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 (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/microsoft-office-fundamentals-bootcamp



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Course Outline

This package includes these courses

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

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

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

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 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