

# Upgrading to MS Office 2010

## Word, Excel, PowerPoint and Outlook



# Computer Smart

## TRAINING CENTRE

**Learning Outcomes:** The skills and knowledge covered in this course will allow you to become quickly proficient in the changes and new features introduced in Microsoft Office 2010.

**Pre-Requisites:** As this is an upgrade course it is assumed that the student has some familiarity with one or more previous versions of Microsoft Office. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files and locate file folders.

### The Office 2010 Interface

- ✓ Understanding The Office 2010 Interface
- ✓ Starting An Office 2010 Application
- ✓ Understanding The Ribbon
- ✓ Using The Ribbon
- ✓ Using Ribbon Key Tips
- ✓ Minimising The Ribbon
- ✓ Understanding Quick Access Toolbar
- ✓ Launching Dialog Boxes
- ✓ Understanding The Status Bar
- ✓ Understanding The Backstage View
- ✓ Accessing The Backstage View

### Printing From Office 2010

- ✓ Print Previewing In Office 2010
- ✓ Choosing A Printer
- ✓ Specifying Print Settings
- ✓ Specifying Page Layout Settings
- ✓ Changing Printer Properties

### Formatting In Office 2010

- ✓ Understanding Formatting In 2010
- ✓ Using Home Tab Commands
- ✓ Applying Styles In Office 2010
- ✓ Applying A Different Style Set
- ✓ Applying Table Styles
- ✓ Applying Themes

### Pictures

- ✓ Understanding Pictures
- ✓ Inserting / Changing A Picture
- ✓ Removing A Picture Background
- ✓ Correcting Pictures
- ✓ Changing Picture Colouring
- ✓ Applying Artistic Effects
- ✓ Changing Picture Styles
- ✓ Changing Picture Effects
- ✓ Repositioning Pictures
- ✓ The Picture Format Short Cut Menu
- ✓ Changing The Picture Layout

### Microsoft Word 2010

- ✓ What's New In Word 2010
- ✓ Where Are They Now In 2010?
- ✓ The Word 2010 Screen
- ✓ Word 2010 File Formats
- ✓ Creating Building Blocks
- ✓ Organising Building Blocks
- ✓ Deleting Building Blocks
- ✓ Spell Checking In Word 2010
- ✓ Working With The Navigation Pane
- ✓ Locating Non Textual Items
- ✓ Applying Styles In Word 2010
- ✓ Modifying Styles In Word 2010
- ✓ Other Style Tricks In Word 2010
- ✓ Enabling Actions
- ✓ Clever Tricks Using Actions

### Page Layout In Word 2010

- ✓ The Page Layout Tabs
- ✓ Changing Standard Page Setup
- ✓ Inserting Section Breaks
- ✓ Quick Headers And Footers
- ✓ Saving A Header To The Gallery
- ✓ Working With Custom Headers
- ✓ Inserting Page Numbering
- ✓ Inserting A Blank Page
- ✓ Inserting A Cover Page
- ✓ Watermarks And Page Colours

### Merging In Word 2010

- ✓ Understanding Merging In 2010
- ✓ Merging Using The Wizard
- ✓ Writing The Merge Letter
- ✓ Completing The Merge
- ✓ Creating Merges From The Ribbon
- ✓ Running Merges From The Ribbon
- ✓ Opening An Existing Merge
- ✓ Working With Recipient Lists
- ✓ Merging Using The Wizard
- ✓ Working With Recipient Lists

### Microsoft Excel 2010

- ✓ What's New In Excel 2010
- ✓ Where Are They Now In 2010
- ✓ The Excel 2010 Screen
- ✓ Excel 2010 File Formats
- ✓ Headings And Gridlines
- ✓ Views Of The Worksheet
- ✓ Print Options From The Ribbon
- ✓ Spell Checking In Excel 2010

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## Word, Excel, PowerPoint and Outlook

