

Word 2003: Comprehensive Course

Unit 1 Basic Skills

<div><div>Lesson 1</div><div>Understanding Word Basics</div></div> <div><div>True/False Questions</div><table><thead><tr><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>1</td><td>F</td></tr><tr><td>2</td><td>T</td></tr><tr><td>3</td><td>T</td></tr><tr><td>4</td><td>F</td></tr><tr><td>5</td><td>T</td></tr><tr><td>6</td><td>T</td></tr><tr><td>7</td><td>F</td></tr><tr><td>8</td><td>F</td></tr><tr><td>9</td><td>T</td></tr><tr><td>10</td><td>T</td></tr></tbody></table><div><div>Multiple Choice Questions</div><table><thead><tr><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>1</td><td>B</td></tr><tr><td>2</td><td>B,D</td></tr><tr><td>3</td><td>D</td></tr><tr><td>4</td><td>A,C,D</td></tr></tbody></table></div></div>	Question	Answer	1	F	2	T	3	T	4	F	5	T	6	T	7	F	8	F	9	T	10	T	Question	Answer	1	B	2	B,D	3	D	4	A,C,D	<div><div>Lesson 2</div><div>Creating and Editing Business Letters</div></div> <div><div>True/False Questions</div><table><thead><tr><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>1</td><td>F</td></tr><tr><td>2</td><td>T</td></tr><tr><td>3</td><td>F</td></tr><tr><td>4</td><td>F</td></tr><tr><td>5</td><td>T</td></tr><tr><td>6</td><td>F</td></tr><tr><td>7</td><td>F</td></tr><tr><td>8</td><td>F</td></tr><tr><td>9</td><td>T</td></tr><tr><td>10</td><td>T</td></tr></tbody></table><div><div>Multiple Choice Questions</div><table><thead><tr><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>1</td><td>B</td></tr><tr><td>2</td><td>B,C</td></tr><tr><td>3</td><td>B</td></tr><tr><td>4</td><td>A,B,C,D</td></tr></tbody></table></div></div>	Question	Answer	1	F	2	T	3	F	4	F	5	T	6	F	7	F	8	F	9	T	10	T	Question	Answer	1	B	2	B,C	3	B	4	A,B,C,D	<div><div>Lesson 3</div><div>Creating a Memorandum & Press Release</div></div> <div><div>True/False Questions</div><table><thead><tr><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>1</td><td>F</td></tr><tr><td>2</td><td>F</td></tr><tr><td>3</td><td>T</td></tr><tr><td>4</td><td>F</td></tr><tr><td>5</td><td>T</td></tr><tr><td>6</td><td>T</td></tr><tr><td>7</td><td>T</td></tr><tr><td>8</td><td>F</td></tr><tr><td>9</td><td>T</td></tr><tr><td>10</td><td>T</td></tr></tbody></table><div><div>Multiple Choice Questions</div><table><thead><tr><th>Question</th><th>Answer</th></tr></thead><tbody><tr><td>1</td><td>A,B,D</td></tr><tr><td>2</td><td>C</td></tr><tr><td>3</td><td>B</td></tr><tr><td>4</td><td>A,C,D</td></tr></tbody></table></div></div>	Question	Answer	1	F	2	F	3	T	4	F	5	T	6	T	7	T	8	F	9	T	10	T	Question	Answer	1	A,B,D	2	C	3	B	4	A,C,D
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Unit 2 Beyond the Basics

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Unit 3 Advanced Skills

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