



# Workbook for Clark/Clark's HOW 13: A Handbook for Office Professionals, 13th

*James L. Clark, Lyn R. Clark*

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The workbook for HOW 13 provides reinforcement for the major principles contained in the reference manual. This expanded supplement contains exercises that are coordinated specifically with sections in HOW 13 and are designed to provide students with realistic learning applications, not just isolated sentence exercises.

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