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keyboard Operating the keyboard by touch is an essential skill for many careers and a necessary skill useful for just about everyone The intent of this text is to develop touch control of the keyboard and proper typing techniques to build basic speed and accuracy and to provide practice in applying those basic skills to the formatting of reports letters memos tables and other kinds of personal and business communications Word 2013 Level 3 30 Bird Media,2016-02-14 Word 2013 Level 3 is an instructor led course manual that covers advanced skills for Microsoft Word 2013 power users advanced formatting features document management references data fields and sources macros and forms This course and the two that precede it maps to the Microsoft Office Specialist and Expert exams for Word 2013 Objective coverage is marked throughout the course and you can download an objective map for the series from <http://www.30bird.com> Students will benefit most from this course if they want to build on fundamental Word skills to become a power user or if they want to have a solid foundation in Word's advanced features before continuing on to more complex document management or VBA programming topics If they intend to take the MOS Expert 77-425 and 77-426 exams for Word this course will teach them the necessary skills but they will need to complete the first two courses in this series to successfully complete the Microsoft Office Specialist 77-418 exam This course assumes that students have completed Word 2013 Level 2 or have equivalent knowledge in the core skills of using Microsoft Word 2013

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