



Microsoft Office 2010 First Look

BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

Number of Days: 1

Format: Instructor-Led

Class Code OFF10

Recommended Course Sequence

Knowledge of prerequisites
noted below.

*Course content is subject to change
without notice.*

Course Description:

This course is designed to provide the student with an understanding of the updates to Microsoft Office 2010 from prior versions. The student is provided an overview of the following applications: Access, Word, Excel, PowerPoint, and Outlook.

Target Student:

This course is designed for students who are current Microsoft Office users, and are preparing for an upgrade to Microsoft Office 2010 Suite.

Prerequisites:

Students must have prior knowledge of Microsoft Office 2003 on the Windows operating system.

Delivery Method:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives:

Upon successful completion of this course, students will be able to:

- Successfully Navigate in Office 2010.
- Understand the changes to Office 2010 Applications.

Course Outline

Lesson 1: Getting Started with Microsoft Office 2010
<ul style="list-style-type: none"> ■ Topic 1A: Customize the User Interface ■ Topic 1B: Work with Contextual Tabs ■ Topic 1C: Save Files ■ Topic 1D: Print Files
Lesson 2: Modifying Documents Using Microsoft Office Word 2010
<ul style="list-style-type: none"> ■ Topic 2A: Use the Navigation Pane ■ Topic 2B: Apply Text Styles ■ Topic 2C: Work with SmartArt Graphics ■ Topic 2D: Insert Screenshots in a Document ■ Topic 2E: Compare Reviewed Documents

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Lesson 3: Working with Spreadsheets Using Microsoft Office Excel 2010
<ul style="list-style-type: none">■ Topic 3A: Work with Tables in Excel 2010■ Topic 3B: Apply Conditional Formatting■ Topic 3C: Apply a Formula■ Topic 3D: Work with Charts■ Topic 3E: Create Sparklines■ Topic 3F: Work with PivotTables and PivotCharts
Lesson 4: Creating Dynamic Presentations Using Microsoft PowerPoint 2010
<ul style="list-style-type: none">■ Topic 4A: Apply Themes■ Topic 4B: Apply Picture Effects to Presentations■ Topic 4C: Applying Animation Effects■ Topic 4D: Add Videos to a Presentation■ Topic 4E: Divide a Presentation into Sections
Lesson 5: Working with Databases Using Microsoft Office Access 2010
<ul style="list-style-type: none">■ Topic 5A: Work with Tables■ Topic 5B: Work with Forms■ Topic 5C: Work with Macros■ Topic 5D: Work with Reports■ Topic 5E: Work with External Data■ Topic 5F: Design a Database for the Web
Lesson 6: Managing Tasks with Microsoft Office Outlook 2010
<ul style="list-style-type: none">■ Topic 6A: Manage Mail Messages■ Topic 6B: Locate Information Quickly■ Topic 6C: Share Calendar Information■ Topic 6D: Share Information by Using an Electronic Business Card■ Topic 6E: Add RSS Feeds Through Outlook 2010 Files
Lesson 7: Sharing Microsoft Office 2010 Files
<ul style="list-style-type: none">■ Topic 7A: Protect Files■ Topic 7B: Share Files Using Office Web Apps