



Microsoft Office 2010 / 2007 Tips and Troubleshooting

Course Duration:

7 Hours / 1 Day

Microsoft Word

1 Managing Word Files

- Convert files to and from the previous version of Word
- Prepare the Document for Sharing
- Protect document
- Recover unsaved document in Word 2010
- Recover a document when Word shut down unexpectedly (2007/2010)
- Recover information from a damaged document

2 Formatting

- Using Quick Cover
- Using Quick Parts
- Using Quick Styles
- Handle page numbering problems
- Handling spacing problem
- Enable or Disable AutoCorrect

3 Miscellaneous

- Track changes
- Footnotes
- Spelling & Grammar
- Translations with the Mini Translator

4 Changing Document Default Settings

- Word Options - General
- Word Options - Proofing
- Word Options – Save

- Enable Developer tab to record Macro or writing VBA
- Check Errors in formulas

Microsoft Excel

5 Managing Excel Files

- Convert files to and from the previous version of Excel
- Prepare the Workbook for Sharing
- Protect Workbook
- Protect worksheet
- Recover unsaved Workbook in Excel 2010
- Recover a document when Excel shut down unexpectedly
- Share workbook
- Recover information from a damaged document

6 Formatting

- Format numbers as text
- Convert numbers stored as text to numbers
- Display leading zero
- Format as Table
- Conditional Formatting and Data Visualization

7 Data Editing

- Handling wrong cell reference after move or copy
- What to do when the Find and Replace commands do not find data

8 Changing Default Settings

- Change the default Currency and Date Format
- Change View settings
- Install Excel Data Analysis ToolPak

9 Functions

Microsoft PowerPoint

10 Managing a PowerPoint Files

- Convert files to and from the previous version of PowerPoint
- Prepare the Presentation file for Sharing
- Protect Presentation files
- Recover unsaved Presentation file in PowerPoint 2010
- Recover a document when PowerPoint shut down unexpectedly
- Recover information from a damaged document
- Manage presentation section (2010)

11 Formatting a Presentation Files

- Theme design
- SmartArt

12 Miscellaneous

- Create & Change Hyperlink in presentation
- Handle graphics displayed as red "X" in presentation
- Advanced Animation
- Video Maker
- Open Word document in PowerPoint