

Microsoft Office Specialist: Word

Earn the MOS: Microsoft Office Word certification!



Prerequisite:

LCT0034 Introduction to Windows Environment or equivalent experience.

Microsoft Office Specialist: Word Fall 2018 Schedule:

LCT0013 Introduction to Word 2016

Create, edit, format, save and print documents. Work with margins, page layouts and copy and paste. Students need Windows and mouse skills to keep pace with this course.

LCT0013-003	Saturday	9/29	9am – 4pm	HPC123	Tuition \$195 / Fees \$35
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LCT0029 Intermediate Word 2016

Explore some of the advanced features in Word including tabs, headers, footers, styles, advanced formatting, templates, mail merges and short cuts.

LCT0029-003	Saturday	10/6	9am – 4pm	HPC123	Tuition \$195 / Fees \$35
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LCT0037 Advanced Word 2016

Go beyond the basics and become the Word expert at your workplace! Learn how to use Word to create forms, long documents, how to display and work with them using macros and collaborating. You also will modify an HTML page in Word.

LCT0037-003	Saturday	10/20	9am – 4pm	HPC123	Tuition \$195 / Fees \$35
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Microsoft Office Specialist Certification Self Prep Word LWC0002-003 – Fees \$145

The Microsoft Office Specialist (MOS) certification demonstrates you have the skills and ability to use a Microsoft Office application. Prepare for the MOS Word certification with a test preparation software tool which simulates the actual exam. Students will receive test preparation software and a certification exam voucher. Contact 847-925-6075 for more information.

Microsoft Office Specialist: Word Badge Total – \$835

This digital badge program can be completed in one semester.

Register today! Go to <https://ce.harpercollege.edu/>. Call Continuing Education Registration at 847-925-6300 with any registration questions.

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