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WORD 2007

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THE MAKING OF THE WEST, VOLUME B: 1340-1830

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THE MAKING OF THE WEST, COMBINED VOLUME

PEOPLES AND CULTURES

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CROSSROADS AND CULTURES, VOLUME B: 500-1750

A HISTORY OF THE WORLD'S PEOPLES

Macmillan Crossroads and Cultures: A History of the World's Peoples incorporates the best current cultural history into a fresh and original narrative that connects global patterns of development with life on the ground. As the title, "Crossroads," suggests, this new synthesis highlights the places and times where people exchanged goods and commodities, shared innovations and ideas, waged war and spread disease, and in doing so joined their lives to the broad sweep of global history. Students benefit from a strong pedagogical design, abundant maps and images, and special features that heighten the narrative's attention to the lives and voices of the world's peoples. Test drive a chapter today. Find out how.

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UNDERSTANDING WESTERN SOCIETY, VOLUME 2: FROM THE AGE OF EXPLORATION TO THE PRESENT

A BRIEF HISTORY: FROM ABSOLUTISM TO PRESENT

Macmillan Based on the highly successful A History of Western Society, Understanding Western Society: A Brief History captures students' interest in the everyday life of the past and ties social history to the broad sweep of politics and culture. Abridged by 30%, the narrative is paired with innovative pedagogy, designed to help students focus on significant developments as they read and review. An innovative, three-step end-of-Chapter study guide helps students master key facts and move toward synthesis.

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MOS 2013 STUD GUI MIC WO_P1

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Wiley When you need answers fast, turn to Teach Yourself Microsoft Word 2000. The book's short, clear steps and detailed illustrations make understanding the Word 2000 essentials easy -- and fun. You learn how to create professional looking documents in minutes, use templates and macros to save time and effort, liven up your documents with images from the Clip Gallery, handle long projects and mail merge efficiently, and convert Word documents to HTML and publish them on the Web.

USING MICROSOFT WORD 97

Que Pub Introduces the latest version of the Microsoft word processing program, answers common questions, and demonstrates new features

USING MICROSOFT WORD 2002

Que Publishing The most detailed business-focused guide to Microsoft Word 2002 in the marketplace. This book focuses on maximizing user productivity with real-world documents in real-world environments. Topics covered include using Word as an e-mail editor, using Word 2002's speech command, control and dictation, creating organization charts, Word document privacy and security options, and managing document-collaboration and revisions.

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Answers questions about the features and functions of the Microsoft Word word processing program, with entries from "active document" to "zooming"

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