

Microsoft Office 2010 Conversion Course Outline



Product Versions: 2003 or earlier

Course Duration - 1 day

Pre Requisite: Existing users of Word, Excel and Powerpoint who have upgraded or are planning to upgrade to Office 2010.

Objectives: Upon completion of the course the delegate will be able to navigate within the applications, use Word document features, utilise new wizards, layouts and formatting options within Excel and utilise new Powerpoint tools.

COURSE CONTENT

Office 2010 Basics

- Using the Ribbon & Dialog Box launchers
- Creating a custom ribbon tab
- Using & customizing the quick access toolbar
- Using the mini toolbar to help with formatting
- Customizing the status bar
- Learn about Autosave and file recovery
- Application options
- Learn about protected view
- Printing & saving in PDF format

Word 2010

- Creating new documents
- Document views and navigation pane
- Formatting text
- New numbering formats
- Using the new quick style gallery
- Headers & footers
- Laying out documents with tabs & tablets
- Inserting pictures into a document
- Creating quick parts to speed up text entry

Excel 2010

- Creating new workbook
- Inserting a new worksheet
- Headers and footers in sheets
- Using the formula bar for long formulae
- Working with formulae using the ribbon
- Using auto calculate
- Changing worksheet views
- Paste with live previews
- Creating and updating charts
- Learn to use sparklines
- Learn how to use new pivot tables and slicers

PowerPoint 2010

- Creating new presentations
- How to insert slides from other presentations
- Use the new slide master
- Adding transitions and animations to slides
- Working with shapes and SmartArt
- Colour corrections and artistic effects
- Creating a video of your presentation
- How to use Presenter View



Support & Consult | Experienced & Professional | Challenging & Knowledgeable

19 St. Christopher's Way Patriot Way Business Park Pride Park Derby DE24 8JY

t +44 (0)1332 224251 f +44 (0)1332 348814 w www.oberoi-consulting.com e admin@oberoi-consulting.com