

WBT WORD 2016 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

Version	2.5
Duration	4:10 h
Language	Version 2.5 German Version 2.0 English, Chinese, French (Hybrid), Spanish (Hybrid), Brazilian (Hybrid), Japanese (Hybrid), Italian (Hybrid), Russian (Hybrid)
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