

PRODUCT INFORMATION

WBT OFFICE 365 BEGINNER

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*	4.0
Duration**	Ca. 2:19 h
Language	Version 4.0 German, English Version 3.5 Spanish, French, Italian, Chinese, Japanese, Brazilian, Russian (hybrid)
Release	1 July 2019

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

** Learning duration measured by the currently highest product version

Table of Contents

Interface and options

Opening programs

Program structure

Customizing program options

Pasting content

Entering content (text/data)

Inserting elements

Edit content

Formatting text (content)

Editing images

Saving and printing documents

Editing files together

Sharing documents

Editing the document from the web storage location
