

# **M0-100 – Microsoft Word (Word and Word 2019)**

## **M0-100: Microsoft Word (Word and Word 2019)**



### **About this Course:**

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

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### **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:

	
<b>Присъствен (Classroom)</b> Курс в Учебната ни зала или В Офис на Клиент	<b>Онлайн (Online/Virtual)</b> Курс във виртуална зала с инструктор

## Course Language Option

	
<b>Български (Bulgarian)</b>	<b>Английски (English)</b>

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.

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## At Course

### Completion:

	
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.

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## 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.

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## Next Class:



Jul 1

1 July 2024 @ 09:00 - 4 July 2024 @ 17:00 EEST ↻

**[AZ-800T00: Administering Windows Server Hybrid Core Infrastructure](#)**

Jul 22

22 July 2024 @ 09:00 - 25 July 2024 @ 17:00 EEST ↻


## **AZ-801T00: Configuring Windows Server Hybrid Advanced Services**

Aug 5

5 August 2024 @ 09:00 - 8 August 2024 @ 17:00 EEST 

## **AZ-800T00: Administering Windows Server Hybrid Core Infrastructure**

Aug 26

26 August 2024 @ 09:00 - 29 August 2024 @ 17:00 EEST 

## **AZ-801T00: Configuring Windows Server Hybrid Advanced Services**

Sep 2

2 September 2024 @ 09:00 - 5 September 2024 @ 17:00 EEST 

## **AZ-800T00: Administering Windows Server Hybrid Core Infrastructure**

[View Calendar](#)

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](#)