



Microsoft Office 2010

What's New in Microsoft Office 2010

Introduction

The latest of Microsoft's leading suite of software has changed since Office 2007.

Objectives

This course will show users of Microsoft Office how the new interface works and how to get more out of their programmes. By the end of the course attendees will be able find their way round the ribbon interface and understand many of the new features incorporated in Office 2010.

Designed for

Existing users of previous versions of Microsoft Office.

Duration

One day training course

Topics

Basics

- Using the Ribbon
- The view tools
- Mini Toolbar
- Office Button
- File Formats
- Printing
- Quick Access Toolbar
- Familiar Dialog Boxes
- Getting Help

Word

- Quick Parts
- Headers and Footers
- Word Options
- Live Preview
- Applying Styles
- Review and collaboration tools
- Comparing documents
- Marking a document as final
- Saving as a PDF
- Mail Merge

Excel

- Autosum, Autoaverage, etc.
- Excel Options
- Getting Help
- Conditional Formatting
- Entering Functions
- Tables
- AutoFilter
- Charts
- Pivot Tables

Outlook

- The Outlook Layout
- The navigation pane
- The Calendar Screen - Day, Week & Month View
- Moving to a Specific Date
- Working with Appointments

PowerPoint

- Creating a Slide Show with a Theme
- Quick Styles

Questions and Answers Session

For further information call

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