MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 30-Oct-2026

Course Profile Document

Certification Courses

Microsoft Word Specialist

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2981	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

View Online Course Page

Course Overview

Magna Skills offers the Microsoft Word Specialist course, designed to provide individuals with comprehensive skills in using Microsoft Word to create, edit, format, and manage documents efficiently. This course covers essential and advanced features of Word, from basic document formatting to complex tasks like mail merge, working with templates, styles, and automation. It is ideal for professionals looking to improve their word processing skills or prepare for Microsoft Word certification exams

Course Outcomes

Upon completing the course, participants will be able to:

1. Navigate and utilize Microsoft Word's interface and features effectively.
2. Apply advanced formatting, including styles, themes, and templates, to enhance document presentation.
3. Automate repetitive tasks using macros, templates, and quick parts.
4. Collaborate on documents using track changes, comments, and shared reviews.
5. Manage large documents, including table of contents, indexes, citations, and footnotes.

Course Outline / Curriculum

Module 1: Introduction to Microsoft Word

- Overview of Microsoft Word and its applications.
- Customizing the Word interface and ribbon.
- Basic document creation and editing.

Module 2: Document Formatting and Layout

- Applying fonts, paragraphs, and text effects.
- Managing page setup, margins, orientation, and page breaks.
- Using headers, footers, and page numbers.

Module 3: Working with Styles and Themes

- Creating and modifying styles for consistent formatting.
- Applying themes for a unified document appearance.
- Using style sets for quick formatting.

Module 4: Managing Tables and Graphics

- Inserting and formatting tables to organize content.
- Working with images, shapes, and SmartArt.
- Applying captions and cross-references for graphics and tables.

Module 5: Advanced Document Layout Techniques

- Working with columns, section breaks, and text wrapping.
- Inserting and managing cover pages and watermarks.
- Creating and customizing borders and shading.

Module 6: Automating Tasks with Macros and Quick Parts

- Recording and using macros to automate repetitive tasks.
- Utilizing Quick Parts for reusable content.
- Creating and managing building blocks and autotext.

Module 7: Mail Merge and Labels

- Setting up and executing mail merge for letters and emails.
- Creating and printing envelopes and labels.
- Using mail merge fields for dynamic document generation.

Module 8: Managing Long Documents

- Inserting and managing tables of contents and indexes.
- Working with footnotes, endnotes, and citations.
-

Managing section headings and references for complex documents.

Module 9: Collaboration and Document Review

- Sharing documents and tracking changes.
- Adding comments and managing shared reviews.
- Using version history and comparing documents.

Module 10: Preparing for Microsoft Word Certification

- Overview of Microsoft Word Specialist certification requirements.
- Exam preparation tips and practice exercises.
- Final project: Creating a professional, complex Word document.

4. Who Can Attend:

- Professionals looking to improve their document creation and formatting skills.
- Administrative staff responsible for managing complex reports and communications.
- Students and individuals preparing for Microsoft Word Specialist certification.
- Anyone aiming to become more efficient in word processing and document management.

Target Audience

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Microsoft Word Specialist
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____