TEKNOLOGISK
INSTITUT

Online kursus – k90663

Microsoft Office 365:

Word

Teknologisk Institut

Microsoft Office 365: Word
www.teknologisk.dk/k90663

Title	Estimated Duration (hrs)
Word Office 365 (Windows): Opening & Setting Up	0.55
Word Office 365 (Windows): Creating, Opening & Saving Documents	1.02
Word for Office 365: Editing documents	1.17
Word Office 365 (Windows): Formatting documents	1.27
Word Office 365 (Windows): Using Find & Replace Tools	0.45
Word Office 365: Sharing & Collaborating on a Document	0.60
Word Office 365: Structuring Documents	0.52
Word Office 365: Shaping Documents	0.70
Word Office 365: Illustrating Documents	0.70
Word Office 365: Creating Graphics & Diagrams	0.53
Word Office 365: Adding Data & Calculations	0.57
Word Office 365: Using Table Tools	0.55
Word Office 365: Using Research Tools	0.55
Word Office 365: Creating Forms	0.30
Word Office 365: Creating Bulk Mailings	0.52
Word Office 365: Using the Publishing Tools	0.33
Word Office 365: Configuring the Application	0.53