❖ **General Description**

The course aims to provide the necessary skills and knowledge required to use the new features and enhancements found in the major applications of **Microsoft Office 2010**.

❖ **Learning Outcomes**

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

➢ 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**
➢ create effective presentations using the new and enhanced features of **PowerPoint 2010**
➢ 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**

❖ **Target Audience**

This course is for experienced Microsoft Office users who need to know how to use the key new features and enhancements in the major applications, Word, Excel, PowerPoint, and Outlook, of **Microsoft Office2010**.

❖ **Prerequisites**

Experience in using applications in a version of Microsoft Office prior to Office 2010 is essential for this course as it is assumed the attendee can create and modify basic documents, workbooks, and presentations. An understanding of common changes to **Office 2010** (as covered in the companion **Core Changes** title) would be beneficial.

❖ **Pages**

194 pages

❖ **Nominal Duration***

Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ **Student Files**

Many of the topics in **Upgrading to Microsoft Office 2010 - The Applications** 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 **INF1004**.

❖ **Methodology**

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, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ **Companion Products**

INF1002 Upgrading to Microsoft Office 2010 – Core Changes is the forerunner in the *Upgrading* series to this title.

* 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 was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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Upgrading to Microsoft Office 2010
The Applications

WATSONIA PUBLISHING

INFOCUS COURSEWARE

Level Series

Order Code: INF1004   ISBN: 978-1-921721-73-1

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- ✓ Adding An Attachment To A Message
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➤ Outlook 2010 Calendar

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➤ Concluding Remarks

Product Information