

Word Expert Certification Program

Take your Microsoft Word skills to the next level with the Word Expert Certification Bundle, which includes Level I and II classes. Prepare for the official Microsoft Word Expert Exam with free retakes, private tutoring, and exam proctoring included.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: <https://www.nobledesktop.com/classes/word-expert-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 Expert Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group classes.

Microsoft Word Level I

- Navigating through documents
- How to format documents
- Working with text and paragraphs
- Tables in Word
- Lists
- Endnotes, footnotes, and citations
- Adding Images to Word Documents

Microsoft Word Level II

- Working with multiple documents
- Tracking changes
- Advanced formatting
- Reference tables
- Forms and mail merge
- Custom style sets and templates