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1854

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2016-09-05

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portrait also specific pages can be split into multiple columns to provide a newsletter style layout we will also explain how to use the draft view and show hide marks to see hidden codes such as page breaks and index markers furthermore styles will allow you to define a specific format in order to create titles generate a table of contents and provide consistency for text we will also cover adding an index and other references for legal documents at the end of a document also quick parts will allow you to store watermarks cover pages and other objects in a library to provide quick and consistent layouts finally the final project will focus on creating large documents including table of contents index section breaks etc we have also added several optional special topics to the appendix such as forms macros and mail merge how the workbook is designed this workbook contains over 200 step by step practice exercises to help you get up to speed quickly and understand each concept the commands and features are very similar to previous versions and differences are documented where appropriate the following link is a video clip explaining how the courseware has been designed and how to use it most effectively elearnlogic com media workbook mp4

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2010-10-22

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