



Microsoft Word

Level 1 - Beginner

INFOCUS COURSEWARE

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Course Information



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Removing Tabs

Tables

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Adding Data to a Table
Selecting in Tables Using the Ribbon
Selecting in Tables Using the Mouse
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A Guide to Brilliant Documents

Meeting Organisational Requirements
The Four Pillars of Great Design
Perfect Page Layouts
Make It Readable
Pictures Tell a Story
The Tips and Traps of Writing

Course Information

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