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**BRAINBUFFET**

# MICROSOFT WORD 365

## CERTIFICATION COURSE

All BrainBuffet Certification Courses come with Interactive Videos, Practice Assessments, Multilingual Subtitles and Transcripts, Hands-on Project Files, Teacher Lesson Plans, Grading Rubrics, Answer Keys, and Student Analytics.



### COURSE DESCRIPTION

Join our instructor Carly Green in our Microsoft 365 Word Certification Course as we take you through the basics of the world's most popular text formatting software. This course features hands-on projects that challenges students by creating their own business marketing materials such as a newsletter, business cards and flyers, custom crossword puzzles, and optimizing resumes. With engaging assignments and interactive quizzes, this course will prepare you to pass the certification exam. Ideal for students and professionals looking to elevate their documents, this course offers a well-paced and thorough learning experience.

#### MODULES

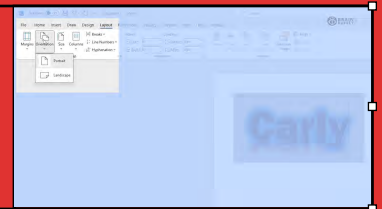
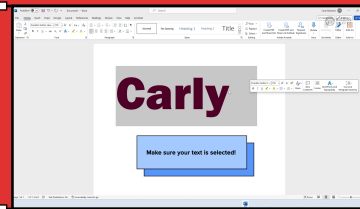
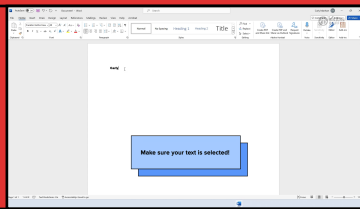
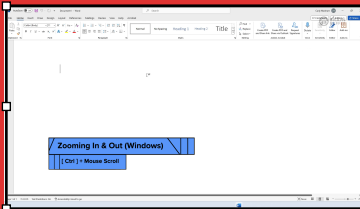
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#### ESTIMATED COURSE DURATION

**15 hours**

#### LESSON VIDEO RUNTIME

**2.1 hours**



### MAIN INGREDIENTS

- Module 1:** Welcome to Word
- Module 2:** My Restaurant
- Module 3:** Fun Pack
- Module 4:** Resume Refresh
- Module 5:** Scavenger Hunt



With a robust background in Secondary Education from the University of Idaho and a Master's in Educational Technology from Boise State University, our Media Technology instructor brings extensive knowledge and experience to Lakeside High School in Plummer, Idaho. She specializes in courses like Intro to Technology, Graphic Design, Commercial Photography, Video Production, and Journalism. Starting her career with Teach For America in 2015, she has become an Adobe Education Leader, integrating digital creativity into the classroom. Holding multiple Idaho teaching certificates and endorsements, she fosters a dynamic and innovative learning environment. Carly loves watching students get certified and creating digital projects applied to real-world scenarios. She also supports other teachers in the Pacific Northwest, especially in using ed-tech tools to create engaging lessons.



**Watch Course Trailer**

<https://www.youtube.com/watch?v=djglHWrfPq0>



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