

MS Office 2010

New Features



Introduction to Office 2010

- What Is Office 2010?
- Explore the new Fluent user interface and learn how to use it
- Modifying and customising application settings (eg Saving in Previous Office formats, Setting default file locations, etc)
- The Status Bar
- Enhanced Screen Tips
- Galleries
- Ribbons and contextual tabs
- The Quick Access and Mini Toolbars and customising them
- The new file formats – XML
- Explore the MS flash Guides and how to use them

WORD 2010

- Old Menu/New Location
- Quick Styles
- Style Set Gallery
- Style Colour Gallery
- Style Font Gallery
- Cover Page
- Table Styles
- New Headers & Footers
- New MailMerge

EXCEL 2010

- Old Menu/New Location
- Excel 2010 new features
- New formula features
- Themes and styles
- Instant conditional formatting
- New spreadsheet Dimensions
- Cell & Table Styles
- Enhanced Cell/Font Colour
- Enhanced Chart Features
- Page Layout View

POWERPOINT 2010

- Old Feature, New Location
- PowerPoint 2010 new features
- Ribbons vs task panes
- Custom layouts
- Slide Libraries
- New Slide Masters
- New Background Options
- New WordArt Style Gallery
- PowerPoint Themes

OUTLOOK 2010

- Outlook 2010 new features
- The RSS reader
- The To Do pane and its management
- Sharing contacts
- Locate Information Quickly/Searching in Outlook
- Sending invites with 2010
- New Task Views (flagging items for follow up/ To Do)
- To-Do Bar
- Colour Categories – renaming & automatically applying to calendar entries
- Attachment Previewing
- New Calendar Views
- Calendar Snapshots
- Calendar Overlays

