








>> Course Overview

The Microsoft Word Expert course delves into the advanced functionalities of Microsoft Word, empowering participants with comprehensive knowledge and skills to master this essential word-processing tool. Throughout the course, participants will explore intricate features such as advanced formatting, styles, and document automation. By dissecting complex document structures and harnessing the power of macros and templates, participants will gain proficiency in optimizing their workflow and producing professional documents with efficiency. This course is designed for individuals seeking Microsoft Word Expert certification and to elevate their Microsoft Word proficiency, unlocking the full potential of this indispensable application for personal and professional endeavors.

>> Course Outline by Module

Module 1	Managing Documents and Templates
Module 2	Collaboration and Language Settings
Module 3	Characteristics, Styles, and Paragraphs
Module 4	Styles and Blocks
Module 5	Color, Font, Themes, and Indexes
Module 6	Captions, Figures, Tables, and Bibliographies
Module 7	Fields, Controls, and Macros
Module 8	Mail Merges

>> Course Elements

-  Video Instruction
-  Interactives
-  Reading
-  Projects
-  Reflections
-  Concept Checks
-  Quizzes and Exams

 [Course Preview Video](#)

>> Instructional Components

Pointful Education Courses are structured in a consistent, research-based format utilizing multiple pedagogical concepts such as Understanding by Design, Growth Mindset, and Video and Project-based learning. Through the use of these pedagogical concepts, Pointful Education maintains a consistent and engaging course structure that supports student-centered learning.

>> Course Materials

This course requires specific external software. The purpose is to provide students with hands-on learning opportunities in which they gain experience working with the software related to the course. This will ensure students have the necessary experience and task-based practice required for success on the certification exam. Course Materials: Microsoft 365.