



# Oceanview Associates, Inc: A word processing practice set

*Nancy Bloom*

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

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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