COURSE SYLLABUS

Word Specialist Certification Online

Enhance your resume with this certification package, featuring Microsoft Word training and certification at an affordable price. Includes exam costs, proctoring, and 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/courses/word-specialist-certification-bundle



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Course Outline

This package includes these courses

- Microsoft Word Level I Course (6 Hours)
- Microsoft Word Level II Course (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 Course

- 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 Course

- Manage and work with multiple documents efficiently
- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for professional documents
- Create and manage reference tables, including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications
- Build and apply custom style sets and templates for consistent formatting