



# Design and Develop Complex Text Documents: Microsoft Word 2013

By Tilde Skills

Tilde Publishing. Paperback. Book Condition: new. BRAND NEW, Design and Develop Complex Text Documents: Microsoft Word 2013, Tilde Skills, Tilde skills Design and Develop Complex Text Documents - Microsoft Word 2013 contributes directly to achieving the unit of competency BSBITU401A Design and develop complex text documents and BSBADM506B Manage business document design and development in the Business Services Training Package (BSB07). This book would be of interest to students seeking to build on their advanced word processing skills. Key features of this book include: \* providing the skills to prepare, design, and produce complex text documents in Word 2013\* presenting detailed steps and knowledge on a range of complex word processing skills, e.g. automating documents, complex mail merge, working with long documents (inserting table of contents, indexing, importing, linking), using formulae, customising and automating tasks (macros & templates), creating forms and building master documents; \* providing 53 hands-on exercises, 15 consolidation tasks, 12 workplace scenarios, 24 skill challenges, 12 assessment tasks; and\* supplying additional appendix material on shortcut keys, concordance files and Help.



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