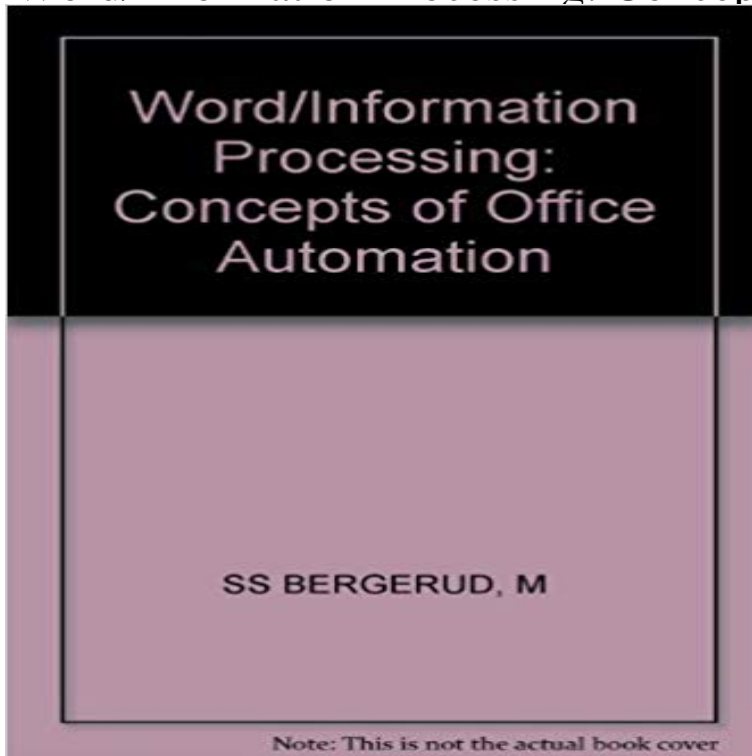


Word/Information Processing: Concepts of Office Automation



As the authors set forth on the third edition of Word and Information Processing: Concepts of Office Automation, they realized that although it was important to update the technological progress, it was equally important to convey to students the impact that these changes will have on their future careers. As with the previous editions of this text, a concentrated effort has been made to present the material in a nontechnical, readable fashion and specific features that readers have remarked favourably on in the past have been retained.

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