

Office 2010 Upgrade - 2 days



Description:

Whether you are upgrading from Office 2007, or Office 2003 and earlier, this course is designed to introduce you to and fast track you through the changes in the latest version of Microsoft Office. Not only does it cover the key features and changes in detail but it gives you insights as to their development and what we've found works, and what doesn't. This course has all of the changes that we think are critical for you to get up and running with 2010 as quickly, as effortlessly, and as productively as possible.

Microsoft Office 2010 takes getting used to. Office 2010 benefits from the results orientated user interface. Instead of clicking through complex menus and toolbars, commands are accessed through the new task orientated tabs. Once you have mastered working with the new interface, you will find you are able to create and manage complex spreadsheets more easily than ever before.

This course introduces the new features and functionality of Office 2010 and will help you to get up to speed quickly.

Pre-requisites:

This course is designed for experienced users who have worked with earlier versions of Office, and who have, or are about to upgrade to Microsoft Office 2010. This course covers the commonly used new features for a typical user.

The Office 2010 Interface

- Understanding the Ribbon
- Using Ribbon Key Tips
- Minimising the Ribbon
- Understanding the Quick Access Toolbar
- Launching Dialog Boxes
- Understanding the Status Bar
- Understanding the Backstage View
- Accessing the Backstage View

Personalising the Interface

- Showing and Hiding Ribbon Tabs
- Modifying Ribbon Tabs
- Creating a New Ribbon Tab
- Placing Commands On A Tab
- Organising Commands in a Group
- Creating More Groups
- Exporting Your Personalisation Settings
- Removing a Tab
- Importing Personalisations
- Resetting Ribbon Personalisation
- Adding Commands to the QAT
- Modifying Commands on the QAT
- Removing Commands From The QAT
- Resetting The QAT
- Customising The Status Bar
- Advanced Ribbon Customisation

Help In Office 2010

- Following Office 2010
- Accessing Images and Pictures
- Accessing Online Templates

File Types in Office 2010

- Opening Recent Files
- Understanding File Saving In Office 2010
- Saving For A Previous Office Edition
- Saving With Macros
- Saving to PDF
- Saving to SkyDrive
- Saving to SharePoint
- Creating New Files in Office 2010
- Understanding Office 2010 Templates
- Recovering Draft Versions
- Deleting All Drafts
- Accessing File Information

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Printing in Office 2010

- Print Previewing in Office 2010
- Specifying the Printer
- Specifying Print Settings
- Specifying Page Layout Settings
- Changing Printer Properties
- Sharing From Office 2010
- Understanding Sharing Options
- Sending A File As An Attachment
- Sending A File As a PDF
- Publishing As a Blog
- Preparing For Sharing
- Inspecting A File
- Checking File Accessibility
- Checking File Compatibility

Formatting In Office 2010

- Using the Home Tab Commands
- Understanding Live Preview
- Using Live Preview
- Understanding Galleries
- Working With Galleries
- Understanding Themes
- Working With Themes
- Creating a New Theme
- Changing Theme Colours
- Changing Theme Fonts

Illustrations in Office 2010

- Inserting A Picture
- Changing The Picture Styles
- Using ClipArt
- Inserting SmartArt
- The SmartArt Text Pane
- Changing The SmartArt Style
- Changing The Colour Of SmartArt Styles
- Changing The SmartArt Layout
- The SmartArt Tools Format Tab
- Resizing And Moving SmartArt
- Inserting a Screen Shot
- Inserting a Screen Clip

New Features In Word 2010

- The Word 2010 Screen
- Creating New Documents
- Using The Compatibility Checker
- Word 2010 Options

- Document Navigation
- Spell Checking
- Styles in Word 2010
- The Quick Styles Gallery
- Changing Style Sets
- Modifying Styles
- Building Blocks
- AutoText in Word 2010
- Enhancing Pictures
- The Selection Pane

Changing The Page Setup

- Inserting Section Breaks
- Using Headers And Footers
- Odd And Even Headers And Footers
- Adding Page Numbers
- Saving A Header / Footer To The Gallery
- Adding A Cover Page
- Inserting A Blank Page
- Page Colour And Borders

Tables in Word 2010

- Inserting A Quick Table
- Using Table Styles
- Changing The Table Layout
- Inserting A Table
- Drawing Tables

Merging in Word 2010

- Selecting The Starting Document
- Selecting A Recipient List
- Writing The Details
- Previewing The Letters
- Completing The Merge
- Understanding Recipient Lists
- Creating A New List
- Customising The Columns
- Making Entries
- Deleting Entries
- Saving A Recipient List
- Opening An Existing List
- Adding More Recipients

Locations of Word 2003 Commands in Word 2010

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New Features In Excel 2010

- The Excel 2010 Screen
- Creating New Workbooks
- Using The Compatibility Checker
- Excel 2010 Options

Formatting From the Home Tab

- Merging Cells
- Themes
- Cell Styles
- Modifying Built-in Cell Styles
- Conditional Formatting
- Highlight Cell Rules
- Using Data Bars
- Using Colour Scales And Icon Sets
- Managing Rules
- Understanding Sparklines
- Using Sparklines

Expanding The Formula Bar And Name Box

- New Functions
- The Formulas Tab
- 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
- Modifying A Table
- Sorting Data In A Table
- Filtering

Creating A New Chart

- Changing The Chart Layout
- Formatting Chart Elements
- Moving A Chart To A New Location
- Saving A Chart Template

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 Slicers
- Working With Slicers

Locations of Excel 2003 Commands in Excel 2010

New Features In PowerPoint 2010

- The PowerPoint 2010 Screen
- Creating New Presentations
- PowerPoint 2010 Options
- Changing The View
- Changing The Presentation Theme
- Backgrounds
- Inserting New Slides
- Formatting Text
- Slide Masters
- Inserting A Slide Layout

Using 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

Locations of PowerPoint 2003 Commands in PowerPoint 2010

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
- Search Options
- Searching Other Outlook Items
- RSS Feeds

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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
- Understanding QuickSteps
- 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

Locations of Outlook 2003 Commands in Outlook 2010