



MICROSOFT WORD COURSE

PROFICIENT LEVEL (CLASSROOM TAUGHT)

DESCRIPTION

Souters is a **Microsoft Certified Academy**, with a range of experience and qualified trainers who deliver our Microsoft Word Courses. Our scheduled Word courses are held in our Central London training centre. All of the courses are led by experienced professionals, who possess teaching and relevant work experience.

Our status as a Microsoft Certified Academy ensures that course and qualifications hold international recognition.

OBJECTIVE

To provide the student a proficient level in Word.

COURSE FORMAT

Training is in Word 2010 or 2013. We can offer other versions of Word by online training or by bespoke request for in-person training. Please find more about our Word online training by [CLICKING HERE](#). However, you can also [contact our](#) office to request a bespoke Word training course.

DATES AND DURATION

Please refer to our course schedule for our next scheduled course. The course will run from 10:30 to 16:30 for one day.

COURSE REQUIREMENTS

The course is aimed at proficient level, so a limited knowledge or beginner level at Word is ideal.

COURSE SYLLABUS

- Create a Table
- Do more with tables
- Add Illustrations
- Margins
- Headers and footers
- Formatting the document
- Page breaks
- Sections
- Views and Windows
- Managing a long document
- Improve the presentation of the document in Word
- Forms
- Templates
- Shortcuts

BENEFITS

Learning from experienced Word trainers enables the learner to gain from their trainer's knowledge and experience. The high level of practical exercises ensures that learner will gain greater competence and confidence using Word.

Outcome

Certificate of attendance on our Microsoft Word at a Microsoft Academy.

We can offer Microsoft Certiport Exams



on application [CLICK HERE](#)