

MICROSOFT WORD BASIC CERTIFICATION COURSE DATASHEET

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



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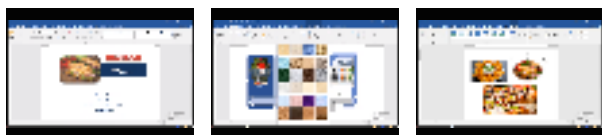


ABOUT THIS COURSE



*Estimated Course Duration: 15-18 hours
Lesson Video Runtime: 9 hours*

SCREEN SHOTS



COURSE CONTENT

Microsoft Word has been around since the 80s and is one of the most popular word processing programs available. That means knowing your way around Word is a highly marketable skill!

Instructor Jennifer Stubblefield takes you through fourteen comprehensive projects so you're ready to start utilizing Word in the classroom, the office, or wherever word processing takes you.



INSTRUCTOR
Jennifer
Stubblefield

Jennifer spent 27 years in public education. She is a cheerleader for Microsoft Office Certification and was named the 2019 Certiport Educator of the Year, 2018 Southern Business Education Teacher of the Year, 2016 Ky Business Education Teacher of the Year, 2016 Chamber of Commerce Most Outstanding Women in Business.

On the side, she does corporate training in Word, Excel, PowerPoint, and Outlook. Known for having high energy and never sitting still for very long.

MAIN INGREDIENTS

- Project 1: Essay
- Project 2: Dues Flyer
- Project 3: Cruise Announcement
- Project 4: Lunch and Learn Menu
- Project 5: City Research
- Project 6: Membership Roster
- Project 7: Rules and Responsibilities
- Project 8: Social Media Platforms
- Project 9: Adventure Cities
- Project 10: Fundraising Letter
- Project 11: Newsletter
- Project 12: Internship List
- Project 13: Testimonials
- Project 14: Board Responsibilities