

## INTRODUCTION TO MICROSOFT WORD – JUNE 1 – 4, 2026

# ICT0106



- Officers who are required to produce word documents and those who are desirous of developing their skills in this area.



- 8:45 a.m. –  
4:30 p.m.



- To provide participants with basic knowledge of and skills in word processing using Microsoft Word.



- Face-2-Face

Click the “Apply Now” button below to access and complete your application.

**APPLY NOW**

Deadline for Receipt of  
Nominations Extended to:

**May 15, 2026**



- The basics of word processing
- Document creation and organisation
- Document checking and editing
- Storing and retrieving documents
- Introduction to Mail Merge

For further information please contact:

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Prerequisite : Successful completion of Introduction to Computer Applications or the ability to competently navigate Microsoft Windows.



Learning and Development Unit,  
Warrens Tower II, Warrens, St. Michael.



By the end of the course participants will be able to:

- Identify the basic features of the word processor’s graphical user interface.
- Use formatting features to alter the appearance and presentation of documents.
- Demonstrate proficiency in creating, editing and formatting word-processed documents.



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**Limited Spaces Available – Apply Early**