# BSB - Office 2013 – Subject Licence Bundle



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We've been developing our courseware now for more than 20 years. The real value of courseware lies in what it brings to your organisation, and in the way it enhances your reputation in the eyes of your employees, your customers and your clients.

Watsonia Publishing courseware... none better!

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"The manuals are presented as a single topic per page; provide guided exercises with plenty of screen shots that are easy to follow and the Challenge Exercises at the end of each chapter are a great revision... As a Trainer, I've never been so well supported. It's no surprise at all that Watsonia Publishing's manuals are the ONLY training manuals I use and recommend to all my clients."

### Peter Harvest – Harvest Consulting

"We use Watsonia Publishing manuals in our short courses because they are clear, concise and easy to follow..."

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Catherine Bragagnolo – Box Hill Institute

RRP \$3,900 (AUD)

inc GST

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### Titles included...

INF1160	Produce Simple Word Processed Documents - Microsoft Word 2013
INF1161	Design And Produce Text Documents - Microsoft Word 2013
INF1162	Design And Produce Business Documents - Microsoft Word and Excel 2013
INF1163	Produce Desktop Published Documents - Microsoft Word 2013
INF1164	Design And Develop Complex Text Documents - Microsoft Word 2013
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INF1166	Create And Use Spreadsheets - Microsoft Excel 2013
INF1167	Produce Spreadsheets - Microsoft Excel 2013
INF1168	Develop And Use Complex Spreadsheets - Microsoft Excel 2013
INF1169	Create And Use Databases - Microsoft Access 2013
INF1170	Design Databases - Microsoft Access 2013
INF1171	Create Electronic Presentations - Microsoft PowerPoint 2013
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INF1173	Produce Complex Desktop Published Documents Microsoft Word 2013
INF1174	Operate A Personal Computer - Microsoft Windows 8.1



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- Manual files in both PDF and Microsoft Word formats
- ✓ Student *exercise files*
- ✓ A comprehensive *course outline*
- ✓ Pre- and post-course questionnaires for both teachers and students
- ✓ A Quick Reference booklet summarising steps from all of the exercises in the course manual
- ✓ A Handy Tips booklet containing all of the hints from the course manual
- Comprehensive test banks including multiple choice, true-false, and written response questions

### **Unlimited Reproduction Rights**

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Remember too that you receive a <u>lifetime</u> BSB - Office 2013 new titles and resources guarantee. We're constantly developing new titles and coming up with great and innovative ideas. All new titles or resources we develop for this subject will be made available to you even after your purchase is made.

<sup>1</sup> Levels are designed around an 8 hour training program

<sup>&</sup>lt;sup>2</sup> Modules and standalone manuals are designed around a 16 hour training program



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