



See more at www.zandax.com/courses/word-introduction

Course information from ZandaX

Microsoft Word 2013/2016 Introduction

A premier Microsoft Word training course from ZandaX

Course duration: 2 hours of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Getting Started with Microsoft Word
 - ★ Load Word and use its basic controls to create a document
- ✓ The Ribbon Interface in Word
 - ★ List and Identify Word's Ribbon tabs and options
- ✓ Advanced Tabs and Customization
 - ★ Demonstrate the use of Specialist contextual tabs and more Advanced Ribbon tabs
- ✓ Creating Word Documents
 - ★ Creating a document and apply formatting and effects for a professional look
- ✓ Doing More with Text
 - ★ Enhance your document text with paragraph and advanced formatting options
- ✓ Viewing and Printing Your Document
 - ★ Adjust Word's view and printing options to achieve the best results

What does our Word Introduction course cover?

Start Using Microsoft Word Properly!

This really useful course is designed for all newcomers to Word who want to use the software and become productive in the shortest possible time.

You'll also find it of great value if you have a little experience, but are self-taught, and still find yourself frustrated when things aren't as easy as you expect.

Just ask yourself: why do I keep hitting silly problems with using Word, when I could easily learn how to use the basic features properly? You need this course!

This Microsoft Word skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft word skills?

Course requirements

No prior experience with Word is required, but you should be proficient in using a PC with the Microsoft Windows operating system.

Who's this course for?

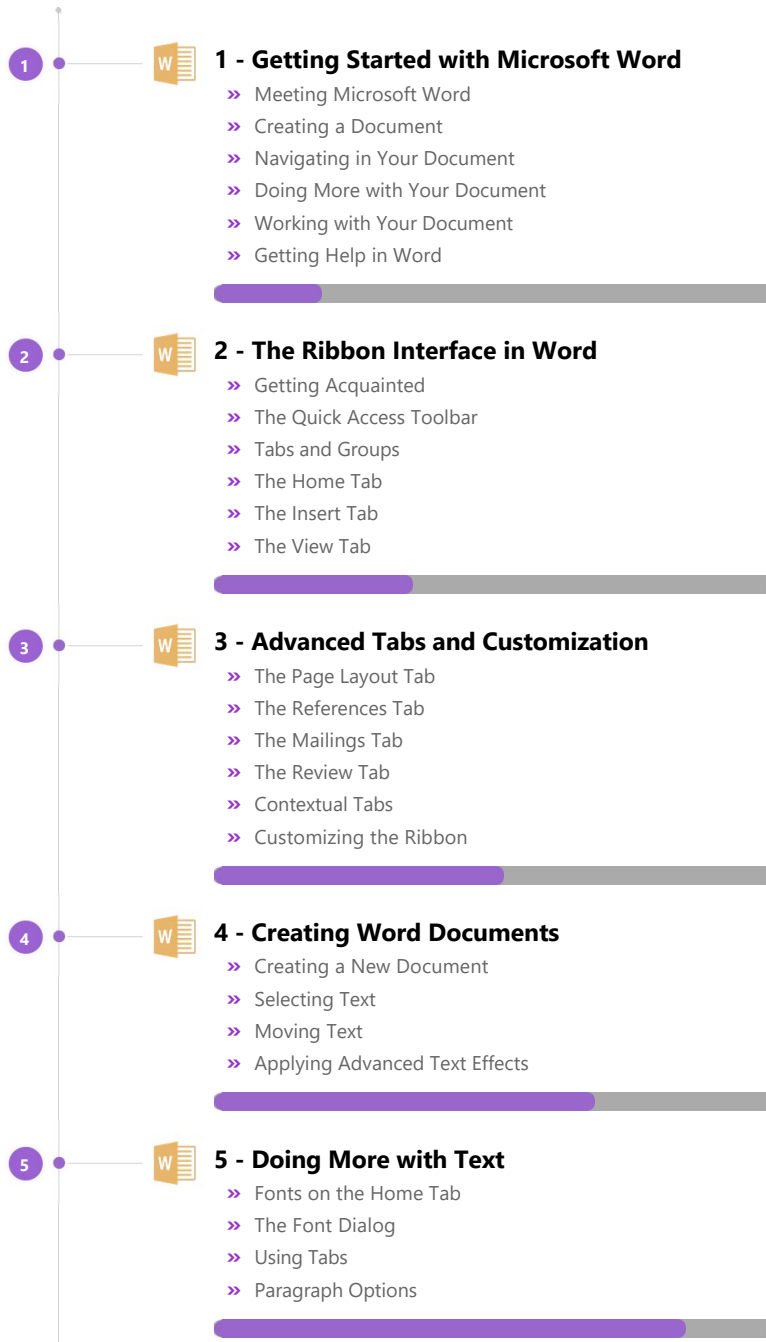
The course is intended for new users of Microsoft Word who want to become productive in the shortest possible time.

CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Word 2013/2016 Introduction





6 - Viewing and Printing Your Document

- » Using Layouts and Views
- » Basic Viewing Tools
- » Advanced View Tools
- » Preparing Your Document
- » Printing a Document

And There's a Great Workbook...

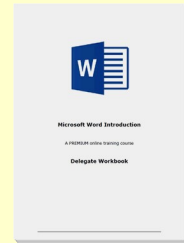
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Word 2013/2016 Introduction course

A Strong Foundation in Microsoft Word

So many people take Microsoft Word for granted. They simply open it up, and get started. Then they struggle with basic mistakes, and take too long to do the simplest things.

Our course teaches you how to get started, understand the interface, and how to use and customize the tabs.

We then show you how to create and save your own documents, and work with text, before ending on how to view and print your work properly.

By the end of the course you'll have a great grounding in how to use Word quickly, effectively and professionally.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/word-introduction to view the latest details, including related courses, prices and quantity discounts.

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