



Who is it suitable for?

This course is suitable for complete beginners and is ideal for anyone who works, or aspires to, work in an office environment. For example, those working in roles such as Admin Assistant, Office Administrator, Secretary, PA, EA or VA would find this course extremely valuable.

Objectives of the Course?

This course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible. You don't need any prior experience of Microsoft Word, but you will need to be familiar with using a computer and the Windows environment.

What will I Learn?

You will cover the basics – from starting Word, to inputting text, saving documents, page breaks, auto-correct, cut and paste, indenting and bullets, page numbers, the use of tables, WordArt and text boxes, clipart, the use of columns through to applying, creating and modifying styles.

What is the course duration?

18-24 hours online learning, completing 10x 2 hour lessons.

