



MICROSOFT TRAINING

Ms Office Online Course

Gain intermediate proficiency in Microsoft Word, Excel, and PowerPoint to excel in any professional role.

DURATION

32 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

Elevate your professional toolkit with our Intermediate Ms Office Online Course, a comprehensive 32-hour program designed to transform you from a basic user to an advanced practitioner of Microsoft's essential productivity suite. This course dives deep into the core applications – Word, Excel, PowerPoint, Outlook, and introduces you to collaborative tools like Microsoft Teams and OneDrive – equipping you with the skills to navigate complex tasks, streamline workflows, and enhance communication across any professional setting. You will master advanced features, uncover efficiency hacks, and learn to leverage these powerful tools for data analysis, professional document creation, engaging presentations, and effective email management. This course is meticulously structured to provide a hands-on learning experience, ensuring you can immediately apply your new expertise in real-world scenarios. It's not just about knowing the software; it's about mastering it to drive productivity and innovation.

Upon completion of this course, you will possess a robust understanding of the Microsoft 365 ecosystem, significantly boosting your marketability and efficiency. The benefits extend beyond individual tasks, encompassing improved team collaboration through shared documents and cloud integration, enhanced data-driven decision-making, and the ability to craft compelling visual and written communications. Whether you're looking to climb the corporate ladder, manage projects more effectively, or simply become an indispensable asset in your organization, this certification will validate your advanced proficiency and unlock new opportunities. Equip yourself with the skills demanded by today's dynamic digital workplace and confidently tackle any challenge.

Duration	32 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Mastering Professional Documents with Word

- Advanced Document Formatting and Styles
- Managing Long Documents (Table of Contents, Indexing, Citations)
- Mail Merge for Personalized Communications
- Document Collaboration and Review Features (Track Changes, Comments)
- Creating and Using Templates Effectively

02 Module 2: Advanced Data Management and Analysis with Excel

- Complex Formulas and Functions (VLOOKUP, INDEX-MATCH, IF, TEXT, DATE)
- Data Validation and Conditional Formatting Techniques
- PivotTables and PivotCharts for Data Summarization and Reporting
- What-If Analysis Tools (Goal Seek, Scenario Manager)
- Introduction to Macros for Automation (Recording and Running)

03 Module 3: Dynamic Presentations and Visual Communication with PowerPoint

- Advanced Slide Master Usage and Custom Template Design
- Integrating Multimedia (Audio, Video, Hyperlinks)
- Enhancing Visuals with SmartArt and Chart Customization
- Mastering Animation and Transition Effects for Impact
- Presentation Delivery Best Practices and Speaker Notes

04 Module 4: Efficient Communication and Collaboration with Outlook & Teams

- Advanced Email Management (Rules, Quick Steps, Categories, Search Folders)
- Calendar Management, Meeting Scheduling, and Resource Booking
- Effective Task and Contact Management
- Introduction to Microsoft Teams for Chat, Meetings, and File Sharing
- Leveraging OneDrive for Cloud Storage and File Collaboration

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Office Administrator / Executive Assistant**
- > **Data Entry Specialist / Junior Business Analyst**
- > **Project Coordinator / Operations Associate**

FREQUENTLY ASKED QUESTIONS

Q: How will this Intermediate Ms Office Online Course specifically enhance my data management and analytical capabilities beyond basic Excel functions?

This course delves into advanced Excel features like PivotTables for efficient data summarization, complex formulas (VLOOKUP, INDEX-MATCH) for powerful data lookup, and data validation for maintaining data integrity. You will also explore What-If Analysis tools to forecast outcomes, equipping you with practical skills to organize, analyze, and interpret large datasets, ultimately improving your ability to generate actionable insights and create robust reports.

Q: What foundational Microsoft Office skills are expected from participants before enrolling in this Intermediate level course?

Participants are expected to have a basic working knowledge of Microsoft Word (including creating, saving, and basic formatting of documents), Excel (entering data, simple formulas like SUM/AVERAGE, and navigating spreadsheets), and PowerPoint (creating basic slides and presentations). This course builds upon these fundamentals, focusing on more advanced features, efficiency techniques, and collaborative tools across the Microsoft 365 suite.

Q: Beyond individual application proficiency, what collaborative and cloud-based productivity skills will I develop through this online course, especially relevant for modern work environments?

This course emphasizes leveraging the Microsoft 365 ecosystem for seamless team collaboration. You will learn to utilize Word's advanced review features for document co-authoring, share and co-edit Excel workbooks in real-time, effectively use OneDrive for cloud storage and secure file sharing, and gain an understanding of Microsoft Teams for integrated communication, virtual meetings, and project management. These skills are critical for enhancing teamwork and productivity in both office and remote work settings.

ABOUT COMPUTER PRIDE

**computerpride*****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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