COURSE SYLLABUS

Complete Microsoft Office Bootcamp

Develop skills across Excel, PowerPoint, Word, and Outlook. This package includes three levels of Excel and two levels each of PowerPoint, Word, and Outlook.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/complete-microsoft-office-bootcamp



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Course Outline

This package includes these courses

- Excel for Business Fundamentals (6 Hours)
- Intermediate Excel for Business (6 Hours)
- Advanced Excel for Business (6 Hours)
- PowerPoint for Business (6 Hours)
- Advanced PowerPoint for Business (6 Hours)
- Microsoft Outlook Level I (6 Hours)
- Microsoft Outlook Level II (6 Hours)
- Microsoft Word Level I (6 Hours)
- Microsoft Word Level II (6 Hours)

Excel for Business Fundamentals

Learn Excel fundamentals, including entering and formatting data, writing formulas, creating charts, and preparing worksheets for printing.

Intermediate Excel for Business

Build Excel skills with PivotTables, lookup functions, conditional calculations, text tools, and charts.

Advanced Excel for Business

Build on your Excel skills with advanced functions, PivotTables, macros, and tools for analyzing and managing workbook data.

PowerPoint for Business

- Create new PowerPoint Presentations
- Choose appropriate slide layouts & add content (text, images, etc.)

- Add photos, graphics, & how to adjust them (size, crop, etc.)
- Build Diagrams using SmartArt
- Draw Shapes & Lines
- Align & Evenly Space Objects
- Work with Tables & Charts
- Add Transitions
- Run a PowerPoint Presentation (Slide Show)

Advanced PowerPoint for Business

- Design Custom PowerPoint Themes
- Work with Theme Colors, Fonts, Backgrounds, & Slide Layouts
- Add Animations for Stand Out Presentations
- Incorporate Video
- Customize the Look of Charts & Animate Charts
- Bring in Tables from Excel
- Manage Large Presentations with Sections, Hidden Slides, and Custom Shows
- Collaborate with Others using Comments

Microsoft Outlook Level I

Learn to organize email, manage contacts, and schedule appointments and tasks in Microsoft Outlook.

Microsoft Outlook Level II

In this course, you will configure mail accounts, perform advanced searches, control spam with filters, automate tasks with rules, and learn advanced calendar and contact management skills. This course builds upon the foundational knowledge presented in the Outlook Essentials course and will help you customize a communication system well-suited to your work styles.

Microsoft Word Level I

Learn to create and format Word documents, organize text and lists, and prepare documents for everyday business use.

Microsoft Word Level II

Build on Word fundamentals with styles, templates, mail merge, macros, and tools for more complex documents.