

MICROSOFT WORD EXPERT 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: 25 hours

Lesson Video Runtime: 6.5 hours

COURSE CONTENT

In this expert-level course, Jonathan Gordon is here to guide you on a word processing journey. You'll create a newsletter, a flyer, a catalog – all while gaining the skills necessary to pass the expert-level Word certification exam AND get the absolute most out of Microsoft Word.

This course will include lessons on:

- *Wildcards and Expressions*
- *Advanced Find & Replace*
- *Creating and Modifying Macros*
- *Mastering Mail Merges*

The Microsoft Word Expert Course will make you confident and experienced with the powerful tools that Word has to offer. This course will include hands-on projects with their accompanying projects files and formats. So if you're ready to become a Word Expert, we'll see you in class!



INSTRUCTOR
Jon Gordon

Jon Gordon is an amazing award winning educator with years of experience in design, yearbook, newspaper, and Humanities. Author of Learn Adobe InDesign CC for Print and Digital Media Publication. Jon has also produced video tutorials for Adobe Indesign: Classroom in a Book.

He has consulted Certiport as a Subject Matter Expert in the development of Adobe InDesign, Photoshop, Illustrator, Premiere, Dreamweaver, as well as Microsoft Word and Powerpoint exams.

MAIN INGREDIENTS

- Project 1: Highschool Newsletter
- Project 2: Career Resource Center Flyer
- Project 3: Study Abroad Catalog
- Project 4: BIT Marketing Document
- Project 5: BIT Application Request Form / Mail Merge