

Microsoft Word Specialist Course Details

Department: Certification Courses

Presented by Magna Skills Development Institute

[Registration Link](#)

Date Created: 06-Jun-2025

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Course Summary

Magna Skills offers the Microsoft Word Specialist course, designed to provide individuals with comprehensive skills in using Microsoft Word to create, edit, format, and manage documents efficiently. This course covers essential and advanced features of Word, from basic document formatting to complex tasks like mail merge, working with templates, styles, and automation. It is ideal for professionals looking to improve their word processing skills or prepare for Microsoft Word certification exams.

Course Objectives

Upon completing the course, participants will be able to:

1. Navigate and utilize Microsoft Word's interface and features effectively.
2. Apply advanced formatting, including styles, themes, and templates, to enhance document presentation.
3. Automate repetitive tasks using macros, templates, and quick parts.
4. Collaborate on documents using track changes, comments, and shared reviews.
5. Manage large documents, including table of contents, indexes, citations, and footnotes.

Course Outline

Module 1: Introduction to Microsoft Word

- Overview of Microsoft Word and its applications.
- Customizing the Word interface and ribbon.
- Basic document creation and editing.

Module 2: Document Formatting and Layout

- Applying fonts, paragraphs, and text effects.
- Managing page setup, margins, orientation, and page breaks.
- Using headers, footers, and page numbers.

Module 3: Working with Styles and Themes

- Creating and modifying styles for consistent formatting.
- Applying themes for a unified document appearance.
- Using style sets for quick formatting.

Module 4: Managing Tables and Graphics

- Inserting and formatting tables to organize content.
- Working with images, shapes, and SmartArt.
- Applying captions and cross-references for graphics and tables.

Module 5: Advanced Document Layout Techniques

- Working with columns, section breaks, and text wrapping.
- Inserting and managing cover pages and watermarks.
- Creating and customizing borders and shading.

Module 6: Automating Tasks with Macros and Quick Parts

- Recording and using macros to automate repetitive tasks.
- Utilizing Quick Parts for reusable content.
- Creating and managing building blocks and autotext.

Module 7: Mail Merge and Labels

- Setting up and executing mail merge for letters and emails.
- Creating and printing envelopes and labels.
- Using mail merge fields for dynamic document generation.

Module 8: Managing Long Documents

- Inserting and managing tables of contents and indexes.
- Working with footnotes, endnotes, and citations.
- Managing section headings and references for complex documents.

Module 9: Collaboration and Document Review

- Sharing documents and tracking changes.
- Adding comments and managing shared reviews.
- Using version history and comparing documents.

Module 10: Preparing for Microsoft Word Certification

- Overview of Microsoft Word Specialist certification requirements.
- Exam preparation tips and practice exercises.
- Final project: Creating a professional, complex Word document.

4. Who Can Attend:

- Professionals looking to improve their document creation and formatting skills.
- Administrative staff responsible for managing complex reports and communications.
- Students and individuals preparing for Microsoft Word Specialist certification.
- Anyone aiming to become more efficient in word processing and document management.



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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.