



Mastering Microsoft Word 2019 - Basics

Mastering Microsoft Word 2019 - Basics -
Online Training Course - CPDUK Accredited



Corporate
Member

The CPD Certification Service



OVERVIEW

Welcome to The Mandatory Training Group's online Mastering Microsoft Word 2019 basics training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Mastering Microsoft Word 2019

Teacher - Barbara Evers

Learner - Logan Gray

This online Mastering Microsoft Word 2019 basic training course will teach you everything you need to know to start harnessing the power of Microsoft Word. Barbara Evers will train you to create professional documents that are easy to read, use, and share.

Mastering Microsoft Word 2019 - Basics - E-Learning Course - CPDUK Accredited

- ♦ Study method – Online, self-paced
- ♦ Estimated duration (Indicative CPD hours) – 128 minutes
- ♦ Course format – Online (24/7 access)
- ♦ Entry requirements – No prerequisites required
- ♦ Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- ♦ Certification/Qualification – Downloadable CPD certificate
- ♦ Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- ♦ Course accreditation – CPD Certification Service (CPDUK)
- ♦ Course access – Part-time (1-year access)
- ♦ Course delivery – Via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This Mastering Microsoft Word 2019 basic e-learning course is suitable for business professionals in management and administrative positions who need to create business documents for print and web using Word 2019 or Word 365. By the end of this course, you will be able to create professional documents that are easy to read, use, and share.

Course aims

This Mastering Microsoft Word 2019 basic eLearning course aims to:

- ♦ Appreciate the need for organised business documents for efficient management.
- ♦ Gain key knowledge and skills on the creation of business documents for print and web.

Learning objectives

On completion of this Mastering Microsoft Word 2019 basic eLearning course, the learner will be able to:

- ◆ Navigate the Word interface.
- ◆ Create and save documents.
- ◆ Access commands and selects and enters text.
- ◆ View multiple documents and customise your version of Word.
- ◆ Format your document, including character formatting, paragraph layout, spacing, and alignment.
- ◆ Create and format lists and tables, including sorting and converting text to a table.
- ◆ Use search, find and replace, repetitive formatting, and Styles.
- ◆ Insert graphics and symbols.
- ◆ Print using Page Layout options such as page breaks, headers, and footers.
- ◆ Check spelling and readability.
- ◆ Use research tools and checking accessibility.

Learning outcomes

Once you have completed this online Mastering Microsoft Word 2019 basic training course, the learner will be able to:

- ◆ Justify the need for business professionals in management and administrative positions to create organised business documents.
- ◆ Create, format and save documents using Word 2019.
- ◆ Print a created document using layout options like page breaks, headers and footers.
- ◆ Use appropriate tools to check spelling and readability.

What is covered in this course?

This online Mastering Microsoft Word 2019 basics training course includes the following:

- | | |
|-------------------------------|---------------------------------------|
| ● Unit 1: Getting started | ● Unit 5: Adding tables |
| ● Unit 2: Formatting text | ● Unit 6: Inserting graphics |
| ● Unit 3: Working efficiently | ● Unit 7: Controlling page appearance |
| ● Unit 4: Managing lists | ● Unit 8: Preparing to publish. |

Why is this online Mastering Microsoft Word 2019 basics training course essential?

Effective communication is paramount for all human beings, particularly professionals in management and administrative positions. This would have an impact not only on their business but also on their image. This online Mastering Microsoft Word 2019 basic training course thus, empowers all those in management and administrative positions to be effective communicators using Word 2019.

[Click Here to Buy this Course](#)



Mandatory
Training Group

★ ← →
Learn. Develop. Comply

HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality assured CPD certificate

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

[Click Here to Buy this Course](#)

ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuing Professional Development (CPD) guidelines.



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WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.



Civility in the Workplace Training Course for Global Executives

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA



City and Hackney
Clinical Commissioning Group

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK



Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

"When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for **everyone** **Statutory and Mandatory Training for Healthcare Providers**

"All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK



Online Training and Development for the Public Sector

"We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."

David Sanchez, Eden Brown Synergy, London, UK



Blended Train the Trainer Courses for Healthcare Providers

"We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".

Kate McLoughlin, Nuffield Health, Bournemouth, UK

[Click Here to Buy this Course](#)

LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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