COURSE SYLLABUS

Complete Microsoft Office Bootcamp

Learn Excel, PowerPoint, Word, and Outlook in depth in this bootcamp. This package includes three levels of Excel, two levels of PowerPoint, two levels of Word, and two levels of Outlook classes at a 15% discount.

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



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Course Outline

This package includes these courses

- PowerPoint Level I (6 Hours)
- PowerPoint Level II (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 Level I: Fundamentals (6 Hours)
- Excel Level II: Intermediate (6 Hours)
- Excel Level III: Advanced (6 Hours)

PowerPoint Level I

This beginner-friendly PowerPoint course covers the core skills needed to create engaging and professional presentations. From building slides to working with images, charts, and transitions, you'll learn how to design visually compelling presentations and deliver them with confidence.

- Build new presentations from templates and customize layouts, themes, and content structure
- Add and edit text, bullets, and numbered lists using Outline View and other formatting tools
- Insert and enhance photos, SmartArt, and shapes with effects, cropping, and alignment tools
- Create and format tables, add connector lines, and import charts from Excel to display data
- Apply transitions, manage presenter notes, and use presentation tools for live or virtual delivery
- Save, print, and export presentations to PDF, with options tailored for professional use

PowerPoint Level II

This advanced PowerPoint course is designed for users ready to take their presentation skills to the next level. Learn how to

build professional themes, streamline design with Slide Master, and enhance visual storytelling through animation, video, and advanced chart customization.

- Create and manage Slide Master layouts to maintain consistent branding across entire presentations
- Design custom PowerPoint themes, including personalized color palettes, fonts, and reusable backgrounds
- Animate bullet points, charts, and objects using entrance, emphasis, and exit effects, plus explore the Morph transition
- Integrate video, hyperlinks, and dynamic charts and tables imported from Excel for interactive presentations
- Customize presentation workflows with hidden slides, custom shows, sections, and the Quick Access Toolbar
- Collaborate and finalize projects with built-in commenting tools, PDF export options, and optimized printing settings

Microsoft Outlook Level I

This one-day class concentrates on how to use Outlook quickly and effectively for daily work tasks or to become a Microsoft Office Specialist: Outlook Associate. By the end of this class, you will be able to reduce hours of repetitive work by setting up rules and search folders to automate email, manage your calendar and to-do lists, manage huge amounts of email with ease, manage complex scheduling, organize all your contacts and track your correspondence.

- Outlook settings
- Working with messages
- Calendar management
- Notes, tasks, and journals
- Contacts and groups

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 Level I course and will help you customize a communication system well-suited to your work style.

- Configure mail accounts, modify messages, and set global options to personalize your Outlook environment
- Organize and search messages efficiently, manage mailboxes, and control spam with filters
- Automate message management using rules to streamline repetitive tasks
- Manage calendar settings and schedule activities for better time and task management
- Work with contacts and groups to maintain and organize your professional network
- Share workspaces and collaborate more effectively with teammates

Microsoft Word Level I

Learn essential Microsoft Word skills to work faster and more efficiently, with no prior experience required. This hands-on class covers everything from basic formatting to advanced features like mass emails, citations, and time-saving shortcuts.

- Navigate documents efficiently and format text, paragraphs, and page layouts with confidence
- Work with tables and lists to organize and present information clearly
- Add and manage images within Word documents
- Insert endnotes, footnotes, and citations for professional and academic writing
- Save time with productivity shortcuts and formatting fixes for cleaner, more polished documents

Microsoft Word Level II

Take your Microsoft Word skills to the next level with this advanced training course. You'll learn to automate tasks, create custom styles and templates, and work efficiently with long and complex documents.

- Manage multiple documents and collaborate with others using track changes, comments, and revision tools
- Apply advanced formatting techniques and build custom style sets and templates for consistent, professional documents
- Create and manage reference tables including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications at scale
- Work efficiently with long documents using tools and techniques that streamline your workflow

Excel Level I: Fundamentals

- Get comfortable with the Excel interface and learn multiple ways to enter and organize data in a worksheet.
- Work with rows, columns, and worksheets by inserting, deleting, hiding, grouping, and managing spreadsheet elements.
- Build foundational Excel skills with Autofill, basic calculations, AutoSum, and essential functions such as SUM, AVERAGE, MAX, MIN, and COUNT.
- Use formulas more effectively with absolute references, logical true/false tests, text functions, and multi-input functions.
- Format spreadsheets for clarity with cell formatting and conditional formatting that highlights data based on specific rules.
- Create visual reports with column charts, line charts, pie charts, sparklines, and Excel Tables.
- Manage workbooks more efficiently using Freeze Panes, printing tools, display options, templates, and essential keyboard shortcuts and Excel tips.
- Reinforce key concepts through end-of-class projects designed to review what you learned.

Excel Level II: Intermediate

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort & Filter databases, and split and join text. Gain the skills needed to utilize complex Excel functions and prepare for more advanced training.

- Navigate worksheets more efficiently using keyboard shortcuts and Excel tools that speed up movement within and between cells.
- Work with formulas and text by reviewing calculation methods, splitting text with Text to Columns, and joining text with CONCAT and the ampersand.
- Manage cell ranges with Paste Special, Paste Special Values, and named ranges to format data, hardcode results, and simplify references in calculations.
- Use database tools such as VLOOKUP, XLOOKUP, Sort & Filter, and Remove Duplicates to find, organize, and clean large sets of data.
- Build PivotTables to summarize large databases, group data within PivotTables, and create multiple PivotTables on a single worksheet.
- Apply logical, math, and statistical functions including IF, AND, OR, SUBTOTAL, SUMIFS, and COUNTIFS to analyze data based on conditions and filtered results.
- Improve data quality with Data Validation and reinforce key course concepts by completing an end-of-class project.

Excel Level III: Advanced

Learn all of the most complex features of Microsoft Excel in this advanced training course—Excel functions, macros, and data analysis to improve efficiency and manage complex data in any job setting. This advanced course is ideal for Excel power-users.

- Use advanced navigation tools, Autofill techniques, Hot Keys, and Go To Special to move through worksheets and work more efficiently.

- Build stronger formulas with mixed references, cell auditing tools, date functions, and custom number formats.
- Create advanced logic with nested IF statements and IF formulas that incorporate AND/OR criteria for more flexible results.
- Perform What-If Analysis with Goal Seek and Data Tables to test variables and evaluate possible outcomes.
- Analyze data with advanced PivotTable tools, including base fields and sets, calculated fields, and PivotCharts.
- Use XMATCH, INDEX-MATCH, macros, and dynamic arrays to create powerful lookups, automate tasks, and complete an end-of-class project reviewing key concepts.