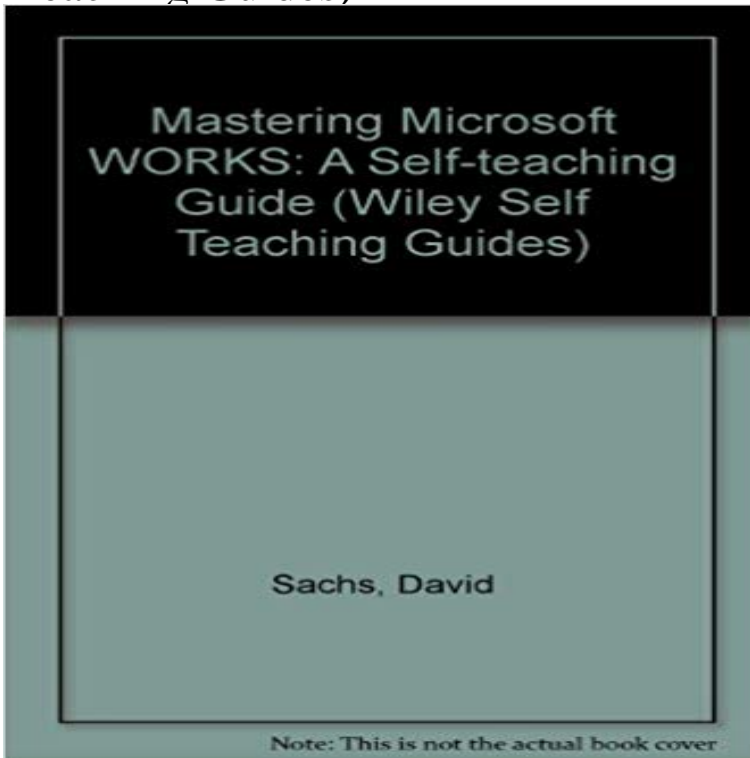


Mastering Microsoft? Works: A Self-Teaching Guide (Wiley Self Teaching Guides)



This is a clearly written, step-by-step introduction to using Microsoft Works, Version 2.0, on an IBM PC or compatible computer. The hands-on approach and frequent self-check sections make learning Microsoft Works easy. Covers all Works functions--word processing, database management, a spreadsheet with graphics, and telecommunications.

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