COURSE SYLLABUS

Word Specialist Certification (Self-Paced)

Enhance your career credentials with this self-paced certification package. Gain Microsoft Word training and certification while enjoying perks such as exam coverage, proctoring, class retakes and private tutoring.

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



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Course Outline

This package includes these courses
Microsoft Word Level I (Self-Paced) (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 classes.

Microsoft Word Level I (Self-Paced)

Master essential shortcuts and techniques in this self-paced Microsoft Word course. Improve your productivity and efficiency by learning how to handle mass emails, fix formatting issues, and use time-saving shortcuts. No prior experience with Word is required.

- Navigating and organizing documents
- Formatting and managing text, paragraphs, and entire documents
- Inserting and formatting tables
- Creating and managing lists
- Using endnotes, footnotes, and citations
- Inserting and editing images in Word documents