Marketing

Management

Social Media

SEO

Analytics

Copywriting

PPC Ads

Advanced Word Course

A 5 Star Rated course from the training experts

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Advanced Word Course

This practical 1 day course is designed for those users who are already comfortable with the basic functions and features of Word and wish to take document creation a step further.

Introduction

On this Advanced Word training course you will learn how to take use some of Words more advanced features and help you to take your skills to the next level.

You will learn how to manipulate documents and use the menus effectively to build robust documents that can increase yours (and your teams) efficiency in creating professional documents.

Who would benefit from this course?

This course is designed for people who are currently using Word within their work (or have been on the beginners Word Course) and have a good understanding of the basic formatting options, using tables and editing text.

If you do not feel like you have enough knowledge of the basics of Word take a look at our Introduction to Word Course

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 to able 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 £590 and Online from £550. 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

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Advanced Word

Course Outline

This Course will teach you how to use some of the more advanced features and functions of Word

Heading Styles

- Modify existing styles
- Customise heading styles
- Apply styles to text
- Create a Table of Contents

Using Images in Documents

- Insert pictures into a document
- Use online pictures
- Take screenshots and insert into documents
- Use the Snipping tool

Document Layout

- Use standard templates
- Create own templates
- Use sections to format documents
- Understand Next Page and Continuous section breaks
- Design bespoke headers and footers
- Create cover pages
- Create footnotes and endnotes

Graphics

- Use SmartArt
- Use text boxes

Automation of Documents

- Use Quick Parts

- Insert standard AutoText
- Design AutoText entries

Document Flow

- Control text flow using widow/orphan control
- Use of non-breaking spaces
- Use of non-breaking hyphens

Working With Columns

- Converting text to columns
- Adjusting column width
- Adding lines between
- Working with continuous section breaks
- Removing columns

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.

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Advanced Word Course

Why Choose M Training's Advanced Word 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 .

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 Advanced Word 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

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

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

**Natalie Cooke,
Muse Developments**