



# Word 2016 Expert

Word 2016 Expert-  
Online Training Course - CPDUK Accredited



Corporate Member

The CPD Certification Service



## OVERVIEW

Welcome to The Mandatory Training Group's online Word 2016 Expert training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

You will learn to proficiently use the advanced features of Microsoft Word 2016 for document content management and advanced formatting – critical skills for those in roles such as editors, project managers, business information workers, and educators. You will be able to create and manage professional multi-page documents for a variety of specialized purposes and situations.

Learners will customize their Microsoft Word 2016 environments to meet project needs and to enhance productivity. Examples of expert-level documents include a business plan, a research paper, a specialized brochure, and a mass mailing.

### Word 2016 Expert – E-Learning Course — CPDUK Accredited

- ◆ Study method – Online, self-paced
- ◆ Estimated duration (Indicative CPD hours) – 4 hours
- ◆ Course format – Online (24/7 access)
- ◆ Entry requirements – no prerequisites required
- ◆ Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- ◆ Certification/Qualification – Downloadable CPD certificate
- ◆ Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- ◆ Course accreditation – CPD Certification Service (CPDUK)
- ◆ Course access – Part-time (1-year access)
- ◆ Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

### Who is the course for?

This online Word 2016 Expert training course is suitable for anyone who wants to improve their knowledge of Word 2016. These skills will enhance the learner's knowledge and employability opportunities.

### Course aims

The online Word 2016 Expert training course is designed for both students who are interested in gaining a broad knowledge of the Access 2016 application and for experienced word users who wish to undertake a refresher course.

This online Word 2016 Expert training course follows the Microsoft Office Specialist (MOS) syllabus, and more, and is the ideal study guide for those wishing to gain the industry-recognised MOS certification.

## Learning outcomes

On completion of this online Word 2016 Expert training course, learners will:

- ◆ Be able to proficiently use the advanced features of Microsoft Word 2016 for document content management and advanced formatting – critical skills for those in roles such as editors, project managers, business information workers, and educators,
- ◆ Be able to create and manage professional multi-page documents for a variety of specialized purposes and situations, and
- ◆ Be able to customize their Microsoft Word 2016 environments to meet project needs and to enhance productivity.

## What is covered in this course?

This online Word 2016 Expert training course covers the following modules:

### Module 1: Manage Document Options And Settings

- Manage Documents And Templates
- Modify Existing Templates
- Copy Custom Styles, Macros, And Building Blocks To Other Documents Or Templates
- Manage Document Versions
- Compare And Combine Multiple Documents
- Link External Document Content
- Enable Macros In A Document
- Display Hidden Ribbon Tabs
- Change The Application Default Font
- Prepare Documents For Review
- Restrict Editing
- Mark A Document As Final
- Protect A Document With A Password
- Manage Document Changes
- Track Changes
- Manage Track Changes
- Lock Or Unlock Tracking

### Module 2: Design Advanced Documents

- Perform Advanced Editing And Formatting
- Find And Replace Text By Using Wildcards And Special Characters
- Find And Replace Formatting And Styles
- Set Advanced Page Setup Layout
- Options
- Link Text Boxes
- Set Paragraph Pagination Options
- Resolve Style Conflicts By Using Past Options
- Create Styles

[Click Here to Buy this Course](#)

### Module 3: Create Advanced References

- Create And Manage Indexes
- Mark Index Entries
- Create Indexes
- Update Indexes
- Create And Manage References
- Customize A Table Of Contents
- Insert And Modify Captions
- Create And Modify A Table Of Figures
- Manage Forms, Fields, And Mail Merge Operations
- Add Custom Fields
- Modify Field Properties
- Perform Mail Merges
- Manage Recipient Lists
- Insert Merged Fields
- Preview Merge Results

### Module 4: Create Custom Word Elements

- Create And Modify Building Blocks, Macros, and Controls
- Create Quick Parts
- Mange Building Blocks
- Create And Modify Simple Macros
- Insert And Configure Content Controls
- Create Custom Style Sets And Templates
- Create Custom Color Sets
- Create Custom Font Sets
- Create Custom Themes
- Create Custom Style Sets
- Prepare A Document For Internationalization And Accessibility
- Configure Language Options In Documents
- Add Alt Text To Document Elements
- Manage Multiple Options For +Body and +Heading Fonts
- Utilize Global Content Standards.

## Why is this online Word 2016 Expert training course important?

Proficiency in Microsoft Office products is increasingly important in today's competitive business environment and, whether you are currently employed or a job seeker, Microsoft Office Specialist certification proves to employers and prospective employers that you have the necessary skills to become an essential member of their team.

The online Word 2016 Expert training course focuses on the more advanced features of the Word 2016 application, including the customisation of themes and style sets, and is presented in a modern, multimedia, online format.



## HOW IT WORKS

### Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

### Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

### Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

### Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

### Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

### 100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

[Click Here to Buy this Course](#)

## ACCREDITATION

### End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

### Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

### Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.



The banner features the CPD logo on the left, which includes the text 'Mandatory Training Group' below it. In the center, the text reads 'Corporate Member' in a large font, followed by 'The CPD Certification Service' and 'CPDUK Corporate Membership Number- 11177'. On the right, the 'CPD CERTIFIED' logo is displayed, with 'The CPD Certification Service' and 'Collective Mark' underneath.

[Click Here to Buy this Course](#)



Mandatory Training Group 

## WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.



### Civility in the Workplace Training Course for Global Executives

*"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."*

Nicolle, YPO, Texas, USA



### City and Hackney

Clinical Commissioning Group

### Statutory and Mandatory Training for Healthcare Providers

*"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".*

Anne, OSD Healthcare, Hemel Hempstead, UK



### Accredited Training Courses, Programmes and Regulated Qualifications

*"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".*

Mansh, Reed Courses, London, UK

*“When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements”.*

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for **everyone** **Statutory and Mandatory Training for Healthcare Providers**

*“All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent”.*

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK



## Online Training and Development for the Public Sector

*“We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial.”*

David Sanchez, Eden Brown Synergy, London, UK



## Blended Train the Trainer Courses for Healthcare Providers

*“We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments”.*

Kate McLoughlin, Nuffield Health, Bournemouth, UK

[Click Here to Buy this Course](#)

# LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

## ADDRESS

The Mandatory Training group  
HDTI Building, Puma Way  
Coventry University Technology Park  
Coventry, United Kingdom, CV1 2TT

## PHONE

+44 24 7610 0090

## EMAIL

[Click here to send email.](#)

## WORKING HOURS

[www.mandatorytraining.co.uk](http://www.mandatorytraining.co.uk)

## WORKING HOURS

Mon - Fri / 9:00AM - 5:00PM

LearnPac Systems UK Ltd T/A The Mandatory Training Group  
Registered in England & Wales Company Number 11719841