

WORD STAGE 1

Mastering Microsoft Word Made Easy

"Unlock Your Word Potential with Our Guaranteed Confidence-Boosting Program"

Hey there! Are you looking to become a proficient Level-1 user of Word in no time?

Look no further! Whether you're an **absolute beginner, self-taught**, or have some **knowledge gaps**, our 'Word Essentials - Stage 1' course is perfect for you! Tailored specifically for New Zealand business, this **self-paced online course** is delivered by an **expert instructor** who will guide you through every step of the way!

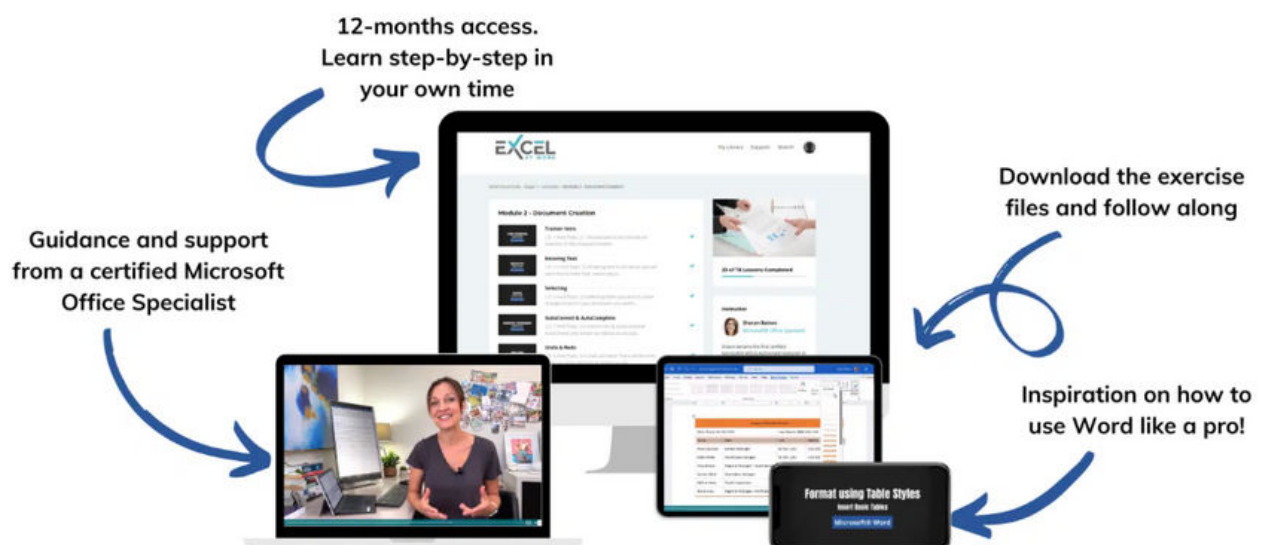


We've created a self-paced online program that will fast-track you to becoming confident and super productive in Word, and we're 100% confident that you'll love it!

Our program is designed to help you master Word quickly and easily, without all the stress and frustration. And the best part? **We guarantee** that you'll see results, so you can start using Word to its full potential right away.

So don't wait, join us now and let's get you on your way to becoming a pro at Word!

What You Will Discover in the Course:



PLUS a step-by-step workbook PDF, a Certificate of Completion AND a Certificate of Achievement

Let's Look At What's Waiting For You Inside

Step up your Microsoft Word game and become an expert with our in-depth **Word Essentials Course**. Whether you're a beginner or looking to enhance your current abilities, our course is personalised to meet your specific requirements. Through our comprehensive training program, which includes easy-to-follow video tutorials, downloadable practice files, and a user-friendly workbook, you'll be able to progress from mastering the fundamentals to utilising more advanced features such as formatting, page layouts, and tables with ease.

Take a giant leap forward in your Word skills and gain full control over your documents with our Word Essentials Course!

Unlock the Power of Word: What You'll Learn in this Online Course

Microsoft Word for Beginners



WORD ESSENTIALS

Are you an absolute beginner, self-taught or had minimal formal training in Word? Do you struggle with creating and formatting documents? Look no further! Our Word Essentials course is designed to give you the skills and confidence you need to become a Word master. With our easy-to-follow lessons, you'll be able to tackle Word documents with ease and breeze through your work in no time. **Sign up today and start your journey to Word mastery!**

What you'll learn:

- Master the essential basics of starting Word and creating new documents with ease, giving you the confidence to take on any project.
- Elevate the look and feel of your documents with formatting skills that will make them visually appealing and polished, impressing your audience.
- Acquire the necessary skills to insert basic tables and organise information within your documents, making them easier to understand and follow.
- Bring your documents to life by adding captivating symbols and images that will grab your reader's attention, increasing engagement and impact.
- Develop the ability to modify existing documents with ease, allowing you to save time and effort while making any necessary changes.
- Learn how to print your documents and adjust the printing settings to get the best results, giving you a professional finish every time.

