Have a Microsoft Word Training Course and Learn How to Create Dynamic Word Documents by CurtenyWooler

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The world has so progressed that surviving without knowledge of creating and editing documents in Microsoft Word is a virtual impossibility. Working with Word not only grants a neat and structured look to documents, but with the features available in the recent versions of the software, one can create dynamic articles that are of great official and personal utility. Undergoing a Microsoft Word training course, therefore, is thoroughly recommended. It makes one proficient in formatting and editing documents to such a degree that work efficiency greatly increases, making it possible, for example, to dispose paperwork off not only in time, but with style and creativity.

Microsoft Word is available in many versions, from the 2003 version to the ones released as part of Microsoft Office 2007 and 2010. Training programs for each of these versions differ in many respects, as each is designed to maximize expertise in a particular version. These are suitable not only for people who use the software on an everyday basis, but also for those who require it occasionally. A lends the required level of familiarity and expertise to all the trainees, so that each of them acquires a degree of comfort with the features of Word and learns how to employ them effectively. One of the examples is the facility to create tables in Word. A number of formatting tools are available which can be used to customize a table to the userâ€™s specific needs.

Although there are many such courses available in the market, there are only a few that offer satisfactory services. The reputed courses make sure that everything is done in a highly professional manner including the punctuality of classes irrespective of attendance, and the availability of the required hardware like PCs and laptops. The pricing of the courses is also a factor, and an oft-taken Microsoft Word training course is one that is aptly priced in relation to the training level. These include beginner, intermediate and advanced levels, each delving a step deeper into the features of Microsoft Word.

Besides the technical specifications, the courses also offer services like support after class, which can be achieved either through phone conversations or e-mail. This implements a solution-per-problem model, wherein each issue that a trainee faces while working with the software, at home or otherwise, is resolved immediately upon phone or mail contact. Such support ensures holistic training and customer satisfaction. There is also an option of re-enrolling for a course if a trainee finds his knowledge undercooked the first time. No charges are levied for such a re-visitation. At the end of the course, one is adequately capable of handling the various formatting and editing features offered in Microsoft Word, and can apply them efficiently at work or for personal use.

Creative Mentor training is one such enterprise that offers a Microsoft Word training course categorized in levels of proficiency.

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Creative Mentor Training is a full service software training company providing training for all a

microsoft word training course , Adobe and MYOB applications. We specialise in delivering practical, easy to understand training courses that enable you to get the job done with ease and control.

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