Word 2010 Beginner

Modality: On Demand

Duration: 3 Hours

Most people have to use Microsoft Word either during their education or their career. This course gives you a jumpstart by quickly teaching you the basic tools and functionality of Microsoft Word. See how it can be used to create engaging and persuasive reports, resumes, letters, term papers, and much more. This course focuses on Word skills that are essential not just in the corporate environment but also in the academic environment. You will be able to write better, format documents quicker, and create documents that are a pleasure to read.

Course Outline: