



MICROSOFT OFFICE 2010 MIGRATION

COURSE AIMS

This course is aimed at experienced users Office migrating to Microsoft Office 2010 from Microsoft Office 2003 or earlier.

On completion of this course the user should be able to confidently do the following:

- Appreciate the major differences of the new Microsoft Fluent User Interface.
- Use Backstage View, the Ribbon and the Quick Access Toolbar.
- Understand file compatibility issues with older versions of Office.
- Use the new and enhanced features of Word, Excel, PowerPoint and Outlook 2010.
- Find Office 2003 command equivalents in Office 2010.

COURSE CONTENT

Office 2010 Fluent User Interface

Backstage View
Recent Documents
The Ribbon – Tabs and Groups
Split Buttons and Drop-Down Buttons
Dialog Launcher
ScreenTips
Live Preview
Mini Toolbar

Quick Access Toolbar

Moving the Quick Access Toolbar
Customising the Quick Access Toolbar

File Compatibility

OpenXML File Formats
Compatibility Mode
Compatibility Checker
Feature Refresh
Compatibility Pack
Default File Formats
Publish as PDF

SmartArt Graphics

Inserting a SmartArt Graphic
Text Pane
Formatting SmartArt Graphics

Word 2010

Building Blocks – Cover Pages, Headers & Footers, Content Controls
Alignment Tabs
Mini Translator

Excel 2010

Page Layout View
Name Manger
Charts
Conditional Formatting
Sparklines
Slicers
Tables

PowerPoint 2010

Slide Layouts
Masters – Adding Layouts

Outlook 2010

To-Do Bar
Overlaid Calendars
Out of Office Assistant
Quick Steps
Schedule View
Conversations

NOTES

Ability Software Consultants offer advanced and VBA programming courses in all Microsoft Office applications.