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Word for Microsoft 365 Training Manual Classroom in a Book TeachUcomp,2024-03-26 Complete classroom training manual for Word for Microsoft 365 Includes 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered

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Liability Proof Report 2 Creating a Trust Liability Balances by Client Report 3 Creating a Client Ledger Report 4 Creating an Account Journal Report *QuickBooks Desktop Pro 2021 Training Manual Classroom in a Book* TeachUcomp ,2020-12-17

Complete classroom training manual for QuickBooks Desktop Pro 2021 301 pages and 190 individual topics Includes practice exercises and keyboard shortcuts You will learn how to set up a QuickBooks company file pay employees and vendors create custom reports reconcile your accounts use estimating time tracking and much more Topics Covered

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