

Word Specialist Certification Online (Self-Paced)

Enhance your career credentials with this self-paced Word Specialist Certification package. Gain Microsoft Word training and certification while enjoying perks such as exam coverage, proctoring, class retakes, private tutoring, and the official study guide.

For more information, visit

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



hello@nobledesktop.com • (212) 226-4149

Course Outline

This package includes these courses

Microsoft Word Level I Course Online (Self-Paced) (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 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