



Complex Legal Documents: Microsoft Word 2013

By Tilde Skills

Tilde Publishing. Paperback. Book Condition: new. BRAND NEW, Complex Legal Documents: Microsoft Word 2013, Tilde Skills, Tilde skills Complex Legal Documents - Microsoft Word 2013 can contribute to achieving the unit of competency BSBLEG401A Prepare and produce complex legal documents in the Business Services Training Package (BSB07). This book would be of interest to those using Microsoft Word at an advanced level in a legal environment. Key features of this book include: * providing the skills to prepare, design, and produce complex legal documents in Word 2013; * presenting detailed steps and knowledge on a range of complex word processing skills, e.g. automating documents, complex mail merge, working with long documents, using formulae, and customising and automating tasks (macros & templates); * providing 62 hands-on exercises and 15 workplace scenarios which all include a legal emphasis; and * supplying additional appendix material on shortcut keys, formatting a backsheet, formatting legal documents, and formatting legal correspondence.



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