



4D Group

## Upgrade to Office 2010

### Who would benefit?

This course is designed for all IT and Power Users who require a comprehensive insight of the new and changed facilities within Office 2010.

### Objective

- To be able to answer the question “Where have they put everything?”
- To provide attendees with the information to get them working quickly
- To discover what’s new that might be interesting

### Content

- Overview of the new interface
  - The Ribbon – the dialog launcher and contextual tabs
  - The Backstage View
  - The mini toolbar
  - Understanding the new file extensions and working in compatibility mode
  - Customising the Quick Access Toolbar and the Ribbon
  - Using the new Screen shot tool and image tools
- What’s new in Excel 2010
  - Examine the useful new Page Layout view
  - Find out how to do the normal tasks:
    - creating graphs
    - working with data
    - easy formula writing
    - name manager
    - formatting as a table
    - new IFERROR and SUMIFS
  - Using the improved conditional formatting
  - Look at spark lines and slicers
  - Discuss PowerPivots (optional add-in)
- What’s new in PowerPoint 2010
  - Examine the new slide layouts, animation effects and themes
  - Create presentation sections
- Explore new video tools
- What’s new in Word 2010
  - The navigation pane
  - The status bar – using and customising
  - Checking and changing Word Options
  - Examining the new elements – cover pages, headers and footers, building blocks, SmartArt
  - Use QuickStyles, Style Sets, customise styles and apply themes
- What’s new in Outlook 2010
  - How to use the To-Do Bar, categories and flags, plus new features in the Calendar
  - Simplify actions with Quick Steps
  - Managing conversation threads
- What’s new in Access 2010
  - Examine the new interface
  - Create a query and a report
- What’s new in the other applications
  - Project 2010 – discuss new features including amending the calendar, cost and budget resources, visual reports
  - OneNote – tips for using this application

### Duration

Half day for IT and Power Users