

Microsoft Office 2010



Upgrading

InFocus Courseware

Order Code: INF1000 ISBN: 978-1-921721-71-7 **Module Series**

*	General
	Description

Learning **Outcomes** This course aims to provide skills and knowledge in a wide range of new features, enhancements, and changes found in Microsoft Office 2010.

At the completion of *Microsoft Office 2010 Upgrading* you should be able to:

- personalise and make changes to the Office 2010 user interface
- use the help system tools available to you in Office 2010
- work with the new file formats found in Microsoft Office 2010
- use the more convenient printing settings in Office 2010
- share your work with others directly through Office 2010
- use the new formatting features found in Office 2010
- use the new drawing and illustrating tools in Office 2010
- understand what has changed in Microsoft Word 2010 find the standard page layout features of Word 2010
- create and work with tables in Word 2010
- create a mail merge operation in Word 2010
- use the formatting features of Microsoft Excel 2010
- work with Excel 2010's formulas and functions
- work with tables in Excel 2010
- use the charting features in Excel 2010
- use the PivotTable features in Excel 2010
- \triangleright create effective presentations using the new and enhanced features of PowerPoint
- work with many of the new features of Outlook 2010
- create and read email messages in Outlook 2010
- use the Calendar feature in Outlook 2010
- work with Contacts in Outlook 2010

consisting of approximately 14 - 16 hours

presentations, and emails.

This course is for users of versions of Microsoft Office prior to Office 2010, including Office **2007**, who are seeking a comprehensive upgrade experience.

Experience in a version Microsoft Office prior to Office 2010 is essential for this course

312 pages . Watsonia Publishing Modules are based around a 2-day training program

including experience in manipulating Office files, creating documents, workbooks,

Prerequisites

Audience

Target

Pages & **Nominal Duration***

Student Files

Formats

Available

Methodology

Many of the topics in Microsoft Office 2010 Upgrading require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF1000.

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, selfpaced learning, or a combination of the two.

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^{*} Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, August 18, 2010 and



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➤ 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
- ✓ Accessing The Backstage View

➤ Personalising The 2010 Interface

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- ✓ Modifying Ribbon Tabs
- ✓ Creating A New Ribbon Tab
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- ✓ Organising Commands In A Group
- ✓ Creating More Groups
- ✓ Exporting Your Personalisation Settings
- ✓ Removing A Tab From The Ribbon
- ✓ Importing Personalisations
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➤ The Office 2010 Help System

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- ✓ Knowing Your Version And Build
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- ✓ Offline Help
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- ✓ Using The Menu To Ribbon Guide
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- ✓ Using The 2003 To 2010 Workbooks
- ✓ Googling Help
- ✓ Accessing Images And Pictures
- ✓ Accessing Online Templates

➤ The Office 2010 File System

✓ Understanding Office 2010 File Types

- ✓ Opening Files In Office 2010
- ✓ Closing Files In Office 2010
- Opening Recent Files And Places
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- ✓ Understanding File Saving In Office 2010
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- ✓ Saving As Macro Enabled
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- Understanding Templates In Office
- **Understanding Draft Versions**
- ✓ Configuring AutoSave
- Recovering An Unsaved File
- Managing Versions
- ✓ Accessing File Information

➤ Printing From Office 2010

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

➤ Sharing From Office 2010

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- Sending A File As A PDF
- Saving To SkyDrive
- Protecting Your File Before Sharing
- Checking For Issues
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Formatting In Office 2010

- ✓ Understanding Formatting In Office 2010
- Using Home Tab Commands
- ✓ Applying Styles In Office 2010
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▶ Pictures

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- ✓ Changing The Picture
- ✓ Removing A Picture Background
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Drawing And Illustrating

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- ✓ Changing The SmartArt Style
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- ✓ Resizing SmartArt

➤ 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 ✓ Organising Building Blocks
- ✓ Deleting Building Blocks
- ✓ Spell Checking In Word 2010
- ✓ Working With The Navigation Pane
- Locating Non Textual Items
- Applying Styles In Word 2010 Modifying Styles In Word 2010
- ✓ Other Style Tricks In Word 2010
- ✓ Enabling Actions ✓ Clever Tricks Using Actions

