COURSE SYLLABUS

Word Specialist Certification Program

Enhance your resume with the Word Specialist 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.

For more information, visit
https://www.creativelive.com/classes/word-specialist-certification-bundle

support@creativelive.com • 302-217-6585

Course Outline

This package includes these courses

Microsoft Word Level I (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

Learn essential Microsoft Word skills to work faster and more efficiently, with no prior experience required. This hands-on class covers everything from basic formatting to advanced features like mass emails, citations, and time-saving shortcuts.

- Navigate documents efficiently and format text, paragraphs, and page layouts with confidence
- Work with tables and lists to organize and present information clearly
- Add and manage images within Word documents
- Insert endnotes, footnotes, and citations for professional and academic writing
- Save time with productivity shortcuts and formatting fixes for cleaner, more polished documents