

Office 2010 - Migration from 2003

2-day course

Course Code: B104AM

Who should attend?

This course is intended for Microsoft Office 2010 users transitioning from Microsoft Office 2003.

Prerequisites

An intermediate to advanced knowledge of all Microsoft Office 2003 applications would be beneficial.

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Understand and use the Microsoft Office 2010 user-interface, including its screen components and how to customize the Ribbon, as well as Backstage view commands and features relating to opening, creating, and printing Office 2010 documents, managing language preferences and using the Help feature.
- Understand and use Microsoft Office 2010 shared features and functionality relating to the management of file formats and compatibility, including publishing PDF and XPS documents, recovering unsaved documents, locating hidden data in documents, using the Accessibility Checker, finalizing documents, and digital signatures. In addition, learn how to apply various text, shape, and graphic styles using built-in quick styles and various Style Galleries, as well as how to enhance your documents with image editing tools, use the Mini Translator, and collaborate.
- Understand and use Microsoft Word 2010 features that make it easy to understand document data by using the Status bar, view documents using the Full Screen Reading view; use Building Blocks; apply new numbering formats and text effects, add alternate text to tables, as well as use the Navigation Pane to management documents, and use the improved Document Comparison.
- Understand and use Microsoft Excel 2010 features that make it easy to view, format, and manage workbook data, using the Page Layout view, Sparklines, improved sorting and filtering, Formula AutoComplete, the Name Manager, Excel tables, structured references in table formulas, improved PivotTables, and Slicers with PivotTables.
- Understand and use Microsoft PowerPoint 2010 features that make it easy to review, organize, enhance, and present presentation data by using the Reading view, Sections, Bookmarks, and the Animation Painter. In addition, learn how to trim video clips, and use the Laser pointer.
- Understand and use Microsoft Outlook 2010 features that allow you to manage e-mail, the Calendar and contacts, by using the Work Week and Week views, Calendar Snapshots, Calendar Overlays, and Meeting Suggestions, Calendar groups, the Schedule View, the Quick View, and electronic business cards. In addition, learn to manage your Inbox items by using Instant Search feature, Color Categories, Follow up flags, Conversation View, ignore and clean up conversation tools, Quick Steps, and Meeting Reply.

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Course Content

Microsoft Office 2010 - Fluent User Interface and Backstage View Functionality

Exploring the Microsoft Office 2010 Interface; Understanding Backstage View; Exploring Recent Office Documents; Creating New Office Documents; Printing Office Documents; Managing Language Preferences; Working with Zoom Levels; Working with Office Document Views; Getting Help

Microsoft Office 2010 - Shared Functionality

Exploring File Management Features; Understanding Live Preview; Pasting Data with Live Preview; Applying and Creating Custom Themes; Using Quick Styles and Style Galleries; Inserting SmartArt Graphics; Creating Charts; Using Capture and Picture Editing Tools; Using the Mini Translator; Co-Authoring Office Documents; Exploring Protected View

Microsoft Word 2010

Counting Words Using the Status Bar; Exploring the Full Screen Reading View; Using Building Blocks; Applying New Numbering Formats; Applying Text Effects; Exploring Open Type Support; Adding Alternative Text to Tables; Managing Documents Using the Navigation Pane; Using Improved Document Comparison

Microsoft Excel 2010

Increased Grid Size and Workbook Capacity; Resizing the Name Box and the Formula Bar; Exploring the Page Layout View; Applying Sparklines; Using Improved Sorting and AutoFiltering; Using Formula AutoComplete; Using the Name Manager; Creating Excel Tables; Using Structured References in Table Formulas; Using Improved Pivot Tables; Using Slicers with PivotTables

Microsoft PowerPoint 2010

Exploring the Reading View; Adding and Managing Sections; Adding Bookmarks to Audio and Video Clips; Using the Animation Painter; Trimming Video Clips; Comparing and Merging Presentations; Using a Laser Pointer

Microsoft Outlook 2010

Using Improved Mail Features; Exploring the Work Week View and the Week View; Sharing Calendar Snapshots; Using the Calendar Overlays; Using Meeting Suggestions; Creating Calendar Groups; Using Schedule View and Quick View; Exploring Electronic Business Cards; Using Instant Search; Using Color Categories; Exploring Improved Follow-up Flags and Task Integration; Using the Conversation View; Ignoring and Cleaning Up Conversations; Exploring Quick Steps; Using Meeting Reply
