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## About the Author

### Joseph M. Manzo

Joseph M. Manzo is a professor of practice in the Accounting department and is the director of the Rauch Center for Business Communications in the College of Business and Economics at Lehigh University. He has authored several textbooks addressing practical applications for Microsoft® Office. These textbooks teach students how to use Microsoft Office applications for professional and personal needs. Manzo also developed the Excel Competency program and the Presentation Design program for the College of Business and Economics at Lehigh University.

