

E-LEARNING - WORD ADVANCED

PRODUCT INFORMATION



Word is the word processing program of the Office suite. Here you will learn valuable ways to make your work more efficient. The lesson Document Organization is concerned with outlines and tables of contents. Learn about the elements of pictures, screenshots and SmartArt. You will see how to work with advanced formatting functions, such as templates and styles. Quick Parts and AutoTexts make your work in Word more efficient. And special tools such as the proofreading mode helps you to work on a document with others.

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