



BESPOKE WORD TRAINING COURSE

DESCRIPTION

We provide bespoke Word training for a range of clients from large multinationals through to small organisations and private individuals.

We can design the course to cover beginner right through to advanced level. We can also create a bespoke syllabus to focus on the specific requirements of your job or your corporate needs. We can use your data to find more effective and faster ways to use Word.

"Our teacher was able to offer flexible solutions to meet our needs, which was different to normal Word training"



Microsoft® IT Academy
Program Member

COURSE COSTS

Normal costs are £399 +VAT per delegate daily; group rates can be negotiated.

TUTORS

Our tutors have significant experience working with Word in senior professional environments

SPECIALIST EXCEL COACHING

Our course will improve your effective use of Word resulting in improved speed.

COURSE FORMAT

The course runs from 10:00 to 16:30. Courses can be hosted in our office in London, or at a client site (subject to reasonable travel expenses).

If you do not require a specialised course, you can check our Microsoft [Word Training Course](#) at beginner, proficient or advanced level.