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.

For more information, visit
https://www.creativelive.com/classes/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)
- Excel Level I: Fundamentals (6 Hours)
- Excel Level II: Intermediate (6 Hours)
- Excel Level III: Advanced (6 Hours)

PowerPoint Level I

This beginner-friendly PowerPoint course covers the core skills needed to create engaging and professional presentations. From building slides to working with images, charts, and transitions, you'll learn how to design visually compelling presentations and deliver them with confidence.

- Build new presentations from templates and customize layouts, themes, and content structure
- Add and edit text, bullets, and numbered lists using Outline View and other formatting tools
- Insert and enhance photos, SmartArt, and shapes with effects, cropping, and alignment tools
- 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

This advanced PowerPoint course is designed for users ready to take their presentation skills to the next level. Learn how to

build professional themes, streamline design with Slide Master, and enhance visual storytelling through animation, video, and advanced chart customization.

- Create and manage Slide Master layouts to maintain 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, plus 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 Microsoft Outlook Level I course and will help you customize a communication system well-suited to your work styles.

- Configure mail accounts, modify messages, and set global options to personalize your Outlook environment
- Organize and search messages efficiently, manage mailboxes, and control spam with filters
- Automate message management using rules to streamline repetitive tasks
- Manage calendar settings and schedule activities for better time and task management
- Work with contacts and groups to maintain and organize your professional network
- Share workspaces and collaborate more effectively with teammates

Microsoft Word Level I

Learn essential Microsoft Word skills to work faster and more efficiently, with no prior experience required. This hands-on class covers everything from basic formatting to advanced features like mass emails, citations, and time-saving shortcuts.

- Navigate documents efficiently and format text, paragraphs, and page layouts with confidence
- Work with tables and lists to organize and present information clearly
- Add and manage images within Word documents
- Insert endnotes, footnotes, and citations for professional and academic writing
- Save time with productivity shortcuts and formatting fixes for cleaner, more polished documents

Microsoft Word Level II

Take your Microsoft Word skills to the next level with this advanced training course. You'll learn to automate tasks, create custom styles and templates, and work efficiently with long and complex documents.

- Manage multiple documents and collaborate with others using track changes, comments, and revision tools
- Apply advanced formatting techniques and build custom style sets and templates for consistent, professional documents
- Create and manage reference tables including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications at scale
- Work efficiently with long documents using tools and techniques that streamline your workflow

Excel Level I: Fundamentals

In this beginner Excel course, you will learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This comprehensive course is perfect for those with limited experience looking to expand their proficiency.

- 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

Excel Level II: Intermediate

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort & Filter databases, and split and join text. Gain the skills needed to utilize complex Excel functions and prepare for more advanced training.

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

Excel Level III: Advanced

Learn all of the most complex features of Microsoft Excel in this advanced training course—Excel functions, macros, and data analysis to improve efficiency and manage complex data in any job setting. This advanced course is ideal for Excel power-users.

- Cell management including cell locking, auditing, and hot keys
- 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 pivot charts
- Use advanced database functions including 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