



Upgrading to Microsoft Office 2010

One-Day Course

Windows

Course Overview:

This course is designed for experienced Microsoft Office users who have or will be upgrading to Microsoft Office 2010. You will cover the new interface, Ribbon feature, the File Menu and Quick Access Toolbar. Also included in this course are changes and new features in Microsoft Word, Excel, PowerPoint and Outlook. Experience using a previous version of Microsoft Office is a prerequisite for this course.

Course Content:

Microsoft Office 2010

- The New Interface and Ribbon
- Backstage View (The File Menu)
- Quick Access Toolbar
- Formatting Text with the Mini Toolbar
- Pasting with Live Preview
- Saving a file as a PDF
- Using Themes to Format a Document
- Using SmartArt and Shape Styles

Word 2010

- Spacing between Paragraphs
- Navigating and Reorganizing using Headings
- Creating and Using Quick Styles
- Building Blocks
- Inserting a Quick Part
- The Reviewing Pane
- Tracking Moved Text
- Improved Compare and Combine

Excel 2010

- Limit Changes
- Resizing the Formula Bar
- Formula AutoComplete
- Improvements to Named Ranges
- Inserting a Sheet
- Page Layout View
- Showing Invalid Data
- Changes to Excel Tables (Lists)
- Filtering Pivot Tables with Slicers
- Filter Improvements
- New Conditional Formatting
- Sorting by Icon, Cell Color, or Font Colour

PowerPoint 2010

- Organizing Slides with Sections
- Resetting Placeholders and Adding Placeholders to a Slide Master
- Adding a Customized Layout
- Background Styles
- New or Changed Text Features
- Using the Animation Painter