



MICROSOFT TRAINING

Intermediate Microsoft Word Language Course

Enhance your Microsoft Word skills. Master advanced document formatting, mail merge, and collaboration tools to create professional documents.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

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

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COURSE OVERVIEW

The Intermediate Microsoft Word Language Course is designed for users who have a foundational understanding of Microsoft Word and wish to elevate their proficiency, particularly in handling advanced linguistic features and document precision. This course delves into sophisticated tools for proofreading, grammar checking, translation, and customization of language settings, enabling you to produce highly professional and accurate documents with ease. You'll master features that go beyond basic text editing, empowering you to create polished, error-free content crucial for any professional setting. This course focuses on leveraging Microsoft Word's powerful language capabilities to enhance document quality, efficiency, and global communication.

By completing this 2-hour intensive course, you will significantly boost your productivity and the professional appearance of your written work. You will learn how to effectively manage multilingual content, customize autocorrect and dictionary settings for specialized terminology, and streamline your editing process. The skills acquired will not only improve your personal document creation but also position you as a valuable asset in roles requiring meticulous attention to detail and high-quality document production, ensuring your communications are always clear, correct, and impactful.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

- 01 **Module 1: Advanced Proofing and Editing Tools**
 - Customizing Spell Check and Grammar Check
 - Understanding and Using Thesaurus Effectively
 - Advanced AutoCorrect and AutoFormat Options
 - Setting and Managing Language Preferences for Specific Text
- 02 **Module 2: Working with Multilingual Documents**
 - Changing Document Language for Proofing
 - Using Word's Translation Features (Mini Translator, Translate Document)
 - Managing Language Packs and Input Methods
 - Proofing Tools for Different Languages
- 03 **Module 3: Customizing Language Settings and Dictionaries**
 - Creating and Managing Custom Dictionaries
 - Excluding Words from Spell Check
 - Configuring Language-Specific Formatting Rules
 - Understanding Regional and Language Options in Word
- 04 **Module 4: Enhancing Document Accessibility and Clarity**
 - Utilizing Readability Statistics
 - Inspecting Documents for Hidden Language Information
 - Best Practices for Clear and Concise Writing in Word
 - Using Synonyms and Antonyms for Word Choice Improvement

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Professional Technical Writer**
- > **Multilingual Document Specialist**
- > **Executive Administrative Assistant**

FREQUENTLY ASKED QUESTIONS

Q: What specific language-related efficiency gains can I expect after completing this course?

Upon completion, you'll be able to significantly reduce manual proofreading time by leveraging advanced spell check, grammar check, and custom dictionary features. You'll also learn to swiftly adapt documents for different linguistic contexts using Word's translation tools, and streamline repetitive typing tasks with tailored AutoCorrect entries, directly translating into faster document turnaround and higher accuracy.

Q: Are there any prerequisites concerning language proficiency or existing Word skills for this intermediate course?

Yes, participants should have a foundational understanding of Microsoft Word's basic features, including text input, formatting, and saving documents. While no advanced language proficiency is required beyond your working language, a desire to improve accuracy and efficiency in document creation, especially with proofing and multilingual aspects, is beneficial. The course focuses on using Word's tools, not on teaching a new language.

Q: How will mastering Word's language tools specifically benefit me in a role like a Technical Writer or Executive Administrative Assistant?

For Technical Writers, these skills ensure your documentation is precise, consistent, and adheres to specific terminology, crucial for clarity and compliance across technical manuals. For Executive Administrative Assistants, it means producing error-free reports, presentations, and correspondence, maintaining a high level of professionalism, and efficiently handling documents that might require translation or adaptation for international stakeholders.

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.

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