

Microsoft Office Specialist Word Certification Prep

Course Overview

The Workforce Access *Microsoft Office Specialist Word Certification Prep* course is aimed at helping students prepare for the Microsoft Office Specialist Word 2010 Certification exam. It has been reviewed and designated by ProCert Labs as approved courseware for Microsoft Office Specialist Word 2010. McGraw-Hill is a Microsoft Certification Vendor of Approved Courseware and is authorized to carry the Microsoft Certification Vendor of Approved Courseware logo.

Learning Outcomes

At the end of the course, students will have reviewed each of the seven Objective Domains they must master in order to pass the Microsoft Office Word Certification test:

- Sharing and maintaining documents
- Formatting content
- Applying page layout and reusable content
- Including illustrations and graphics in a document
- Proofreading documents
- Applying references and hyperlinks
- Performing mail merge operations

Modes of Course Delivery

The *Microsoft Office Specialist Word Certification Prep* course can be used as a core curriculum or as a supplement to enhance regular instruction. Because of this flexibility, the course can be delivered in a self-paced or a customized mode. Custom mode allows instructors to assign individual lessons and assessments and set the pace for the course.

Pacing and Course Duration

Sample 10-week and 12-week pacing guides are provided in the Teacher Planning Guide. The pacing guides can be used as is or adapted to account for shorter or longer terms to suit individual needs. Each of the lessons requires approximately 30-40 minutes of study. Additional academic skill support lessons, discussion prompts, and writing activities can be used to enhance students' learning.

Assessments and Reporting

Assessments for the course include interactive formative assessments within each lesson, as well as scored pretests and posttests for each lesson. Teachers and students can generate reports to show progress and mastery of industry and academic knowledge of skills.

How to Access *Microsoft Office Specialist Word Certification Prep*

When you order *Microsoft Office Specialist Word Certification Prep* course, you will access everything you need in the ConnectED Learning Management System, including the core lessons, academic skill support lessons, teacher planning guide, lesson plans, and other useful resources. For more information on this or other *Workforce Access* courses, please go to www.workforceaccess.com.

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