COURSE SYLLABUS

Word Expert Certification Program

This program includes both the Word Level I and Word Level II. We'll cover the exam cost (including free retake), two hours of private tutoring before the exam, and provide proctoring free of charge. We'll also give you free retakes of both courses and the official Microsoft Word Expert Exam Study Guide to help you prepare.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/word-expert-certification-bundle



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Course Outline

This package includes these courses

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

Advance your career with training in Microsoft Word's most advanced functions and features. Automate useful tools like mail merge. Record tasks and write macros to save time. Create custom document styles and templates to improve productivity within your entire team. By the end of this course, you'll master advanced techniques that expedite your workflow. If you use Microsoft Word daily, this course provides essential training in everything you need to know.

Microsoft Word Level I

Master Microsoft Word's essential shortcuts and techniques in one day. Prepare and send mass emails, letters, and labels with one click. Learn everyday functions used in firms throughout New York City. Eliminate formatting blunders with bullets and page numbers. By the end of this class, you'll be able to apply shortcuts that save hours on daily tasks and optimize your time in Microsoft Word.