

WBT OFFICE BEGINNER

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
Language	Version 3.5 German Version 3.5 English, Chinese, French (Hybrid), Spanish (Hybrid), Brazilian (Hybrid), Japanese (Hybrid), Italian (Hybrid), Russian (Hybrid)
Release	11.04.2019

* For new features, see the version history in the feature list

** Learning duration measured by the currently highest product version

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