

# E-LEARNING - MICROSOFT WORD BASIC 365

## 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

<b>Version</b>	4.0
<b>Duration</b>	approx. 3:12 h
<b>Release</b>	1 July 2019

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## Setting up a document

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Page layout

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Header and footer

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Paragraphs and tabs

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## Entering and editing text

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Editing text

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Copying formatting

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Using and editing styles

---

Numbered and bulleted lists

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Aligning text

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Quickly formatting text

---

Corrections and printing

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## Tables

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Creating tables

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Editing tables

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## Form letters

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Creating a form letter

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Finalizing a form letter

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