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SBI: Advanced Word Processing Simulation (with CD-ROM) (Word Processing I)



Synopsis

SBI is an advanced word processing simulation designed to reinforce word processing skills using documents such as letters, memos, reports, tables, programs, and newsletters as well as composition, critical thinking, and decision-making skills. There are also extended levels of applications that include most of the commonly used Word expert competencies.

Book Information

Series: Word Processing I

Paperback: 96 pages

Publisher: South-Western Educational Pub; 2 edition (September 16, 2004)

Language: English

ISBN-10: 0538437553

ISBN-13: 978-0538437554

Product Dimensions: 10.9 x 8.6 x 0.3 inches

Shipping Weight: 10.4 ounces

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