



Computer Activities to Build Business Skills

John Steffee

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This text is a generic computer activities book in which students use software applications to build math, communication, and information skills. Activities are also provided for students to explore the power and scope of the Internet. The four units of the book cover word processing, spreadsheet, database, and Internet skills for beginning and intermediate level users. The focus of the book is learning through application. Using these activities helps students build both software and business skills in a hands-on approach.

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