



Microsoft Word for Beginners

A one day, 5 star rated course from the
Marketing Training experts



Beginners Word Course

This is a practical 1 day course designed for people who are new to Microsoft Word to give you the essential skills to create simple yet effective documents.

Microsoft Word is the most common word processing software found within businesses throughout the world. It is a powerful tool that allows you to create professional documents that include more than just text.

Yet many users are not aware of the many very useful features offered by Microsoft Word and the many shortcuts it offers to help you create stylish, consistent and interactive documents.

On this Introduction to Word course for Beginners you will learn the basic tools and skills that will allow you to create simple documents from getting to know the screen layout through to designing tables and utilising headers and footers to create professional looking documents.

Suitability - Who should attend?

This course is designed for people who are new to Word or are using Word in a limited capacity and want to learn more.

You do not need any prior knowledge of Word.

I would highly recommend M Training courses due to the high value content and for the fact they were tailored to us. The trainer was very knowledgeable and friendly! I would definitely use M Training for any future courses, Thanks.

Jodie Pennington, Ascot Mortgages Ltd

Private & One to One courses

We offer private and one-to-one courses throughout the UK. Please email or call us with your preferred venue, number of delegates and any requests.

Our interactive practical courses and learner centred approach, combined with small class sizes, provides the very best learning environment

Google

5.0 ★★★★★

No more than 6 Delegates

5 Star Rated courses

Practice led learning

3 months online support

Lunch & refreshments provided





Introduction to Word

COURSE OUTLINE

This Course will teach you how to use the features and functions of Word to create professional looking documents

Basics of Word

- Familiarisation of the Word screen
- Entering and deleting text using mouse and Control keys
- Saving and printing documents
- Use Spellcheck and thesaurus
- Navigation shortcuts

Tables

- Create basic tables
- Work with nested tables
- Perform calculations within a table
- Insert graphics into a table
- Convert text to tables

Formatting Documents

- Apply formatting using the ribbon and keyboard
- Use Format Painter
- Use cut, copy and paste
- Use Collect and paste

Document Design

- Applying a document theme
- Use standard watermarks
- Create own watermarks
- Add standard headers and footers

Document Layout

- Text alignment
- Change margins
- Apply indents
- Create various tab settings
- Use Bullets and numbering

A very personalised service with no question left unanswered. I would highly recommend the courses at M Training.

Imogen Clyde-Smith, Australian Wines

How to book

To book our Beginners Word course, simply send us an email or give us a ring.

Email: info@mtraining.co.uk

Call: [0161 226 6032](tel:01612266032)

Or visit: <https://www.mtraining.co.uk/>

