



- innovation
- implementation
- information

Training for Microsoft¹ Products

. **Word, Excel, PowerPoint, Outlook, Windows and more**

At **Innovatis**, we deliver a full range of **coaching / training courses** for **Microsoft** products to suit all levels of ability, so you can be sure that your training is matched precisely to your needs.

Innovatis

The following brochure shows full details on:

- **Word training**

Microsoft has established the Microsoft Office suite as the most widely-used set of applications for document creation, communication and business information analysis. As a result, skills in Word, Excel, PowerPoint, Outlook and Office itself have become key requirements for staff in today's business environment. Even for more specialised jobs, Microsoft has solutions like **Publisher, Project, FrontPage** and **Visio** that integrate seamlessly with their basic applications.

For details of training in other Microsoft products, please contact us and we will be pleased to send a full schedule of course contents.

We are also happy to combine elements of our various programmes to fully meet your needs.

We specialise in private training tailored to suit your specific needs, and are happy to arrange group training courses for all popular Microsoft Office applications to suit different levels of ability.

Tailored course design comes to you at no extra cost, and training can be at your premises or at our training facilities in Amstelveen.

Your training in Microsoft products can be assisted by our **skills appraisals**, which are provided on all Microsoft Office applications and, if you need individual attention, you can benefit from a mentoring service where we can guide you through your progress before, during and after attendance on any training course. Full support is provided to you when you put the courses into practice.

For full details of our Microsoft Word training courses, please see the following brochure.

For more information on all Microsoft products, visit the [Microsoft website](#)

¹ Please note that throughout this document, the terms "Microsoft, Windows, Word, Excel, Office, PowerPoint, Publisher, FrontPage and Visio" are acknowledged to be copyright and property of The Microsoft Corporation, Inc



Microsoft Word training

From formatting documents to building macros

Click a course name for full details :

- [Microsoft Word Introduction](#)
- [Microsoft Word Intermediate](#)
- [Microsoft Word Advanced](#)
- [Microsoft Word Professional](#)



Microsoft Word is probably the de facto standard application for creating documents. It allows you to create everyday documents such as reports, letters and business plans and much, much more -- both for the World Wide Web and for print. This means that learning to use Microsoft Word involves much more than simple document layout.

Innovatis can provide you with training in Microsoft Word at four levels of ability, from [Introduction](#) to [Professional](#), and in addition, **bespoke courses can be tailored** to specific company or delegate needs.

Courses focus on the Microsoft Word 2003 or 2007 versions.

At Introduction level, we show you how to set up and edit documents, and deal with simple formatting issues.

At Intermediate level, we move on to sections, borders, proofing and productivity tools, building tables and using graphics.

At Advanced level and beyond, you will learn about templates, styles, mail merge, master documents, sharing documents and data, and how to use macros.

And, of course, we will provide **after-course support** when you put your new skills into practice.