



Microsoft Word

Level 2

INFOCUS COURSEWARE

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Course Information



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Arranging Shapes
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Applying a Fill to the Drawing Canvas
Applying Text Wrapping to a Canvas

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Applying Shadows and Reflections
Applying a Glow Effect
Softening and Bevelled Edges
Applying Picture Styles to Images
Repositioning Pictures
The Format Picture Pane
Cropping Pictures Accurately
Changing the Picture Layout

Course Information

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