

Microsoft Word 2002 (XP)

The Need: Increased Competence in Microsoft Office Software

Almost every company can benefit from having employees maximize their proficiency with essential desktop software applications such as Microsoft Word.

Whether you are seeking entry-level training for new hires or advanced training to facilitate transition to new roles, comprehensive employee training in this critical office application is essential to maximize productivity across a wide range of job roles.

In most cases, helping your employees in key roles to move beyond a basic understanding of Microsoft Office tools and into the time-saving intermediate and advanced features will yield sharp productivity increases.

In short, any workforce can benefit greatly from improved proficiency with Microsoft Word.

The Solution: Maximize Employee Productivity with Targeted Desktop Software Training

E-learning is the perfect solution for Microsoft Office training: the

courses are cost-effective, convenient, interactive, and consistent. Training is offered at every skill level to provide your employees with comprehensive coverage of both basic and sophisticated features.

Through Online Training Center (OTC), companies can select and deliver effective training for the familiar software tools of the Microsoft Office suite: Word, Excel, PowerPoint. Courses are packaged into three-course bundles to provide each employee with training at increasing skill levels – employees can boost proficiency in each application quickly and cost-effectively.

Microsoft Word 2002 (XP) - Classes:

Microsoft Word 2002 (Office XP):

Level 1 - In this course, you'll explore the basic skills necessary to begin using Microsoft Word 2002. You will examine how to create and edit documents and use character and paragraph formatting.

Microsoft Word 2002 (Office XP):

Level 2 - In this course, students will learn intermediate features of Word 2002. Students will learn how to create and control section breaks, tables, merges, styles, templates, macros, and Web pages.

Microsoft Word 2002 (Office XP):

Advanced - Students will learn advanced features of Word 2002. Students will learn how to work with document versions, create templates and forms, add graphics, use macros, work with large documents, share documents, and how to create web pages.



Microsoft Word 2002 (XP) by Element K

Element K is a leading provider of instructor-led courseware and e-Learning solutions for technology and business skills. Element K has a 20-year history in computer training and is a pioneer in courseware development and e-Learning. The company launched its e-Learning offering in 1996, making it the first company to offer interactive IT content on the Web. Today, Element K offers more than 1000 online courses in information technology and business skills. Its engaging and interactive online training solutions feature collaborative, instructor-facilitated online courses, self-paced tutorials, vLabs® hands-on exercises on remote hardware, professional certifications, a comprehensive reference library and KnowledgeHub, and a next-generation learning management system.

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