



# MICROSOFT WORD

## BASIC

*Create clean, consistent documents fast*

For learners who want to produce neat, professional-looking everyday documents quickly.

## INTERMEDIATE

*Build business-ready reports with structure*

1 Day

Microsoft Word 365 Intermediate

2 Days

Microsoft Word 365 Basic & Intermediate

2 Days

Microsoft Word 365 with Copilot (Basic & Intermediate)

2 Days

ICDL Documents 365

## ADVANCED

*Systemise, collaborate, and scale document quality*

For learners who need to create complex multi-page reports with references and enhance productivity with automation.

1 Day

Microsoft Word 365 Advanced

2 Days

Microsoft Word 365 Advanced

2 Days

Microsoft Word 365 with Copilot (Advanced)

3 Days

ICDL Documents (Advanced) 365

Microsoft 365

ICDL