

E-LEARNING - WORD BASIC

PRODUCT INFORMATION - OFFICE 2019 / OFFICE 2016



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

| | |
|-----------------|------------|
| Version | 3.5 |
| Duration | 4:10 h |
| Release | April 2019 |

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