Complete Microsoft Office Bootcamp

Learn all the Microsoft Office programs 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 in NYC and onsite training is 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

- 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)

PowerPoint Level II

- 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

This one-day class concentrates on how to use Outlook quickly and effectively for daily work tasks or to become an Official Microsoft Certified Outlook Specialist. 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.

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

- Navigating through documents
- How to format documents
- Working with text and paragraphs
- Tables in Word
- Lists
- Endnotes, footnotes, and citations
- Adding Images to Word Documents

Microsoft Word Level II

- Working with multiple documents
- Tracking changes
- Advanced formatting
- Reference tables
- Forms and mail merge
- Custom style sets and templates

Excel Level I: Fundamentals

In this beginner Excel course, you will learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This comprehensive course is perfect for those with limited experience looking to expand their

proficiency.

- Become familiar with the interface and data entry
- Learn essential formulas and functions
- Format and print your work
- Create charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management
- Review key concepts in a final project

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.

- Learn to split and join text, add data validation, and named ranges
- Use database functions such as VLOOKUP & HLOOKUP
- Add logical statements, including AND, OR, and IF statements
- Create Pivot Tables to quickly summarize large databases
- Use statistcal functions such as Ranking, COUNTIFS, and SUMIFS
- Create advanced combo charts from multiple charts
- Review key concepts by creating a final 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.

- Cell management including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions such as nested IF statements
- Learn advanced analytical tools for data consolidation, conditions to exclude data, and pivot charts
- Use advanced database functions including MATCH, VLOOKUP-MATCH, and INDEX-Double MATCH
- Record macros and relative reference macros for ad hoc reporting
- Create a project that applies key concepts from the class