

## MS Word (basic) (code: Word-101)

compliant with: Learn Microsoft Word 2010 Step by Step, Level 1  
(compliant with MS 50541)

### Overview

This course is designed for novices who want to start their work with Word not in a random, haphazard manner, but rather use the best practices and time-saving methods from the very beginning. The course covers entering and editing text, lists, using styles, printing. 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

1 day

### 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.
3. Working with tables and lists.
  - Inserting and manipulating tables.
  - Creating numbered and bulleted lists
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.

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 novice information workers who have just started using MS Word and want to take advantage of its features consciously and using with best practice techniques.

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.

### Ask for details

Phone +44 203 608 6289

info@alx.training

- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.

## **Certificates**

Course participants receive completion certificates signed by ALX.

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## **Locations**

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

## **Price**

160 EUR

The price includes:

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