COURSE SYLLABUS

Word Specialist Certification Program

This package includes a certification in Microsoft Word that you can add to your resume. Pay one affordable price for MS Word training, and we will cover the rest. The course fee includes the exam cost (including retake) and proctoring free of charge.

> 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-specialist-certification-bundle



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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 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

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.

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.