

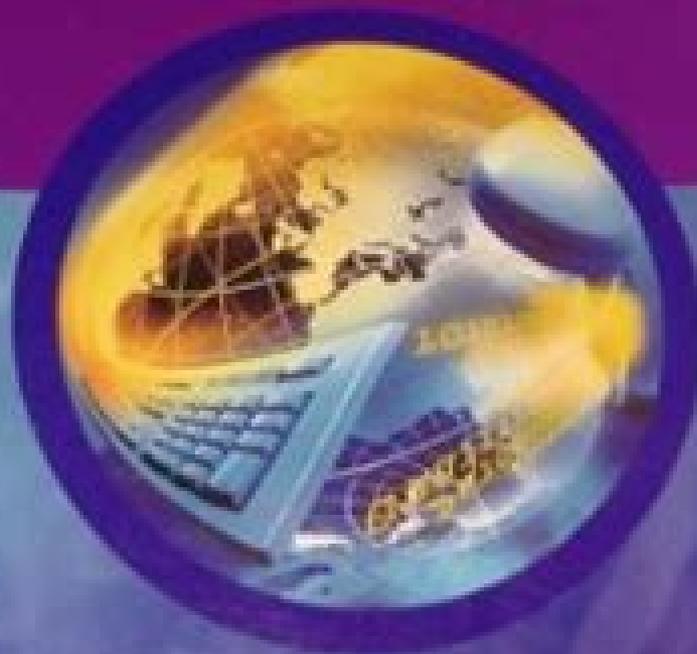
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The book also prepares learners for the Microsoft Office User Specialist certification exams for Word Core and Word Expert Main headings for specific chapters include creating and editing business documents working with special features creating reports and special documents advanced documents and features and desktop publishing For office support personnel administrative assistants secretaries office assistants trainers computer help desk professionals and office users of the MS Word program Advanced Microsoft Word 7 Nita Hewitt Rutkosky, Judy Dwyer Burnside, Joanne Marschke Arford, 1997-01-01 *Word 2000* Nita Hewitt Rutkosky, 2000 **Microsoft Word 2000 Core and Expert Certification** Nita H. Rutkosky, 2000 Rutkosky Pierce College presents specific learning goals overviews of new concepts and features step by step exercises chapter summaries commands reviews short answer knowledge self checks and hands on skill assessments Topics include preparing managing formatting and enhancing documents customizing for visual appeal and organizing text Attractively formatted The included CD ROM contains files for use with the text Plastic spiral binding Annotation copyrighted by Book News Inc Portland OR **Advanced MS Word 2010 Desktop** Joanne Marschke Arford, 2011 Paradigm s Signature Series Advanced Microsoft Word 2010 Desktop Publishing text offers comprehensive instruction and practice with illustrated step by step instructions in advanced Word 2010 techniques This text provides opportunities for students to use critical thinking decision making creativity and collaborative learning as they plan design and evaluate a variety of business and personal publication formats Comprehensive exercises with illustrated step by step instructions allow students to grasp techniques easily Full size reproductions of the completed documents for in chapter exercises help students visualize the expected results Design concepts such as focus balance directional flow contrast proportion and consistency are reinforced throughout Interdisciplinary unit assessment activities reinforce writing and problem solving skills within the context of Word documents Group projects promote collaborative problem solving Bonus instruction on creating web pages PowerPoint presentations and Publisher documents included NEW document created for even planners and virtual office assistants NEW enriched explanations of picture compression grouping ungrouping and cropping **Microsoft Word 2003** Nita Hewitt Rutkosky, 2003-12 **Microsoft Word 2000 Essentials** Nita Hewitt Rutkosky, 2000

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