COURSE SYLLABUS

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 (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.careercenters.com/courses/microsoft-office-fundamentals-bootcamp



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Course Outline

This package includes these courses

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

Beginner Microsoft Excel

Get going with the basics of Excel and start working on projects in Excel. Get practice with calculations and formulas, charts and tables, worksheet and workbook formatting, and basic hotkeys to accelerate your workflow.

Microsoft PowerPoint Level I

Get comfortable with PowerPoint essentials, from formatting text and visuals to delivering a presentation. By the end of this course, you'll know how to create and edit PowerPoint files, add and adjust different types of content (photos, icons, tables, charts, shapes and more) and how to present to an audience who's in-person or online.

Microsoft Word Level I

Master Microsoft Word's essential shortcuts and techniques in one day. Prepare and send mass emails, letters, and labels with one click. Learn everyday functions used in firms throughout New York City. Eliminate formatting blunders with bullets and page numbers. By the end of this class, you'll be able to apply shortcuts that save hours on daily tasks and optimize your time in Microsoft Word.

Microsoft Outlook Level I

Learn the basics of Outlook—email, calendar, notes, tasks, and journals. This one-day course covers all the Outlook essentials for complete beginners and experienced Outlook users who would like to speed up email and calendar management.