



Word for Beginners Course

A 5 Star Rated course from the training 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.

Private & One to One courses

We offer private group courses and one-to-one courses throughout the UK from £590 and Online from £550. Please email or call us with your preferred venue, number of delegates and any requests

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.

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

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

To book please see next page

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 10 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 £590 for a one day classroom course and from £550 for a private online course .

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