Microsoft Word 2016 Basics

An online learning program for CSEA-represented NYS employees

Application Period:
February 3, 2021 - February 3, 2022

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Begin the Journey to Developing your Career

Have you ever thought "there must be an easier way to do this" when you were working in Microsoft Word? This online program helps busy people work smarter while using Word, but still create beautiful looking documents.

About the Microsoft Word 2016 Basics Certificate Program

The Microsoft Word 2016 Basics Online Certificate Program will help you become more proficient in Microsoft Word 2016. This program is also a great way to build your skills in the *Computer Skills and Technology workforce competency development.* Participants must complete eight courses with a passing score of 70% or higher to earn a certificate. *Additionally, this program fulfills one of the four mandatory training requirements for the Administrative Assistant Traineeship.*

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Courses must be completed by February 4, 2022