### Formatting In Excel 2010

- ✓ Simple Formatting
- ✓ Clearing Cells
- ✓ Applying Cell Styles
- ✓ Modifying Styles
- ✓ Applying Themes To Styled Cells
- ✓ Understanding Conditional Formatting
- ✓ Formatting Cells Containing Values
- ✓ Top Ten Items
- ✓ Working With Data Bars
- ✓ Working With Colour Scales
- ✓ Working With Icon Sets
- ✓ Creating Your Own Rules
- ✓ Understanding Sparklines
- ✓ Creating / Editing Sparklines

### Working With Formulas

- ✓ Using The Formula Bar Box
- ✓ Function Changes
- ✓ The Formulas Tab On The Ribbon
- ✓ Using The Formulas Tab
- ✓ Using Range Names In Excel 2010
- ✓ Creating Formulas With AutoComplete
- ✓ Useful Statistical Functions
- ✓ Working With The Name Manager
- ✓ Using The Watch Window

### Charting in Excel 2010

- ✓ Creating A New Chart
- ✓ Changing The Chart Type
- ✓ Changing The Chart Layout
- ✓ Changing The Chart Style
- ✓ Formatting Chart Elements
- ✓ Relocating A Chart
- ✓ Saving A Chart Template

### Microsoft PowerPoint 2010

- ✓ What's New In PowerPoint 2010
- ✓ Where Are They Now In 2010
- ✓ The PowerPoint 2010 Screen
- ✓ PowerPoint 2010 File Formats
- ✓ PowerPoint 2010 Preferences & Settings
- ✓ Creating A Presentation
- ✓ Cropping A Picture
- ✓ Aligning Objects
- ✓ Building Equations
- ✓ Creating Custom Shapes
- ✓ Animating Objects
- ✓ Copying Animations
- ✓ Applying Slide Transitions
- ✓ Creating Sections

### Microsoft Outlook 2010

- ✓ What's New In Outlook 2010
- ✓ Where Are They Now In 2010
- ✓ Common Outlook 2010 Screen Elements
- ✓ Navigating To Outlook Features
- ✓ The Navigation Pane
- ✓ The To-Do Bar
- ✓ The Mail Screen
- ✓ The Calendar Screen
- ✓ The Contacts Screen
- ✓ The Tasks Screen
- ✓ The Notes Screen

### Outlook 2010 Mail

- ✓ The Message Window
- ✓ Creating A New Message
- ✓ Checking The Spelling
- ✓ Adding An Attachment To A Message
- ✓ Adding Importance
- ✓ Requesting Message Receipts
- ✓ Opening An Outlook Data File
- ✓ Adjusting The Message View
- ✓ Arranging Messages

- ✓ Understanding Conversation View
- ✓ Navigating Messages In A Conversation
- ✓ Replying To A Message In A Conversation
- ✓ Finding Related Messages
- ✓ Ignoring Conversations
- ✓ Cleaning Up Conversations
- ✓ Automating Common Tasks With Quicksteps
- ✓ Customising A Default Quick Step
- ✓ Creating A Quick Step
- ✓ Using Quick Steps
- ✓ Spamming And Junk Email
- ✓ Phishing And Junk Email

### Outlook 2010 Calendar

- ✓ Accessing The Calendar
- ✓ Changing The Calendar Arrangement
- ✓ Displaying Specific Dates
- ✓ Navigating Within A Calendar
- ✓ Changing The Current View
- ✓ Sharing Calendars
- ✓ Working With Multiple Calendars
- ✓ Scheduling An Appointment Using Click To Add
- ✓ Scheduling Using The Appointment Window
- ✓ Scheduling An Event
- ✓ Scheduling Free And Busy Times
- ✓ Categorising Activities
- ✓ Scheduling A Meeting
- ✓ Meeting Response Options
- ✓ Responding To Meeting Requests

### Outlook 2010 Contacts

- ✓ Understanding The Contact Form
- ✓ Understanding Electronic Business Cards
- ✓ Viewing Your Contacts
- ✓ Creating a New Contact
- ✓ Entering Contact Details & Picture
- ✓ Changing a Business Card Layout

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