



Upgrade to Microsoft Office 2010

Course Aims

This course aims to provide skills in a wide range of new features, enhancements and changes that are available in Microsoft Office 2010. The course is suited for users of earlier versions of Microsoft Office.

Course Content

USING THE OFFICE 2010 INTERFACE

- Using the Interface
- Backstage View
- Using the Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar
- Using Ribbons and Tabs
- Using Dialog Box Launchers
- Using Contextual Tabs
- Using Live Preview

USING NEW FORMATTING OPTIONS

- Apply Text Effects
- Apply Picture Formatting

THE NAVIGATION PANE

- Using the Navigation Pane
 - Browse by the headings in your document
 - Browse by pages in your document
 - Search for text

USING NEW FEATURES IN STYLES

- Using the Quick Styles Gallery
- Using Style Inspector
- Adding a Style to the Quick Styles Gallery
- Clearing Formats and Styles

FORMATTING WITH DOCUMENT THEMES

- Selecting a Theme
- Creating New Theme Colors
- Creating New Theme Fonts
- Changing Theme Effects

USING QUICK PARTS

- Creating a Quick Part
- Adding Quick Parts to a Document
- Inserting Document Property Fields
- Using the Building Blocks Organizer

USING NEW CHART CREATION FEATURES

- Creating a Chart
- Editing Chart Data
- Adding a Chart Title
- Changing the Chart Type
- Copying a Chart from Excel

WORKING WITH REVISIONS AND COMMENTS

- Enabling Balloon Options
- Selecting Options for Show Markup
- Displaying the Reviewing Pane
- Comparing Documents
- Combining Multiple Revisions

CUSTOMIZING WORD PREFERENCES

- Setting Word Options

EXPLORING NEW EXCEL FEATURES

- Inserting a New Worksheet
- Freezing the Panes
- Exploring Excel Options
- Customizing the Status Bar
- Using Page Layout View

USING SPARKLINES

- Inserting Sparklines
 - Create a sparkline
 - Customize sparklines
 - Remove a sparkline

USING NEW CONDITIONAL FORMATTING FEATURES

- Using Highlight Cell Rules
- Using Manage Rules
- Using Clear Rules
- Using Data Bars

USING NEW PIVOTTABLE FEATURES

- Creating a PivotTable Report
- Adding PivotTable Report Fields
- Using Expand and Collapse Buttons
- Add Slicers
 - Inserting Slicers
 - Using Slicers
 - Formatting Slicers
 - Removing a Slicer

USING TABLE FEATURES

- Creating a Table
- Removing Duplicates from a Table

USING NEW FORMULA FEATURES

- Using Formula AutoComplete
- Viewing New Functions

USING NEW SORT AND FILTERING FEATURES

- Sorting Records by Multiple Fields
- Filtering Data to find Above Average

USING NEW FILE FORMAT FEATURES

- Using the Document Inspector
- Marking a Workbook as Final
- Saving to a PDF Format
- Working with the Compatibility Checker
- Converting a File to Excel 2010 Format
- Saving in a Binary Format

EXPLORING THE NEW OUTLOOK INTERFACE

- Viewing the Navigation Pane
- Viewing the To-Do Bar
- Viewing the Ribbon

WORKING WITH NEW E-MAIL FEATURES

- Using Backstage View
- Using the Attachment Previewer
- Quick Steps
 - Create a Quick Step Action

ORGANIZING YOUR OUTLOOK ITEMS

- Using the To-Do Bar
- Using the Instant Search
 - To find an Outlook item
 - Reuse a recent search
- Using Color Categories
- Editing Color Categories
- Setting a Quick Click Category
- Applying a Quick Click Category

USING THE NEW CALENDAR FEATURES

- Using Calendar Overlay Mode
- Using the Daily Task List
- E-Mailing your Calendar As a Snapshot
- Viewing a Calendar Snapshot

USING THE NEW CONTACT FEATURES

- Using Electronic Business Cards
- E-mailing an Electronic Business Card
- Receiving an Electronic Business Card

Duration: One Day:
(9:00 a.m. – 4:00 p.m.)

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