

Experience the 2010 Microsoft Office System

Days	1
Code	MOFF10EX

Overview

Welcome to Microsoft Office 2010, the newest suite of information productivity applications.

Since you use Office in your job, you'll want to learn the new features of Office 2010 that will help to streamline your work. In this course, you'll learn the new features of Word, Excel, PowerPoint and Outlook.

Further detailed training is available on all other Office 2010 applications, including: Access 2010, InfoPath 2010, Project 2010, Publisher 2010, SharePoint Designer 2010, Visio 2010 and Expression Web 2010.

Target Audience:

An experienced end user who has used Office 2000, XP or 2003 with basic knowledge of the core applications, and needs to know the new features of Office 2010.

Please Note: This course is not suitable for those users upgrading from Office 2007, see 'Office 2010: New Features from Office 2007' MOFF10NF for more details.

Prerequisites

Before attending this course, delegates should be existing Microsoft Office users who will be required to use Microsoft Office 2010. They should have basic knowledge of the core applications: Word, Excel, PowerPoint and Outlook. Delegates should be able to use a keyboard and mouse and be able to navigate the Windows XP (or later) operating system including using Windows Explorer.

You may also find it useful to read this free MS press ebook: **First Look Microsoft Office 2010**

Delegates will be able to

- Explore the general environment of Office 2010
- Use the key new features of Word, Excel, PowerPoint and Outlook 2010

Course outline

Lesson 1: Using the Office 2010 Environment

General Environment

- The Ribbon
- Tabs, Groups and Commands
- Dialog Box Launcher
- Quick Access Toolbar
- Customise the Ribbon
- Developer Tab
- Office Backstage View

Compatibility

- File Formats
- Document Inspector
- Integration
- Views and Zooming
- Keyboard Shortcuts

Formatting

- Mini Toolbar
- Themes
- SmartArt Graphics
- Charting

Lesson 2: Using the New Features of Word 2010

New Formatting Features

- Live Previews
- Inline Text Effects
- Paste Special
- Quick Styles
- Typography

New Content Features

- Pre-formatted Content
- Navigation Pane
- Quick Parts
- Equation Builder
- Citations and References

New Proofing Features

- Tri Pane Review Panel
- Word Count
- Contextual Spell Checking

Lesson 3: Using the New Features of Excel 2010

New General Features

- Increased Capacity
- File Types

New Formatting Features

- Galleries
- Conditional Formatting

New Formula Features

- Resizable Formula Bar
- AutoComplete
- Name Manager

New Analysis Features

- Excel Tables
- Filtering and Sorting
- Sparklines
- PivotTable Enhancements
- Slicers

New Proofing Features

- Page Layout View
- Equations

Lesson 4: Using the New Features of PowerPoint 2010

New General Features

- Viewing Presentations
- Ribbon Tabs
- Contextual Tabs
- File Share

New Formatting Features

- Live Previews
- Custom Slide Layouts
- Sections
- Typography
- Consistency
- Graphics Effects

New Content Features

- Convert Bullet to SmartArt Graphic
- Video from Web Site

New Slide Show Features

- Animations and Transitions

New Conversion Features

- PowerPoint 2010 New Elements
- Upgrade Presentations
- File Types

Lesson 5: Using the New Features of Outlook 2010

New General Features

- The Ribbon
- Navigation Pane
- To-Do Bar
- Colour Categorise
- Instant Search
- RSS Feeds

New Email Features

- Creating Messages
- Signatures
- Calendar Snapshots
- Out of Office
- Flags
- Attachment Previewer
- Voicemail and Faxes
- Quick Steps
- Message Views

- Folder Tab
- People Pane

New Calendar Features

- Enhanced Views
- Tasks Area
- Overlay Calendars
- Meeting Recommendations

New Contact Features

- Electronic Business Cards

New Task Features

- Task Views