

# 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 onsite training is available for this course. For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: <https://www.careercenters.com/courses/complete-microsoft-office-bootcamp>



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## Course Outline

This package includes these courses

- Microsoft PowerPoint Level I (6 Hours)
- Microsoft 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 Microsoft Excel (6 Hours)
- Intermediate Microsoft Excel (6 Hours)
- Advanced Microsoft Excel (6 Hours)

### Microsoft PowerPoint Level I

Get comfortable with PowerPoint essentials, from formatting text and visuals to delivering a presentation. By the end of this course, you'll know how to create and edit PowerPoint files, add and adjust different types of content (photos, icons, tables, charts, shapes and more) and how to present to an audience that's in-person or online.

### Microsoft PowerPoint Level II

Master PowerPoint's advanced features from slide masters to custom shows in this six-hour PowerPoint course. By the end of this course, you'll be able to create custom themes, use animations, and manage large presentations.

### Microsoft Outlook Level I

Learn the basics of Outlook—email, calendar, notes, tasks, and journals. This one-day course covers all the Outlook 2016 essentials for complete beginners and experienced Outlook users that would like to speed up email and calendar management.

## **Microsoft Outlook Level II**

Master advanced Outlook skills—learn how to customize the Outlook interface, group, sort, and filter messages, and use rules to automate message organization in your mailbox. After this one-day course, you'll be able to significantly reduce the time you spend managing email in Outlook 2016.

## **Microsoft Word Level I**

Master Microsoft Word's essential shortcuts and techniques in one day. Prepare and send mass emails, letters, and labels with one click. Learn everyday functions used in firms throughout New York City. Eliminate formatting blunders with bullets and page numbers. By the end of this class, you'll be able to apply shortcuts that save hours on daily tasks and optimize your time in Microsoft Word.

## **Microsoft Word Level II**

Advance your career with training in Microsoft Word's most advanced functions and features. Automate useful tools like mail merge. Record tasks and write macros to save time. Create custom document styles and templates to improve productivity within your entire team. By the end of this course, you'll master advanced techniques that expedite your workflow. If you use Microsoft Word daily, this course provides essential training in everything you need to know.

## **Beginner Microsoft Excel**

Get going with the basics of Excel and start working on projects in Excel. Get practice with calculations and formulas, charts and tables, worksheet and workbook formatting, and basic hotkeys to accelerate your workflow.

## **Intermediate Microsoft Excel**

The intermediate Excel class focuses on more advanced functions (including VLOOKUP, COUNTIFS and SUMIFS), Sort & Filter, and Pivot Tables. You'll also learn crucial text-related features like splitting and joining text, removing duplicates, and data validation. Embedded in the course are pivotal time-saving tricks like Paste Special, keyboard shortcuts, and navigation techniques.

## **Advanced Microsoft Excel**

Become an expert Excel user with this Advanced Excel course. Learn powerful functions like INDEX-MATCH, work with advanced Pivot Table functions, and start recording macros to automate workflows. Prepare yourself for any Excel challenge with this advanced Excel course.