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

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## 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