



Design and Produce Text Documents: Microsoft Word 2013 (Paperback)

By Tilde Skills

Tilde Publishing, Australia, 2014. Paperback. Book Condition: New. New.. 292 x 210 mm. Language: English . Brand New Book. Tilde skills Design Produce Text Documents - Microsoft Word 2013 contributes directly to achieving the unit of competency BSBITU303A Design and produce text documents in the Business Services Training Package (BSB07). This would be of interest to students seeking to build on their basic word processing skills. Key features of this book include: * providing the skills to prepare, design and produce text documents in Word 2013; * presenting detailed steps and knowledge on a range of advanced word processing skills, e.g. applying and creating styles, using and creating templates, advanced tables, inserting graphics, shapes and objects, newsletter layouts, working with multi-page documents, more on merging, tracking edits and comparing document versions; * providing 85 hands-on exercises, 19 consolidation tasks, 6 workplace scenarios, 13 Skills challenges and 6 Assessment tasks.



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