

SEHG IN-PERSON WORKSHOP SERIES

Microsoft Word 2024

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Microsoft Word 2024 workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-AI-1116 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Microsoft Word 2024

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About This Workshop

Microsoft Word 2024 is the latest version of Microsoft's most widely used word processing software—built to help you create clean, professional, and well-structured documents more efficiently than ever. From quick letters to complex reports, Word has the tools to handle writing tasks of all kinds. It combines powerful editing and formatting tools with design features, templates, layout controls, and real-time collaboration—all in a user-friendly interface. In Word 2024, you'll find a refreshed look, smoother integration with OneDrive for cloud-based access, improved editing and review tools, and a stronger focus on personalization and accessibility. Everything is designed to help you stay organized, work faster, and produce high-quality documents across devices. The Microsoft Word 2024 course will provide participants with the practical skills needed to create, format, manage, and share professional documents using Word 2024. Participants will gain greater confidence in navigating key Word features, developing skills for both personal and professional settings.

Tech Proficiency course: Microsoft Word 2024.

Workshop Objectives

- Identify and navigate key Microsoft Word features
- Explore how to format text, tables, charts, and graphics
- Determine how to create and save documents
- Learn how to collaborate and share in the Cloud
- Navigate proofing and reviewing options
- Determine ways to customize and personalize Word

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Microsoft Word 2024 course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

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Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Microsoft Word 2024

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group