COURSE SYLLABUS

Microsoft Office Fundamentals Bootcamp (Self-Paced)

Get a solid grounding in the most essential Microsoft Office programs with this bootcamp, which brings our Excel, PowerPoint, Word, and Outlook courses together in one package at a 15% discount.

For more information, visit https://www.creativelive.com/classes/microsoft-office-fundamentals-bootcamp-self-paced



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Course Outline

This package includes these courses

- Excel Level I: Fundamentals Course Online (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)

Excel Level I: Fundamentals Course Online (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)

Explore PowerPoint fundamentals through this self-paced course. Build engaging presentations by adding text, graphics, shapes, and transitions, and enhance your skills as an effective presenter. Perfect for beginners or those refreshing their knowledge.

- Create presentations from templates and customize layouts, themes, and content structure
- Edit 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 Excel charts to display data
- Apply transitions, manage presenter notes, and utilize tools for live or virtual presentations
- Save, print, and export presentations to PDF, with professional-use options

Microsoft Word Level I (Self-Paced)

Master essential shortcuts and techniques in this self-paced Microsoft Word course. Improve your productivity and efficiency by learning how to handle mass emails, fix formatting issues, and use time-saving shortcuts. No prior experience with Word is required.

- Navigating and organizing documents
- Formatting and managing text, paragraphs, and entire documents
- Inserting and formatting tables
- Creating and managing lists
- Using endnotes, footnotes, and citations
- Inserting and editing images in Word documents

Microsoft Outlook Level I (Self-Paced)

This self-paced class focuses on using Outlook effectively for daily tasks and preparing you to become a Microsoft Certified Outlook Specialist. By the end, you'll know how to automate email management, organize your calendar, manage large volumes of email, schedule efficiently, and keep your contacts organized—all aimed at saving you time and increasing productivity.

- Customizing Outlook settings
- Managing messages
- Organizing and managing calendars
- Working with notes, tasks, and journals
- Managing contacts and groups