COURSE SYLLABUS

Word Specialist Certification Program

Enhance your resume with the Word Specialist Certification package, featuring Microsoft Word training and certification at an affordable price. Includes exam costs, proctoring, and benefits like free class retakes, private tutoring, and the official study guide.

Group classes (NYC) and onsite training are available for this course.
For more information, email corporate@nobledesktop.com or visit:
https://www.nobledesktop.com/classes/word-specialist-certification-bundle



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Course Outline

This package includes these courses

- Microsoft Word Level I (6 Hours)
- Microsoft Word Level II (6 Hours)

This package also includes two hours of private training, the Microsoft Word Specialist Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group class.

Microsoft Word Level I

Learn essential Microsoft Word skills to work faster and more efficiently, with no prior experience required. This hands-on class covers everything from basic formatting to advanced features like mass emails, citations, and time-saving shortcuts.

- Navigate documents efficiently and format text, paragraphs, and page layouts with confidence
- Work with tables and lists to organize and present information clearly
- Add and manage images within Word documents
- Insert endnotes, footnotes, and citations for professional and academic writing
- Save time with productivity shortcuts and formatting fixes for cleaner, more polished documents

Microsoft Word Level II

Take your Microsoft Word skills to the next level with this advanced training course. You'll learn to automate tasks, create custom styles and templates, and work efficiently with long and complex documents.

- Manage multiple documents and collaborate with others using track changes, comments, and revision tools
- Apply advanced formatting techniques and build custom style sets and templates for consistent, professional documents
- Create and manage reference tables including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications at scale
- Work efficiently with long documents using tools and techniques that streamline your workflow