Rule of Thumb: A Guide to Small Business Software Technology

Michael Mitilier, Melissa Turner

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Rule of Thumb: A Guide to Small Business Software Technology Michael Mitilier, Melissa Turner Becoming the leader of a successful company requires not only good business sense, but also the knowledge to effectively use a multitude of software technologies to communicate effectively with clients. However, when it comes to putting business software to good use, many individuals find themselves navigating the vast expanse of technology alone, wasting valuable time and money through trial and error. "Rule of Thumb: A Guide to Small Business Software Technology" provides useful tips and guidelines to get you on the fast-track to creating professional-looking documents with the Microsoft Office Suite and PDF technology. This easy to follow book includes step-by-step instructions and time-saving shortcuts. it's a must-have reference guide for all small business owners and those looking to improve their knowledge of these essential business tools.

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