

Microsoft Office 2010: New Features

- Course Length: 1 Day

Course Overview

This course will introduce students to the new interfaces and features of Microsoft Office 2010 Word, Excel, PowerPoint, Outlook, and Access. Students will learn about the new features that are shared between all products in the Office suite, as well as the new features that are product specific.

Audience

This course is designed for students with experience using prior versions of the Microsoft Office suite.

Course Outline

<u>Course Introduction</u>	1 m
<u>Unit 01 - The Office 2010 Interface</u>	56m
Topic A: Office Interface Elements	
The Excel Ribbon (Home Tab)	
The Cell Styles Gallery in Excel	
Demo - A-1: Using the Ribbon	
Live Preview	
Demo - A-2: Using Live Preview	
Dialog Box Launcher	
Demo - A-3: Using the Dialog Box Launcher	
Quick Access Toolbar	
Demo - A-4: Adding a Command to the Quick Access Toolbar	
Status-bar View Buttons in Excel	
Zoom Buttons and Slider Bar	
Demo - A-5: Using the Status Bar	
Topic B: New Ribbon Features	
Minimize the Ribbon	
Demo - B-1: Hiding and Showing the Ribbon	
Customize the Ribbon	
Demo - B-2: Rearranging Ribbon Tabs	
Hide and Remove Tab Elements	
Demo - B-3: Hiding and Removing Tabs and Groups	
Create Custom Tabs and Groups	
Demo - B-4: Creating a Tab	
Reset the Ribbon	
Demo - B-5: Resetting the Ribbon	
Topic C: Microsoft Office Backstage View	
Backstage View in Word	
The Document Panel	
File Type Options	

Demo - C-1: Viewing and Editing Document Properties
Print Settings
Demo - C-2: Specifying Print Settings
Options for Saving Documents
Recovering a Draft
Demo - C-3: Recovering a Draft of a Previously Saved File
Demo - C-4: Finishing a Document
PDF Document Created in Word
Demo - C-5: Saving a File as a Static Document
Unit 01 Review

Unit 02 - New Word Features

14m

Topic A: Formatting Options

Format Text Effects Dialog Box

Demo - A-1: Applying Text Effects

Demo - A-2: Adjusting a Picture's Color

Topic B: The Navigation Pane

Use the Navigation Pane to Find Text

Demo - B-1: Using the Navigation Pane to Search for Text

Outline Levels

Browse Headings and Pages

Demo - B-2: Organizing an Outline

Unit 02 Review

Unit 03 - New Excel Features

24m

Topic A: Sparklines

Sparklines

Create Sparklines Dialog Box

Demo - A-1: Inserting a Sparkline

Topic B: PivotTables and Slicers

A PivotTable

Create a PivotTable

Demo - B-1: Creating a PivotTable

Add Fields to a PivotTable

Demo - B-2: Adding Fields to a PivotTable

Insert a Slicer

PivotTable with Slicers

Demo - B-3: Using Slicers to Filter PivotTable Data

Topic C: PivotCharts

Create a PivotChart

A PivotChart

Demo - C-1: Creating a PivotChart

Unit 03 Review

Unit 04 - New PowerPoint Features

33m

Topic A: Reading View

Reading View

Demo - A-1: Previewing and Running a Presentation

Topic B: Sections

Add Sections

Demo - B-1: Adding Sections

Demo - B-2: Renaming Sections

Demo - B-3: Moving Sections

Printing Sections

Demo - B-4: Printing a Section

Topic C: Media Clips

Video Playback Controls

Demo - C-1: Adding a Video Clip

Video Tools | Format Tab

Demo - C-2: Formatting a Video

Trim Video Dialog Box

Demo - C-3: Specify Video Playback Options

Topic D: Animations

Animation Tags

Demo - D-1: Animating Text and Objects

Demo - D-2: Using the Animation Printer

Topic E: Broadcasting a Slide Show Online

Broadcasting a Slide Show

Broadcast Slide Show Dialog Box

Questions and Answers

Unit 04 Review

Unit 05 - New Outlook Features

42m

Topic A: The Outlook Interface

The Outlook 2010 Window

Outlook-Specific UI Elements

Demo - A-1: Exploring the Outlook Window

Context-Sensitive Tabs

Demo - A-2: Examining Tabs

Topic B: Conversation Management

Message Composition Window

Demo - B-1: Creating and Sending a Message

Reply to a Message

Demo - B-2: Replying to a Message

Conversations

Demo - B-3: Exploring Conversations

Conversation Management

Demo - B-4: Managing Conversations

Topic C: Quick Steps

Quick Steps

Demo - C-1: Using Quick Steps

Configure Quick Steps

Demo - C-2: Configuring a Quick Step

Creating a Quick Step

Demo - C-3: Creating a Quick Step

Topic D: The People Pane

Outlook Social Connector

People Pane

Demo - D-1: Examining the People Pane

Expanded People Pane

Demo - D-2: Viewing Custom Photos in the People Pane

Contact Card
Pinning a Contact Card
Demo - D-3: Viewing Contact details
Unit 05 Review

Unit 06 - New Access Features

17m

Topic A: The Access 2010 Environment

Tabbed Documents

Demo - A-1: Using the Document Window

Topic B: Data Features

Lookup Fields

A Lookup List

Demo - B-1: Preparing to use the Lookup Wizard

Demo - B-2: Creating a Lookup List

Attachment Data Type

Demo - B-3: Using the Attachment Data Type

Demo - B-4: Using the Data Type Gallery

Unit 06 Review

Course Closure

Total Duration: 3h 7m