

ESSENTIAL
MICROSOFT *OFFICE* 2007™
Tutorials for Teachers

by

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Dedicated to my mother

Winifred Lucy Poole
(1909-2007)

who passed away August 4, 2007
aged 98

"Life begets life.
Energy creates energy.
It is by spending oneself that one becomes
rich."

Sarah Bernhardt (1844-1923)

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