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Word 2003 Training Manual

Donna Brown, Mikki Cox-Tomlinson



Word 2003 Training Manual:

Word 2003 Legal - Module I Donna Brown, Mikki Cox-Tomlinson, 2004-01-01 Microsoft Word 2003 training manual designed for legal professionals who are migrating from or who also use WordPerfect The courseware focuses on tasks used regularly in a law office and provides practical hands on experience Includes managing documents in Word and use of Words formatting and automation features You will learn how to manage documents edit and format documents use create and modify styles manage headers and footers and work with sections

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Word 2003 Legal - Module II Donna Brown, Mikki Cox-Tomlinson, 2004-01-01 Microsoft Word 2003 training manual for legal professionals who are migrating from or who also use WordPerfect The courseware focuses on advanced word processing tasks used regularly in a law office and provides practical hands on experience Includes creating templates working with automatic numbering and advanced formatting tools You will learn how to create templates manage and customize automatic numbering format tables generate tables of contents and authorities use track changes and compare documents use mail merge and customize Word

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Word 2003 Training Manual Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has be much more evident than ever. They have the ability to inspire, provoke, and ignite change. Such could be the essence of the book **Word 2003 Training Manual**, a literary masterpiece that delves deep in to the significance of words and their effect on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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