TEKNOLOGISK INSTITUT

Online kursus – k90654

Word 2019

Teknologisk Institut

Word 2019
www.teknologisk.dk/k90654

Title	Estimated Duration (hrs)
Word 2019 (Windows): Opening & Setting Up	0.50
Word 2019 (Windows): Creating, Opening & Saving Documents	0.97
Word 2019 (Windows): Editing documents	1.10
Word 2019 (Windows): Formatting Documents	1.35
Word 2019 (Windows): Using Find & Replace Tools	0.43
Word 2019: Sharing & Collaborating on a Document	0.63
Word 2019: Structuring Documents	0.52
Word 2019: Shaping Documents	0.70
Word 2019: Illustrating Documents	0.65
Word 2019: Creating Graphics & Diagrams	0.53
Word 2019: Adding Data & Calculations	0.47
Word 2019: Using Table Tools	0.50
Word 2019: Using Research Tools	0.42
Word 2019: Creating Forms	0.32
Word 2019: Creating Bulk Mailings	0.52
Word 2019: Configuring the Application	0.57