COURSE SYLLABUS

Word Specialist Certification (Self-Paced)

Boost your resume with this self-paced certification package, offering Microsoft Word training and certification at an affordable price. The package covers exam fees, proctoring, plus benefits like free class retakes, private tutoring, and the official study guide.

> 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/certificates/self-paced-word-specialist-certification



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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)

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