E-LEARNING - WORD 365 BASIC

PRODUCT INFORMATION

This Word Basic training course explains the basic features for processing text in Word. First, you will learn how to set up a document. Then you will see how to enter and edit text. You will also learn all about working with tables, form letters and finalizing documents.

Parameters

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<td>approx. 3:12 h</td>
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<td>Release</td>
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# Table of Contents

## Setting up a document
- Page layout
- Header and footer
- Paragraphs and tabs

## Entering and editing text
- Editing text
- Copying formatting
- Using and editing styles
- Numbered and bulleted lists
- Aligning text
- Quickly formatting text
- Corrections and printing

## Tables
- Creating tables
- Editing tables
Form letters

Creating a form letter

Finalizing a form letter