

What's New in Microsoft Office 2010 6-hour Course

Prerequisites

This instructor-led course, through hands-on exploration, introduces you to the latest Microsoft Office 2010 suite. The course covers the most significant enhancements across the entire suite as well as within each application. In order to successfully complete this course, we recommend that you are familiar with Microsoft Office 2000 or 2003. Most of the topics were introduced in Microsoft Office 2007. The asterisked (*) topics are new to Microsoft Office 2010.

Overall Changes in the Microsoft Office 2010 Suite

- Reviewing the New User Interface
- Exploring Backstage View *
- Exploring the Ribbon
- Viewing Enhanced ScreenTips
- Customizing the Ribbon *
- Customizing Quick Access Toolbar
- Viewing KeyTips
- Customizing the Status Bar
- Understanding the New File Format
- Inserting SmartArt Graphics
- Using the Compatibility Checker
- Using Live Preview
- Working with Contextual Tools
- Using Dialog Box Launchers
- Exploring Galleries
- Using the Enhanced View Tab
- Using the Redesigned Help

Getting Acquainted with Word 2010

- Reviewing Word's Command Tabs
- Examining the New Font and Paragraph Settings
- Working with Building Blocks
- Using the Header, Footer, and Page Number Galleries
- Adding Cover Pages
- Formatting Using the Mini Toolbar
- Activating Contextual Spell Checking
- New Document Navigation pane and Search *
- Accessibility Checker *

Getting Acquainted with Excel 2010

- Exploring New Limits
- Performing Common Tasks
- Using the New Worksheet Button
- Resizing the Formula Bar
- Using Enhanced Sorting and Filtering
- Working in Page Layout View
- Using Improved Conditional Formatting
- Viewing the Enhanced PivotTable Layout
- Sparklines *

Getting Acquainted with PowerPoint 2010

- Reviewing the Initial Screen
- Applying Themes
- Adding Slides and Selecting Layouts
- Inserting WordArt
- Exploring the Enhanced Slide Master View
- Exploring the Transitions and Animations Tabs
- Creating Custom Slide Layouts
- Applying New and Improved Effects
- Improved Picture Formats *
- Merge and Compare Presentations *

Getting Acquainted with Outlook 2010

- Examining the Initial Outlook Screen
- Minimizing the Navigation Pane
- Exploring the New To-Do Bar
- Working with the Enhanced Mail Message Window
- Previewing Attachments
- Using Date-Oriented Flags
- Assigning Color Categories
- Viewing Tasks and To-Do Items
- Examining the Enhanced Calendar Views
- Setting Appointments
- Using the Calendar Overlay Feature
- Sending Calendars via E-Mail
- Using Conversations View *
- Clean Up Conversations *
- Implementing Quick Steps *
- New Data File Name *
- Using MailTips *

Getting Acquainted with Access 2010

- Exploring the Access Interface
- Working with the New Navigation Pane
- Exploring the Object Views and Contextual Tools
- Using Enhanced Sorting and Filtering
- Viewing the New Total Row
- Calculated Fields *
- Examining the Improved Data Types
- Using the New Layout View
- Examining the Create Tab
- Working with Prior Version Databases

Customization: This course can easily be customized and offered as two 3-hour classes rather than one 6-hour class.