

Office 2010: New Features

Code: CT11-969

Duration: 1 day(s)

Outline

The Office 2010 interface

Office interface elements
New Ribbon features
Microsoft Office Backstage view

Sections

Media Clips
Animations
Broadcasting a slide show online

New Word features

Formatting options
The Navigation pane

New Outlook features

The Outlook interface
Conversation management
Quick Steps
The People Pane

New Excel features

Sparklines
PivotTables and slicers
PivotCharts

New Access features

The Access 2010 environment
Data features

New PowerPoint features

Reading view

After completing this course, students will know how to:

- Use the Ribbon components, Live Preview, the Quick Access toolbar, Dialog Box Launchers, and the status bar; customise the Ribbon; and use Backstage view to view and edit document properties, specify print settings, recover an unsaved draft, and create a static document.
- Apply text effects in Word; adjust the colour of images; and use the Navigation pane to find text and to organise an outline.
- Use sparklines in Excel to illustrate data trends; use the PivotTable command to create PivotTables; use slicers to filter PivotTable data; and create a PivotChart.
- View a PowerPoint presentation in Reading view; use sections to organise slides; add video clips to slides; apply and copy animation effects; and discuss how to broadcast a slide show online.
- Identify the components of the Outlook 2010 environment; manage e-mail conversations; use and customise Quick Steps; and use the People Pane.
- Display open items as tabbed documents in Access; create lookup fields; use Attachment fields to attach files to records; and use the Data Type gallery.

Prerequisites

Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic, or equivalent experience; and Word 2007: Basic, Excel 2007: Basic, PowerPoint 2007: Basic, Access 2007: Basic, and Outlook 2007: Basic, or equivalent experience