Microsoft® Office 2010: Transition from Office 2003

Course Duration: 1 Day

Course Description

Course Objective: You will work with the new and updated features of Microsoft Office 2010.

Target Student: Users with prior experience of previous versions of the Microsoft Office suite, who are looking to transition to 2010 and want to know what the new features of Office 2010 are.

Prerequisites: To be successful in this course, you should be familiar with prior versions of the Microsoft Office suite of products (Word, Excel, PowerPoint, Access, and Outlook). To ensure your success, we recommend you first take one of these courses, such as either of the following, or have equivalent skills and knowledge:

- Microsoft® Office Word® 2003: Level 1
- Microsoft® Office Excel® 2003 Level 1
- Microsoft® Office PowerPoint® 2003 Level 1
- Microsoft® Office Access® 2003 Level 1
- Microsoft® Office Outlook® 2003 Level 1

Course Objectives

Upon successful completion of this course, students will be able to:

- identify the new and enhanced features that are common to all applications in the Microsoft Office suite.
- modify documents using Microsoft Word 2010.
- present worksheet data using Microsoft Excel 2010.
- create Microsoft PowerPoint 2010 presentations.
- work with databases using Microsoft Access 2010.
- manage tasks using the new features in Microsoft Outlook 2010.
- share files using Microsoft Office 2010.

Course Content

Lesson 1: Getting Started with Microsoft Office 2010

Topic 1A: Customize the User Interface
Topic 1B: Work with Ribbon Tabs
Topic 1C: Save Files in Different Formats
Topic 1D: Print Files

Lesson 2: Modifying Documents Using Microsoft Word 2010

Topic 2A: Navigate and Find Information
Topic 2B: Apply Text Styles
Topic 2C: Add SmartArt Graphics
Topic 2D: Insert Screenshots in a Document
Topic 2E: Compare Reviewed Documents

Lesson 3: Working with Spreadsheets Using Microsoft Excel 2010

Topic 3A: Work with Tables
Topic 3B: Apply a Formula
Topic 3C: Apply Enhanced Conditional Formatting
Topic 3D: Create Charts
Topic 3E: Create Sparklines
Topic 3F: Work with PivotTables and PivotCharts

Lesson 4: Creating Dynamic Presentations Using Microsoft PowerPoint 2010

Topic 4A: Apply Themes
Topic 4B: Apply Picture Effects
Topic 4C: Apply Animation and Transition Effects
Topic 4D: Add Videos
Topic 4E: Divide a Presentation into Sections

Lesson 5: Working with Databases Using Microsoft Access 2010

Topic 5A: Work with Tables
Topic 5B: Work with Queries and Macros
Topic 5C: Create Forms
Topic 5D: Create Reports
Topic 5E: Work with External Data
Topic 5F: Design a Database for the Web

Lesson 6: Managing Information at Work with Microsoft Outlook 2010

Topic 6A: Manage Email Messages
Topic 6B: Locate Information Quickly
Topic 6C: Share Calendar Information
Topic 6D: Share Contact Information
Topic 6E: Add RSS Feeds

Lesson 7: Sharing Microsoft Office 2010 Files

Topic 7A: Protect Files
Topic 7B: Share Files