

Microsoft® 2010 - New Features

Duration: 1 day

Who should attend this course?

This 1 day course is designed to give participants an overview of the existing and new features of Office 2010. The course is aimed at users upgrading from Office 2003 and explores the features introduced in 2007 and 2010.

Requirements

This is a fast paced course and attending participants should have a good working knowledge of Office applications. This course can be delivered over 2 days if more practical application is required.

Course Objectives

Upon completion of this course participants will be able to:

- Move effectively through the office 2010 environment.
- Locate existing functionality in Word, Excel, PowerPoint and Outlook 2010.
- Locate and use the new functionality across Word, Excel, PowerPoint and Outlook 2010.
- Bespoke the 2010 interface to better support the use of all applications.

Course Outline

2010 Interface

- Why the new interface?
- The Ribbon
- Office options
- The quick access toolbar
- Where is...?

Shared Functionality

- Using Help
- Zooming
- Live Preview
- The Paste Preview
- SmartArt
- New File Formats
- Compatibility Checker
- Print options

Word

- Using the mini-toolbar
- The quick styles gallery
- Changing style sets
- The navigation pane
- Themes
- Adding a cover page
- Inserting a blank page
- Building blocks
- Tables
- The page set-up tab
- Picture styles
- Screen capture

Excel

- The page layout view
- Cell styles
- Modifying built-in cell styles
- Conditional formatting
- Creating a table
- Sorting and filtering data
- Charting
- Creating a PivotTable report
- Creating a PivotChart from a report
- Building blocks
- Slicers
- Sparklines

PowerPoint

- Changing the presentation theme
- Inserting new slides
- Slide master
- Inserting a chart
- Building Blocks
- Record presentations as movies
- Movie embed features
- Multimedia enhancements
- Effect additions
- Broadcast presentations

Outlook

- e-mail signatures
- e-mail conversations
- The To Do Bar
- Quick Steps
- Attachment preview
- New message format
- Flags and categories
- Calendar overlay