



Manage Computers at Work

Graham Jones

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Most books on computers are highly technical, often geared to one particular application or product. This one is different. Putting the needs of the beginner first, it is a practical step-by-step guide showing how to get computers to help you at work. It discusses why a computer may be needed, how to choose the right one and how to install it properly. The book also explains how to process letters, documents, manage accounts, handle customer, mailing lists and other records. Business presentations and desktop publishing are also explained and how to get your computer to 'talk' to other computers

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