



MICROSOFT TRAINING

Advanced Microsoft Outlook Language Course

Master advanced Microsoft Outlook language features. Optimize your email management and boost communication efficiency for professional success.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- 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 the full potential of Microsoft Outlook's language capabilities with this comprehensive Advanced Microsoft Outlook Language Course. Designed for professionals who frequently communicate across diverse linguistic landscapes or manage multilingual content, this course delves deep into Outlook's sophisticated features for multi-language email composition, proofing, translation, and interface management. You will master tools that enhance clarity, accuracy, and efficiency in your global communications, ensuring your messages resonate effectively with recipients regardless of their native tongue. This program moves beyond basic usage, preparing you to expertly navigate the complexities of international correspondence within the Outlook environment. By completing this course, you will not only streamline your daily communication workflow but also significantly elevate your professional profile as someone adept at handling global communication challenges. The core technologies covered include Outlook's advanced proofing tools, built-in translation features, language packs, and strategies for managing multilingual calendars and contact lists. The professional benefits are immense: reduced communication errors, enhanced productivity in international teams, improved cross-cultural understanding, and the ability to project a highly professional image in a globalized business environment. Gain the confidence and skills to communicate seamlessly and effectively worldwide.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Mastering Outlook's Language Interface and Settings

- Setting and switching display languages
- Configuring default editing and proofing languages
- Understanding language pack installation and management
- Customizing keyboard layouts for different languages
- Accessibility features for multilingual content

02 Module 2: Advanced Multilingual Email Composition and Proofing

- Utilizing multiple proofing languages within a single email
- Custom dictionaries for industry-specific terminology across languages
- Advanced spell-check and grammar tools for different linguistic contexts
- AutoCorrect and AutoText for multilingual efficiency
- Best practices for formatting multilingual content in emails

03 Module 3: Leveraging Outlook's Translation Capabilities

- Using built-in email translation features for incoming and outgoing messages
- Understanding the limitations and benefits of machine translation in Outlook
- Strategies for effective communication when relying on translation tools
- Integrating with external translation services or add-ins
- Translating meeting requests and calendar entries

04 Module 4: Managing Multilingual Calendars, Contacts, and Tasks

- Creating and managing calendar entries in multiple languages
- Handling international time zones and date formats
- Organizing contacts with multilingual information and notes
- Developing multilingual task lists and reminders

- Sharing and synchronizing multilingual data across teams

05 Module 5: Best Practices for Global Communication in Outlook

- Strategies for clear and concise communication across language barriers
- Cultural considerations in email etiquette and tone
- Templates and quick parts for standardized multilingual responses
- Archiving and searching multilingual correspondence
- Security and privacy considerations for international email

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **International Executive Assistant**
- > **Global Project Coordinator**
- > **Multilingual Customer Relations Manager**

FREQUENTLY ASKED QUESTIONS

Q: What specific communication challenges will this Advanced Microsoft Outlook Language Course help me overcome in a global role?

This course specifically addresses challenges such as ensuring accurate translation of critical business emails, effectively managing proofing for multiple languages within a single document, and streamlining communication with international teams by leveraging Outlook's built-in linguistic tools. You will learn to mitigate misunderstandings, improve efficiency in drafting multilingual content, and present a professional image when communicating across diverse linguistic backgrounds.

Q: Are there any prerequisites concerning my current language skills or Outlook proficiency before enrolling in this advanced course?

While fluency in multiple languages is not strictly required, a basic understanding of how language settings impact software is beneficial. For Outlook proficiency, you should be comfortable with core Outlook functionalities like sending/receiving emails, managing calendars, and organizing contacts. This course builds upon that foundation, diving into the advanced linguistic features rather than basic operational usage.

Q: Will I learn how to customize Outlook for specialized industry terminology across different languages?

Yes, a key component of this course is dedicated to customizing Outlook's proofing tools. You will learn how to create and manage custom dictionaries for various languages, allowing you to incorporate industry-specific jargon, acronyms, and proper nouns into Outlook's spell-check and grammar functionalities, thereby enhancing accuracy and professionalism in specialized multilingual communications.

ABOUT COMPUTER PRIDE

**computerpride*****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

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke