



## QUICK REFERENCE GUIDE FOR HORIZON SYSTEMS

### Introduction

Thanks to Horizon Systems your working system for innovative technology applications designed to make your business more efficient and effective. This Quick Reference Guide serves as a central but through points of information for all employees, clients, and stakeholders. It aims to offer immediate access to critical information, procedures, and resources you'll need to quickly manage and leverage our products and services.

### Contact Information

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#### Key Personnel

- **CEO:** John Doe
- **CTO:** Jane Smith
- **Customer Support Manager:** Alex Lee

### Software Installation

- **Download the Software:** Visit our website to download the installation package.
- **Run the Installer:** Double-click the downloaded package to initiate the installation process.
- **Follow On-Screen Instructions:** Complete the installation by following the on-screen prompts.

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# Microsoft Office 20quick Reference Guide

**Jiyuan Zhang**



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