

ESSENTIAL
MICROSOFT *OFFICE 2000*[™]
Tutorials for Teachers

by

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with

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Dedicated to our families who have patiently endured our
time-consuming commitment to this project

and to the memory of

Sheana Farrell Poole
devoted wife to Michael
and mother of four beautiful children

May she rest in peace

"Life begets life.
Energy creates energy.
It is by spending oneself that one becomes
rich."

Sarah Bernhardt (1844-1923)

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