

Word Expert Certification (Self-Paced)

Enhance your Word expertise in this self-paced bundle, featuring Level I and Level II courses. Exam retakes, two hours of private tutoring, and proctoring are included to help you succeed on the Microsoft Word Expert Exam.

Group classes in Live Online 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-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 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 (Self-Paced)

- Navigating and organizing documents
- Formatting text and documents
- Managing text and paragraphs
- 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)

- 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