



Word for Beginners Course

A 5 Star Rated course from the
Marketing experts





Word for Beginners 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.

Introduction

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.

Who would benefit from this course?

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.

Classroom & Virtual Classroom Courses

We offer this course as a classroom based course and as a live, interactive online course.

Our classroom courses are run as a private course anywhere in the UK.

Our online Virtual Classroom courses are available for people anywhere in the world with internet access. You will be able to see the trainer, their screen, be able to chat and ask questions, just like on our regular classroom courses.

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £690 and Online from £190 (half day) or £390 (full day). Please email or call us with your preferred venue, number of delegates and any requests

No More Than 6 Delegates

5 Star Rated Course

Practice Led Learning

3 Months Online Support

Lunch Provided

Detailed Course Notes

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

Google

5.0 ★★★★★

A very personalised service with no question left unanswered.

I would highly recommend the courses at M Training.

Imogen Clyde-Smith,
Australian Wines





Word for Beginners

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

To book please see next page

Google

5.0 ★★★★★

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



For private courses the course content can be adapted to suit your requirements.
Please contact us to discuss your requirements.



Word for Beginners Course

Why Choose M Training's Word for Beginners Training Course

- Run by a highly experienced Microsoft Word trainer
- This course is limited to 6 places, so you are guaranteed personal support throughout the day
- 5 Star Rated in Google and Facebook and post course reviews.
- Convenient location in Manchester and Online.
- Detailed course notes provided
- Lunch & refreshments provided (when at our premises)
- Certificate of achievement

Private and One-to-One Courses

One-to-one and private group courses are available from £690 for a one day classroom course and from £190 (half day) or £350 (full day) for a private online course .

These courses are ideal if you cannot make one of the set course dates or if you want a more advanced course or different course outline/focus.

One-to-one and private group courses can be run anywhere in the UK, at our Manchester office or via Virtual Classroom online.

How to book

To book a 1 Day Word for Beginners course, simply get in touch to organise the course and date

Email: info@mtraining.co.uk

Call: 0161 226 6032

Or visit: www.mtraining.co.uk

We offer group booking discounts for two or more delegates.

A great informative course, I have learnt so many useful tips.

Great pace, lots covered, delivered by a great trainer.

Natalie Cooke
Muse Developments