

Word Processing

Provider: Alaska Housing Finance Corporation

Website

<https://www.ahfc.us/publichousing/gateway-education/class-calendar/>

Places: Anchorage

Topics include fundamentals, concepts and applications of word processing and basic commands needed to create, format, edit and print documents.

Related Occupations

Billing and Posting Clerks
Cargo and Freight Agents
Data Entry Keyers
Information and Record Clerks, All Other
Insurance Claims and Policy Processing Clerks
Office Clerks, General
Order Clerks
Payroll and Timekeeping Clerks
Procurement Clerks
Production, Planning, and Expediting Clerks
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Social Science Research Assistants
Statistical Assistants
Word Processors and Typists

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