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**Catherine Bragagnolo – Box Hill Institute**

**RRP \$1,390 (AUD)**

*inc GST*

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## *Titles included...*

INF725	Microsoft Outlook 2007 - Module 1
INF726	Microsoft Outlook 2007 - Level 1
INF727	Microsoft Outlook 2007 - Level 2

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- ✓ Manual files in both PDF and Microsoft Word formats
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- ✓ 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
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- ✓ Comprehensive test banks including multiple choice, true-false, and written response questions

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

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

