

AVP Training

Computer Software Training & Consulting

Upgrade to Microsoft Office 2010

General Description

Develop a solid understanding of the Office 2010 interface and gain an overview of the new and enhanced features of Word, Excel, PowerPoint and Outlook

Learning Outcomes

Use the ribbon, ribbon key tips, quick access toolbar and backstage view

Apply general Office 2010 operations including printing, formatting and picture management

Manage Word 2010 file formats, create building blocks, apply styles and enable actions

Insert section breaks, create headers and footers and include a cover page

Perform merge operations using the Mail Merge Wizard

Handle Excel 2010 file formats, use worksheet views and apply printing options

Format data using styles, themes and conditional formatting

Develop formulas with range names and utilise the name manager and watch window

Produce charts with various layouts, format chart elements and create chart templates

Manage PowerPoint 2010 file formats, create custom shapes, animate objects and create sections

Navigate the Outlook 2010 interface and customise the to-do bar

Add attachments to messages, use conversation view and create quick steps

Use multiple calendars, categorise activities and schedule meetings

Create and manage contact details using electronic business cards

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows and an earlier version of Microsoft Office

Course Topics Upgrade to Microsoft Office 2010	Office 2010 Interface
	Office 2010 Operations
	Word 2010
	Excel 2010
	PowerPoint 2010
	Outlook 2010

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