



MICROSOFT TRAINING

Microsoft Office Home Student

Master Word, Excel, and PowerPoint to create professional documents, insightful spreadsheets, and engaging presentations for home and school.

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 concise 2-hour Microsoft Office Home Student course is expertly designed to equip individuals with foundational proficiency in the essential applications of the Microsoft Office suite: Word, Excel, and PowerPoint. Tailored for students, home users, and small business owners, this program focuses on building practical skills that enhance productivity, organization, and communication in everyday tasks. You'll gain hands-on experience with core features, empowering you to create professional documents, manage basic data, and deliver engaging presentations with confidence. The course emphasizes user-friendly techniques, ensuring even beginners can quickly grasp the fundamentals and apply them effectively. By mastering these widely-used tools, participants will significantly improve their ability to handle personal projects, academic assignments, and basic administrative tasks efficiently. This certification serves as a robust stepping stone towards greater digital literacy and opens doors to a multitude of opportunities requiring competent use of office productivity software.

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Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Getting Started with Microsoft Office Home Student

- Overview of the Microsoft Office Home Student Suite
- Navigating the Office Interface (Ribbon, Quick Access Toolbar)
- Basic File Management (Saving, Opening, Printing)
- Introduction to Microsoft Word: Document Basics

02 Module 2: Mastering Microsoft Word for Documents

- Text Formatting (Fonts, Paragraphs, Styles)
- Inserting and Formatting Objects (Pictures, Shapes)
- Proofreading Tools (Spell Check, Grammar)
- Creating Professional-Looking Documents

03 Module 3: Excel Fundamentals for Data Management

- Understanding Worksheets and Cells
- Entering and Formatting Data
- Basic Formulas (SUM, AVERAGE, MIN, MAX)
- Creating Simple Charts to Visualize Data

04 Module 4: Engaging Presentations with PowerPoint

- Creating and Organizing Slides
- Adding Text, Images, and Multimedia
- Applying Themes and Slide Layouts
- Delivering Effective Presentations

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Junior Administrative Assistant**
- > **Academic Research Assistant**
- > **Freelance Content Creator/Small Business Administrator**

FREQUENTLY ASKED QUESTIONS

Q: What prior knowledge or software is required to take the Microsoft Office Home Student course?

This course is designed for beginners, so no prior experience with Microsoft Office is required. You should have basic computer literacy, including how to use a mouse and keyboard. We recommend having Microsoft Office Home & Student installed on your computer, but the course will guide you through the features relevant to this specific software package.

Q: How will the skills learned in this Home Student course specifically benefit my academic studies or personal projects?

For academic studies, you'll learn to create well-structured reports in Word, organize research data in Excel, and design compelling presentations for projects in PowerPoint. For personal projects, you'll gain skills to manage household budgets, create personalized documents, and craft engaging visual content, significantly boosting your efficiency and the quality of your output.

Q: Can the skills gained from this Microsoft Office Home Student course be applied in a professional work environment, even though it's the 'Home Student' version?

Absolutely. While 'Home Student' focuses on essential features, the core skills you acquire in Word, Excel, and PowerPoint are universally applicable. You'll learn to create, edit, and manage documents, spreadsheets, and presentations – fundamental tasks in almost any professional setting. This course provides a strong foundation that can be directly transferred to various entry-level administrative or support roles, making you a more valuable asset in the workplace.

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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