

ESSENTIAL
MICROSOFT *OFFICE 2003*[™]
Tutorials for Teachers

by

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

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

Sarah Bernhardt (1844-1923)

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Microsoft Office Shortcuts: QUICK KEYBOARD COMMANDS
(inside back cover)