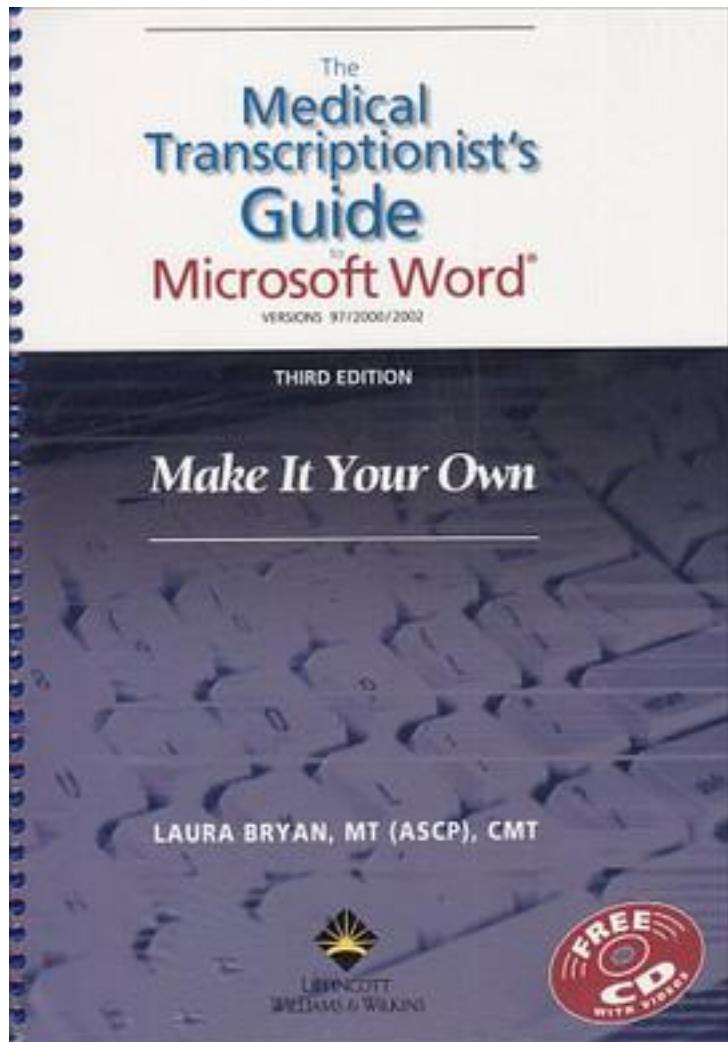


# The Medical Transcriptionist's Guide to Microsoft Word



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The Medical Transcriptionist's Guide to Microsoft Word(R), Third Edition Workbook has updated exercises and review questions to enhance and maximize students' use of Microsoft Word(R) to accompany the Make It Your Own guide. Students, and new and veteran transcriptionists alike, will learn from the easy-to-follow instructions on creating and customizing medical documents and more. Answers to the review questions are also included to assist users in assessing their skill level of learning the Microsoft Word(R) environment. This workbook will help you with time-saving features such as creating and using macros, customizing Word(R), using templates, and alternative ways of counting characters, to name a few. Saving time and keystrokes allows you the ability to transcribe more reports, and ultimately produce more income--a definite benefit.

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