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Upgrading to Microsoft Office 2010 Course Outline

Duration: 2 Days (This course can be tailored for one day)

Benefits: This course will benefit users of previous versions of Microsoft Office, including Office 2007, who want to fast track their learning and get up to speed quickly with the new Microsoft Office 2010 software.

Pre-requisites: Previous experience in any version of Microsoft Office and also rudimentary skills in working with the main applications of Microsoft Word, Excel, and PowerPoint.

Understanding the Office 2010 Interface

Understanding and using the Ribbon
Understanding the Quick Access Toolbar
Launching Dialog Boxes
Understanding the Status Bar
Accessing the Backstage View

Personalising the Interface

Showing and Hiding Ribbon Tabs
Modifying Ribbon Tabs
Creating a New Ribbon Tab
Modifying the Quick Access Toolbar
Customising the Status Bar

Understanding Help in Office 2010

Getting Help
Using the Menu to Ribbon Guide
Downloading Ribbon Reference Workbooks

Understanding File Types in Office 2010

Opening Files in Office 2010
Opening Recent Files
Understanding File Saving In Office 2010
Understanding Drafts
Accessing File Information

Understanding Printing in Office 2010

Print Previewing in Office 2010
Changing Printer Properties
Understanding Sharing Options
Sending a File as an Attachment
Sending a File as a PDF
Inspecting a File
Checking File Accessibility
Checking File Compatibility

Understanding Formatting In Office 2010

Using the Home Tab Commands
Understanding and using Live Preview
Working with Galleries
Working with Themes

Understanding Illustrations in Office 2010

Inserting and modifying a Picture
Using ClipArt
Inserting SmartArt
Inserting a Screen Shot
Inserting a Screen Clip

New Features in Word 2010

Creating New Documents
Document Navigation
Spell Checking
Styles in Word 2010
Building Blocks and AutoText
The Selection Pane

Changing the Page Setup

Inserting Section Breaks
Using Headers and Footers
Adding a Cover Page
Inserting a Blank Page
Page Colour and Borders

Understanding Tables in Word 2010

Inserting a Quick Table
Using Table Styles
Changing the Table Layout
Inserting a Table
Drawing Tables

Understanding Merging in Word 2010

Selecting the Starting Document
Selecting a Recipient List
Writing the Details and Previewing the Letters
Completing the Merge

New Features in Excel 2010

Creating New Workbooks
Using the Compatibility Checker

Formatting From the Home Tab

Merging Cells
Themes
Cell Styles
Conditional Formatting
Using Sparklines

Expanding the Formula Bar and Name Box

New Functions
Using the Formulas Tab
Using Names in Formulas
Using AutoComplete to Create Formulas
New Statistical Formulas
Using the Name Manager
Using the Watch Window

Understanding Tables

Creating a Table
Inserting or Deleting Rows
Sorting Data in a Table
Filtering

Creating a New Chart

Changing the Chart Layout
Formatting Chart Elements
Moving a Chart to a New Location

Creating a PivotTable Report

Adding Fields to a PivotTable
Applying a Filter to a PivotTable
Changing the PivotTable Value Settings
PivotTable Design Options
Creating a PivotChart from a Report
Understanding and working with Slicers

New Features in PowerPoint 2010

Creating New Presentations
Using the Compatibility Checker
Changing the View
Changing the Presentation Theme
Backgrounds
Inserting New Slides

Formatting Text
Slide Masters
Inserting a Slide Layout

Using SmartArt Graphics

Creating a Table
Inserting a Chart
Modifying a Chart
Creating a Photo Album

Setting up Slide Shows

Narration
Setting Slide Transitions
Applying Custom Animation

New Features in Outlook 2010

The Outlook 2010 Screen
The Navigation Pane
The To-Do Bar
Using Instant Search
Expanding the Search
Recent Searches and Searching the Desktop
Searching Other Outlook Items
RSS Feeds

Mail Messages

Creating New Messages
Previewing Attachments
Colour Categories
Assigning a Colour Category
Setting the Quick Click Category
Flagging Messages
Managing Follow-Ups in the To-Do Bar
Setting a Follow-Up Flag for Recipients
Arranging Messages
Working with QuickSteps

Calendar Views

Creating a New Calendar Entry
Task Integration on the Calendar
Internet Calendars
Creating a Calendar Snapshot
Internet Calendar Subscriptions
Working with Multiple Calendars
Scheduling Meetings

Electronic Business Cards

Creating an Electronic Business Card
Sending and Receiving Business Cards
Managing Electronic Business Cards