

Word Specialist Certification Program

The Word Specialist Certification 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.

Courses in this package:

- Microsoft Word Level I

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.

Course Outline

Microsoft Word Level I

Getting Started with Word

- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Documents
- Customize the Word Environment

Formatting Text and Paragraphs

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

Working More Efficiently

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks

Managing Lists

- Sort a List
- Format a List

Adding Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

Controlling Page Appearance

- Apply a Page Border and Color
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

Preparing to Publish a Document

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats

Contact

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