Word for the Business User

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This course is intended for those who wish to take advantage of the application for high quality business documents and reports.

About This Course

This course is intended for those who wish to take advantage of the application for high quality business documents and reports.

Who Should Attend

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders.

Prerequisites & Entry Requirements

General Prerequisites:

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders.

Detailed Course Outline

Navigate Word

- Interface Overview
- Manage Your Workspace
- Selection Techniques

Managing Lists

- Working with Lists and Numbering
- Formatting a List
- Working with Multi-Level Lists
- Working with Tabbed Lists/Tabbing

Managing Tables

- Insert and Modify a Table
- Format a Table
- Control Table/Cell Properties
- Perform Calculations in a Table (Optional)
- Create a Chart (Optional)
- Add An Excel Table to a Word Document (Optional)

Formatting Text and Paragraphs

- Apply Character Formatting
- Control Paragraph Layout
- Use Styles to Streamline Repetitive Formatting Tasks
- Apply Document Themes

Controlling The Flow of a Document

- Advanced Paragraph Options
- Add Headers and Footers
- Insert Page Breaks
- Insert Columns
- Insert Section Breaks

Inserting Content Using Quick Parts

- Inserting, Creating and Modifying Building Blocks
- Insert Fields Using Quick Parts

Reviewing a Document

- Proofing a Document ® Spelling, Grammar, Editor
- Working with Comments and Tracking Changes

Using Mail Merge

- Steps to create a Mail Merge

Upcoming Schedule

Available training dates for Word for the Business User:

Start Date	End Date	Location	Delivery	Price
10 Feb 2027	10 Feb 2027	Virtual Classroom - Will be available 7 days before	Virtual	€295.00
11 May 2027	11 May 2027	Online	Virtual	€295.00
10 Aug 2027	10 Aug 2027	Online	Virtual	€295.00
18 Nov 2027	18 Nov 2027	Virtual Classroom - Will be available 7 days before	Virtual	€295.00

Additional Course Details

Nexus Humans Word for the Business User training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Word for the Business User course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Word for the Business User?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Word for the Business User course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Word for the Business User training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Word for the Business User?

Yes, we provide corporate training, dedicated training, and closed classes for Word for the Business User. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Word for the Business User?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Word for the Business User training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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