



MICROSOFT WORD TRAINING ROADMAP

BASIC

Create clean, consistent documents fast

INTERMEDIATE

Build business-ready reports with structure

ADVANCED

Systemise, collaborate, and scale document quality

2 Days

Microsoft Word 365 Basic & Intermediate

1 Day

Microsoft Word 365 Intermediate

1 Day

Microsoft Word 365 Advanced

2 Days

Microsoft Word 365 Advanced

2 Days

Microsoft Word 365 with Copilot (Basic & Intermediate)

2 Days

Microsoft Word 365 with Copilot (Advanced)

2 Days

ICDL Documents 365

2 Days

ICDL Documents (Advanced) 365

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

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