Word Expert Certification Program

The Word Expert Certification Bundle includes both the Word Specialist and Word Expert classes. We'll cover the exam cost (including free retake), two hours of private tutoring before the exam, and provide proctoring free of charge. We'll also give you free retakes of both courses and the official Microsoft Word Expert Exam Study Guide to help you prepare.

Group classes in NYC and onsite training is available for this course. For more information, email contact@nyimtraining.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

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.

Microsoft Word Level II

Advance your career with training in Microsoft Word's most advanced functions and features. Automate useful tools like mail merge. Record tasks and write macros to save time. Create custom document styles and templates to improve productivity within your entire team. By the end of this course, you'll master advanced techniques that expedite your workflow. If you use Microsoft Word daily, this course provides essential training in everything you need to know.