

Microsoft Office Intermediate Bootcamp

Develop intermediate and advanced Microsoft Office skills in this immersive course. Master Excel, PowerPoint, Word, and Outlook to speed up your workflow and boost your productivity.

Group classes in NYC and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: <https://www.nobledesktop.com/classes/microsoft-office-intermediate-bootcamp>



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Course Outline

This package includes these courses

- Excel Level II: Intermediate (6 Hours)
- Excel Level III: Advanced (6 Hours)
- Microsoft Word Level II (6 Hours)
- PowerPoint Level II (6 Hours)
- Microsoft Outlook Level II (6 Hours)

Excel Level II: Intermediate

- Learn to split and join text, add data validation, and named ranges
- Use database functions and logical statements
- Create Pivot Tables to quickly summarize large databases
- Create advanced combo charts from multiple charts

Excel Level III: Advanced

- Cell management including cell locking, auditing, and hot keys
- Special formatting for calculating dates
- Use advanced functions and advanced analytical tools
- Record macros and relative reference macros for ad hoc reporting

Microsoft Word Level II

- Working with multiple documents
- Tracking changes
- Advanced formatting
- Reference tables
- Forms and mail merge

- Custom style sets and templates

PowerPoint Level II

- 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 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.