

Course Overview

In this 1-day course, you will receive an overview of what's new and different with the core Office 2010 products (Word, Excel, PowerPoint and Outlook) as compared to version 2003. You will learn about the substantial changes to the interface of the Office products, including how to use the new Backstage View and how to use and customize the Office Ribbon. You will also be introduced to the new features and enhancements within each of the core applications. You will learn how to use several new graphics features, including the new Smart Art graphics. You will also learn about enhancements to data management features in Excel.

Course Preparation

Prerequisite Course: Experience with Office 2003

Course Topics

Exploring the Office 2010 User Interface

- Using the Office Button
- Exploring the Ribbon
- Using the Quick Access Toolbar
- Using the Status Bar
- Using Backstage View
- Saving Files in Different File Formats
- Using the Improved Help Features

What's New in Microsoft Word 2010

- Formatting Enhancements
- Finding Formatting Commands
- Using the Mini Toolbar
- Applying Quick Styles
- Modifying a Quick Style
- About the Normal and No Spacing Styles
- Changing Margins
- Inserting Footers Saving a Document in Different File Formats
- Finding, Navigating, and Printing
- Finding Text
- Moving Page by Page
- Moving Through the Headings
- Previewing a Document
- Printing a Document
- Exploring Word Options

What's New in Microsoft Excel 2010

- About the Spreadsheet Size
- Expanding the Formula Bar
- Inserting a New Worksheet
- Using New Formula Features
- Using Formula Auto Complete
- Introducing the Function Library
- Viewing Calculations in the Status Bar
- Using New Formatting Features
- Applying Cell Styles
- Applying and Customizing a Theme
- Using Conditional Formatting
- Sorting Enhancements
- Sorting a List by Multiple Columns
- Sorting a List by Color
- Using Tables
- Formatting a List as a Table
- Filtering and Sorting a Table

- Observing the Header Row
- Working with Calculated Columns
- Changing the Table Style
- Using the Total Row
- Working with Charts
- Creating a Chart
- Exploring the Chart Tabs
- Changing the Chart Type
- Using Chart Styles
- Using Page Layout View
- Using Page Layout View
- Changing the Margins
- Adding Headers and Footers

What's New in Microsoft PowerPoint 2010

- Formatting Text
- Changing Capitalization
- Clearing All Formatting
- About the Font Dialog Box
- Creating Two Columns
- Applying Styles and Themes
- Applying Shape Styles
- Applying WordArt Styles
- Changing and Customizing the Theme
- Applying a Background Style
- Working with Graphics
- Applying Picture Styles
- Adding SmartArt
- Converting a List to SmartArt
- Changing the SmartArt Layout
- Changing Styles and Colors
- Formatting Shapes

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What's New in Microsoft Outlook 2010

- Exploring the Outlook Ribbon Tabs
- Minimizing the Navigation Pane
- Examining the To-Do Bar
- Examining Changes to Email
- Creating an Email Message
- Previewing Attachments
- About the Mini Toolbar
- Deleting AutoComplete Suggestions
- Sending a Message Without a Subject
- Using New Calendar Features
- Changing Calendar Views
- Showing/Hiding the Daily Task List
- Using Multiple Calendars in Schedule View
- Overlaying Calendars
- Reducing and Enlarging a Calendar
- Sending Your Calendar via Email
- Responding to a Meeting Invitation