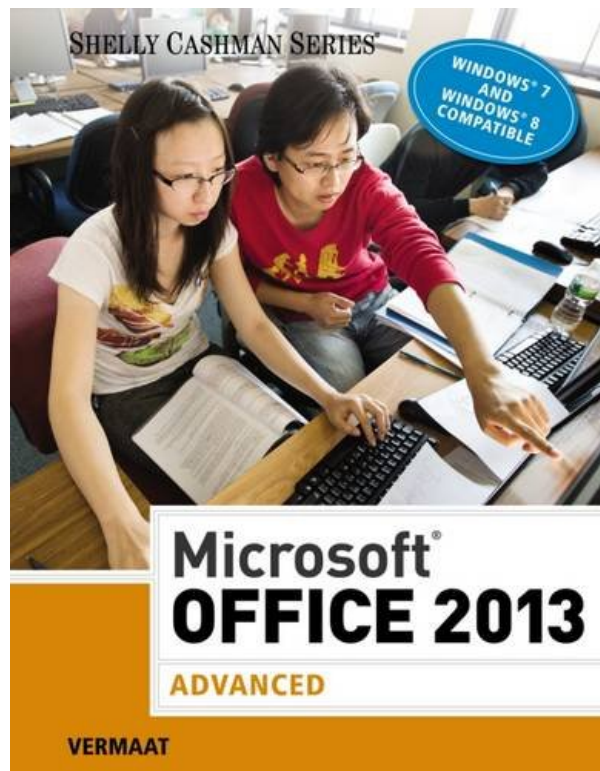
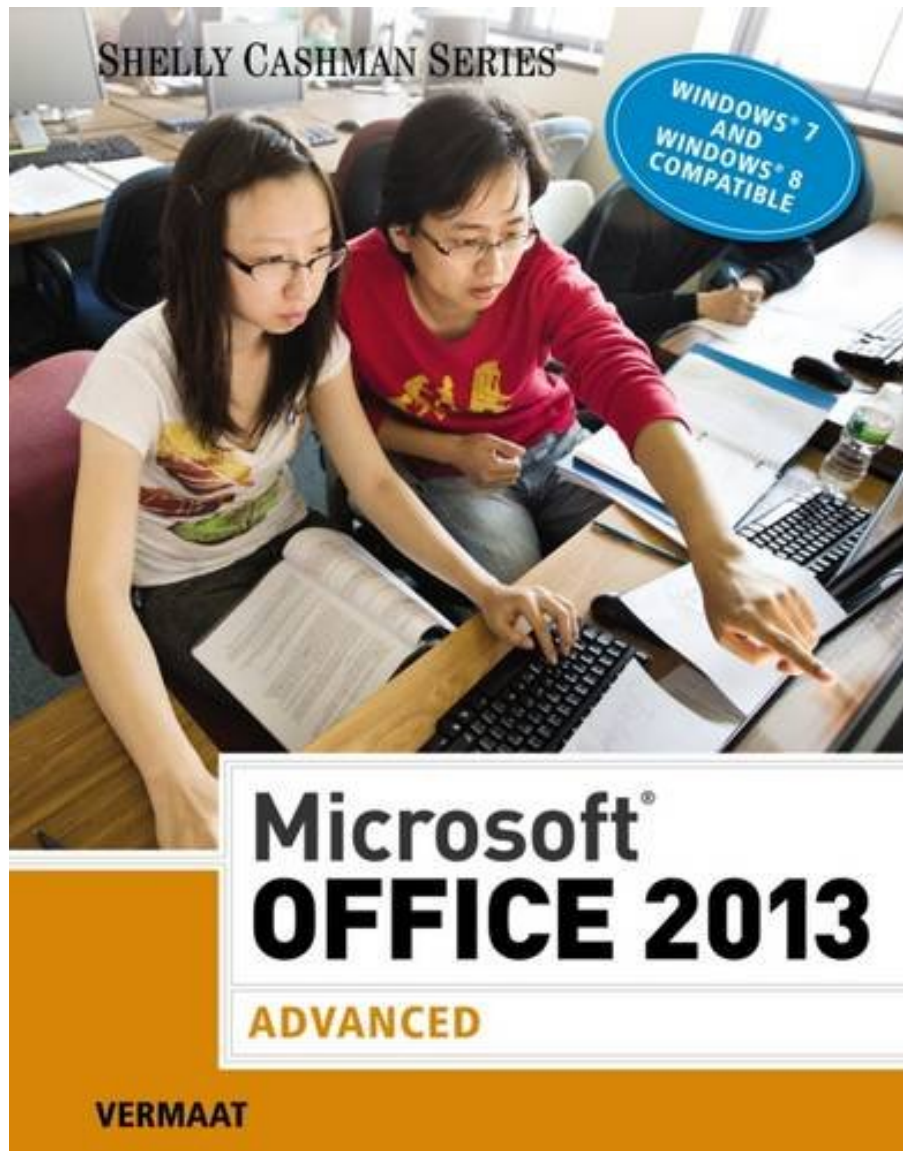


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## About the Author

Misty E. Vermaat has more than 25 years of experience in the field of computer and information technology. In addition to consulting in the field, she was an Associate Professor at Purdue University Calumet, teaching or developing Microsoft Office, computer concepts, database management, systems analysis and design, and programming courses. Since 1990, Ms. Vermaat has led the development of the Shelly Cashman Series and has written or co-authored numerous Series textbooks, including many editions of DISCOVERING COMPUTERS, DISCOVERING COMPUTERS FUNDAMENTALS, and Microsoft Word books.

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