

Microsoft Word 2016 Basics Online Certificate Program

An Online Learning Program for CSEA-represented NYS Employees

Supervisory approval is not required for courses taken outside the normal workday.

Application Period:

February 9, 2023 to
February 8, 2024

Courses must be completed by February 9, 2024.



Improve Your Microsoft Word Skills

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 using Word 2016 to create beautiful looking documents.



Earn a Certificate, Gain a Competitive Edge

This online program will help you become more proficient in Microsoft Word 2016. It's also a great way to build your skills in the [Computer Skills and Technology workforce development competency](#).

Participants must complete eight courses with a 70% or higher passing score to earn a certificate. This program fulfills one of the four mandatory training requirements for the [Administrative Assistant Traineeship](#).



Register Now!

For technical support and questions,
call: (800) 253-4332 or email
OnlineLearningHelp@nyscseapartnership.org