



# Upgrading to Office 2010

Customised Training



## Detailed Course outline - Needs analysis

### Contents

#### ➤ The Office 2010 Interface

- ✓ Understanding The Office 2010 Interface
- ✓ Starting An Office 2010 Application
- ✓ Understanding The Ribbon
- ✓ Using The Ribbon
- ✓ Using Ribbon Key Tips
- ✓ Minimising The Ribbon
- ✓ Understanding The Quick Access Toolbar
- ✓ Launching Dialog Boxes
- ✓ Understanding The Status Bar
- ✓ Understanding The Backstage View
- ✓ Accessing The Backstage View

#### ➤ Printing From Office 2010

- ✓ Print Previewing In Office 2010
- ✓ Choosing A Printer
- ✓ Specifying Print Settings
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- ✓ Changing Printer Properties

#### ➤ Formatting In Office 2010

- ✓ Understanding Formatting In Office 2010
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- ✓ Applying Styles In Office 2010
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- ✓ The Picture Format Short Cut Menu
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#### ➤ Microsoft Word 2010

- ✓ What's New In Word 2010
- ✓ Where Are They Now In Word 2010?
- ✓ The Word 2010 Screen
- ✓ Word 2010 File Formats
- ✓ Creating Building Blocks
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- ✓ Spell Checking In Word 2010
- ✓ Working With The Navigation Pane
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#### ➤ Page Layout In Word 2010

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- ✓ Quick Headers And Footers
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#### ➤ Merging In Word 2010

- ✓ Understanding Merging In Word 2010
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#### ➤ Microsoft Excel 2010

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#### ➤ Formatting In Excel 2010

- ✓ Simple Formatting
- ✓ Clearing Cells
- ✓ Applying Cell Styles
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- ✓ Applying Themes To Styled Cells
- ✓ Understanding Conditional Formatting
- ✓ Formatting Cells Containing Values
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- ✓ Working With Data Bars
- ✓ Working With Colour Scales
- ✓ Working With Icon Sets
- ✓ Creating Your Own Rules
- ✓ Understanding Sparklines
- ✓ Creating Sparklines
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#### ➤ Working With Formulas

- ✓ Using The Formula Bar Box
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- ✓ The Formulas Tab On The Ribbon
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- ✓ Using Range Names In Excel 2010
- ✓ Creating Formulas With AutoComplete
- ✓ Useful Statistical Functions
- ✓ Working With The Name Manager
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#### ➤ Charting in Excel 2010

- ✓ Creating A New Chart
- ✓ Changing The Chart Type
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- ✓ Formatting Chart Elements
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#### ➤ Microsoft PowerPoint 2010

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- ✓ Aligning Objects
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- ✓ Creating Custom Shapes
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- ✓ Copying Animations
- ✓ Applying Slide Transitions
- ✓ Creating Sections



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Applied Education

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### ➤ Microsoft Outlook 2010

- ✓ What's New In Outlook 2010
- ✓ Where Are They Now In Outlook 2010?
- ✓ Common Outlook 2010 Screen Elements
- ✓ Navigating To Outlook Features
- ✓ The Navigation Pane
- ✓ The To-Do Bar
- ✓ The Mail Screen
- ✓ The Calendar Screen
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- ✓ Creating A New Message
- ✓ Checking The Spelling
- ✓ Adding An Attachment To A Message
- ✓ Adding Importance
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- ✓ Adjusting The Message View
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- ✓ Navigating Messages In A Conversation
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- ✓ Automating Common Tasks With Quick Steps
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### ➤ Outlook 2010 Calendar

- ✓ Accessing The Calendar
- ✓ Changing The Calendar Arrangement
- ✓ Displaying Specific Dates
- ✓ Navigating Within A Calendar
- ✓ Changing The Current View
- ✓ Sharing Calendars
- ✓ Working With Multiple Calendars
- ✓ Scheduling An Appointment Using Click To Add
- ✓ Scheduling Using The Appointment Window
- ✓ Scheduling An Event
- ✓ Scheduling Free And Busy Times
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- ✓ Scheduling A Meeting
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### ➤ Outlook 2010 Contacts

- ✓ Understanding The Contact Form
- ✓ Understanding Electronic Business Cards
- ✓ Viewing Your Contacts
- ✓ Creating A New Contact
- ✓ Entering Contact Details
- ✓ Inserting A Contact Picture
- ✓ Changing A Business Card Layout

### ➤ Concluding Remarks

Duration 1 Day

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