

# 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 in Live Online and onsite training is available for this course. For more information, email [corporate@nobledesktop.com](mailto: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 to split and join text, apply data validation, and create named ranges
- Use database functions such as VLOOKUP and HLOOKUP
- Write logical formulas using AND, OR, and IF functions
- Create Pivot Tables to efficiently summarize and analyze large datasets
- Apply statistical 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)

- 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)**

- 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)**

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