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- Clear explanations
- Step-by-step instructions
- Lots of illustrations
- Plenty of friendly advice

It's a great way to master all 4 programs without having to stock up on a shelf-load of different books. This book has everything you need to get you up to speed fast. Office 2007: The Missing Manual is truly the book that should have been in the box. *Mathematica Japonicae* HWM Singapore's leading tech magazine gives its readers the power to decide with its informative articles and in-depth reviews. *Degunking Microsoft Office* Presents information on how to get the most out of Microsoft Office by streamlining applications, organizing files, and using time-saving features. *IT in the Public Sphere: Applications in Administration, Government, Politics, and Planning* Applications in Administration, Government, Politics, and Planning IGI Global "This book evaluates current research and best practices in the adoption of e-government technologies in developed and developing countries, enabling governments to keep in constant communication with citizens, constituents, corporations, and other stakeholders in modern societies"-- *The Wiley Blackwell Encyclopedia of Family Studies, 4 Volume Set* John Wiley & Sons *The Wiley Blackwell Encyclopedia of Family Studies* presents a comprehensive, interdisciplinary collection of the key concepts, trends, and processes relating to the study of families and family patterns throughout the world. Offers more than 550 entries arranged A-Z Includes contributions from hundreds of family scholars in various academic disciplines from around the world Covers issues ranging from changing birth rates, fertility, and an aging world population to human trafficking, homelessness, famine, and genocide Features entries that approach families, households, and kin networks from a macro-level and micro-level perspective Covers basic demographic concepts and long-term trends across various nations, the impact of globalization on families, global family problems, and many more Features in-depth examinations of families in numerous nations in several world regions 4 Volumes [www.familystudiesencyclopedia.com](http://www.familystudiesencyclopedia.com)

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