COURSE SYLLABUS

Microsoft Office Fundamentals Bootcamp Online

Pick up 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 partnerships@vdci.edu or visit: https://vdci.edu/courses/microsoft-office-fundamentals-bootcamp-online



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Course Outline

This package includes these courses

- Excel Fundamentals Course Online (6 Hours)
- PowerPoint Fundamentals Course Online (6 Hours)
- Word Fundamentals Course Online (6 Hours)
- Outlook Fundamentals Course Online (6 Hours)

Excel Fundamentals Course Online

In this beginner Excel workshop, you'll learn the core features of Microsoft Excel, including calculations, basic functions, creating graphs, formatting, and printing. This introductory course is perfect for those with limited experience who want to grow their Excel skills at their own pace.

- Get comfortable with the Excel interface and data entry
- Learn essential formulas and functions
- Format and print your work effectively
- Create various charts, including line, column, and pie charts
- Discover time-saving tips for efficient workbook management
- Apply your knowledge in a final project to reinforce key concepts

PowerPoint Fundamentals Course Online

Dive into PowerPoint fundamentals with this beginner-friendly course. You'll learn to put together compelling presentations using text, graphics, shapes, and transitions, and come away with the skills to present with confidence. It's a great starting point for newcomers and a solid refresher for anyone brushing up on their skills.

- Build presentations from templates and tailor your layouts, themes, and content structure

- Edit text, bullets, and numbered lists with Outline View and built-in formatting tools
- Add and enhance photos, SmartArt, and shapes using effects, cropping, and alignment options
- Create and format tables, connect shapes with lines, and bring in Excel charts to display your data
- Apply transitions, manage presenter notes, and use tools built for both live and virtual presentations
- Save, print, and export your presentations to PDF with options ready for professional use

Word Fundamentals Course Online

Get a handle on the shortcuts and techniques that'll make you a more efficient Microsoft Word user. You'll learn how to tackle mass emails, clear up formatting issues, and work smarter with time-saving shortcuts, all without needing any prior experience with Word.

- 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

Outlook Fundamentals Course Online

This course is designed to help you use Outlook more effectively in your day-to-day work and get you ready to earn your Microsoft Office Specialist: Outlook Associate credential. You'll come away knowing how to automate email management, stay on top of a high volume of messages, schedule more efficiently, and keep your contacts organized, all while saving time and getting more done.

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