



# Office 2010 Upgrade

## Word, Excel and Outlook

### 3 hours

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#### Is this course for you?

You are upgrading from Office 2003. You need to know how to carry out basic operations in Office 2010 and want to find out about the new features included with the software.

#### Pre-requisites

The course assumes that delegates are familiar with:

- basic Windows operations, such as using a mouse and opening and saving files
- entering and editing text and data
- creating and formatting documents in a previous version of Microsoft Office
- sending and receiving email.

#### Course duration

3 hours.

#### Course objectives

At the end of the course, you will be able to perform routine tasks using the new Ribbon interface. You will understand the different file formats available, be familiar with some of the new features in Word, Excel and Outlook and know where to look for extra help and information.

A handout covering the main course topics will be provided as an electronic pdf document.

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#### Find your way round Office 2010

- Why the new layout?
- Introducing ribbons and tabs
- The File tab and Backstage view

#### The Quick Access toolbar

- Customise the toolbar

#### Getting help

- Use onscreen help to locate commands

#### Saving files

- Understand the new file formats
- Use the compatibility checker
- Send files as attachments

#### Introducing Word 2010

- Create a document
- Enter and format text
- Preview formatting changes
- Use the mini toolbar

#### Work in Word 2010

- Use Paste Preview
- Search for text with the Navigation Pane
- Use Word design tools to format tables
- Print and alter document settings in Backstage View

#### Introducing Excel 2010

- Enter and format data
- Prepare a worksheet for printing

#### Work with data

- Sort and filter data
- Apply conditional formatting to data
- Create a chart

#### Introducing Outlook 2010

- Read messages and attachments
  - Sort messages into Conversations
  - Flag and categorise messages
  - Share calendar information
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**This is a provisional course outline and may change**