



Microsoft Word 2002 MOUS Core Level

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Summary : Free microsoft word 2002 mous core level pdf download - overview this series of test prep books focuses on preparing the user to pass the associated microsoft r office user specialist mous certification exams its step-by-step tutorials show how to complete the required procedures in a clear concise and direct manner the tutorials are organized to match the order of the skill sets and skills being measured as published on microsoft s mous web site key features end-of-skill set exercises these two levels of reinforcement skill drill and challenge emphasize hands-on skill development each exercise is independent of the other which allows the student to complete the tasks in any order notes skill sets include three types of notes if you have problems alternate ways and in depth the first displays only hands-on steps alternate ways describe shortcuts and alternate methods of completing a task finally in depth gives extra tips special hints and explanations of related topics illustrations multiple illustrations add visual appeal and reinforce learning in each skill area the display of an icon each time a new button is introduced helps the user gain an understanding of the basic concepts in addition screen shots are displayed with key steps to allow the student to check against the results on the monitor author interaction across all application texts in the series all texts within the mous prep series reflect the efforts of experienced authors using guidelines developed by series editors the student will find consistency within and among all titles in the series instructor resources instructor resources include an instructor s resource cd-rom ircd and companion website the ircd includes powerpoints test manager student data files instructor s manuals and solutions files for all four applications go to www.prenhall.com/phit

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