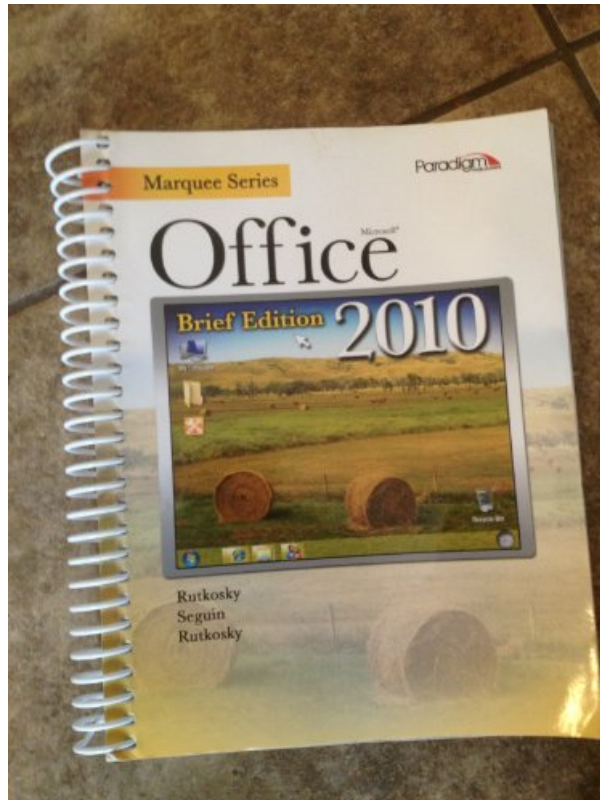
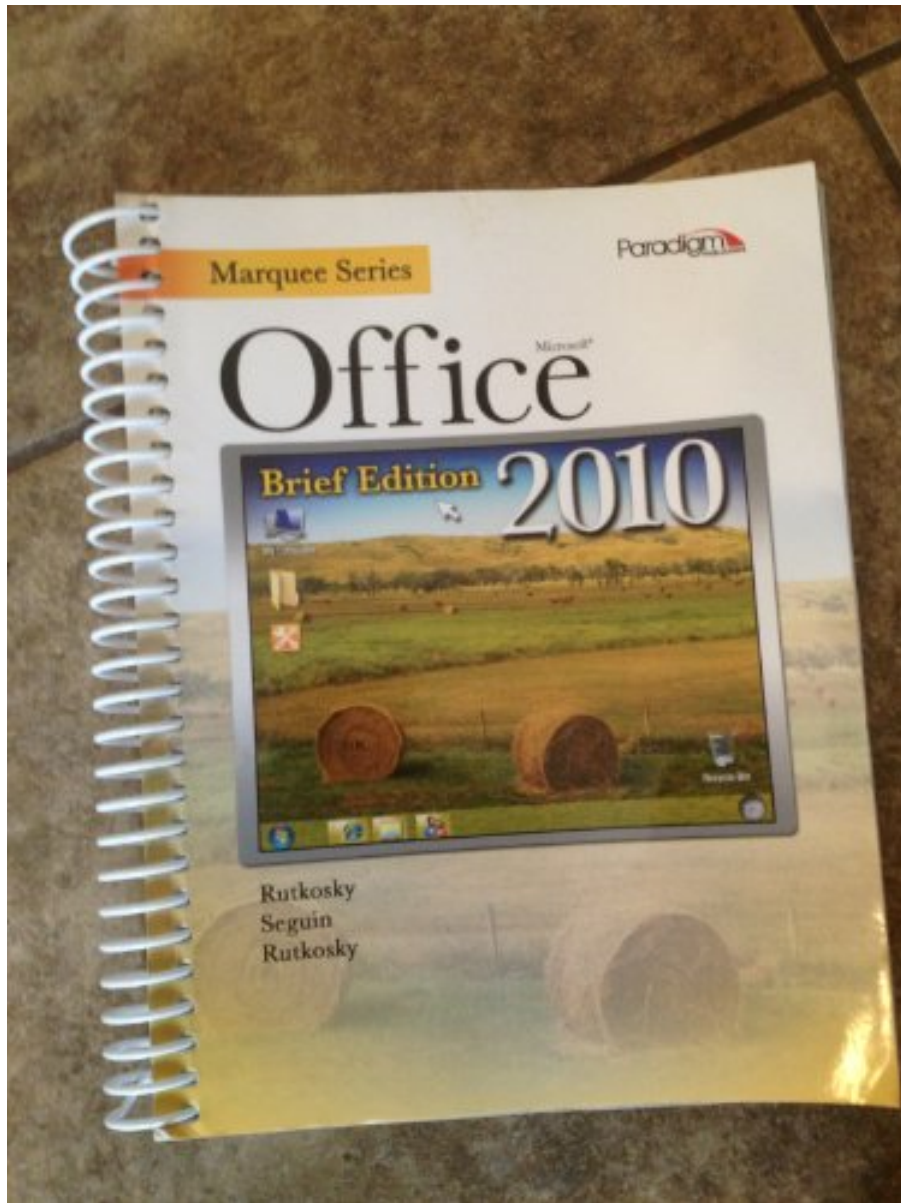


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Nita Rutkosky has been an office technology instructor at Pierce College at Puyallup (Puyallup, WA) since 1978. She has taught a variety of courses including all levels of keyboarding, machine transcription, records management, business machines, word processing, and desktop publishing. In addition to this textbook, Ms. Rutkosky has authored and co-authored many computer application textbooks for Paradigm Publishing, Inc. Denise Seguin has been teaching at Fanshawe College in London, Ontario since 1986. She has taught a variety of software applications to adult learners in Continuing Education courses and learners in postsecondary Information Technology diploma programs. In addition to this textbook, Ms. Seguin has authored and co-authored many computer application textbooks for Paradigm Publishing, Inc. Audrey Rutkosky Roggenkamp has been teaching courses in the Business Information Technology department at Pierce College in Puyallup, including keyboarding, skill building, and Microsoft Office programs. In addition to this textbook, Ms. Roggenkamp has authored and co-authored many computer application textbooks for Paradigm Publishing, Inc.

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