



MICROSOFT TRAINING

Ms Word Advanced Customization Course

Customize Ms Word templates, automate tasks, and streamline document creation with advanced features for enhanced productivity.

DURATION

4 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

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COURSE OVERVIEW

Unlock the full potential of Microsoft Word with Computer Pride's Ms Word Advanced Customization Course. This intensive 4-hour program is meticulously designed for individuals who are already proficient with the fundamentals of Word and are eager to elevate their document creation, management, and automation skills to an expert level. You'll delve deep into sophisticated features such as mastering styles and themes for consistent branding, creating dynamic templates, implementing advanced mail merge techniques, and building interactive forms. This course empowers you to transform manual, repetitive tasks into automated, efficient workflows.

By focusing on advanced customization, you will learn to produce professional, high-quality documents with unparalleled efficiency and precision. The curriculum emphasizes practical, hands-on application of Word's most powerful tools, enabling you to manage complex documents, streamline collaboration, and ensure document integrity and security. Whether you are managing extensive reports, preparing polished marketing materials, or developing standardized office forms, this course will equip you with the expertise to navigate and utilize Microsoft Word's advanced functionalities to their fullest extent, significantly boosting your productivity and the professional appeal of your work.

Duration	4 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Mastering Styles and Themes for Consistency

- Customizing, creating, and managing paragraph, character, and linked styles
- Building and applying custom style sets and document themes
- Utilizing Building Blocks and Quick Parts for reusable content
- Understanding and modifying document templates (.dotx)

02 Module 2: Efficient Long Document Management

- Generating dynamic Tables of Contents, Figures, and Tables
- Creating indexes and bibliographies (citations management)
- Implementing cross-references and bookmarks for navigation
- Managing complex layouts with section breaks for varied headers/footers
- Introduction to Master Documents for large-scale projects

03 Module 3: Automation with Forms and Basic Macros

- Designing fillable forms using Content Controls (text, date picker, dropdowns, checkboxes)
- Protecting forms and documents for restricted editing
- Recording and running simple macros to automate repetitive tasks
- Assigning keyboard shortcuts and quick access toolbar buttons to macros

04 Module 4: Advanced Data Merging and Collaboration

- Executing advanced Mail Merge techniques (conditional merges, directory merges)
- Linking Word documents to external data sources (Excel, Access)
- Tracking changes, comments, and reviewing options for collaborative editing
- Comparing and combining documents to resolve revisions
- Implementing document security and digital signatures

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Executive Administrative Assistant specializing in corporate document management**
- > **Technical Writer or Documentation Specialist requiring sophisticated formatting and version control**
- > **Content Editor/Publisher focused on brand consistency and automated document generation**

FREQUENTLY ASKED QUESTIONS

Q: What level of prior Microsoft Word experience is required to benefit most from this Advanced Customization Course?

This course is designed for intermediate-level Word users. Participants should be comfortable with basic document creation, formatting, saving, and printing. Familiarity with common features such as tables, basic paragraph formatting, and standard navigation is essential, as this course rapidly moves into advanced customization and automation techniques.

Q: How will mastering advanced Word customization directly impact my efficiency and career prospects?

Mastering advanced Word customization will significantly boost your efficiency by allowing you to automate repetitive tasks, ensure document consistency across an organization, and manage complex reports with ease. This translates into becoming a highly valued professional capable of producing polished, error-free, and branded documents quickly, which is crucial for roles in administration, technical writing, and content management.

Q: Will I learn to create custom professional templates and interactive forms without needing programming skills?

Absolutely! This course focuses on utilizing Word's built-in tools to create highly customized professional templates (e.g., for reports, letters, proposals) and interactive fillable forms using Content Controls. While we introduce recording basic macros, the emphasis is on leveraging Word's graphical interface and features, meaning you do not need any programming knowledge to develop sophisticated document solutions and automated forms.

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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