

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.

Group classes in NYC and onsite training is available for this course. For more information, email nyc@careercenters.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)

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.