

MICROSOFT WORD TRAINING COURSE

DESCRIPTION

Microsoft Word is fundamental to job roles in just about every profession and yet most people have a fairly basic idea of how to get around the programme. The ability to write and create well formatted documents with ease makes Word the primary word processing programme for most employers who will require good quality skills in this product as a matter of course.

Souters is a **Microsoft Certified Academy**. Our Microsoft Office training uses the very latest technology in interactive training.

As a Microsoft Certified Academy, we are able to offer the internationally recognised **Microsoft Certification**. If you feel that you already have the Word Skills necessary to pass the Microsoft Certiport exam, feel free to purchase an exam by following this hyperlink [Certiport Exams](#).

OBJECTIVE

To gain either Proficient or Advanced Word User Skills

COURSE FORMAT

The course is offered in Word 2007, 2010 or 2013, depending on your requirement. It is sold as a two unit course to either Beginner and Proficient level or Proficient and Advanced level. If you want all three levels there is a supplement of £50.00.

The training uses the latest in fully interactive online techniques so your course work is marked as you train in preparation for an exam (optional).



COURSE CONTENT

Syllabus downloads for [Word](#) available

COURSE REQUIREMENTS

There are no course requirements as this course can be taken from Beginner level



CALL US TODAY!
020 7248 8987

DATES AND DURATION

One month in-house training is available. You can study in-house during office hours and you have **live tutors** to provide guidance and assistance.

If you prefer, you can study online from the convenience of your home. This may be ideal to fit in with your lifestyle. You can continue to study for **up to 3 months**, by which time you will need to arrange to take your assessment if you wish to be certified..

For home study you can opt for Word 2007, 2010 or 2013, even though your home computer may have a different version of Word installed.

BENEFITS

Souters is a Microsoft Certified Academy and can provide Microsoft Certification which is internationally recognised.

Souters courses include units specifically designed around taking the Microsoft Certification, so you are receiving excellent training from experts in Microsoft Office.

Our courses are flexible and can be completed in-house at our Certified Training Centre or at home.

Outcome

Souters' Certification in Microsoft Word on successful completion. Certiport exams available as a supplement.