

Word for the Business User

Category: Office Applications | **Vendor:** Microsoft

Duration: 8.00 hours (1 days)

6.5 CPD Hours

Rating: ★ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

This course is intended for those who wish to take advantage of the application for high quality business documents and reports.

About This Course

This course is intended for those who wish to take advantage of the application for high quality business documents and reports.

Who Should Attend

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders.

Prerequisites & Entry Requirements

General Prerequisites:

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to open and close applications, navigate basic file structures, and manage files and folders.

Upcoming Schedule

Available training dates for Word for the Business User:

| Start Date | End Date | Location | Delivery | Price |
|-------------|-------------|---|----------|---------|
| 29 Jul 2026 | 29 Jul 2026 | Virtual Classroom - Will be available 7 days before | Virtual | €295.00 |
| 22 Oct 2026 | 22 Oct 2026 | Virtual Classroom - Will be available 7 days before | Virtual | €295.00 |

Frequently Asked Questions

Q: What delivery options are available for Word for the Business User?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
 - Traditional Instructor-Led Classroom Training (ILT)
 - On-site delivery at your offices anywhere in United Kingdom
 - Private dedicated courses customized for your team
-

Q: How many CPD hours does this course provide?

The 1-day Word for the Business User course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Word for the Business User training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Word for the Business User?

Yes, we provide corporate training, dedicated training, and closed classes for Word for the Business User. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Word for the Business User?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Word for the Business User training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

 Email: info@nexushuman.com

 Website: www.nexushuman.com

 Phone: +353 1 XXX XXXX (Ireland) | +44 20 XXXX XXXX (UK)