

# Office 2010 Skills Update from 2007

## Overview and Objectives

Microsoft Office 2010 introduced some great new features and improvements over previous versions, and built on the new Ribbon interface of Office 2007 to make it easier than ever to create documents, spreadsheets and presentations of the highest quality as easily and efficiently as possible. This course will show you how to do your familiar daily tasks with the new system, and take advantage of some of the most useful new features.

Attendees will learn about the most important changes to Office 2010 since the 2007 release using examples from each of the core applications, as well as how to take advantage of some of the new and updated features of Outlook, Excel, Word and PowerPoint specifically. This will benefit those who use several of the components of Microsoft Office and have a good working knowledge of the basic features. While showing some of the new features of the suite, this session is not intended to provide in-depth coverage of any of the applications in particular.

The usual duration of this course is 2 hours (plus breaks), although this will depend on any changes to the content you require to better suit the needs of your particular organisation. Some of the course may include revision of things which were already possible in Office 2007, but which many users may never have become aware of, especially if they have not previously had any formal training on using the new "Fluent" user interface and Ribbon.

## Topics covered

### General Microsoft Office changes

While each of the applications in the Office 2010 system has new and improved features, the most important things are those which have changed across the whole suite, such as the changes to the interface and especially the Backstage view. The first part of the course will look at some of these common elements, including:

- Using the new Microsoft Office "Fluent" user interface and the Ribbon which replaces menus and toolbars, and the "Backstage view" which replaces the File menu
- Customising the Ribbon and using the Quick Access Toolbar for buttons you use most
- Quick revision of some features such as: task panes, galleries, live preview, mini toolbar
- Using different views and zoom control to work more effectively
- Considering the new file formats used in Office 2007 and 2010 when sharing files
- Using Themes, colours and fonts for consistent formatting between documents

## Outlook 2010

Upgrading to Outlook 2010 means you will have a more powerful tool to help organise your time, collaborate with others and keep track of your work.

- Improvements to the Navigation pane and the To-Do bar
- Conversation view and Outlook's updated Search features
- Working in Teams, sharing calendars and other information
- Contact cards and MailTips to get more information about people you deal with

## Excel 2010

There are many brand new features in Excel 2010 and lots of upgrades and improvements to existing ones. While this is not intended to go into depth and teach lots of new techniques, some of these are really beneficial to users at all skill levels:

- Improved conditional formatting and new Sparklines for effective data visualisation
- Use the updated sorting and filtering capabilities, "smart" filters and "search" filters
- New Chart tools make it easier to create and customise charts (anywhere in Office)
- Very brief demonstration of Pivot Tables and capabilities of new Slicer feature

## PowerPoint 2010

New features in PowerPoint 2010 make it quicker than ever to create visually compelling slides which are interesting for the audience and easier to deliver well, such as:

- Updated SmartArt for creating powerful, flexible diagrams (in any Office application)
- New image editing tools to create artistic effects and remove backgrounds
- Inserting and editing video and audio clips directly in your slides
- Taking advantage of the new more flexible Presenter View when presenting

## Word 2010

You don't need to be a power user to take advantage of the new capabilities of Word 2010. The features and improvements covered on this course include:

- Organising and searching in your document using the Navigation Pane
- Changes to using and managing Styles, and relationship to Themes, fonts and colours
- Using Quick parts; inserting document properties using content controls