



# MICROSOFT WORD 2021/365



Continuing Education



## Course Overview

- Objective: Validate proficiency with Microsoft Office programs, ideal for careers in Office Administration or Operational Support.
- Description: Prepares you for the MOS certification exam for Word 2021/365 through real-world exercises.
- Prerequisites: No prerequisites, but familiarity with Windows Office software is recommended.

## Competencies

- Navigating, formatting, saving, and sharing documents.
- Inspecting documents for issues.
- Inserting and formatting text, paragraphs



**TOTAL COST OF PROGRAM: \$950.00**



**ZOOM/IN PERSON**

**CALL (928)317-7674 OR  
EMAIL [CONTINUINGED@AZWESTERN.EDU](mailto:CONTINUINGED@AZWESTERN.EDU)  
FOR REGISTRATION & FINANCIAL ASSISTANCE**

**Registration Hours:** Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone or walk in. Please make checks payable to AWC. Visa, MasterCard, and Discover cards accepted.

**Refund Cancellation Policy:**

No refund will be granted after the first day of the registered course."

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