



INFOCUS COURSEWARE

Upgrading to Microsoft Office 2010

Core Changes



Level Series

Order Code: INF1002 ISBN: 978-1-921721-72-4

❖ General Description

This training manual aims to show the user the core changes in **Microsoft Office 2010** and to help them over the learning hump when upgrading from a previous version of Office. This training manual concentrates on the new features and the changes that are specific to all applications in **Microsoft Office 2010**.

❖ Learning Outcomes

At the completion of working through this training manual 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**

❖ Target Audience

This training manual is for existing users of Microsoft Office who have already or are contemplating upgrading to **Microsoft Office 2010**. Users of **Microsoft Office 2007** will not find the changes to **Microsoft Office 2010** as extensive as those upgrading from **Microsoft Office 2003** and earlier. We have therefore indicated in the outcomes at the start of each chapter what is new in Office 2010, what has changed in Office 2010, and what is essentially the same as Office 2007. Users of Office 2007 can elect to skip over the features that are the same as 2007.

❖ Prerequisites

This training manual has been developed for existing users of **Microsoft Office** to become quickly acquainted with the new features and changes in **Microsoft Office 2010**. It assumes therefore that users are familiar with Microsoft Office applications and can at least create documents, workbooks, or presentations. Some knowledge of working with files and folders in the Windows environment is also assumed.

❖ Pages/Duration

130 pages. 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 Core Changes** 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 INF709.

❖ 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 Course

INF1004 Upgrading to Office 2010 – Applications is the successor to this course. Both courses offer a total upgrading to Office 2010 experience.

* 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 25, 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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Product Information



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➤ Concluding Remarks



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