

# Project 2010 Basic Student Manual Ilt Axzo Press

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this ilt series course builds on the skills taught in word 2002 intermediate in this advanced course students will learn how to perform a mail merge create an index track document changes create macros and customize menus and toolbars course activities also cover creating modifying and protecting forms and working with large documents by creating a master document table of contents footnotes and cross references this course maps to microsoft office specialist exam objectives the manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

this ilt series course covers basic programming concepts and teaches students how to build a program using the c net programming language students will learn the differences between low level and high level languages they will also learn how to use c to program variables constants control structures value returning and void functions selection structures loops and arrays students will learn how to build execute and debug a c program as well as how to implement sequential access files and access data from a database this course also covers object oriented programming concepts such as classes and objects the manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success

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this course covers hipaa rules relevant to different job roles and the steps needed to implement those

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