COURSE SYLLABUS

Word Specialist Certification (Self-Paced)

Enhance your career credentials with this self-paced certification package. Gain Microsoft Word training and certification while enjoying perks such as exam coverage, proctoring, class retakes, and private tutoring.

> Group classes (Live Online) 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-self-paced



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Course Outline

This package includes these courses

- Microsoft Word Level I (Self-Paced) (6 Hours)
- Microsoft Word Level II (Self-Paced) (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 classes.

Microsoft Word Level I (Self-Paced)

Master essential shortcuts and techniques in this self-paced Microsoft Word course. Improve your productivity and efficiency by learning how to handle mass emails, fix formatting issues, and use time-saving shortcuts. No prior experience with Word is required.

- Navigating and organizing documents
- Formatting and managing text, paragraphs, and entire documents
- Inserting and formatting tables
- Creating and managing lists
- Using endnotes, footnotes, and citations
- Inserting and editing images in Word documents

Microsoft Word Level II (Self-Paced)

Enhance your Microsoft Word abilities with this self-paced training. Discover how to automate repetitive tasks, design custom styles and templates, and manage lengthy documents effectively. This course will help you improve your efficiency and streamline your work processes.

- Efficiently manage and work with multiple documents

- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for polished, professional documents
- Create and manage reference tables, including tables of contents and indexes
- Design forms and utilize mail merge to automate personalized communications
- Develop and apply custom style sets and templates for consistent formatting