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4.0.1 Introduction to Microsoft Word Student Manual

The office procedure manual includes the best proceeding which explains systematic approach to apply business policies, plans and work routines. Details of Procedure Manual. A systematic procedure manual is aimed to assist as training material, especially for internees and newbie employees as well as clarifies the bounding communities.

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Microsoft Word 2013 A Beginners' Guide

Microsoft Word 2013 is a powerful word processing application. This is a hands-on workshop to help University faculty and staff become more proficient with Microsoft Word in creating and editing documents. Topics covered include : Working with the Ribbon, Accessing available templates, Document formatting, Spell and Grammar

Microsoft Word 2013 Fundamentals Manual

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