COURSE SYLLABUS

Microsoft Office Fundamentals Bootcamp (Self-Paced)

Master the fundamentals of the most essential Microsoft Office programs in this self-paced bootcamp, which bundles our Excel, PowerPoint, Word, and Outlook courses together 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://www.graduateschool.edu/courses/microsoft-office-fundamentals-bootcamp-self-paced



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Course Outline

This package includes these courses

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

Beginner Excel Course (Self-Paced)

In this beginner Excel workshop, you'll learn the essentials of Microsoft Excel, including calculations, basic functions, graphs, formatting, and printing. This basic Excel class 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

PowerPoint Level I (Self-Paced)

This self-paced, beginner-friendly PowerPoint course teaches the core skills needed to create engaging, professional presentations on your own schedule.

- Build presentations from templates and customize layouts, themes, and content structure
- Add and format text, bullets, and numbered lists using Outline View and 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
- Apply transitions, manage presenter notes, and use tools for live or virtual delivery
- Save, print, and export presentations to PDF with professional formatting options

Microsoft Word Level I (Self-Paced)

- Navigate through documents efficiently
- Format documents for professional use
- Work with text and paragraphs
- Create and manage tables in Word
- Build and format lists
- Add endnotes, footnotes, and citations
- Insert and enhance images in Word documents

Microsoft Outlook Level I (Self-Paced)

- Configure and manage Outlook settings
- Compose, organize, and manage messages
- Schedule and maintain your calendar
- Use notes, tasks, and journals effectively
- Manage contacts and groups efficiently