

Office 2010: New Features

This course 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, students 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 PivotChart. 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, students will learn about ribbon customization and Backstage view, and save a file as a PDF.

Course Length

1 day, 8:30 AM – 4:30 PM

Prerequisites

Word 2007: Basic, Excel 2007: Basic, PowerPoint 2007: Basic, Access 2007: Basic, and Outlook 2007: Basic, or equivalent experience

Outline

Unit 1: The Office 2010 interface

Topic A: Office interface elements

Topic B: New Ribbon features

Topic C: Microsoft Office Backstage view

Unit 2: New Word features

Topic A: Formatting options

Topic B: The Navigation pane

Unit 3: New Excel features

Topic A: Sparklines

Topic B: PivotTables and slicers

Topic C: PivotCharts

Unit 4: New PowerPoint features

Topic A: Reading view

Topic B: Sections

Topic C: Media clips

Topic D: Animations

Topic E: Broadcasting a slide show online

Unit 5: New Outlook features

Topic A: The Outlook interface

Topic B: Conversation management

Topic C: Quick Steps

Topic D: The People Pane

Unit 6: New Access features

Topic A: The Access 2010 environment

Topic B: Data features