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Comprehensive Microsoft Word

Instructor: Jordan Hudgers

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What you'll learn

Basics

- Formatting
- Headers and Footer Customization
- Word Navigation

Advanced

- Integrating and Linking Images
- Writing Comments
- Adding Charts
- Creating Lists

Projects

- Creating a resume
- Generating an APA Bibliography



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- Train companies on a global basis
- Beginner to advanced students
- Designed over 2 dozen published books currently in circulation
- Trainer in Microsoft Office Suite
- 19 Course videos

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