

Microsoft Office Fundamentals Bootcamp

Learn the fundamentals of the essential Microsoft Office programs in this 4-day bootcamp.

This package includes our beginner Excel, PowerPoint, Word, and 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/microsoft-office-fundamentals-bootcamp>



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Course Outline

This package includes these courses

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

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

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)

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 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.