



INFOCUS COURSEWARE

Upgrading to Microsoft Office 2010

Essentials



Level Series

Order Code: INF1006 ISBN: 978-1-921721-74-8

❖ 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 Essentials** you should be able to:

- use the more convenient printing settings in **Office 2010**
- use the new formatting features found in **Office 2010**
- understand what has changed in **Microsoft Word 2010**
- find the standard page layout features of **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
- use the charting 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 Office 2010**.

❖ 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. It would also be beneficial to have a basic understanding of file management in the Windows environment.

❖ Pages

210 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 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 **INF1006**.

❖ 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 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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Product Information



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- ✓ Understanding The Quick Access Toolbar
- ✓ Launching Dialog Boxes
- ✓ Understanding The Status Bar
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- ✓ Specifying Print Settings
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- ✓ Aligning Objects
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- ✓ Creating Sections



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➤ Microsoft Outlook 2010

- ✓ What's New In Outlook 2010
- ✓ Where Are They Now In Outlook 2010?
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- ✓ Navigating To Outlook Features
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➤ Outlook 2010 Calendar

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➤ Outlook 2010 Contacts

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- ✓ Understanding Electronic Business Cards
- ✓ Viewing Your Contacts
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- ✓ Entering Contact Details
- ✓ Inserting A Contact Picture
- ✓ Changing A Business Card Layout

➤ Concluding Remarks



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