

## Word 2016 Essentials Course Details

Department: Certification Courses

Presented by Magna Skills Development Institute

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**CORPORATE TRAINING**  
*Agency*

**OUR SERVICES :**

- Search Engine Optimization
- Analytics and Data Analysis
- Pay-Per-Click Advertising
- Social Media Marketing

 Our Website  
[www.magnaskills.com](http://www.magnaskills.com)

 **MAGNA SKILLS**  
[www.magnaskills.com](http://www.magnaskills.com)



## Course Summary

Word 2016 Essentials

## Course Objectives

## Course Outline



## Company Overview

**Who We Are:** Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

**Our Mission:** To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

**Our Vision:** To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

## Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

## **Our Training Methodology**

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

## **Why Choose Magna Skills?**

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

| Approval & Authorization |   |
|--------------------------|---|
| Applicant Details        | Course Details  |
| First Name:              | Course Name:  |
| Last Name:               | Training Venue:                                       |
| Mobile:                  | Month:  |
| Email:                   | Training Method: Online[ ____ ] Face to Face [ ____ ] |
| Company Name:            | Duration:   |
| Country:                 | Number of Staff Members:                              |

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.