

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 in NYC and onsite training is available for this course. For more information, email nyc@careercenters.com or visit: <https://www.careercenters.com/courses/microsoft-office-intermediate-bootcamp>



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Course Outline

This package includes these courses

- Microsoft Word Level II (7 Hours)
- Microsoft Outlook Level II (7 Hours)
- Microsoft PowerPoint Level II (7 Hours)
- Intermediate Microsoft Excel (7 Hours)
- Advanced Microsoft Excel (7 Hours)

Intermediate Excel for Business

Worksheet Management

- Navigation
- Paste Special

Working with Text

- Splitting Text
- Joining Text
- Named Ranges
- Data Validation
- Sort & Filter
- Remove Duplicates

Database Functions

- VLOOKUP
- HLOOKUP
- VLOOKUP - Closet Match

Logical Functions

- AND, OR
- IF statements

Pivot Tables

- Pivot Tables
- Pivot Tables & Grouping
- Multiple Pivot Tables

Statistical Functions

- Ranking
- COUNTIFS
- SUMIFS

Advanced Charts

Combo Charts

End of Class Project

Project

Advanced Excel for Business

Cell Management

- Advanced Cell Locking
- Hot Keys
- Windows
- Cell Auditing

Special Formatting

- Date functions
- Conditional Formatting-Formulas

Advanced Functions

- Nested IF statements
- IF statements with AND/OR

What If Analysis

- Goal Seek
- Data Tables

Advanced Analytical Tools

- Data Consolidation
- Conditional SumProduct
- Pivot Table-Calculations
- Pivot Charts

Advanced Database Functions

- MATCH function
- VLOOKUP-MATCH
- INDEX-MATCH
- INDEX-Double MATCH

Introduction to Macros

- Recording Macros
- Relative Macros

End of Class Project

Project

Advanced PowerPoint for Business

Designing

- Slide Masters
- Themes and Templates

Collaborating

- Using Outlines
- Reusing Slides

Commenting

- Adding Comments
- Replying to Comments

Navigation

- Hyperlinks
- Action Buttons

Using Multimedia

- Video
- Audio

Charts from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Tables from Excel

- Paste
- Paste Special Paste
- Paste Special Paste Link

Custom Shows

- Building Custom Shows
- Running Custom Shows

Recording a Slideshow

- Slide Timings
- Narration

Microsoft Word Level II

Organizing Content Using Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart
- Add an Excel Table to a Word Document (Optional)

Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

Inserting Content Using Quick Parts

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

Using Templates to Automate Document Formatting

- Create a Document Using a Template
- Create a Template
- Manage Templates with the Template Organizer

Controlling the Flow of a Document

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Simplifying and Managing Long Documents

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

Using Mail Merge to Create Letters, Envelopes, and Labels

- The Mail Merge Feature
- Merge Envelopes and Labels

Microsoft Outlook Level II

Modifying Messages and Setting Global Options

- Insert Advanced Characters and Objects
- Modify Message Settings and Options
- Configure Global Outlook Options
- Customize the Outlook Interface

Organizing, Searching, and Managing Messages

- Group and Sort Messages
- Filter and Manage Messages
- Search Outlook Items

Managing Your Mailbox

- Use the Junk E-Mail Filter to Manage Messages
- Manage Your Mailbox

Automating Message Management

- Use Automatic Replies
- Use the Rules Wizard to Organize Messages
- Create and Use Quick Steps

Working with Calendar Settings

- Set Advanced Calendar Options
- Create and Manage Additional Calendars
- Manage Meeting Responses

Managing Contacts

- Import and Export Contacts
- Use Electronic Business Cards
- Forward Contacts

Managing Activities by Using Tasks

Assign and Manage Tasks

Sharing Workspaces with Others

- Delegate Access to Outlook Folders
- Share Your Calendar
- Share Your Contacts

Managing Outlook Data Files

- Use Archiving to Manage Mailbox Size
- Back Up Outlook Items
- Change Data File Settings