

Office 2010

New Features

UPGRADING SERIES



Duration: 1 Day Course Code: A-11969

This course is designed to demonstrate the best new features in Office 2010 for experienced Microsoft Office users. Perfect for users moving from Office 2003 to Office 2010.

Learning Outcomes

By the end of this course students will have a great understanding of many of the new features and functionality recently added to Microsoft Office 2010.

Prerequisites

This course is designed for students with a good understanding of Word, Excel, PowerPoint, Outlook and Access and wish to see what is new in 2010.

Learning Outcomes

By the end of this 1 day course students will know how to use the Ribbon Effectively, Use Live Preview and Customise the Quick Access Toolbar, Dialog Launchers, the Status Bar and Customise the Ribbon and use Backstage View to set document properties, print settings, recover an unsaved draft and create a static document. You will also learn about using sparklines in Excel to Illustrate trend lines learn some new features and also new additions and features in PivotTables and Pivot Charts. You will learn about the great new features in PowerPoint including Reading View, Using sections to organise slides, adding and editing video clips in slides, applying animations effects, and discover how to broadcast a presentation across the web. In Outlook you will learn how to manage email conversations, use and customise quick steps, look at new features and use the people pane.
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You will learn how to open tabbed documents in Access, create lookup fields, use attachment fields and use the data type gallery.

The Office 2010 Interface

- Office 2010 Elements
- New Ribbon Features
- Shortcuts and Tab and Feature Access
- Microsoft Office Backstage View

New Word 2010 Features

- New Formatting Features
- Using the New Navigation Pane
- New Word Features
- New Text Effects
- New Colour Image Editing Features

New Excel 2010 Features

- Working with 2010 Sparklines
- New PivotTables Features
- Working with Slicers
- 2010 Pivot Charts

New PowerPoint 2010 Features

- Using Reading View
- Working with Sections
- Manipulating Media Clips
- New Animation Functionality
- Broadcasting a Slide Show Online

New Outlook 2010 Features

- The New Outlook Interface
- Conversion Management
- Quick Steps
- Using the People Pane

New Access 2010 Features

- Working with Lookup Fields
- Creating Attachment fields
- Attaching Files
- Great New Features
- Using the Data Type Gallery

