

FLEXIBLE WORKFORCE DEVELOPMENT FUND – COURSE TEMPLATE

Full Programme Title

Microsoft Office Specialist - Word

100 Word Overview

This training course is designed for those with basic Microsoft Word experience to allow them to navigate the software at the feature and functionality level. Participants will become familiar with and learn how to use the features and capabilities of the package including the creation and editing of professional-looking documents for a variety of purposes and situations. The objective of the course is to up-skill participants by preparing them for the MOS Word professional exam.

Objectives of the Programme

(NB these objectives will be used to measure learner's existing knowledge in this area prior to commencement of training and upon completion of training as evidence of distance travelled)

Upon successful completion of the course learners will have an understanding of how to:

- Create, navigate through and format a document
- Customise document views and options
- Configure documents to print and save
- Insert and format text and paragraphs
- Order and group text and paragraphs
- Create and modify a table
- Create and modify a list
- Create endnotes and footnotes
- Create citations and captions
- Insert and format building blocks
- Insert and format shapes and SmartArt
- Insert and format images

Awarding Body

Microsoft

SCQF Level

6

Benefits to Employers

- The development of your workforce can result in benefits to your business including:
 - More confident, up-skilled employees
 - Increased productivity and efficiency
 - An engaged and motivated workforce
 - Excellent service to your customers
 - Reduced absenteeism and employee turnover

Benefits to Employees

- Gain greater knowledge and confidence in the use of Microsoft Word
- Gain internationally recognised Microsoft certification

Duration

3 days e.g. 1 day per week

The exam can take place any time up to 6 months after the training. We will an exam voucher with an expiry date.

Maximum Learner Numbers

12 for face to face delivery

Employer Premises Delivery

Yes