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Clipboard

Calibri (Body) 11 A⁺ A⁻ Aa A_p

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Font

Paragraph

AaBbCcDd

1 Normal

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1 No Spac...

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Heading 1

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Heading 2

Styles

TABS:

Left

Center

Right

\$3.45

Microsoft Word Tabs Exercises

Stephanie K. Gerding



Microsoft Word Tabs Exercises:

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Gerding,2007 Here is a useful and reassuring guide for library staff who find themselves newly responsible for technology training whether in computer labs classrooms or one to one with library users Author Stephanie Gerding addresses the most common concerns of new trainers recommends proven tools and techniques and shares helpful advice from many of her fellow library tech trainers The book is designed to help staff get up to speed quickly showing them how to integrate expert tips and tricks and leverage their natural skills to ensure excellent results in any library technology training situation

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