

The Series has trained over 650,000 students throughout North American universities, colleges, and business schools where it is distributed by McGraw-Hill; the largest, most reputable book publisher in the world. The product you are about to purchase is the same high quality software training system proven in thousands of classrooms and hundreds of offices worldwide. The MS Word 2000 CoursePak contains both a highly interactive CD ROM training program PLUS an easy-to-use book that reinforces learning and provides a useful reference manual. This is the fastest and most effective software learning tool. Azimuths Inter@ctiveLearning Series CoursePak provides a comprehensive eight-hour training program.

The Series is designed for those who need to learn software tools effectively in the shortest possible time. The interactive CD ROM provides detailed software simulations with full audio plus immediate interactive feedback. You learn while actually practicing skills in a simulated software environment. The step-by-step instructional book reinforces the CD program, and takes you further into advanced skill areas. The book also acts as a very handy desktop reference guide with a complete index and glossary for more than one hundred software skills.

Once you have mastered the essential skills and gained confidence with the software, the higher-level skills are taught through detailed exercises in the textbook. Outcomes: The CoursePak will lead you through all essential software tasks while the interactive practice sessions and TeacherWizard help you each step of the way, skill by skill. Clear instructions demonstrate how to build typical business documents, spreadsheets, slides and databases. Once installed, the CoursePak is available 24x7x365 and provides instant solutions to the most common problems you may encounter using MS Office. Upon completion of the course you will be prepared to take a MOUS Level 1 examination. Assessment: Once you have mastered the essential skills and gained confidence with the software, the higher-level skills are taught through detailed exercises in the back of each Lesson. The bottom line, if you are serious about learning a Microsoft product, the Inter@ctiveLearning Series CoursePak is the most effective, reliable self-paced training system on the market. Week 1 : The CoursePak is a self-paced course that contains over 12 hours of individual instruction and can be taken at your own pace. Your learning progress is saved which will allow you to pick up the training from where you left off.

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international editions, contact your local Microsoft Corporation office or .. Page 8 .. incremental upgrade to what seemed like a pretty comprehensive If you are upgrading from Word , you've got a lot of catching up to. If you know where to look, you can figure out which version of Word was last This data also includes the name of the last version of Word to save the file and the file version or 'class.' versions and the same file version is used for both Word 97 and Word Document.8 (Word 97 or later format). After completing this lesson, you will be able to: Word for Law Firms (also at drbroumand.com UK). bullet, Word X () for Law . XML Hacking: Managing Styles (Ribbon Versions) - John Korchok. vba - List of .. This is the equivalent of giving a chain saw to an 8-year-old without supervision. Nothing.

Other Chapters Related to Topics Covered in this Lesson Word for Law Firms (also at

drbroumand.com UK). bullet, Word X () for Law.

Microsoft Office is a release of Microsoft Office, an office suite developed and distributed by Microsoft. Microsoft released five main editions of Office globally: Standard, Small MS Office Professional Edition retail packaging app running simultaneously (8 MB for Access, FrontPage, or Outlook; 16 MB for PhotoDraw).

Microsoft Word (or simply Word) is a word processor developed by Microsoft. It was first released in 1983. Microsoft Word Viewer and Office Online are freeware editions of Word with When Microsoft became aware of the Year problem, it made Microsoft . the Help section located near the top right corner (Word on Windows 8).

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