COURSE SYLLABUS

Microsoft Office Intermediate Bootcamp

Learn the intermediate and advanced functions of the essential Microsoft Office programs in this 5-day bootcamp. This package includes our intermediate and advanced Excel, advanced PowerPoint, Word, and Outlook classes at a 15% discount.

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

contact@nyimtraining.com • (212) 658-1918

Course Outline

This package includes these courses

- Intermediate Excel for Business (6 Hours)
- Advanced Excel for Business (6 Hours)
- Advanced PowerPoint for Business (6 Hours)
- Microsoft Word Level II (6 Hours)
- Microsoft Outlook Level II (6 Hours)

Intermediate Excel for Business

Go from beginner to experienced professional: summarize data with Pivot Tables, write advanced functions including VLOOKUP, and learn techniques to expedite your workflow. Use tools and formulas to format text. Manipulate data visuals with advanced charting skills. Use statistical formulas like COUNTIFS and SUMIFS to learn more about your data. At the end of intermediate Excel, you'll unlock powerful techniques that will help you complete tasks more quickly.

Advanced Excel for Business

Advance your career with this essential course for professionals that use Excel daily. You'll make functions more flexible, take Pivot Tables to the next level, and automate tasks with macros. Utilize Excel's most important tools with training in core database functions. If you have a strong working knowledge in Excel and want to save even more time with custom shortcuts and advanced features, this is the perfect course for you.

Advanced PowerPoint for Business

- Design Custom PowerPoint Themes
- Work with Theme Colors, Fonts, Backgrounds, & Slide Layouts
- Add Animations for Stand Out Presentations

- Incorporate Video
- Customize the Look of Charts & Animate Charts
- Bring in Tables from Excel
- Manage Large Presentations with Sections, Hidden Slides, and Custom Shows
- Collaborate with Others using Comments

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.

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.