XCELERATE TRAINING INSTITUTE

your learning & development partner

INFORMATION TECHNOLOGY

Microsoft Word

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
26 – 30 Apr 2027	Live online	Online (live)	€1,200
3 – 7 May 2027	Amsterdam	Classroom	On request
4 – 8 Oct 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: staging.x8ti.com/course/microsoft-word/

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Microsoft Word

Introduction

This course by Xcelerate Training Institutes Microsoft Word training program offers a comprehensive learning experience, covering both foundational and advanced aspects of the software. Designed to align with current industry standards, the course effectively addresses predicted training needs within the specified domain. Flexible customization options are available to tailor the program to specific team requirements.

Learning Objectives

Upon completion of this Microsoft Word training, participants will be able to:

- Grasp the fundamentals of Microsoft Word 2010 and its distinctions from previous versions.
- Efficiently navigate the Microsoft Word Ribbon interface to access relevant tools.
- Enhance document appearance through various formatting techniques.
- Utilize the diverse tools within Microsoft Word for various purposes.

Training Methodology

This course by Xcelerate Training Institutes should prioritize hands-on practice, focusing on real-world scenarios. Begin with basic features like document creation, formatting, and editing, gradually progressing to advanced techniques such as styles, templates, and mail merge. Incorporate interactive exercises and projects to reinforce learning. Provide clear explanations and demonstrations, complemented by visual aids and step-by-step instructions. Offer opportunities for individual practice and group discussions to facilitate knowledge sharing and problem-solving. Continuous assessment through quizzes and practical assignments helps track progress and identify areas for improvement.

Benefits for Your Organisation

Microsoft Word empowers organizations with efficient document creation, editing, and collaboration, streamlining workflows, enhancing professionalism, and fostering seamless teamwork. Its extensive features, from advanced formatting and templates to real-time co-authoring and cloud integration, boost productivity, improve communication, and ensure consistent branding across all documents.

Benefits for You

Microsoft Word, while primarily a word processor, can be used to create and manage databases by utilizing its table and formatting features. This allows you to organize and structure information effectively, making it easier to search, filter, and sort data within your documents. While not as robust as dedicated database management systems, Word's database capabilities provide a convenient and accessible solution for smaller-scale data management needs, particularly when you need to integrate data with text and formatting within a single document.

Who Should Attend

Individuals seeking to acquire Microsoft Word 2010 skills, including beginners and intermediate users aiming to improve efficiency through advanced techniques.

Course Outline

Understanding the Microsoft Word Interface

- Exploring new features in Microsoft Word 2010
- Navigating commands, tabs, and groups
- Creating and managing documents and templates

Enhancing Document Appearance

- Customizing font style, size, color, case, and styles
- Applying formatting to new text
- Removing all formatting from text
- Managing paragraph settings (alignment, indentation, spacing, borders, shading)
- Using find and replace, tabs, and page settings (orientation, size, margins, breaks)
- Working with headers, footers, and tables (cells, rows, columns)
- Inserting and formatting images, clip art, and 3D graphics
- Proofreading and printing documents

Advanced Word Features

- Inserting special characters and symbols
- Autocorrect and AutoFormat options
- Working with 3D text and text wrapping
- Creating, customizing, and applying styles
- Using page breaks and columns
- Advanced table formatting (merging, splitting, aligning, sorting)
- Inserting and formatting text boxes
- Creating mail merge documents
- Inserting, editing, and removing hyperlinks
- Applying and customizing built-in themes
- Recording and using macros
- Securing documents (read-only, password protection)
- Customizing the Quick Access Toolbar

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Registration Form

Microsoft Word

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

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Open the course page