

Microsoft Office 2010: Transition from Office 2003

Course length: 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 (Excel, PPT, Word, Access, and Outlook):

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

Course Objectives

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

- Identify the features that are common to all applications in the Microsoft Office suite.
- Modify documents using Microsoft Office Word 2010.
- Present spreadsheet data using Microsoft Office Excel 2010.
- Create Microsoft Office PowerPoint 2010 presentations.
- Work with databases using Access 2010.
- Manage tasks using the new features in Microsoft Office Outlook 2010.
- Share files in Microsoft Office 2010.

Course Content

Lesson 1: Getting Started with Microsoft Office 2010

Topic 1A: Customize the User Interface

Topic 1B: Work with Contextual Tabs

Topic 1C: Save Files

Topic 1D: Print Files

Lesson 2: Modifying Documents Using Microsoft Office Word 2010

Topic 2A: Use the Navigation Pane

Topic 2B: Apply Text Styles

Topic 2C: Work with SmartArt Graphics

Topic 2D: Insert Screenshots in a Document

Topic 2E: Compare Reviewed Documents

Lesson 3: Working with Spreadsheets Using Microsoft Office Excel 2010

Topic 3A: Work with Tables in Excel 2010

Topic 3B: Apply Conditional Formatting

Topic 3C: Apply a Formula



Topic 3D: Work with 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 to Presentations
Topic 4C: Applying Animation Effects
Topic 4D: Add Videos to a Presentation
Topic 4E: Divide a Presentation into Sections
Lesson 5: Working with Databases Using Microsoft Office Access 2010
Topic 5A: Work with Tables
Topic 5B: Work with Forms
Topic 5C: Work with Macros
Topic 5D: Work with Reports
Topic 5E: Work with External Data
Topic 5F: Designing a Database for the Web

Lesson 6: Managing Tasks with Microsoft Office Outlook 2010

Topic 6A: Manage Mail Messages
Topic 6B: Locate Information Quickly
Topic 6C: Share Calendar Information
Topic 6D: Share Information by Using an Electronic Business Card
Topic 6E: Add RSS Feeds Through Outlook 2010

Lesson 7: Sharing Microsoft Office 2010 Files

Topic 7A: Protect Files
Topic 7B: Share Files Using Office Web Apps

