



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
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Microsoft Office 2010: Transitioning from Microsoft Office 2003 (First Look)

MS-OF-TRN-EK Rev 06.10

1 day

Description

This course is designed for experienced Microsoft Office users who have worked with earlier versions of the Microsoft Office suite, ideally Microsoft Office 2003, and who are planning to upgrade to Microsoft Office 2010.

Prerequisites

- *Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic*
- *Intermediate level knowledge or experience in each of the Microsoft Office 2003 suite products, including Excel, Word, PowerPoint, Outlook, and Access*
- *Prior experience with a Web browser, preferably Internet Explorer*

Course 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



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