

# Word Expert Certification (Self-Paced)

Advance your Microsoft Word skills at your own pace with the Word Expert 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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://sdfm.graduateschool.edu/courses/self-paced-word-expert-certification>



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## Course Outline

This package includes these courses

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

- 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

- 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