

Customised Microsoft Word Training

At The Learning Zone, we offer Microsoft Word training at Levels 1, 2 and 3. However, our real focus goes beyond standard levels.

Our customised Word training is designed around what participants actually do in their everyday work. Instead of spending valuable time learning features they may never use, participants learn practical techniques that help them work smarter, produce professional documents and make their time count.

Flip the Switch. Work Smarter.

Gain practical working knowledge through our focused Word courses:

Professional Document Design

Learn how to create polished, consistent and professional workplace documents. From formatting and structure to layout, styles and document presentation, the focus is on producing documents that are easier to create, update and share.

Mastering Tables

Move beyond basic tables and discover how to use Word tables effectively for everyday business documents, reports, forms, schedules and information. Learn techniques that improve structure, readability and efficiency.

AI Included. More Value for Your Learning.

AI is integrated into our customised Word training to add value to the learning experience. Participants explore practical ways AI can support document preparation, improve clarity, generate ideas and save time — while keeping professional judgement and accuracy at the centre.

The result?

Less time struggling with documents. More confidence. Better workplace results.

At The Learning Zone, we don't just teach Word features — we help you use Word more effectively in the real world.