➤ Page Layout In Word 2010

- ✓ The Page Layout Tabs
- ✓ Changing Standard Page Setup
- ✓ Inserting Section Breaks
- ✓ Quick Headers And Footers
- Saving A Header To The Gallery
- ✓ Working With Custom Headers
- ✓ Inserting Page Numbering
- ✓ Inserting A Blank Page
- ✓ Inserting A Cover Page ✓ Watermarks And Page Colours



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Product Information



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➤ Tables In Word 2010

- ✓ Inserting A Quick Table
- ✓ Using The Layout Tab
- ✓ Using The Design Tab
- ✓ Adding Calculations To A Table
- ✓ Manipulating Text In A Table

➤ Merging In Word 2010

- ✓ Understanding Merging In Word 2010
- ✓ Merging Using The Wizard
- ✓ Writing The Merge Letter
- ✓ Completing The Merge
- ✓ Creating Merges From The Ribbon
- ✓ Running Merges From The Ribbon
- ✓ Opening An Existing Merge
- ✓ Working With Recipient Lists

➤ Microsoft Excel 2010

- ✓ What's New In Excel 2010
- ✓ Where Are They Now In Excel 2010?
- ✓ The Excel2010 Screen
- ✓ Excel 2010 File Formats
- ✓ Headings And Gridlines
- ✓ Views Of The Worksheet
- ✓ Print Options From The Ribbon
- ✓ Spell Checking In Excel 2010

➤ Formatting In Excel 2010

- ✓ Simple Formatting
- ✓ Clearing Cells
- ✓ Applying Cell Styles
- ✓ Modifying Styles
- Applying Themes To Styled Cells
- ✓ Understanding Conditional Formatting
- ✓ Formatting Cells Containing Values
- ✓ Top Ten Items
- ✓ Working With Data Bars
- ✓ Working With Colour Scales
- ✓ Working With Icon Sets
- ✓ Creating Your Own Rules
- ✓ Understanding Sparklines
- ✓ Creating Sparklines
- ✓ Editing Sparklines

➤ Working With Formulas

- ✓ Using The Formula Bar And Name Box
- ✓ Function Changes
- ✓ The Formulas Tab On The Ribbon
- ✓ Using The Formulas Tab
- ✓ Using Range Names In Excel 2010
- ✓ Creating Formulas With AutoComplete
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- ✓ Working With The Name Manager
- ✓ Using The Watch Window

➤ Working With Tables

- ✓ Understanding Tables
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- Removing Duplicates
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- ✓ Changing The Chart Type
- ✓ Changing The Chart Layout
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➤ PivotTables In Excel 2010

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- ✓ Dropping Fields Into A PivotTable
- Filtering A PivotTable Report
- Clearing A Report Filter
- Switching PivotTable Labels
- ✓ Formatting A PivotTable Report
- Understanding Slicers
- Creating Slicers
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➤ Microsoft PowerPoint 2010

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- ✓ Where Are They Now In PowerPoint 2010?
- The PowerPoint 2010 Screen
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- ✓ PowerPoint 2010 Preferences And
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- Aligning Objects
- **Building Equations**
- Creating Custom Shapes
- **Animating Objects**
- Copying Animations
- ✓ Applying Slide Transitions
- ✓ Creating Sections

➤ 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
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- ✓ The Calendar Screen
- The Contacts Screen
- ✓ The Tasks Screen
- √ The Notes Screen

✓ The Outlook Today Screen

➤ Outlook 2010 Mail

- ✓ The Message Window
- ✓ Creating A New Message
- ✓ Checking The Spelling
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- ✓ Adding Importance
- ✓ Requesting Message Receipts
- Opening An Outlook Data File
- Adjusting The Message View
- Arranging Messages
- Understanding Conversation View
- ✓ Navigating Messages In A Conversation
- Replying To A Message In A Conversation
- ✓ Finding Related Messages
- ✓ Ignoring Conversations
- ✓ Cleaning Up Conversations ✓ Automating Common Tasks With Quick Steps
- ✓ Customising A Default Quick Step
- ✓ Creating A Quick Step
- ✓ Using Quick Steps
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- ✓ 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
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- ✓ Scheduling A Meeting
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- ✓ Responding To Meeting Requests

➤ 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

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