



Office 2010: Transition from Office 2003

This course covers those features of Microsoft Office 2010 that are new to the Office system since Office 2003. The new program interfaces (new in 2007) use and modification are covered. New or modified features are covered using Word, Excel, PowerPoint, Access, and Outlook. In addition file protection and sharing are covered.

Course Length

1 day, 8:30 AM – 4:30 PM

Prerequisites

Word 2003: Basic, Excel 2003: Basic, PowerPoint 2003: Basic, Access 2003: Basic, and Outlook 2003: Basic, or equivalent experience.

Outline

Lesson 1: Getting Started with Microsoft Office 2010

- Topic 1A:** Customize the User Interface
- Topic 1B:** Work with Contextual Tabs
- Topic 1C:** Save Files
- Topic 1D:** Print Files

Lesson 2: Modifying Documents Using Microsoft Office Word 2010

- Topic 2A:** Use the Navigation Pane
- Topic 2B:** Apply Text Styles
- Topic 2C:** Work with SmartArt Graphics
- Topic 2D:** Insert Screenshots in a Document
- Topic 2E:** Compare Reviewed Documents

Lesson 3: Working with Spreadsheets Using Microsoft Office Excel 2010

- Topic 3A:** Work with Tables in Excel 2010
- Topic 3B:** Apply Conditional Formatting
- Topic 3C:** Apply a Formula
- Topic 3D:** Work with Charts
- Topic 3E:** Create Sparklines
- Topic 3F:** Work with PivotTables and PivotCharts

Lesson 4: Creating Dynamic Presentations Using Microsoft PowerPoint 2010

- Topic 4A:** Apply Themes
- Topic 4B:** Apply Picture Effects to Presentations
- Topic 4C:** Applying Animation Effects
- Topic 4D:** Add Videos to a Presentation
- Topic 4E:** Divide a Presentation into Sections



Lesson 5: Working with Databases Using Microsoft Office Access 2010

- Topic 5A:** Work with Tables
- Topic 5B:** Work with Forms
- Topic 5C:** Work with Macros
- Topic 5D:** Work with Reports
- Topic 5E:** Work with External Data
- Topic 5F:** Designing a Database for the Web

Lesson 6: Managing Tasks with Microsoft Office Outlook 2010

- Topic 6A:** Manage Mail Messages
- Topic 6B:** Locate Information Quickly
- Topic 6C:** Share Calendar Information
- Topic 6D:** Share Information by Using an Electronic Business Card
- Topic 6E:** Add RSS Feeds Through Outlook 2010

Lesson 7: Sharing Microsoft Office 2010 Files

- Topic 7A:** Protect Files
- Topic 7B:** Share Files Using Office Web Apps