

## 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**

- Warsaw (English) – Jasna 14/16A
- Online (English) – your home, office or wherever you want
- 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.