INFOCUS COURSEWARE

Microsoft Office 2010
Essentials

WATSONIA PUBLISHING

Module Series

Order Code: INF1008   ISBN: 978-1-921939-20-4

❖ **General Description**

The skills and knowledge acquired in **Microsoft Office 2010 Essentials** are sufficient to be able to use and operate the software at an introductory level.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

➢ gain an overview of **Windows** 7 including windows and menus
➢ understand and use some of the more common features in **Office 2010** applications
➢ use **Microsoft Word 2010** to create a basic word processed document
➢ create and use **Microsoft Excel 2010** to process numbers
➢ create and present an electronic presentation using **Microsoft PowerPoint 2010**
➢ create a simple database to store and process data
➢ work with the **Calendar** feature in **Outlook**
➢ create and work with contacts
➢ create and work with tasks
➢ share data between **Microsoft Office 2010** applications

❖ **Target Audience**

Is designed for people with limited previous experience in using computers and required an overview of the features in Microsoft Office 2010

❖ **Prerequisites**

Microsoft Office 2010 Essentials assumes little or no knowledge of the software or computers.

❖ **Pages**

154 pages

❖ **Nominal Duration***

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ **Student Files**

Many of the topics in Microsoft Office2010 Essentials 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 **INF1008**.

❖ **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**

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* 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 Tuesday, August 16, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

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✓ Drag And Drop Copying
✓ Right Dragging
✓ Object Embedding
✓ Updating An Embedded Object
✓ Object Linking
✓ Updating A Linked Source
➢ **Concluding Remarks**