



4D Group

Upgrade to Office 2010

Who would benefit?

This course is designed for all those who require an awareness of the new and changed facilities within Office 2010.

Objective

- To be able to answer the question “Where have they put everything?”
- To provide attendees with the information to get them working quickly
- To discover what’s new that might be interesting

Content

- Overview of the new interface
 - The Ribbon – the dialog launcher and contextual tabs
 - The Backstage View
 - The mini toolbar
 - Understanding the new file extensions and working in compatibility mode
 - Customising the Quick Access Toolbar and the Ribbon
 - Using the new Screen shot tool and image tools
- What’s new in Excel 2010
 - Examine the useful new Page Layout view
 - Find out how to do the normal tasks:
 - creating graphs
 - working with data
 - easy formula writing
 - name manager
 - formatting as a table
 - new IFERROR and SUMIFS
 - Using the improved conditional formatting
 - Look at spark lines and slicers
 - Discuss PowerPivots (optional add-in)
 - Quiz to re-enforce learning
- What’s new in PowerPoint 2010
 - Examine the new slide layouts, animation effects and themes
- Create presentation sections
- Explore new video tools
- What’s new in Word 2010
 - The navigation pane
 - The status bar – using and customising
 - Checking and changing Word Options
 - Examining the new elements – cover pages, headers and footers, building blocks, SmartArt
 - Use QuickStyles, Style Sets, customise styles and apply themes
 - Quiz to re-enforce learning
- What’s new in Outlook 2010
 - How to use the To-Do Bar, categories and flags, plus new features in the Calendar
 - Simplify actions with Quick Steps
 - Managing conversation threads
- What’s new in Access 2010
 - Examine the new interface
 - Exercise – create a query and a report
- What’s new in the other applications
- Project 2010 – discuss new features including amending the calendar, cost and budget resources, visual reports
- OneNote – tips for using this application

Duration

One day for IT and Power users