COURSE SYLLABUS

Microsoft Office Intermediate Bootcamp (Self-Paced)

Enhance your Microsoft Office skills with this immersive course. Master intermediate and advanced techniques in Excel, PowerPoint, Word, and Outlook to streamline your workflow and increase productivity.

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



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Course Outline

This package includes these courses

- Excel Level II: Intermediate Course Online (Self-Paced) (6 Hours)
- Excel Level III: Advanced Course Online (Self-Paced) (6 Hours)
- Microsoft Word Level II (Self-Paced) (6 Hours)
- PowerPoint Level II (Self-Paced) (6 Hours)
- Microsoft Outlook Level II (Self-Paced) (6 Hours)

Excel Level II: Intermediate Course Online (Self-Paced)

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.

- Learn to split and join text, apply data validation, and create named ranges
- Use lookup functions such as VLOOKUP and HLOOKUP
- Write logical formulas using AND, OR, and IF functions
- Create PivotTables to efficiently summarize and analyze large datasets
- Apply functions such as RANK, COUNTIFS, and SUMIFS
- Build advanced combo charts by combining multiple chart types
- Reinforce key concepts through a guided final project

Excel Level III: Advanced Course Online (Self-Paced)

Learn advanced 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.

- Cell management including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions and advanced analytical tools
- Record macros and relative reference macros for ad hoc reporting

Microsoft Word Level II (Self-Paced)

Enhance your Microsoft Word abilities with this self-paced training. Discover how to automate repetitive tasks, design custom styles and templates, and manage lengthy documents effectively. This course will help you improve your efficiency and streamline your work processes.

- Efficiently manage and work with multiple documents
- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for polished, professional documents
- Create and manage reference tables, including tables of contents and indexes
- Design forms and utilize mail merge to automate personalized communications
- Develop and apply custom style sets and templates for consistent formatting

PowerPoint Level II (Self-Paced)

This self-paced course covers core PowerPoint skills to create engaging, professional presentations. Learn how to design slides, work with images, charts, and transitions, and develop visually compelling presentations you can confidently present.

- Create presentations from templates and customize layouts, themes, and content structure
- Edit text, bullets, and numbered lists with Outline View and advanced formatting tools
- Insert and enhance images, SmartArt, and shapes using effects, cropping, and alignment options
- Format tables, add connector lines, and import Excel charts to display data
- Apply transitions, manage presenter notes, and use tools for live or virtual presentations
- Save, print, and export presentations to PDF with professional-use options

Microsoft Outlook Level II (Self-Paced)

This self-paced course covers everything you need to know to configure your mail accounts, perform advanced searches, control spam using filters, automate tasks with rules, and master calendar and contact management. Customize your Outlook setup to suit your unique workflow.

- Edit messages and configure global settings
- Customize calendar settings and manage contacts and groups
- Organize and search for messages
- Handle mailboxes efficiently
- Manage tasks and activities
- Automate message management
- Share workspaces and collaborate effectively