



MICROSOFT TRAINING

Ms Office 2 Day Custom Course

Master essential Microsoft Office skills in just two days. Enhance your productivity and efficiently manage your daily tasks.

DURATION

16 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

The Computer Pride Ms Office 2 Day Custom Course is an intensive, 16-hour intermediate-level program designed for professionals seeking to significantly enhance their productivity and proficiency across key Microsoft Office applications. This bespoke training experience goes beyond basic functionalities, diving into advanced features and techniques in Microsoft Word, Excel, PowerPoint, and Outlook. Participants will learn to leverage these powerful tools for efficient document creation, sophisticated data analysis, compelling presentations, and streamlined professional communication, all tailored to meet specific organizational or individual needs. This course is meticulously structured to transform how you interact with daily office tasks. By focusing on practical, real-world scenarios, you'll master advanced formatting in Word, complex formulas and data visualization in Excel, dynamic slide design in PowerPoint, and effective email management and calendaring in Outlook. The 'custom' element ensures that the content aligns directly with the challenges and objectives of your role or team, providing immediate, actionable skills that translate into tangible improvements in workflow and output. Investing in this custom course means investing in your professional development and organizational efficiency. Graduates will emerge with a robust skill set, capable of tackling complex administrative tasks, generating insightful reports, delivering impactful presentations, and managing communications with unparalleled speed and accuracy. This expertise not only boosts individual confidence but also contributes directly to a more productive and professional work environment, making you an indispensable asset within any team.

Duration	16 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Advanced Document Creation & Management (Microsoft Word)

- Styles and Themes for Consistent Formatting
- Table of Contents, Indexes, and Citations
- Mail Merge for Personalized Communications
- Track Changes, Comments, and Document Security
- Long Document Navigation and Organization

02 Module 2: Intermediate Data Analysis & Reporting (Microsoft Excel)

- Advanced Formulas (e.g., VLOOKUP, INDEX-MATCH, SUMIFS, logical functions)
- Data Validation and Conditional Formatting
- Creating and Customizing Charts & Graphs
- Introduction to PivotTables for Data Summarization
- Working with Multiple Worksheets and Workbooks

03 Module 3: Dynamic Presentations & Visual Communication (Microsoft PowerPoint)

- Mastering Slide Master for Branding Consistency
- Advanced Object Manipulation and Alignment Tools
- Integrating Multimedia (Audio, Video, Hyperlinks)
- Custom Animations and Transitions
- Delivering Effective Presentations (Presenter View, Rehearsal)

04 Module 4: Efficient Email & Time Management (Microsoft Outlook)

- Organizing and Searching Emails Effectively (Rules, Categories, Folders)

- Managing Calendars and Scheduling Meetings
- Creating and Assigning Tasks
- Using Contacts and Contact Groups
- Setting Up Out of Office Replies and Signatures

05 Module 5: Office Integration & Automation Basics

- Linking Data Between Excel and Word/PowerPoint
- Embedding Objects from One Application to Another
- Introduction to Simple Macros in Excel (Recording and Running)
- Basic Customization of the Ribbon and Quick Access Toolbar

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Executive Assistant or Administrative Professional seeking to optimize office operations and manage complex schedules and documents.**
- > **Project Coordinator looking to enhance reporting, data tracking, and communication across various project stakeholders using integrated Office tools.**
- > **Data Entry Specialist or Junior Analyst aiming to master advanced Excel functions for efficient data manipulation, analysis, and basic report generation.**

FREQUENTLY ASKED QUESTIONS

Q: How is the 'Custom Course' aspect implemented, and what flexibility do I have in tailoring the content?

The 'Custom Course' feature allows us to work directly with you or your organization to identify specific learning objectives and challenges. Before the training, we conduct a brief needs assessment to understand which advanced features across Word, Excel, PowerPoint, and Outlook are most relevant to your daily tasks. This ensures the 16-hour curriculum is precisely tailored, focusing on the tools and techniques that will deliver the most immediate and significant impact for your team's productivity.

Q: What are the prerequisite skills or knowledge expected for participants attending this intermediate-level course?

This Ms Office 2 Day Custom Course is designed for intermediate users. Participants should have a foundational working knowledge of Microsoft Office applications, including basic navigation, file management, fundamental document creation in Word, simple data entry and basic formulas in Excel, and creating basic presentations in PowerPoint. Familiarity with sending and receiving emails in Outlook is also beneficial. The course builds upon these basics to introduce more advanced and efficient techniques.

Q: Will there be opportunities for hands-on practice or project-based learning during the 2-day custom course?

Absolutely. This course is highly interactive and practical. A significant portion of the 16 hours is dedicated to hands-on exercises, real-world case studies, and practical application workshops. We encourage participants to bring examples of their own work challenges, which can be used as practical scenarios during the training, ensuring that the skills learned are immediately applicable to their professional environment. You'll build and refine actual documents, spreadsheets, and presentations throughout the course.

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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