

Microsoft word 2007 Level-1

This course utilizes and includes the Thomson ILT series book for Office 2007. This book features a companion CBT program CD and covers the basic functions and features of Word 2007. Students will learn how to enter and edit text, and save and browse documents. They will learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics..

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