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(PO Box 222)
SAMPLE TOWN NSW 0001

Ph: 0111 1111
Fax: 0222 2222

Email: name@samplegt.nsw.au
Company website:
www.samplegrouptraining.com.au



Training Manual Templates Microsoft Word

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Microsoft 2010 Word level 2 Intermediate Yolandie Mostert, 2014-01-13 Microsoft 2010 Intermediate Level 2 SAQA This book has been designed by a professional trainer with 20 years experience in designing and presenting courses Easy step by step examples with pictures and exercises The following are explained in this book Numbering Tab stops Headers and footers Foot notes and End Notes Creating and changing and Formatting Tables Creating Templates Adding objects and pictures Linking data with Excel and Powerpoint

Microsoft Word 2019 for Lawyers Training Manual Classroom in a Book TeachUcomp, 2020-10-27 Complete classroom training manuals for Microsoft Word 2019 for Lawyers 396 pages and 223 individual topics Includes practice exercises and keyboard shortcuts You will learn how to perform legal reviews create citations and authorities and use legal templates In addition you will receive our complete Word curriculum Topics Covered Getting Acquainted with Word 1 About Word 2 The Word Environment 3 The Title Bar 4 The Ribbon 5 The File Tab and Backstage View 6 The Quick Access Toolbar 7 Touch Mode 8 The Ruler 9 The Scroll Bars 10 The Document View Buttons 11 The Zoom Slider 12 The Status Bar 13 The Mini Toolbar 14 Keyboard Shortcuts Creating Basic Documents 1 Opening Documents 2 Closing Documents 3 Creating New Documents 4 Saving Documents 5 Recovering Unsaved Documents 6 Entering Text 7 Moving through Text 8 Selecting Text 9 Non Printing Characters 10 Working with Word File Formats 11 AutoSave Online Documents Document Views 1 Changing Document Views 2 Showing and Hiding the Ruler 3 Showing and Hiding Gridlines 4 Showing and Hiding the Navigation Pane 5 Zooming the Document 6 Opening a Copy of a Document in a New Window 7 Arranging Open Document Windows 8 Split Window 9 Comparing Open Documents

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Microsoft Word 2010 Inside Out Katherine Murray, 2010-10-08 You're beyond the basics with Word so dive right in and really put your documents to work. This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Word 2010 and challenge yourself to new levels of mastery. Master the tools to expertly organize, edit, and present your content. Craft professional-looking documents with Themes, Quick Style Sets, and Building Blocks. Add visual impact with SmartArt diagrams, charts, pictures, and drawings. Organize and clarify content with effective tables and charts. Use cross references, tables of contents, and indexes in your complex documents. Produce Web sites and publish blogs directly from Word. Coauthor and collaborate on documents in real time and help keep them secure. Customize documents with macros, content controls, and other automation features. Your book online. Get your fully searchable online edition with unlimited access on the Web. [Word 2007](#) Chris Grover, 2007 Word basics for simple documents. Creating longer and more complex documents. Sharing documents and collaborating with other people. Customizing Word with macros and other tools. Word help and beyond.

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Miron,Douglas Robert Brown,2006 CD ROM contains forms in PDF and a business plan in MS Word RUDIMENTS OF
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