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Straight to the Point : Microsoft Office 2007 Dinesh Maidasani, 2008

Study Guide - Microsoft Office Specialist: Word Expert (Office 2016) - 77-726 Anand Vemula, The Microsoft Office Specialist Word Expert Office 2016 77 726 Study Guide is a comprehensive resource designed to help candidates prepare for the Microsoft certification exam This guide covers advanced features and functions of Microsoft Word 2016 equipping users with the knowledge and skills needed to pass the certification exam Key topics include working with complex document formatting managing styles and creating professional level documents The guide delves into advanced formatting techniques such as modifying headers and footers working with section breaks and managing page layouts Users will also learn how to create and manage tables use advanced proofing tools and work with templates and forms In addition the study guide focuses on collaboration and document sharing tools such as tracking changes adding comments and merging documents It also covers working with long documents managing citations and generating a table of contents and indexes The guide provides step by step instructions hands on exercises and practice questions to reinforce learning and ensure users are well prepared for the exam It is designed for individuals who have a solid understanding of Word 2016 basics and want to master its advanced features to become a Word Expert By the end of the guide users will be confident in their ability to use Microsoft Word at an expert level and will be ready to successfully complete the 77 726 exam

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Fit-For-Market Translator and Interpreter Training in a Digital Age Rita Besznyák,Csilla Szabó,Márta

Fischer,2020-05-15 Training institutions offering specialized translation and interpreting programs need to keep up with the rapid development of digitalization and the increasingly sophisticated requirements of the language industry This book addresses digital trends and employability in the market from the aspect of training how have the latest digital trends shaped the language industry and what competencies will translators interpreters and T I trainers need so as to meet current market

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