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://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