

Upgrading to Microsoft 2010

General Description

This course focuses on the areas of Microsoft Office 2010 that have changed the most as well as looking at some extremely useful time saving techniques. This course is designed for delegates that already have a good working knowledge of Microsoft Office but need to adjust to the new interface.

Course Outline

At the end of the course delegates will be able to feel confident in using the new interface and understand where they can look for help. This course is available for Upgrading from Microsoft Office 2003 or 2007 to Microsoft Office 2010.

Course Content

- Using the Office 2010 Environment
- The Ribbon, Tabs, Groups and Commands
- Quick Access Toolbar and Customise the Ribbon
- Developer Tab and the Office Backstage View
- Compatibility and File Formats
- Mini Toolbar, Themes and SmartArt Graphics
- Using the New Features of **Word 2010**
- Live Previews and Inline Text Effects
- Paste Special, Quick Styles and Typography
- Pre-formatted Content, Navigation Pane and Quick Parts
- Equation Builder, Citations and References
- Word Count and Contextual Spell Checking
- Using the New Features of **Excel 2010**
- Increased Capacity, File Types and New Formatting Features
- Galleries, Conditional Formatting, Resizable Formula Bar and AutoComplete
- Name Manager, New Analysis Features and Excel Tables
- Filtering and Sorting
- Sparklines, PivotTable Enhancements and Slicers
- Page Layout View and Equations
- Using the New Features of **PowerPoint 2010**
- File Share and Live Previews
- Custom Slide Layouts
- Sections, Typography, Consistency and Graphics Effects
- Convert Bullet to SmartArt Graphic
- Video from Web Site
- New Slide Show Features including Animations and Transitions
- Using the New Features of **Outlook 2010**
- Colour Categorise
- Instant Search
- RSS Feeds
- Creating Messages, Signatures, Calendar Snapshots
- Quick Steps, Message Views, People Pane and Electronic Business Cards
- New Task Features

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