

# Microsoft Word

GET A CERTIFIED DIPLOMA

---



**Microsoft Word** is one of the world's most popular software applications for composing and editing documents.

This software is an essential tool for any individual in today's digital age. Whether you are a working professional, a diligent student or an active retiree, Microsoft Word is a vital skill.

---

## Is this the right course for you?

This course is aimed at people that need to write either professional or educative documents using this software. If you have experience with Microsoft Word and want to improve your skills, we also offer advanced courses, please contact us.

## Learning outcomes

Upon completion of this course you will know how to:

- Create documents.
- Save and print your Word document.
- Understand the main operations such as inserting, selecting, copying, moving and deleting data.
- It will show you how to adjust text, paragraphs, size, and color successfully.
- You will be able to change styles, headers, and footers.
- This course will teach you how to add tables, pictures, images, shapes, and objects to your document.
- You will know how to perform spelling checks.

## Course Duration & Price

- 1 week of half-day periods.
- The group is limited to a maximum of 6 students.
- 5 sessions: CHF 550
- Chèque Annuel de Formation.

## Admission requirement

- Knowledge of Windows 7, 8, 10

## Certification

To qualify for your official certificate you must pass the final exam.

Participant will receive a certificate of presence.

---