



## Microsoft Word Training Courses

Creative Mentor Training provides Microsoft Word Training for people of all skill levels. Our Microsoft Word courses are the perfect way to gain the skills needed to easily create and edit dynamic looking documents. Our Microsoft Word courses are both hands on and practical, we have you working away using the skills you have learned for the entire duration of the course. There is even time for some one on one attention in class to help you get your documents looking their best.

### Things you need to know

- Free course re-sit on all introductory and advanced public training
- Comprehensive online resources including documentation and video tutorials
- Free after course support via phone and email
- Take your course on your choice of Mac or PC computers
- We never cancel scheduled training courses
- Class time: 9am - 4:30pm
- Average class size 3-5
- All students receive a certificate on completion

### Custom Training Solutions

- We can also arrange training on-site at your workplace
- Custom training solutions can be arranged based entirely on your company
- We provide training solutions for large groups

### Word 2010 / 2007



Our Microsoft Word 2010 / 2007 training is perfect for anyone who needs to create and edit Word documents. Our Microsoft Word 2010 / 2007 courses cover topics including creating, editing, formatting and publishing all types of word documents. Work with ease and control

**Duration: Level 1, 2 & 3 all 1 Day Each**  
**Class Time: 9am - 4:30pm**  
**Class Size: 6 Students Max**

**\$400 + GST | Per Level**

### Word One-on-One



Exclusive personalised Word training is right at your finger tips. Our one-on-one training allows you to learn Word on your own terms. One-on-one training allows you to have your very own trainer alone so you can concentrate on your needs entirely and directly with your workflow. This is great for people of all levels.

**Course Duration: 1 Day | 9am - 4:30pm**  
**Class Size: 1 Student Max**

**Cost: \$890 +GST**

### Word 2003



Our Microsoft Word 2003 training ideal for people regularly working with Word documents. Our Microsoft Word 2003 courses make creating and editing Word documents easy. Our Word 2003 courses range from basic, intermediate and advanced.

**Duration: Level 1, 2 & 3 all 1 Day Each**  
**Class Time: 9am - 4:30pm**  
**Class Size: 6 Students Max**

**\$400 + GST | Per Level**

### Word Mastery



Want to become an Word Master User? Our Word Mastery course combines our one day Word Level 1 Training, one day Word Level 2 training, one day Word Level 3 training and a personalised one day one-on-one training session into this very affordable discounted package that will ensure you are at your best.

**Course Duration: 4 Days | 9am - 4:30pm**  
**Class Size: 6 Students Max**

**Cost: \$2090 +GST**