



MICROSOFT TRAINING

Introduction To Microsoft Word Language Course

Master Microsoft Word basics and create professional documents with ease.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

Unlock your potential in the digital workplace with Computer Pride's Introduction To Microsoft Word Language Course. This intensive 2-hour program is meticulously designed for individuals who possess basic Word familiarity and are eager to elevate their document creation and management skills to an intermediate level. You will delve into the core functionalities of Microsoft Word, learning not just 'how' to perform tasks, but 'why' certain features enhance efficiency and professionalism in document preparation. This course transforms basic users into proficient creators of polished, professional-grade documents.

Throughout the course, you will master advanced formatting techniques, efficient document structuring, and essential collaborative tools. We'll explore how to leverage Word's powerful features to create consistent reports, compelling proposals, and impeccably formatted communications, making you indispensable in any office environment. The emphasis is on practical application, ensuring you gain immediately usable skills.

By the end of this certification, you will be adept at producing high-quality documents quickly and efficiently, significantly boosting your productivity and enhancing your professional output. These skills are critical for effective communication, organizational efficiency, and career advancement across various industries.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Core Document Creation & Management

- Efficient Navigation of the Word Interface
- Creating New Documents from Professional Templates
- Advanced Saving, Opening, and Document Recovery Techniques
- Utilizing Find and Replace with Advanced Options for Text Manipulation

02 Module 2: Enhanced Text & Paragraph Formatting

- Applying and Customizing Styles for Consistent Document Formatting
- Mastering Advanced Paragraph Settings: Line Spacing, Indents, and Tabs
- Creating and Managing Complex Bulleted and Numbered Lists (Multi-level)
- Introduction to Document Themes and Professional Appearance Customization

03 Module 3: Essential Layout & Collaboration Tools

- Page Setup Fundamentals: Margins, Orientation, and Paper Size Control
- Inserting, Formatting, and Managing Tables for Structured Data
- Working with Headers, Footers, and Advanced Page Numbering
- Basic Proofing Tools: Spell Check, Grammar, and Thesaurus for Accuracy
- Introduction to Comments and Track Changes for Collaborative Review

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Administrative Assistant (Enhanced Document Management)**
- > **Data Entry & Documentation Specialist (Proficient Report & Manual Creation)**
- > **Executive Secretary (Advanced Correspondence & Presentation Support)**

FREQUENTLY ASKED QUESTIONS

Q: What foundational knowledge of Microsoft Word is expected before enrolling in this 'Intermediate' course?

Participants should be comfortable with basic Word functions such as typing, saving files, simple text selection, and applying basic bold/italic formatting. This course builds upon those fundamentals to introduce more efficient and advanced document creation techniques, assuming you can navigate Word's basic interface without extensive guidance.

Q: How will the skills learned in this course directly benefit my professional document creation workflow?

This course focuses on practical, time-saving features like Styles, advanced paragraph formatting, and structured document elements (tables, headers/footers). You'll learn to produce professional-looking documents more quickly, ensure consistency across reports and proposals, and effectively use proofing tools for error-free communication, significantly boosting your productivity and the quality of your output.

Q: Does the 'Language Course' aspect of the title imply a focus on specific linguistic features within Microsoft Word, such as translation tools or multi-language document creation?

In this context, 'Language Course' refers to mastering the *language* and *vocabulary* of Microsoft Word's features and commands to articulate and structure your documents effectively. While the course covers standard proofing tools applicable to various languages, it does not specifically delve into advanced multi-language document creation, translation tools, or complex linguistic analysis within Word itself.

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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