COURSE SYLLABUS

Microsoft Office Fundamentals Bootcamp

Build a foundation in Excel, PowerPoint, Word, and Outlook. This package combines four beginner classes covering spreadsheets, presentations, documents, email, and calendars.

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/microsoft-office-fundamentals-bootcamp



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Course Outline

This package includes these courses

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

Microsoft Word Level I

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

Microsoft Outlook Level I

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

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)

Excel for Business Fundamentals

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