



## Oceanview Associates, Inc: A word processing practice set

*Nancy Bloom*

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# **Oceanview Associates, Inc: A word processing practice set**

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This text provides thorough practice in basic and advanced word processing skills. You will practice using the word processing functions most common in the office. Among these functions are: cut and paste; retrieval; merge; format control; and, search and replace. This second edition also provides practice in important new areas: Multicolumn layouts; landscape printing; type font use; and, clip art use.



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