COURSE SYLLABUS

Complete Microsoft Office Bootcamp

Learn all the Microsoft Office programs in-depth in this 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 (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/complete-microsoft-office-bootcamp



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Course Outline

This package includes these courses

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

PowerPoint Level I

This beginner-friendly PowerPoint course covers the core skills needed to create engaging and professional presentations.

- Build new presentations from templates and customize layouts, themes, and content structure
- Add and edit text, bullets, and numbered lists using Outline View and various formatting tools
- Insert and enhance photos, SmartArt, and shapes with effects, cropping, and alignment options
- Create and format tables, add connector lines, and import charts from Excel to display data
- Apply transitions, manage presenter notes, and use presentation tools for live or virtual delivery
- Save, print, and export presentations to PDF, with options tailored for professional use

PowerPoint Level II

- Create and manage Slide Master layouts to ensure consistent branding across entire presentations
- Design custom PowerPoint themes, including personalized color palettes, fonts, and reusable backgrounds

- Animate bullet points, charts, and objects using entrance, emphasis, and exit effects, and explore the Morph transition
- Integrate video, hyperlinks, and dynamic charts and tables imported from Excel for interactive presentations
- Customize presentation workflows with hidden slides, custom shows, sections, and the Quick Access Toolbar
- Collaborate and finalize projects with built-in commenting tools, PDF export options, and optimized printing settings

Microsoft Outlook Level I

This one-day class concentrates on how to use Outlook quickly and effectively for daily work tasks or to become an Official Microsoft Certified Outlook Specialist. By the end of this class, you will be able to reduce hours of repetitive work by setting up rules and search folders to automate email, manage your calendar and to-do lists, manage huge amounts of email with ease, manage complex scheduling, organize all your contacts, and track your correspondence.

- Outlook settings
- Working with messages
- Calendar management
- Notes, tasks, and journals
- Contacts and groups

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.

- Modify messages and set Global Options
- Calendar settings
- Organize and search messages
- Contacts and groups
- Manage mailboxes
- Manage activities
- Automate message management
- Share workspaces

Microsoft Word Level I

- Navigating through documents
- How to format documents
- Working with text and paragraphs
- Tables in Word
- Lists
- Endnotes, footnotes, and citations
- Adding images to Word documents

Microsoft Word Level II

- Manage and work with multiple documents efficiently
- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for professional documents
- Create and manage reference tables, including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications
- Build and apply custom style sets and templates for consistent formatting

Beginner Excel Course

In this beginner Excel course, you will learn the essentials of Microsoft Excel, including calculators, basic functions, graphs, formatting, and printing.

- Become familiar with the interface and data entry
- Learn essential formulas and functions
- Format and print your work
- Create charts, including line, column, and pie charts
- Learn tips and tricks for easy workbook management
- Review key concepts in a final project

Intermediate Excel Course

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort and Filter databases, and split and join text.

- Learn to split and join text, add data validation, and use named ranges
- Use database functions such as VLOOKUP and HLOOKUP
- Add logical statements, including AND, OR, and IF statements
- Create PivotTables to quickly summarize large databases
- Use statistical functions such as RANK, COUNTIFS, and SUMIFS
- Create advanced combo charts from multiple charts
- Review key concepts by creating a final project

Advanced Excel Course

Learn all of the most complex features of Microsoft Excel in this advanced training course.

- Understand cell management, including cell locking, auditing, and hotkeys
- Learn 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 PivotCharts
- Use advanced database functions, such as 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