

Microsoft Office 2010 - Upgrading

General Description

Develop skills in many of the new and enhanced features of Microsoft Office 2010

Learning Outcomes

- Understand the Office 2010 interface and customise the Ribbon and Quick Access Toolbar
- Access Help, use the menu to Ribbon guide and access online templates
- Manage Office 2010 file types, open recent files, create a PDF file and configure AutoSave
- Print preview files, specify print settings and change printer properties
- Save files to SkyDrive (OneDrive), send files as an email attachment and protect files before sharing
- Use Home tab commands, apply a style set and select themes
- Insert pictures, change picture styles, correct pictures and change the picture layout
- Manage Clip Art, shapes, screenshots and screen clips
- Examine the Word 2010 screen, create building blocks, use the Navigation pane and manage styles
- Apply section breaks, create a custom header, insert a cover page and add a watermark
- Insert a quick table, add calculations and manipulate table text
- Use the Mail merge Wizard, create and run mail merges via the Ribbon and work with recipient lists
- Examine the Excel 2010 screen and adjust viewing and printing options
- Manage cell styles, apply conditional formatting options and create sparklines
- Use the formulas tab, apply range names to formulas, create statistical functions and use the Watch Window
- Create a table, insert and delete table records, remove duplicate records and filter records
- Insert a chart, change the chart type, format chart elements and save a chart template
- Create a filtered and formatted PivotTable report, filter using slicers and create a PivotChart
- Examine the PowerPoint 2010 screen, build equations, create custom shapes and insert sections
- Examine the Outlook 2010 screen, manage mail with Quick Steps, share calendars and create a business card

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system and Microsoft Office

Topics

The Office 2010 Interface

Personalising the 2010 Interface

The Office 2010 Help System

The Office 2010 File System

Printing from Office 2010

Sharing From Office 2010

Formatting In Office 2010

Pictures

Drawing and Illustrating

Microsoft Word 2010

Page Layout in Word 2010

Tables in Word 2010

Merging In Word 2010

Microsoft Excel 2010

Formatting In Excel 2010

Working with Formulas

Working with Tables

Charting in Excel 2010

PivotTables in Excel 2010

Microsoft PowerPoint 2010

Microsoft Outlook 2010