

# Office 2010 New Features

- Audience** This course is appropriate for those who have taken the level one course for each application or have at least one year of experience with the features of Microsoft Office 2000/XP/2003 and Windows and want to learn the differences between these applications and Microsoft Office 2010.
- Description** This course uses a combination of lecture and hands on guided instructions to familiarize students with the "common" differences between Office 2000/XP/2003 and Office 2010. The focus is to give an overview of the differences that are similar in all Office 2010 applications, so that these do not have to be explained in each individual application differences course. The topics covered include: common new features, as well as specific Word, Excel, PowerPoint and Outlook new features.
- Objectives** Upon successful completion of the course, students should be able to:
- Common**
- Explain the purpose for the user interface redesign
  - Effectively share files with previous versions of Office
  - Use and customize the Quick Access Toolbar
  - Use the Ribbon to access commands
  - Use the \*File tab to display the Backstage view to control document files and set program options
  - Display the Mini Toolbar and use it for frequently used formatting commands
  - Apply and create new customized gallery options
  - Use the dialog box launchers to display dialog boxes for more control over results
  - Understand and use Live Preview
  - Create an illustration with SmartArt
  - Discuss the benefits of the new XML file format
- Word**
- Become familiar with new command locations
  - Working with email attachments and PDF files
  - Apply a style from the Styles pane and create and apply a Quick Style
  - Create and insert Quick Parts
  - Insert breaks
  - Insert Screenshots and edit pictures
  - Insert a Quick Table
  - Work with themes
  - Insert Headers and Footers and add a customized header or footer to the gallery
  - Compare documents



## **Excel**

- Apply conditional formatting
- Effectively create and format tables and apply a table style
- Apply new sorting and filtering tools
- Optional: create PivotTables and PivotCharts using the new tools
- Create and format charts using new chart tools
- Use Page Layout view
- Work with the new formula writing tools
- Understand the benefits of using the Name Manager
- Find features for managing external connections
- Understand the new file types available
- Understand new Excel limits
- Find features from previous versions in the new Ribbon

## **PowerPoint**

- Create new slides
- Format text and paragraphs with new formatting options
- Effectively insert and format tables
- Insert and edit an Excel spreadsheet
- Insert a Quick Table
- Insert SmartArt
- Apply a slide theme
- Edit slide colors, fonts, background, etc.
- Apply animations to slides and objects
- Find features from previous versions in the new Ribbon

## **Outlook**

- Work with Ribbon tabs to manipulate Outlook
- Use the To-Do bar to keep track of upcoming tasks and appointments
- Insert a business card and calendar into an email message
- Apply a theme to an email message
- Navigate effectively through the Calendar
- Work with tasks in the task area of the Calendar
- Create, edit, and customize electronic business cards
- Manage tasks in the task list and the task area
- Navigate through email messages, calendar appointments, contacts, and tasks, with the Previous/Next buttons
- Work with context sensitive options
- Use Word features to create, format, and edit email messages, calendar appointments, contacts, and tasks
- Categorize email messages, calendar appointments, contacts, and tasks
- Change Outlook and item options
- Find features from previous versions in the new Ribbon

**Length**

1 day

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**I. Office 2010 Common New Features**

- A. The New User Interface
- B. The File Tab
- C. Quick Access Toolbar & Mini Toolbar
- D. Manipulating The Ribbon
- E. Customizing the Ribbon
- F. Themes and Galleries
- G. Using Illustrations (SmartArt)
- H. XML File Format and Web Resources

**II. Word**

- A. The User Interface
- B. The File Tab
  - 1. Creating PDFs
  - 2. Properties and Printing
  - 3. Inspecting the Document
- C. The Home Tab
  - 1. Styles
  - 2. Find
- D. The Insert Tab
  - 1. Breaks and Pictures
  - 2. Screen Shots
  - 3. Tables
  - 4. Building Blocks
  - 5. Headers and Footers
- E. The Page Layout Tab
- F. The Review Tab
- G. The View Tabs

**III. Excel**

- A. User Interface
- B. Using Home Tab for Conditional Formatting
- C. Creating Excel Tables
- D. Formatting with Cell Styles
- E. Inserting PivotTables (Optional)
- F. Charting
- G. Working with Page Layout

- H. Using the Formulas Tab
- I. Working with the Data Tab
- J. The Review and View Tabs

**IV. PowerPoint**

- A. User Interface
- B. Inspecting the Document
- C. Setting PowerPoint Options
- D. Using The Home Tab
- E. Inserting Elements into a Presentation
- F. Using Design and Animations Tabs
- G. Changing the Slide Master
- H. Creating a Custom Slide Layout

**V. Outlook**

- A. User Interface
- B. Setting Options
- C. Changing the View
- D. Creating and Assigning Categories
- E. Adding and Modifying Flags
- F. Working with Email
- G. Inserting Elements into an Email
- H. Adding Options and Themes to Email
- I. Working with the Calendar
- J. Creating Appointments
- K. Scheduling a Meeting
- L. Using Contacts
- M. Using Tasks

