COURSE SYLLABUS

Word Expert Certification (Self-Paced)

Advance your Microsoft Word skills at your own pace with this certification bundle, which includes both Level I and Level II courses. Prepare for the Microsoft Word Expert Exam with included free retakes, private tutoring, and proctored exam access.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/self-paced-word-expert-certification



support@graduateschool.edu •
(888) 744-4723

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)

- Navigate through documents efficiently
- Format documents for professional use
- Work with text and paragraphs
- Create and manage tables in Word
- Build and format lists
- Add endnotes, footnotes, and citations
- Insert and enhance 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 maintain reference tables, including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications
- Develop and apply custom style sets and templates for consistent formatting