With our online Microsoft Word course, you'll feel empowered to create documents that stand out and make an impact. Don't wait, sign up now and unlock your full potential with Microsoft Word.

When you join us inside the learning you'll get...



UNLIMITED HELP AND ASSISTANCE ALONG THE WAY

Don't wait any longer! Sign up today and we'll send you a warm welcome email with all the information you need to get started right away. And don't worry, our team are always here to support you. We value our relationship with you and want to make sure you get the best guidance possible. If you ever need help, just drop us an email, we're here to make your Word journey as smooth and stress-free as possible. Let's get you to where you want to be!



YOUR COMPREHENSIVE WORD REFERENCE GUIDE

It's no secret that we often need to refer back to our notes when we're just starting out, right? Sign up today and you'll have access to a step-by-step workbook filled with comprehensive notes, screenshots, shortcuts, and tips to help you follow along with the training. It's perfect for offline reference too, so you can keep it handy in your laptop bag or at work.



EASY-TO-DIGEST LEARNING TO FIT YOUR BUSY LIFE

Say goodbye to the hassle and stress of traveling to a course. With our online Word course, you can learn at your own pace and on your own schedule. No more worrying about finding parking or sitting in a stuffy classroom for hours on end. Plus, no more taking a day off work or traveling long distances. This online course is perfect for busy individuals, remote learners, and entrepreneurs who need flexibility to balance their work and learning. Say hello to a stress-free and convenient way to improve your Word skills!



EFFICIENT LEARNING COMPLETE THE COURSE IN 4 WEEKS OR LESS

Each course is designed to be comprehensive yet flexible, taking approximately 11 hours to complete. To ensure you can navigate through the training with ease and efficiency, we've crafted a well-structured 4-week learning plan. This plan serves as an excellent guide to streamline the learning process, which is particularly beneficial if you're eager to advance through the course swiftly. Even after completion, with your 12-month subscription, you'll have continued access to revisit the material and sharpen your skills.



EARN A CERTIFICATE OF COMPLETION

Congratulations, you did it! Once you've completed your training, it's time to showcase your hard work with a shiny new Certificate of Completion. And, if you're starting at Word Stage 1, we've got you covered with a fun and friendly quiz to test your newfound knowledge. If you happen to get an answer wrong, no worries! Keep trying until you achieve that coveted 100% score and earn a Certificate of Achievement that you can proudly display on your wall or in your resume. So go ahead, give it a shot and show off your Word expertise!



ACCESS TO OUR PRIVATE FACEBOOK COMMUNITY

When you sign up for our Word Stage 1 course, you'll gain access to more than just top-quality training. You'll also be invited to join our private Facebook community where we offer you even more value and support on your journey. This private group is a safe space where you can connect with other like-minded individuals, ask questions, and get expert support and resources to help you succeed in becoming a Word pro!

What our Clients enjoy about our Courses

“ Thanks again for the training. I feel so much more at ease now with the application, and I'm ready to start playing around with the tools more!

Robyn G ”

“ Many thanks for the time and effort you put into teaching us! Your easy-going attitude and simple straightforward examples make it much more fun to learn.

Sue D ”

“ I really loved Sharyn's videos. As an educator, this is soooo well done and empowering to the learner. Sharyn's energy is contagious. Love it!

Lena B ”

“ Very practical. Led in a style of tips and tricks and downfalls to keep it feeling relevant regardless of user application.

Kate O ”

“ The course content was great - easy to understand, very helpful for my role and I learnt some great tips and tricks!

Kate R ”

“ Everything I learnt and the resources - being able to look it all up before and after the training sessions is hugely helpful.

Shannon P ”

“ How easy it was to follow along with Sharyn. Very well organised and fantastic resources provided.

Briar M ”

“ Learning useful tips and being provided with a workbook and training guide that can be revisited post session.

James H ”

Want to Learn the Basics of Excel & Word?

Purchase the Bundle and Save!

When you purchase the 'Word Stage 1 and Excel Stage 1 Course Bundle', you'll not only gain access to our comprehensive learning materials, but you'll **save a whopping \$297** with our super price offer!



