COURSE SYLLABUS

Word Expert Certification Program

Prepare for the Microsoft Word Expert exam with Word classes, private training, a study guide, and an included proctored exam with a retake.

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

Learn to create and format Word documents, organize text and lists, and prepare documents for everyday business use.

Microsoft Word Level II

Build on Word fundamentals with styles, templates, mail merge, macros, and tools for more complex documents.