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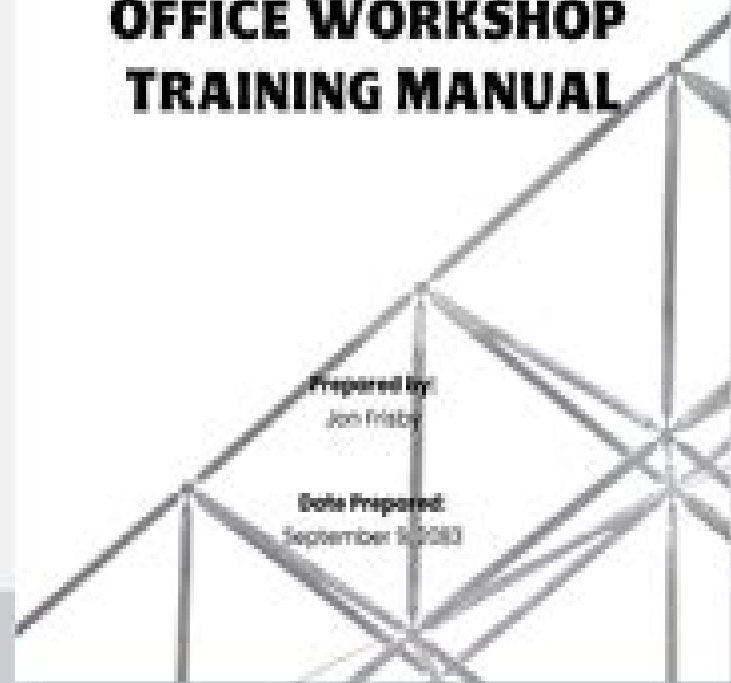


HV & CO

## OFFICE WORKSHOP TRAINING MANUAL

Prepared by:  
Jon Frisby

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September 9, 2023



# Microsort Word Training Manual Template

**Susie H. VanHuss**



## **Microsort Word Training Manual Template:**

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**Formatting & Document Processing Essentials** Susie H. VanHuss, Donna Woo, 2005 Formatting Document Processing Essentials Lessons 61 120 focuses on mastery of formatting letters memos reports and business documents using the function of Word 2002 or 2003 Additional skillbuilding is included to increase keyboarding speed and accuracy Word processing skills are isolated and introduced prior to document formatting lessons while proofreading skills are reinforced within the documents The document formatting lessons are devoted solely to documents and teach no additional word processing so users can focus on formatting mastery      *El-Hi Textbooks and Serials in Print*, 2006      **Preparing for .NET Enterprise Technologies** Nelson Ruest, Danielle Ruest, 2002 Learn to optimize the interaction of people processes and computing technology within the NET framework with the help of this book Focusing on the human factor in technologies the authors explore how people interact with PCs and how PC interfaces can be designed to simplify this interaction process to maximize profits and minimize downtime      **College Keyboarding Enhanced** Susie H. VanHuss, 1997      **Instructor Edition** Shelly, Cashman, Vermaat, 2006-02 Provides a current and thorough introduction to computers by integrating usage of the World Wide Web with the printed text      **Professional Safety**, 2003      *Im, Sports Connect, Integ Sim* Forde, Vanhuss, 2003-08 Instructor s Manual includes teaching suggestions and solutions      *Sports Connection Integrated*

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## Microsort Word Training Manual Template Introduction

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