

# Microsoft Office Fundamentals Bootcamp

Learn the fundamentals of the essential Microsoft Office programs in this 4-day bootcamp.

This package includes our beginner Excel, 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](mailto:contact@nyimtraining.com) or visit:  
<https://training-nyc.com/courses/microsoft-office-fundamentals-bootcamp>



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## Course Outline

This package includes these courses

- Microsoft Word Level I (6 Hours)
- Microsoft Outlook Level I (6 Hours)
- PowerPoint for Business (6 Hours)
- Excel for Business Fundamentals (6 Hours)

### Microsoft Word Level I

Master Microsoft Word's essential shortcuts and techniques in one day. Prepare and send mass emails, letters, and labels with one click. Learn everyday functions used in firms throughout New York City. Eliminate formatting blunders with bullets and page numbers. By the end of this class, you'll be able to apply shortcuts that save hours on daily tasks and optimize your time in Microsoft Word.

### Microsoft Outlook Level I

This one-day class concentrates on how to use Outlook quickly and effectively for daily work tasks or to become an Official Microsoft Certified Outlook Specialist. By the end of this class, you will be able to reduce hours of repetitive work by setting up rules and search folders to automate email, manage your calendar and to-do lists, manage huge amounts of email with ease, manage complex scheduling, organize all your contacts and track your correspondence.

### PowerPoint for Business

- Create new PowerPoint Presentations
- Choose appropriate slide layouts & add content (text, images, etc.)
- Add photos, graphics, & how to adjust them (size, crop, etc.)
- Build Diagrams using SmartArt

- Draw Shapes & Lines
- Align & Evenly Space Objects
- Work with Tables & Charts
- Add Transitions
- Run a PowerPoint Presentation (Slide Show)

## **Excel for Business Fundamentals**

Master the core Microsoft Excel functions in this one-day course. Automate calculations and data entry. Apply formatting to text and cells to make your spreadsheet scannable and visually appealing. In this hands-on training, you will learn all the basics to use Excel as your primary data processing tool. You'll produce polished and print ready spreadsheets while learning tricks to accelerate your workflow.