

Duration 1 day

Pre Requisites

This course is designed for existing users of Word, Excel and PowerPoint who are upgrading to Microsoft Office 2010. Delegates should have a reasonable working knowledge of all three applications.

Objectives

Microsoft Office 2010 offers a brand new user interface as well as considerable enhancements to the Office suite of applications - Word, Excel, PowerPoint etc. This course introduces delegates to the major changes and enhancements and will enable to get the best out of your new software.

Course Content

- **Main Office Differences**

- Using The Ribbon
- Contextual Tabs
- Tabs, Groups & Dialog Box Launchers
- Quick Access Toolbar
- The Office Icon
- Backstage View
- Customising the Ribbon
- Using the Mini Toolbar
- Live Preview
- Using Help
- Customising the Status Bar
- Themes
- Working in Compatibility Mode
- New File extensions
- Using Galleries
- Zoom
- Outputting to PDF & XPS

- **What's New in Word 2010**

- Opening and Saving Documents
- Keeping safe and Opening Unsaved Documents
- Downloading on-line templates
- Changing document view
- Using the Navigation Pane – drag and drop
- Formatting text
- Text effects
- Cover Page

- Applying a theme to a document
- Paste Preview
- Displaying the Clipboard pane
- Quick Tables
- Quick Parts - Autotext
- Applying bullets, numbering & outline numbering
- Applying and modifying styles
- Using headers and footers
- Inserting pictures into a document
- Using Screenshot
- Printing a Document
- Page Setup
- New Mail Merge

- **What's New in Excel 2010**

- Creating a new workbook
- Available rows and columns
- Inserting a new worksheet
- Using the Formula Bar for long formulae
- Accessing the Function Library
- Using the Name Manager
- Using Autocalculate
- Where to find AutoFormat
- Applying Themes
- Page Layout options
- Changing worksheet views
- Using the new conditional formatting options – cross sheet formatting
- Creating tables in Excel
- New Filtering Features
- What's new with Pivot Tables
- Filtering using Slicers
- Creating Charts
- Using the Sparkline tools

- **What's New in PowerPoint 2010**

- Creating new presentations
- Using the new Slide Master
- Presentation Sections
- Formatting text – new effects
- Selection pane
- Custom Layouts
- New Background options
- Inserting pictures
- Creating charts
- Using the drawing tools
- New SmartArt
- Transition Effects
- Slide Animation
- Running slide shows
- Video format and playback tools