COURSE SYLLABUS

Microsoft Office Intermediate Bootcamp

Develop intermediate and advanced Microsoft Office skills in this immersive course. This bootcamp will make you proficient in a wide range of business skills, from creating Pivot Tables to setting up mail merges. By the time you finish, you'll be an expert at Excel, PowerPoint, Word, and Outlook.

> 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-intermediate-bootcamp



nyc@careercenters.com • (212) 684-5151

Course Outline

This package includes these courses

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

Microsoft Word Level II

Advance your career with training in Microsoft Word's most advanced functions and features. Automate useful tools like mail merge. Record tasks and write macros to save time. Create custom document styles and templates to improve productivity within your entire team. By the end of this course, you'll master advanced techniques that expedite your workflow. If you use Microsoft Word daily, this course provides essential training in everything you need to know.

Microsoft Outlook Level II

Master advanced Outlook skills—learn how to customize the Outlook interface, group, sort, and filter messages, and use rules to automate message organization in your mailbox. After this one-day course, you'll be able to significantly reduce the time you spend managing email in Outlook.

Microsoft PowerPoint Level II

Master PowerPoint's advanced features from slide masters to custom shows in this six-hour PowerPoint course. By the end of this course, you'll be able to create custom themes, use animations, and manage large presentations.

Intermediate Microsoft Excel

The intermediate Excel class focuses on more advanced functions (including VLOOKUP, COUNTIFS and SUMIFS), Sort & Filter, and Pivot Tables. You'll also learn crucial text-related features like splitting and joining text, removing duplicates, and data validation. Embedded in the course are pivotal time-saving tricks like Paste Special, keyboard shortcuts, and navigation techniques.

Advanced Microsoft Excel

Become an expert Excel user with this Advanced Excel course. Learn powerful functions like INDEX-MATCH, work with advanced Pivot Table functions, and start recording macros to automate workflows. Prepare yourself for any Excel challenge with this advanced Excel course.