

# Microsoft Office Intermediate Bootcamp

Develop intermediate and advanced Microsoft Office skills in this immersive course. Master Excel, PowerPoint, Word, and Outlook to speed up your workflow and boost your productivity.

Group classes in NYC 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>



[hello@nobledesktop.com](mailto:hello@nobledesktop.com) • (212) 226-4149

## Course Outline

This package includes these courses

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

### 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 statistical 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

## Microsoft Word Level II

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

## 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 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.