



Introduction to Microsoft Office 2010

Course Duration:

7 Hours / 1 Day

1 Common New Features for MS Office 2010

- Understanding File Extensions and Formats
- The Ribbon
- Using Tabs and Groups
- Dialogue Box Launcher
- Contextual Tabs
- Preparing Documents
- Quick Access Toolbar
- Using Galleries
- Views and Zoom
- Live Preview
- Smart Graphics
- Themes

2 Word 2010

- New Microsoft Office Backstage™ view
- Improved search and navigation experience
- Co-Authoring
- Microsoft Word Web App
- Microsoft Word Mobile 2010
- Enhanced visual effects to your text
- Enhanced SmartArt Graphics
- New picture-editing tools
- Draft Recovery
- Translation and text-to-speech playback
- Insert screenshots and handwriting into your

documents

- Applying quick styles
- Choosing a Document Theme
- Mail Merge Improvements

3 Excel 2010

- Conditional Formatting and Data visualizations
- Sparkline - Create data charts in a single cell
- Slicer feature in Pivot Tables
- The PowerPivot for Excel add-in
- Microsoft Excel Web App
- Microsoft Excel Mobile 2010
- Co-authoring
- More interactive and dynamic PivotCharts
- Choosing themes and setting cell styles
- Click-and-type Headers and Footers

4 PowerPoint 2010

- New Design Theme choices and tools
- Applying sophisticated photo effects directly in PowerPoint
- Co-authoring
- Add a personalized video experience
- Instantly broadcast
- Microsoft PowerPoint Web App
- Microsoft PowerPoint Mobile 2010
- Stunning graphics
- New transitions and improved animations
- Work on multiple presentations and multiple monitors