Getting Results Designing and Producing Business Documents: Microsoft Office 2013

By Tilde Skills

Tilde Publishing. Paperback. Book Condition: new. BRAND NEW, Getting Results Designing and Producing Business Documents: Microsoft Office 2013, Tilde Skills, Tilde skills Getting Results Designing and Producing Business Documents - Microsoft Office 2013 contributes directly to achieving the unit of competency BSBITU306A Design and Produce business documents in the Business Services Training Package (BSB07). Key features of this book include:* an applied look at computer integration skills using Microsoft Office 2013 including Word, Excel, PowerPoint and Access;* a streamlined, task-focused and faster-paced approach to acquiring business computing skills; *29 business tasks which allow students to progress quickly while consolidating and extending their skills; * additional appendix material including short-cut keys, customising the Quick Access Toolbar, and Help.

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