



MICROSOFT TRAINING

3 Day Microsoft Office Intensive Course Word Excel Ppt

Master Microsoft Word, Excel, and PowerPoint in just 3 days. Boost your productivity and create professional documents, spreadsheets, and presentations.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

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- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

Unlock your potential for enhanced workplace productivity with our '3 Day Microsoft Office Intensive Course: Word, Excel, PowerPoint'. Designed for intermediate users, this immersive program by Computer Pride, a premier ICT training center in Kenya, provides a rapid and comprehensive deep dive into the most critical features of Microsoft Word, Excel, and PowerPoint. You'll master advanced techniques in document creation, data management and analysis, and impactful presentation design, ensuring you can tackle complex tasks with confidence and efficiency. This course focuses on practical, hands-on application, enabling you to apply your newly acquired skills immediately in your professional role.

Throughout these intensive three days, you will learn to leverage core Microsoft Office technologies to streamline your workflows, automate routine tasks, and create professional-grade outputs. From crafting sophisticated reports in Word and performing robust data analysis with dynamic charts and formulas in Excel, to designing compelling and engaging presentations in PowerPoint, this course equips you with an integrated skill set essential for today's dynamic business environment. Elevate your professional profile, boost your productivity, and become an invaluable asset in any organization by mastering these indispensable tools.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Microsoft Word - Advanced Document Production

- Working with Styles, Themes, and Templates for consistent formatting
- Managing Sections, Page Breaks, and Headers/Footers
- Creating and updating Tables of Contents, Indexes, and Bibliographies
- Mastering Mail Merge for personalized communications
- Collaborative Document Features: Track Changes, Comments, and Document Comparison
- Building Interactive Forms with Content Controls

02 Module 2: Microsoft Excel - Intermediate Data Management and Analysis

- Advanced Formulas: IF, Nested IF, VLOOKUP, HLOOKUP, SUMIFS, COUNTIFS
- Applying Conditional Formatting for Data Visualization and Insights
- Implementing Data Validation and Protection Techniques
- Working with Excel Tables and Structured References for efficient data management
- Creating and Customizing Intermediate Charts (Sparklines, Combination Charts, Trendlines)
- Introduction to PivotTables and PivotCharts for Data Summarization

03 Module 3: Microsoft PowerPoint - Engaging Presentation Design and Delivery

- Utilizing Slide Masters and Custom Layouts for Brand Consistency
- Incorporating Multimedia Elements: Audio, Video, and Screen Recordings
- Applying Advanced Animation and Transition Effects for dynamic slides
- Integrating and Formatting Excel Charts and Tables Effectively
- Mastering Presentation Delivery: Presenter View, Custom Shows, and Slide Timings
- Packaging and Distributing Presentations for various audiences

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Executive Administrative Assistant** proficient in advanced document management and data reporting.
- > **Junior Business Analyst** skilled in data visualization, financial modeling, and report generation using Excel and PowerPoint.
- > **Marketing Coordinator** adept at creating compelling proposals, managing campaign data, and delivering engaging presentations.

FREQUENTLY ASKED QUESTIONS

Q: What specific Excel functions will I master to enhance my data analysis capabilities after this intensive course?

This course dives deep into intermediate Excel functions crucial for data analysis, including logical functions like IF, lookup functions such as VLOOKUP and HLOOKUP for data retrieval, and conditional aggregation functions like SUMIFS and COUNTIFS. You'll also learn advanced conditional formatting, data validation, and an introduction to PivotTables to effectively summarize and analyze large datasets, significantly boosting your analytical prowess.

Q: Is prior Microsoft Office experience required, or is this course suitable for beginners aiming for rapid skill acquisition?

While this is an intensive 'Intermediate' level course, a basic familiarity with navigating Microsoft Word, Excel, and PowerPoint is highly recommended. It is not designed for absolute beginners but rather for users who have some foundational knowledge and are looking to quickly elevate their proficiency to an intermediate level, mastering efficiency and more complex features across all three applications.

Q: How will the 3-day intensive format benefit my ability to create professional business documents, reports, and presentations immediately upon completion?

The 3-day intensive format is specifically designed for rapid skill acquisition and practical application. By focusing on core intermediate features of Word, Excel, and PowerPoint consecutively, you'll gain a holistic understanding of how these tools integrate. This ensures you can immediately apply techniques for efficient document formatting, robust data analysis, and impactful presentation design, enabling you to produce professional-grade business outputs with confidence and speed right after the course.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

Location

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