

MO-100 – Microsoft Word (Word and Word 2019)

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About this Course:

the course covers the ability to create and maintain professional-looking reports, multicolumn newsletters, résumés, and business correspondence.

Course Goals/Skills:

- Manage documents
 - Insert and format text, paragraphs, and sections
 - Manage tables and lists
 - Create and manage references
 - Insert and format graphic elements
 - Manage document collaboration
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Course Format:

| <input type="checkbox"/> | <input type="checkbox"/> |
|--|---|
| Присъствен (Classroom) Курс в Учебната ни зала или В Офис на Клиент | Онлайн (Online/Virtual) Курс във виртуална зала с инструктор |

Course Language Option

| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|
| Български (Bulgarian) | Английски (English) |

You can choose the language in which the training will be conducted – Bulgarian or English. All our instructors are fluent in English.

Student Guides:



The training materials are available in electronic format. They can be used online / offline on any device. Lifetime access.

Lab Environment:



Each student has their own lab environment where the exercises are conducted, part of the course. You do not need to install software on a computer or special hardware requirements.

Participants in a face-to-face format in our Training Center have an individual computer during the training.

At Course

Completion:

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|---|---|
| | |
| Lifetime Access - Video Archive 24/7 | Certificate of Course Completion |

Lifetime access to a video archive with recording of each individual lecture.

Official internationally recognized certificate for completed training course.

Course Duration:



- 2 working days (09:00 – 17:00) or 16 hours Saturday and Sunday 10:00 – 14:00, 14:00 – 18:00, 18:00 – 22:00
Monday and Wednesday 19:00 – 23:00
Tuesday and Thursday 19:00 – 23:00
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Payments:



An application for an invoice is accepted at the time of enrollment in the respective course.

An invoice is issued within 7 days of confirming the payment.

Next Class:



■ Notice

There are no upcoming events.

For more information, use the contact format. We will contact you to confirm the data.

Fulfills the requirement for: [Microsoft Office Specialist: Word Associate \(Word and Word 2019\)](#)

Prerequisite for: [Microsoft Office Specialist: Associate and](#)

Microsoft Office Specialist: Expert