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## Software Publications

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# BSBITU401 Design and develop complex text documents (Word 2016)

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This workbook covers the skills and knowledge required to design and develop business documents using complex technical features of word processing software using Microsoft Word 2016.

It applies to individuals who work in a range of business environments and have skills which may be applied in the provision of administrative support within an enterprise, or by technical/knowledge experts responsible for producing their own word processed documents.

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