



MICROSOFT TRAINING

Microsoft Training Online

Unlock potential across Microsoft's ecosystem with expert online training. Develop practical skills for Microsoft applications and cloud services.

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 Training Online" course is meticulously designed to elevate your proficiency across the essential Microsoft ecosystem, enabling you to harness the power of productivity and collaboration tools. In just two intensive hours, you will delve into advanced features of core Microsoft applications, learn strategies for seamless teamwork, and understand fundamental best practices for efficient digital operations. This training moves beyond basic usage, focusing on practical application and techniques that save time and enhance output in a professional setting. By mastering these skills, you'll become a more effective and indispensable asset in any modern workplace.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Mastering Core Microsoft 365 Applications

- Advanced Word features: Styles, Mail Merge, Track Changes
- Excel for Data Analysis: Formulas, PivotTables, Charts, Conditional Formatting
- PowerPoint Presentation Design: Master Slides, Multimedia Integration, Presenter View

02 Module 2: Seamless Communication and Collaboration with Microsoft Teams & Outlook

- Optimizing Outlook: Advanced Email Management, Calendaring, Task Integration
- Microsoft Teams in-depth: Channel Management, Meeting Features, File Collaboration
- OneDrive for Business: Secure Cloud Storage, File Sharing, Version Control

03 Module 3: Productivity Best Practices and Digital Citizenship

- Time-Saving Tips and Keyboard Shortcuts across Microsoft 365
- Basic Security and Privacy Settings for Microsoft Applications
- Strategies for Efficient Information Management and Organization

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Enhanced Office Administrator**
- > **Digital Productivity Specialist**
- > **Collaborative Project Coordinator**

FREQUENTLY ASKED QUESTIONS

Q: What specific productivity enhancements can I expect to gain from this 2-hour Microsoft Training

Online course?

This course focuses on practical, time-saving techniques. You'll learn to automate tasks in Excel, collaborate more efficiently on documents in Word, create impactful presentations faster in PowerPoint, and streamline communication through advanced features in Outlook and Teams, ultimately reducing manual effort and improving your daily workflow efficiency.

Q: Is prior experience with Microsoft products required, or is this course suitable for users looking to advance their basic skills?

This intermediate-level course assumes a basic familiarity with Microsoft applications. While not a beginner's course, it is perfectly suited for users who have foundational knowledge and are looking to move beyond basic usage, unlock more powerful features, and apply advanced productivity techniques to their daily tasks.

Q: How will this training help me leverage Microsoft 365 for better team collaboration and project management?

You will gain specific skills to enhance team collaboration, including advanced file sharing and co-authoring techniques in OneDrive and Teams, effective channel and meeting management within Microsoft Teams, and integrated task and calendar management in Outlook. These skills are crucial for coordinating projects and fostering real-time teamwork across your organization.

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.

Location

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