



MICROSOFT TRAINING

Microsoft Office Course

Master Microsoft Office applications like Word, Excel, and PowerPoint. Enhance your productivity and professional document creation skills for any workplace.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

Mastering the Microsoft Office Suite is an indispensable skill in today's digital workplace, driving efficiency and professionalism across virtually every industry. This intermediate-level Microsoft Office Course, brought to you by Computer Pride, is meticulously designed to equip you with robust, practical skills in the core applications: Word, Excel, PowerPoint, and Outlook. You'll move beyond basic functionalities to unlock advanced features that streamline daily tasks, enhance data presentation, and improve communication.

This comprehensive 2-hour course focuses on hands-on application, ensuring you gain immediate proficiency with these powerful tools. You'll learn to craft polished documents, perform essential data analysis, create impactful presentations, and manage your communications and schedules with expert precision. Our curriculum is tailored to bridge the gap between basic usage and professional mastery, ensuring you can confidently tackle real-world scenarios.

Upon completion, you will not only be more efficient but also more marketable, possessing the critical digital literacy skills highly sought after by employers. This course will empower you to organize information effectively, present ideas compellingly, and collaborate seamlessly, giving you a distinct advantage in your current role or during your job search.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Microsoft Word - Professional Document Creation

- Advanced text and paragraph formatting
- Working with styles and themes for consistency
- Inserting and manipulating tables and images
- Page layout, headers, footers, and page breaks
- Using proofing tools, track changes, and comments for collaboration

02 Module 2: Microsoft Excel - Data Management & Analysis Fundamentals

- Essential formulas and functions (SUM, AVERAGE, COUNT, IF)
- Data organization: sorting, filtering, and conditional formatting
- Creating effective charts and graphs for data visualization
- Understanding absolute, relative, and mixed cell references
- Basic data validation techniques

03 Module 3: Microsoft PowerPoint - Engaging Presentations

- Utilizing slide master for consistent branding and design
- Inserting and formatting multimedia (images, audio, video)
- Applying transitions and custom animations for impact
- Structuring content for clarity and audience engagement
- Presentation delivery tips and presenter view

04 Module 4: Microsoft Outlook - Email & Calendar Efficiency

- Organizing emails with folders, categories, and rules
- Efficient calendar management: appointments, meetings, and shared calendars
- Managing contacts and task lists effectively

- Best practices for professional email communication and etiquette
- Setting up out-of-office replies and signatures

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Administrative Assistant/Executive Assistant**
- > **Data Entry Specialist/Junior Data Analyst**
- > **Office Administrator/Operations Coordinator**

FREQUENTLY ASKED QUESTIONS

Q: How will mastering Microsoft Office skills through this course enhance my employability and career progression?

This course significantly boosts your employability by validating your proficiency in the most widely used office productivity suite. Employers highly value candidates who can efficiently manage documents, analyze data, create professional presentations, and organize communications. By demonstrating intermediate-level skills in Word, Excel, PowerPoint, and Outlook, you position yourself as a highly capable and efficient professional, opening doors to roles requiring strong administrative and data handling abilities, and supporting progression into management or specialized administrative functions.

Q: What prior knowledge or skills are recommended before enrolling in this Intermediate Microsoft Office Course?

While this is an intermediate course, it is designed to build upon foundational skills. We recommend that participants have a basic familiarity with navigating the Windows operating system and a rudimentary understanding of how to use at least one Microsoft Office application (e.g., creating a simple document in Word or a basic spreadsheet in Excel). The course will quickly move beyond introductory concepts, so a comfort level with basic computer operations is beneficial to maximize your learning experience.

Q: Beyond basic document creation, what advanced productivity techniques will I learn that are immediately applicable in a professional setting?

This course delves into practical, advanced techniques that deliver immediate professional benefits. You'll learn to automate tasks in Excel using functions like IF and data validation, ensure consistent branding in PowerPoint with Slide Master, collaborate effectively on Word documents using Track Changes, and streamline your inbox in Outlook with rules and categories. These skills are crucial for saving time, improving accuracy, and presenting information professionally in any business environment.

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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