

MS Word

Course Schedule:

MS Word - File, Home and Insert Menu

externalvideo	File Menu
---------------	-----------

externalvideo	Home Menu
---------------	-----------

externalvideo	Insert Menu - Class 1
---------------	-----------------------

externalvideo	Insert Menu - Class 2
---------------	-----------------------

MS Word - Other Menu & Shortcut Keys

externalvideo	Page Layout Menu
---------------	------------------

externalvideo	References Menu
---------------	-----------------

externalvideo	Mailing Menu
---------------	--------------

externalvideo	Review Menu
---------------	-------------

externalvideo	View Menu
---------------	-----------

externalvideo	Short Cut Keys in MS Word
---------------	---------------------------

MS Word - Question/ Practice Sessions

externalvideo	Question Session based on MS Word
---------------	-----------------------------------

externalvideo	
---------------	--

externalvideo

One Liner Questions - Part 1

externalvideo

One Liner Questions - Part 2

MS Word - Practice Quizzes

certification

Practice Quiz 1 - Easy

certification

Practice Quiz 2 - Moderate

certification

Practice Quiz 3 - Difficult