OFFICE UPGRADE 2010 TRAINING

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

The Upgrade to Microsoft Office 2010 training course offers you the convenience of learning the new features of Word, Excel, Outlook and the other applications in the MS Office Suite, combined into a one-day training course.

After completing the Upgrade to Office 2010 Training Course, you will have learned: about the Ribbon, using Backstage view and other Office 2010 interface elements, broadcasting a PowerPoint slide show online, using the Navigation pane and formatting options in Word, how to create PivotTables and PivotCharts in Excel, use tabbed documents and Lookup Wizard in Access and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

OFFICE UPGRADE 2010 TRAINING COURSE OUTLINE

FOREWORD

This Upgrade to Microsoft Office 2010 training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, covers those features of Microsoft Office 2010 that are new to the Office system, with dedicated units for the new features of each application.

In Word, participants will learn to use the Navigation pane and apply new text effects.

In Excel they will use sparklines, filter data with slicers, and create a Pivot Chart.

In PowerPoint they will organize slides into sections, edit movie clips, apply animation effects, and learn how to broadcast slide shows.

In Outlook they will manage e-mail conversations, create Quick Steps, and use the People Pane.

In Access, they will learn how to use the tabbed document window, create Lookup list fields, and use the data type gallery.

In addition, participants will learn about ribbon customization and Backstage view, and save a file as a PDF.

OUTCOMES

By the end of this training course, participants will:
- Use the Ribbon
- Use Live Preview
- Add commands to the Quick Access toolbar
- Rearrange, hide, remove and create Ribbon tabs
- View and edit document properties
- Specify print settings
- Check documents for compatibility problems
- Save a file as PDF or XPS document
- Apply text effects in Word
- Organize outlines in Word
- Create Pivot Tables and Pivot Charts
- Preview and run presentations in PowerPoint
- Work with sections in a presentation
- Format video clips on slides
- Use the Outlook window
- Manage e-mail conversations in Outlook
- Use, configure and create Quick Steps in Outlook
- Use tabbed documents in Access
- Use the Lookup Wizard in Access
- Create a lookup list
- Use the Attachment data type

- Use the Data Type gallery

MODULES

Lesson 1: Introduction
- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Lesson 2: New PowerPoint features
- Reading view
- Sections
- Media clips
- Animations
- Broadcasting a slide show online

Lesson 3: The Office 2010 interface
- Office interface elements
- New Ribbon features
- Microsoft Office Backstage view

Lesson 4: New Outlook features
- The Outlook interface
- Conversation management
- Quick Steps
- The People Pane

Lesson 5: New Word features
- Formatting options
- The Navigation pane

Lesson 6: New Access features
- The Access 2010 environment
- Data features

Lesson 7: New Excel features
- Sparklines
- PivotTables and slicers
- PivotCharts

Lesson 8: Collaboration in Outlook 2010
- Connecting with colleagues via Outlook Social Connectors
- Staying informed with RSS

WEB LINKS

- View this course online
- In-house Training Instant Quote