



MICROSOFT TRAINING

Microsoft End User Productivity Course

Boost efficiency with Microsoft End User Productivity skills. Master Word, Excel, and Outlook to streamline your daily tasks.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intermediate-level Microsoft End User Productivity Course is meticulously designed for professionals aiming to significantly boost their efficiency and collaborative capabilities within the modern workplace. You will dive deep into the essential suite of Microsoft 365 applications, mastering techniques to streamline daily tasks, manage information effectively, and communicate seamlessly across teams. This course moves beyond basic functionalities, empowering you to leverage advanced features for enhanced personal productivity and organizational workflow. You will explore core technologies such as Microsoft Outlook for advanced email and calendar management, Microsoft Word for professional document creation and collaboration, Microsoft Excel for powerful data analysis and reporting, Microsoft PowerPoint for impactful presentations, and Microsoft Teams for integrated communication and project management. The professional benefits are immense, including improved job performance, reduced task completion times, better decision-making through organized data, and a stronger ability to contribute to team-based projects. By the end of this intensive 2-hour program, you'll be equipped with practical, immediately applicable skills that make you an invaluable asset in any office environment, ready to tackle complex tasks with confidence and precision.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

- 01 Module 1: Mastering Communication and Scheduling with Outlook and Teams**
 - Advanced Email Management: Rules, Quick Steps, and Search Folders
 - Efficient Calendar Scheduling: Meeting Requests, Shared Calendars, and Delegation
 - Teams for Integrated Communication: Chats, Channels, Meetings, and File Sharing
 - Optimizing Notifications and Presence in Teams
- 02 Module 2: Professional Document Creation and Collaboration with Word and PowerPoint**
 - Advanced Document Formatting: Styles, Themes, and Templates in Word
 - Collaborative Document Editing: Track Changes, Comments, and Version History
 - Designing Impactful Presentations: Slide Masters, Multimedia Integration, and Transitions in PowerPoint
 - Presenting Effectively: Presenter View, Rehearsal, and Audience Engagement Techniques
- 03 Module 3: Data Management and Analysis Fundamentals with Excel**
 - Working with Large Datasets: Filtering, Sorting, and Data Validation
 - Essential Formulas and Functions for Productivity (IF, VLOOKUP, SUMIFS, CONCATENATE)
 - Introduction to PivotTables for Data Summarization and Reporting
 - Creating Basic Charts and Graphs for Data Visualization
- 04 Module 4: Enhancing Collaboration and File Management with OneDrive and SharePoint**
 - Cloud Storage Best Practices: Organizing and Sharing Files with OneDrive
 - Introduction to SharePoint Online: Document Libraries and Lists
 - Co-authoring Documents in Real-Time Across Applications
 - Version Control and Recovery for Cloud-Stored Files

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Administrative Assistant (Proficient in M365 Collaboration)**
- > **Project Coordinator (Utilizing Microsoft Teams and SharePoint for Project Management)**
- > **Data Entry Specialist (Advanced Excel for Reporting and Analysis)**

FREQUENTLY ASKED QUESTIONS

Q: What specific productivity gains can I expect to achieve after completing this 2-hour Microsoft End User Productivity Course?

Upon completion, you can expect to significantly reduce the time spent on routine tasks by automating email management, streamlining meeting scheduling, and efficiently collaborating on documents. You'll gain proficiency in using advanced features within Outlook, Teams, Word, Excel, and PowerPoint, leading to faster document creation, clearer data analysis, and more effective communication, ultimately enhancing your overall workplace efficiency and contribution.

Q: Are there any prerequisites for enrolling in this intermediate-level Microsoft End User Productivity Course?

Yes, to get the most out of this course, participants should have a foundational understanding and basic experience with the Microsoft Windows operating system and common Microsoft 365 applications (e.g., creating a basic Word document, sending an email in Outlook, or simple data entry in Excel). While not mandatory, familiarity with cloud-based services is beneficial. This course is designed to build upon existing basic skills to elevate your productivity.

Q: How will mastering the skills taught in this course, particularly in Microsoft Teams and Excel, directly enhance my career prospects as a Project Coordinator?

As a Project Coordinator, this course will equip you with critical skills to manage projects more effectively. Your enhanced proficiency in Microsoft Teams will allow for seamless communication, task assignment, and file sharing within project teams, improving project oversight. The advanced Excel skills, especially in data summarization with PivotTables and practical functions, will enable you to create robust progress reports, track budgets, and analyze project data with greater accuracy, making you a more valuable and efficient asset in project management roles.

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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