



Office 2016



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Requirements to study at HOME

- The computer must have Microsoft Office 2016 installed Or at least the program 2016 version like MS Word
- Search for Gmetrix Download and download and install the version for your computer, Standard PC or MAC
- Open Gmetrix and login or Create an account (log in using Google, most popular)
- Your will need a code as the final step, here it is-*exactly*
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Complete training first, then see how you do in TEST mode.