

EL434

OFFICE SUITE

NEW COURSE

Word 2013 : Essentials Skills - online training

 New course**DURATION**
12 HOURS**REGULAR FEE**
195 \$

Objectives

Discover Word, master text input, formatting and layout. Add tables, images or charts to your documents. You will also be able to conceive and create direct mail campaigns.

Targeted audience

Any beginners or users with basic knowledge who wish to master Word's essential commands.

Prerequisite

None

Content

- Get started in Word
- Apply basic text formatting
- Arrange paragraphs on the page
- Page layout, pagination and printing
- Managing tabs and lists
- Learn some new skills
- Create a table
- Add graphic objects to your texts
- Avoid repetitive typing
- Make letters - or mailshots - simple

General Note

The peculiarity of this online training consists of real training in the software. To enjoy this asset, after connecting to the portal, the identified user is directed to the solution MEDIAplus eLearning in the Cloud. A virtual machine will open on the user's desktop.

NO SETUP is required on the user's computer. Supported operating systems: Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows XP, SP3, Mac OS X 10.6 or higher. Supported browsers: recent versions of Internet Explorer (10 and 11), Edge, Chrome, Firefox, Safari. Please note that compatibility with tablets or mobiles is not assured for Office Suite' online training courses.

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