
. Files Viewing Files Details. . Whether you're a seasoned pro or a beginner, we have created this course to get you started quickly with Microsoft Office. It's the right thing to do because we want to see people use our services in the best way possible. We also want to provide the best possible tools to make it easier for you to find the information you need. In fact, you can even use Office 365, the most comprehensive subscription service available. For more information about using Office 365, visit [Microsoft Office 2019 is much more than just a suite of productivity apps. It has emerged as the world's most popular application suite, with over 350 million users. Office 2019 offers essential business applications that enable you to work more effectively and efficiently than ever before. Microsoft Office 365 is more than just a version of Office. It's a full subscription that includes Office apps plus 1 terabyte of OneDrive storage. Office 365 gives you an unlimited number of users who can use Office across devices — both in the cloud and on-premises — and in any Office program. Office 365 also gives you access to Microsoft 365, which includes a range of additional services and tools designed to help you stay organized, keep up with the latest and greatest business trends, and boost your productivity. To learn more about Office 365, visit the Office 365 center ([Mona Lisa by Auguste Rodin. By Joseph William Waterhouse (1849–1917). . . Learn the basics of Microsoft Word to edit and modify text. Learn how to use the Toolbox, Ribbon, and editing options to insert, format, and modify text. Begin modifying tables, including how to use the built-in table styles. Customize document formatting and add style settings. Write and format headers, footers, and section breaks. In this course, you'll learn the basics of Microsoft Word 2019 to edit and modify text. This course is part of a series on Microsoft 365. 2d92ce491b