MICROSOFT WORD MASTERCLASS CERTIFICATION

As per International Standards

UNICHRONE

Unichrone Training Advantages

✔ 1 Day Interactive Instructor-led Online/Classroom or Group Training

✔ Course study materials designed by subject matter experts

✔ Mock Tests to prepare in a best way

✔ Highly qualified, expert & accredited trainers with vast experience

✔ Enrich with Industry best practices and case studies and present trends

✔ Microsoft Word Masterclass Course adhered with International Standards

✔ End-to-end support via phone, mail, and chat

✔ Convenient Weekday/weekend Microsoft Word Masterclass Course schedule

UNICHRONE

About Unichrone

✔ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.

Guaranteed Quality

Handpicked Trainers

Global Presence

Online Training Option

We've trained professionals across global companies

PHILIPS

AXCESS
FINACIAL PRODUCT MANAGEMENT

CLARIANT

AkerSolutions

WÜRTH

baycoat

DUPONT

DASHTI

GlobalSign

TriskeleLabs

مصرف الراجحي
Al Rajhi Bank

DHL

ARASCO
أراسكو

EMERSON

accenture

VOLVO

AMA
AMERICAN MEDICAL ASSOCIATION

sitel group

Signify

AtoS

LEAR CORPORATION

Importance of Microsoft Word Masterclass

✓ Microsoft Word Certification demonstrates the proficiency of professionals in Microsoft Word in creating documents. Microsoft Word Certification provides sustainable advancement for businesses with advanced features of Word, like the mail merging function. Furthermore, certification helps individuals to develop business documents, including proposals and presentations with innovative designs. In addition, certification equips organizations in brand building with standardized marketing materials. Microsoft Word has improved its features in graphics, spell and grammar checks, table creation, and auto-formatting.

✓ Microsoft Word Masterclass ends with a comprehensive exam designed to check whether participants have understood and employed the various advanced features. These include how to create fully customized documents through mail merge, creating professional layouts with advanced formatting choices, and how collaborative editing works. Candidates will provide evidence of their capability to handle styles and templates for consistent formatting of documents and their efficiency in handling other complex objects, including charts, graphs, tables, and content controls, among others.

ELIGIBILITY CRITERIA

✔ Aspirants need not meet any requirements to pursue Microsoft Word Masterclass Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

✔ Any individual who wants to gain skills to understand MS can enroll in the Microsoft Word Masterclass course.

Syllabus of Microsoft Word Masterclass

Lesson 01 – Ribbon Interface
1. Microsoft Word
2. Ribbons
3. Main Components of the Word Screen
4. Backstage View
5. Quick Access Toolbar
6. Insertion Area
7. Customizing the Status Bar
8. Search Bar

Lesson 02 – Utilizing Text
1. Selecting Text
2. Moving Text
3. Applying Advanced Text Effects
4. Change Case
5. Font Dialog Box
6. Using Tabs
7. Paragraph Options

Syllabus of Microsoft Word Masterclass

Lesson 03 – Printing and Viewing Your Document
1. Layouts and Views
2. Read Mode
3. View
4. Using Print Preview
5. Printing a Document

Lesson 04 – Managing Your Documents
1. Creating a New Document
2. Opening an Existing Document
3. Importing Text from One Document to Another
4. Saving a Document
5. Closing a Document

Syllabus of Microsoft Word Masterclass

Lesson 05 – Using Formatting Tools and Tables
1. Formatting Tools
2. Inserting Tables
3. Table Layout Tab
4. Positioning Text Within a Cell
5. Converting Text into a Table
6. Formatting Tables
7. Adding Rows and Columns

Exam Format of Microsoft Word Masterclass Certification

Examination Format	
Exam Name	**Microsoft Word Masterclass Exam**
Exam Format	Multiple Choice
Total Questions & Duration	40-60 Questions, 50 minutes
Passing Score	Minimum passing score of 70%
Exam Cost	USD 100

To get you fully prepared with the knowledge and skills for Microsoft Word, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the Microsoft Word exam.

Contact Us

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https://unichrone.com/