Microsoft Word

Making Word Work for you: Beginner to Advanced

The "Microsoft Word" course is designed for users looking to elevate their proficiency with Microsoft Word beyond basic functionality. This comprehensive course covers a wide range of topics from enhancing documents with advanced formatting and graphics to automating tasks using macros. Through practical, hands-on lessons, students will delve into the intricacies of managing content and layout, ensuring their documents stand out professionally and efficiently.

What will trainees learn?

- Navigating and editing documents
- Advanced formatting of text and paragraphs
- Inserting and formatting tables and charts
- Managing lists and adding graphics
- Controlling page appearance and layout
- Proofing tools and review features

- Customizing the Word interface and managing file types
- Working with styles, themes, and templates
- Utilizing Quick Parts and managing content flow
- Automating tasks with macros and using mail merge

How will this training benefit your company and employees?

Participants in this course will gain advanced skills in creating and managing professional documents using Microsoft Word. They will learn how to enhance documents with sophisticated formatting, styles, and graphics, and gain proficiency in organizing content through tables, lists, and controlled text flow. Trainees will also explore Word's proof-proving tools to ensure accuracy and clarity in their documents. Additionally, the course covers customizing the user interface and using Word's powerful automation tools, such as macros and mail merge, to streamline tasks and improve efficiency. By the end of the course, participants will be equipped to handle complex document challenges and optimize their use of Word in a business environment.

Training is recommended to be deployed in 4- or 8-hour blocks over a total of 8 hours.

MACRO Development is a leading provider of specialized employer training programs focused on mastering Microsoft's Power Platform and other popular Microsoft tools. With over 15 years of experience in sales and community development, our expert facilitators deliver customized, interactive workshops that cater to the unique needs of each organization. We equip employers with advanced skills to leverage Microsoft technologies effectively, enhancing communication, productivity, and operational efficiency in the workplace. Our training solutions are designed to transform business processes and drive success, ensuring organizations achieve their business objectives