

# Word Expert Certification Online (Self-Paced)

Enhance your Word expertise in this self-paced bundle, featuring Level I and Level II courses.

Exam retakes, two hours of private tutoring, and proctoring are included to help you succeed on the Microsoft Word Expert Exam.

For more information, visit

<https://cl.nobledesktop.com/tech/courses/word-expert-certification-self-paced>



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## Course Outline

This package includes these courses

- Microsoft Word Level I Course Online (Self-Paced) (6 Hours)
- Microsoft Word Level II Course Online (Self-Paced) (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 Course Online (Self-Paced)

- Navigating and organizing documents
- Formatting text and documents
- Managing text and paragraphs
- Inserting and formatting tables
- Creating and managing lists
- Using endnotes, footnotes, and citations
- Inserting and editing images in Word documents

### Microsoft Word Level II Course Online (Self-Paced)

- Efficiently manage and work with multiple documents
- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for polished, professional documents
- Create and manage reference tables, including tables of contents and indexes
- Design forms and utilize mail merge to automate personalized communications
- Develop and apply custom style sets and templates for consistent formatting