

Upgrading to Office 2010 – Outlook, Word, PowerPoint, Excel

This course is designed to teach delegates the main changes introduced with Microsoft Office 2010 and the new Ribbon interface that was introduced with Office 2007.

PREREQUISITES

Delegates should have some prior experience of an earlier version of Microsoft Office

DURATION: 1 DAY

Course content

- Familiarize yourself with the Office user interface
 - Office basics
 - Navigating the ribbon, tabs and groups
 - Common tasks
 - Mini toolbar and contextual tabs
- Keyboard shortcuts
- Features that change when you open a 2010 document in 2003 or earlier
- Compatibility mode and file formats
 - Saving as an earlier format (2003 or 2000)
 - Converting files to 2010
- Learning resources
 - Interactive guides to find where things are
 - Office 2010 menu to ribbon reference workbooks

OUTLOOK

- To-do bar
- Outlook Quick Parts
- Viewing attachments
- Inserting a table in an email
- Categories
- Quick steps

WORD

- New location of commands
- Backstage view
- Navigation pane
- New formatting options
- Page layout

- Inserting watermarks
- Zoom
- Inserting and formatting tables
- Inserting clip art
- Inserting smart art diagrams
- Cover pages
- Themes
- Screenshot
- Headers and footers
- Quick part gallery
- Word options
- Mail merge (time permitting)

Excel

- New location of commands
- Formatting options
- Formula bar
- Page layout
- Inserting worksheets
- Inserting charts
- Inserting sparklines

POWERPOINT

- New location of commands
- Slide show