

WBT WORD BASIC

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

Version*	3.5
Duration**	4:10 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

TABLE OF CONTENTS

PRETEST

SETTING UP A DOCUMENT

Page layout

Header and footer

Paragraphs and tabs

Chapter test

ENTERING AND EDITING TEXT

Editing text

Copying formatting

Using and editing styles

Numbered and bulleted lists

Aligning text

Quickly formatting text

Corrections and printing

Chapter test

TABLES

Creating tables

Editing tables

Formatting tables

Chapter test

FORM LETTERS

Creating a form letter

Finalizing a form letter

Chapter test

FINAL TEST

30 Questions
