

Word Specialist Certification (Self-Paced)

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

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-specialist-certification-self-paced>



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Course Outline

This package includes these courses

Microsoft Word Level I (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 group class.

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