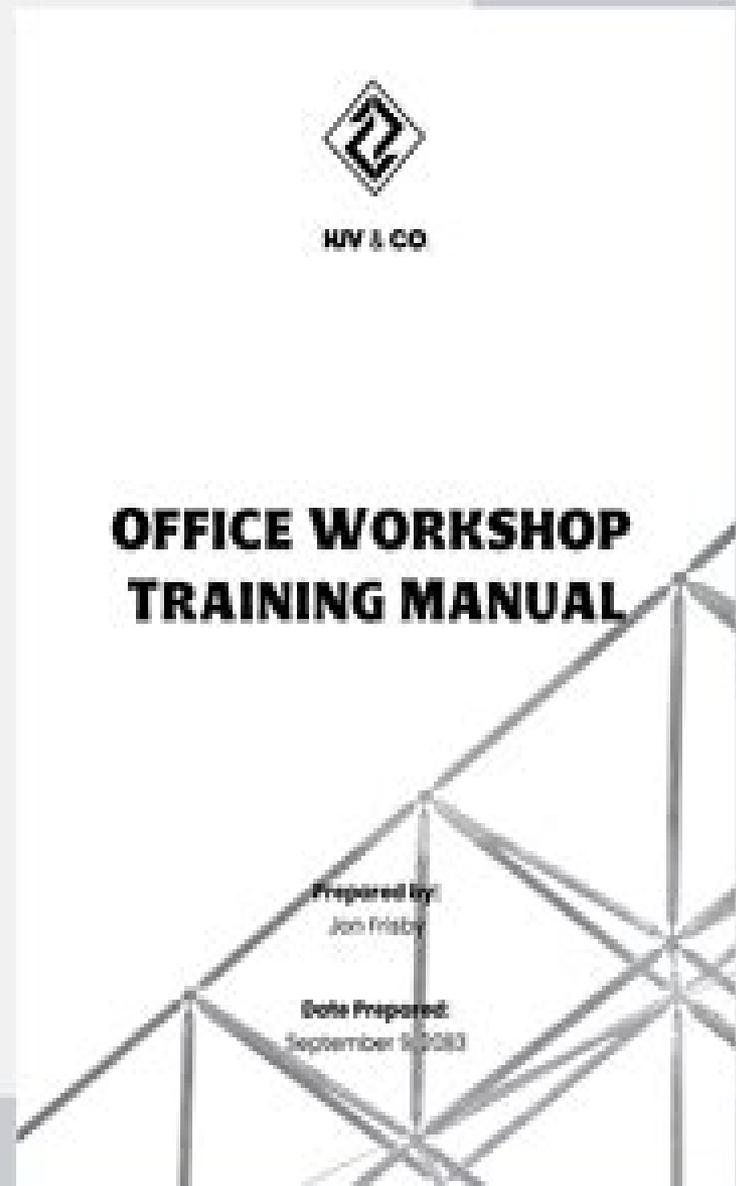




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Mastering and Using Microsoft Word 2000 H. Albert Napier,Philip J. Judd,1999-06-03 With a completion time of 75 hours this book features extensive step by step instructions combined with numerous screen illustrations to enable people to learn the more advanced features of Microsoft Word 2000

**Microsoft Word Advanced Training Manual** Richard Walters,2019-04-09 Microsoft Word Advanced Training Manual has been designed to provide examples of how to create and control Word documents All examples demonstrated in the book have been produced as Step by Step visual examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding of Microsoft Word and its uses The book is suitable for those who have limited experience in the use MS Word and who want to develop new skills

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