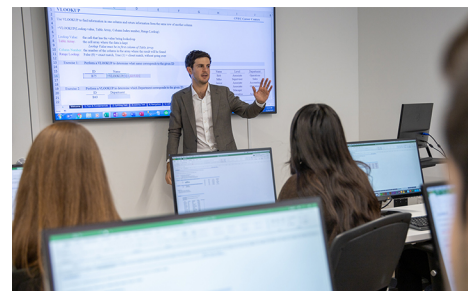


# Complete Microsoft Office Bootcamp

Learn all the Microsoft Office programs in-depth in this 9-day 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 on-site training is available for this course.**

For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: [careercenters.com/courses/complete-microsoft-office-bootcamp](https://careercenters.com/courses/complete-microsoft-office-bootcamp)



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## Course Outline

This package includes these courses

- Beginner Microsoft Excel
- Intermediate Microsoft Excel
- Advanced Microsoft Excel
- Microsoft Word Level I
- Microsoft Word Level II
- Microsoft Outlook Level I
- Microsoft Outlook Level II
- Microsoft PowerPoint Level I
- Microsoft PowerPoint Level II

## Excel for Business Fundamentals

### Introduction

- Interface
- Data Entry

### Formulas

- Autofill
- Calculations
- True or False
- AutoSum Functions
- Text Functions
- Multi-Input Functions
- Absolute Cell References

## **Formatting**

- Formatting
- Format Painter
- Conditional Format

## **Charts & Tables**

- Line Chart
- Column Chart
- Pie Chart
- Tables

## **Workbook Management**

- Printing
- Worksheets
- Repeat Action
- Shortcuts

## **End of Class Project**

- Project
- Save and Close

# **PowerPoint for Business**

## **Introduction**

- User Interface
- File Management

## **Creating Presentation**

- Adding Text Using Outline View
- Adding Slides

## **Images**

- Getting Images
- Placing Images
- Adjusting/Styling Images

## **SmartArt**

- Building Diagrams
- Styling Diagrams
- Converting Bullet Lists to SmartArt

## **Shapes**

- Creating Shapes
- Styling Shapes
- Adding Text to Shapes
- Adjusting Shapes
- Text Boxes
- Connectors

## **Layered Objects**

- Aligning
- Distributing
- Grouping

## **Tables**

- Creating Tables
- Designing Tables

## **Charts**

- Creating Charts
- Designing Charts
- Saving Chart Templates

## **Proofing and Editing**

- Spell Check
- Using Slide Sorter View
- Printing

## **Animation**

- Slide Transitions
- Slide Animations

## **Running a Presentation**

- Starting and Stopping a Presentation
- Presenting to an Audience
- Navigating
- Annotating
- Using Speaker Notes
- Using Presenter View

# **Microsoft Word Level I**

## **Getting Started with Word**

- Navigate in Microsoft Word
- Create and Save Word Documents
- Manage Your Workspace
- Edit Documents
- Preview and Print Documents
- Customize the Word Environment

## **Formatting Text and Paragraphs**

- Apply Character Formatting
- Control Paragraph Layout
- Align Text Using Tabs
- Display Text in Bulleted or Numbered Lists
- Apply Borders and Shading

## **Working More Efficiently**

- Make Repetitive Edits
- Apply Repetitive Formatting
- Use Styles to Streamline Repetitive Formatting Tasks

### **Managing Lists**

- Sort a List
- Format a List

### **Adding Tables**

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

### **Inserting Graphic Objects**

- Insert Symbols and Special Characters
- Add Images to a Document

### **Controlling Page Appearance**

- Apply a Page Border and Color
- Add Headers and Footers
- Control Page Layout
- Add a Watermark

### **Preparing to Publish a Document**

- Check Spelling, Grammar, and Readability
- Use Research Tools
- Check Accessibility
- Save a Document to Other Formats

## **Microsoft Outlook Level I**

### **Customize Outlook settings**

- Customize the appearance of the program window
- Configure program options
- Set defaults for outgoing messages
- Create and assign automatic signatures
- Configure options for multiple accounts
- Practice tasks

### **Automate Outlook**

- Automatically reply to messages
- Automatically process messages
- Create and manage Quick Steps
- Practice tasks

### **Print and save information in Outlook**

- View and save messages and attachments
- Print Outlook items

- Practice tasks

### **Search in Outlook**

- Search for items
- Use Search Folders
- Practice tasks
- Objective review

### **Manage messages**

- Create messages
- Create and send messages
- Configure message options
- Respond to messages
- Delegate access
- Practice tasks

### **Format messages**

- Format text
- Apply themes and styles
- Apply styles
- Create hyperlinks
- Insert images
- Manage schedules
- Insert memorized content
- Insert signatures
- Practice tasks

### **Organize and manage messages**

- Categorize messages
- Flag messages for follow-up
- Manage conversations
- Organize messages in folders
- Manage junk email
- Practice tasks
- Objective review

### **Create and manage calendars**

- Configure calendar settings
- Work with multiple calendars
- Share calendar information
- Practice tasks

### **Create appointments, meetings, and events**

- Create appointments and events
- Create meetings
- Manage calendar items
- Practice tasks

## **Organize and manage appointments, meetings, and events**

- Configure settings for calendar items
- Manage meeting options
- Practice tasks

## **Create and manage notes, tasks, and journals**

- Create tasks
- Manage tasks
- Create and manage notes
- Create journal entries
- Practice tasks

## **Manage contacts and groups**

- Create and manage contacts
- Create and modify contact records
- Store contact records
- Share contact records and address books
- Practice tasks

## **Create and manage groups**

Practice tasks