

# WBT DOCUMENT MANAGEMENT 2016

## PRODUCT INFORMATION



Li Yang works in an international company. Because her team creates a great many documents, calculations and presentations, Li Yang also helps out in the area of document management. Creating, modifying and attractively designing documents for customers or internal use often takes up a lot of time. Li Yang is therefore now investing some time familiarizing herself with the possibilities of Word and Excel. She learns about a number

of functions in Word that can help her save time in the future. Excel also offers her many functions that simplify numerous work steps and allow results to be presented attractively. Files are now managed on a SharePoint team site. Elisabeth Wagner is a project manager, and it is her job to configure the site optimally for her team. SharePoint offers her many possibilities for creating a clear structure for a large number of documents.

## PARAMETERS

<b>Version*</b>	2.5
<b>Duration**</b>	4:05 h
<b>Language</b>	<b>Version 2.5</b> German <b>Version 2.0</b> English, Chinese, Brazilian (Hybrid), Japanese (Hybrid)
<b>Release</b>	13.10.2017

\* For new features, see the version history in the feature list

\*\* Learning duration measured by the currently highest product version

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