



# OFFICE WORKSHOP TRAINING MANUAL TEMPLATE

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# OFFICE WORKSHOP TRAINING MANUAL

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Date Prepared:  
September 10, 2023

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**H. Albert Napier, Philip J. Judd**

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*Intermediate Course* H. Albert Napier,Philip J. Judd,1999-05-28 Written by two well respected authors this book is designed to be completed in 35 hours Focusing on business it has been field tested by organizations including Arthur Andersen Conoco and the Texas Society of CPAs Microsoft Certified at the Proficient level Excel 2000 Intermediate gives numerous business based exercises and instructions that cover the required skills of most employers **Microsoft Word 2000 Illustrated**

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