



MICROSOFT TRAINING

Microsoft 365 Apps Certification Courses

Master essential Microsoft 365 apps like Word, Excel, and PowerPoint. Get certified to boost your productivity and collaboration skills.

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 Microsoft 365 Apps Certification Courses offer a highly targeted, intensive 2-hour program designed to rapidly equip intermediate users with the precise skills needed to excel in a Microsoft 365 Apps certification exam. This focused curriculum condenses essential knowledge across Microsoft Word, Excel, PowerPoint, and Outlook, alongside key collaboration features of Microsoft Teams and OneDrive. Participants will review and solidify their understanding of core functionalities, emphasizing efficiency, integration, and best practices for modern workplaces.

Completing this certification validates your proficiency in leveraging Microsoft 365 for daily productivity and collaborative tasks. It serves as a powerful testament to your ability to navigate, create, and communicate effectively using the industry-standard suite. This course is ideal for professionals seeking to quickly formalize their existing skills, enhance their resume, and gain a competitive edge in various administrative, business support, and project-oriented roles by demonstrating certified expertise in foundational digital tools.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Core Microsoft 365 Productivity Tools

- Microsoft Word: Document creation, formatting, and basic collaboration
- Microsoft Excel: Essential formulas, data manipulation, and simple charts
- Microsoft PowerPoint: Presentation structure, slide design basics, and delivery options

02 Module 2: Communication and Collaboration Fundamentals

- Microsoft Outlook: Email management, calendar events, and contact organization
- Microsoft Teams: Overview of chat, channels, meetings, and file sharing
- OneDrive and SharePoint Online: Cloud storage basics, file syncing, and sharing

03 Module 3: Certification Readiness and Best Practices

- Key features and scenarios for certification exam success
- Efficiency hacks and integration across Microsoft 365 apps
- Certification exam review and common topics

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Certified Office Administrator**
- > **Proficient Business Support Specialist**
- > **Streamlined Project Coordinator**

FREQUENTLY ASKED QUESTIONS

Q: Given the 2-hour duration, what specific level of proficiency in Microsoft 365 Apps will this course validate upon certification?

This course is meticulously designed for intermediate users who already possess working knowledge of Microsoft 365 applications. Its 2-hour format is optimized for solidifying and certifying your existing skills across core apps, focusing on the common tasks and collaborative features essential for daily office productivity. The certification will validate your ability to proficiently apply these tools in a standardized exam setting.

Q: Does this course cover all features of every Microsoft 365 app, or is it tailored for a specific certification exam objective?

Due to its concise 2-hour duration, this course is highly targeted. It focuses on covering the most critical functionalities and interoperability aspects across Word, Excel, PowerPoint, Outlook, Teams, and OneDrive that are typically assessed in a Microsoft 365 Apps certification exam. The curriculum prioritizes breadth over exhaustive depth for individual apps to ensure comprehensive certification readiness within the concise timeframe, rather than exploring every single feature.

Q: What are the recommended next steps after completing this certification to further advance my Microsoft 365 expertise?

Upon successfully achieving your Microsoft 365 Apps certification, we recommend exploring specialized courses to deepen your expertise. Options include advanced training in specific applications like Microsoft Excel Expert, dedicated courses on Microsoft SharePoint site management, or advanced power-user training for Microsoft Teams. This foundational certification provides an excellent launchpad for pursuing more specialized roles or administrator-level certifications within the Microsoft ecosystem.

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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