

MS Word (intermediate) (code: Word-102)

compliant with: Learn Microsoft Word 2010 Step by Step, Level 2
(compliant with MS 50542)

Ask for details

Phone +44 203 608 6289

info@alx.training

Overview

This course is designed to improve MS Word skills. It provides an overview of the features and functions of the program and practical know-how. Practical exercises accompany every topic covered during the course.

Microsoft Certificate: for an additional fee of **20 GBP** per person, we provide registration with Microsoft Authorized Training system. Training participant registered in this system receives a certificate recognized and respected anywhere in the world, and additional electronic training materials provided by Microsoft.

Genuine Microsoft certification not only confirms the holder's skills - it can also be a valuable part of a resume. **Important:** authorization is available for on-demand training courses only.

Duration

2 days

Agenda

1. Introduction to Microsoft Word.
 - Getting familiar with the interface.
 - Components and features.
2. Entering document content.
 - Entering text, symbols, and special characters.
 - Finding words and phrases.
 - Inserting and editing graphics. Diagrams.
3. Working with tables and lists.
 - Inserting and manipulating tables.
 - Create numbered and bulleted list
4. Formatting text. Applying styles.
 - Formatting words, paragraphs, and pages.
 - Headers and footers.
 - Understanding styles.
 - Changing document layout and page settings.
5. Printing.
 - Preparing a document for printing.
 - Printing envelopes.
6. Working with templates.
7. Good practices. Organizing documents within folders.
8. Understanding file formats.
 - Saving a document in different format.

For open training, the course materials are prepared for MS Office 2010. Other versions (2013, 2007, 2003) are available on request. Contact us for details.

Target audience and prerequisites

This course is intended for professionals and office workers who want to use MS Word at an intermediate level.

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.
- Basic Word knowledge, such as opening document, entering text.

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Certificates

Course participants receive completion certificates signed by ALX.

Locations

- Online (English) – your home, office or wherever you want
- Warsaw (English) – Jasna 14/16A
- any other location (London, UK, EU) on request

Price

220 EUR

The price includes:

- course materials,
- snacks, coffee, tea and soft drinks,
- course completion certificate,
- one-time consultation with the instructor after course completion.