COURSE SYLLABUS

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 (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-intermediate-bootcamp



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Course Outline

This package includes these courses

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

Intermediate Excel Course

Learn intermediate Excel functions like VLOOKUP and SUMIFS, and how to summarize data with Pivot Tables, Sort and Filter databases, and split and join text.

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

Advanced Excel Course

Learn all of the most complex features of Microsoft Excel in this advanced training course.

- Understand cell management, including cell locking, auditing, and hotkeys
- Learn 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 PivotCharts

- Use advanced database functions, such as 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

Microsoft Word Level II Course

- Manage and work with multiple documents efficiently
- Track changes and collaborate using comments and revision tools
- Apply advanced formatting techniques for professional documents
- Create and manage reference tables, including tables of contents and indexes
- Design forms and use mail merge to automate personalized communications
- Build and apply custom style sets and templates for consistent formatting

PowerPoint Level II Course

- Create and manage Slide Master layouts to ensure 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, and 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 II Course

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.

- Modify messages and set Global Options
- Calendar settings
- Organize and search messages
- Contacts and groups
- Manage mailboxes
- Manage activities
- Automate message management
- Share workspaces