

E-LEARNING - OFFICE 365 STARTER

PRODUCT INFORMATION



The Office suite offers you an extensive set of applications with which you can complete many different tasks in your everyday work. Compose texts with Word; create tables and presentations with Excel and PowerPoint. There are also many possibilities for working together with others on documents. In this training course, you will learn about the interface of the Office programs as well as basic methods for working with them.

PARAMETERS

Version	3.5
Duration	3:05 h
Release	11.04.2019

TABLE OF CONTENTS

INTERFACE AND OPTIONS

Opening programs

Program structure

Customizing program options

Chapter test

PASTING CONTENT

Entering content (text/data)

Inserting elements

Chapter test

EDIT CONTENT

Formatting text (content)

Editing images

Saving and printing documents

Chapter test

EDITING FILES TOGETHER

Sharing documents

Editing the document from the web storage location

Contacting the editor

Chapter test

FINAL TEST

15 Questions