Word Essentials - Stage 1
Single Course, \$347+GST



Excel Essential Skills - Stage 1
Single Course, \$347+GST

\$397 +GST

Reg. **\$694** +GST

BUY NOW

Excel Stages 1, 2 & 3 Bundle Deal

Looking to become an Excel Pro? Look no further than our 'Excel Stages 1, 2 & 3 Course Bundle'! This comprehensive bundle is designed to help you master Excel quickly and easily. With a focus on practical skills and real-world applications, you'll **go from beginner to pro** in no time. Whether you're looking to improve your productivity at work, or just want to become an Excel wizard, this bundle is perfect for you. Tailored specifically for New Zealand business, this course is delivered by an expert instructor who will guide you through every step of the way!



\$497 +GST

Reg. **\$1,041** +GST

BUY NOW

Individual Excel Courses from **\$347**+gst



Excel Beginners Stage 1



Excel Intermediate Stage 2



Excel Data Analysis & Pivot Tables Stage 3

Unlock your Word potential today!

Learning Word has never been easier or more convenient

Just a heads up, this course is designed for use on Windows PC and may not be compatible with the Mac version of Word.

NZD\$347 +GST

Your 12-month membership includes:

- ✓ One year membership to our 'Word Essentials - Stage 1' course
- ✓ Comprehensive step-by-step downloadable workbook
- ✓ Downloadable exercise files to follow along with the step-by-step videos
- ✓ Access to our members-only Facebook Community
- ✓ A Certificate of Completion and a Certificate of Achievement
- ✓ Unlimited support from expert tutors

Course price is in New Zealand dollars and exclusive of Goods and Services Tax

Looking to give your team the tools they need to excel in Word? [Contact us](#) for our **special group discounts!**

BUY NOW



Our 100% Satisfaction Guarantee

Our 60-day money-back guarantee. If you complete the course and don't feel it was worth your investment, we'll give you a full refund. Just let us know why and we'll take care of it. To qualify, you must have completed all of the modules.

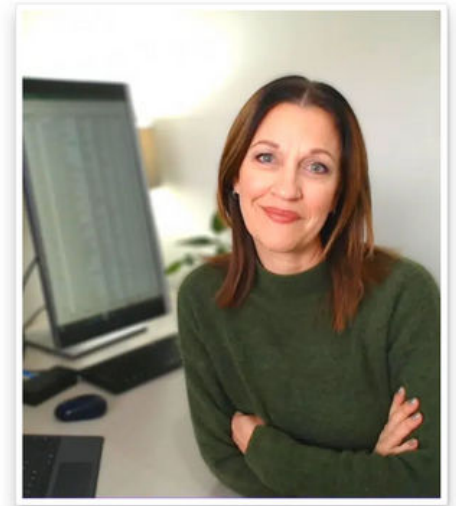
Hey there, I'm Sharyn Baines

Certified Microsoft® Office Specialist

I'm super excited to help you become a pro at Excel and Word!

Whether you're a total newbie or a seasoned pro looking to level up your skills, I'm here to help.

With over 20 years of experience in the technology training field, I've worked with people from all sorts of backgrounds - from finance and accounting professionals to sales and business development teams, admin and customer service reps, logistics, warehousing, and inventory staff, tradies, and many, many more!



I absolutely love helping people and sharing my expertise in training and development. It was during my time at Westpac Bank that I discovered my passion for training people and assisting them in excelling at their jobs. I found it incredibly fulfilling to see the positive impact I could make on someone's work performance and their overall job satisfaction. That's why I decided to take things to the next level and founded Excel at Work - a company that specialised in providing onsite Excel and Word workshops to organisations.

When the pandemic hit, we adapted and pivoted to online live and self-guided courses so that learners could continue to access our training from anywhere, at any time. I'm dedicated to providing the highest quality training experience for my clients and learners, whether they're looking to upskill for their job, improve their work processes, or simply develop their own personal skills.

Here are just some of the benefits you can expect:

- **Training that works:** I know exactly how to help you overcome any challenges you may face when it comes to mastering Excel or Word. My training programs are tailored to ensure you go from beginner to beyond proficient in no time, so you'll be learning exactly what you need to know.
- **Expertise:** I'm endorsed by Microsoft®, which basically means I know my stuff. In fact, I was the first certified Microsoft® MOUS Authorised Instructor in New Zealand! So, you can trust me to teach you the ins and outs of Excel or Word, no problem.
- **Practical Knowledge:** My approach is all about making things simple and easy to understand. You'll learn practical skills that you can use right away, making your work life a whole lot easier.
- **Confidence Boost:** I get it, learning new things can be daunting. But don't worry, with my support, you'll be confident in no time. You'll be able to take on any task that comes your way.
- **Ongoing Support:** I'm here for you, even after our training sessions are done. If you need any help or have any questions, just give me a shout.

So, let's do this! Working with me is an investment in your own success, and I can't wait to celebrate all your wins along the way.

A handwritten signature in black ink that reads "Sharyn". The signature is fluid and cursive, with a long, sweeping tail on the letter 'y'.