

Office 2010 Express Upgrade

1 Day (9am to 4pm)

Course Description

Microsoft Office 2003 was the last edition of Office to use the old-style “Menu and Button Bar” interface, and many companies have been slow to upgrade from there. Now it’s time: full support for Office 2003 ended in 2009, and more and more users are switching to Office 2010. Are you one of them?

Fortunately, if you were comfortable with the old Office, the new version is not as different as it looks. This one day course boils down the reasons for and the benefits of the new Ribbon interface, and will get you back up to speed on Word, Excel, PowerPoint, and Outlook—and point you in the direction of the new efficiencies that are possible with the new set-up.

Course Prerequisite: This course is *not* intended for beginners. An Intermediate or better knowledge of Excel, PowerPoint, Word and Outlook 2003 (or older) is essential.

Topics Covered

Guided Tour of the Fluent user interface

Using the Tabbed Ribbon
Keyboard shortcuts for Ribbons
Minimizing and Customizing Ribbons
Customizing the Quick Access Toolbar
Context-sensitive Ribbon tabs
Using Live Preview
The Mini Toolbar
Working with Galleries

Backstage (The File tab)

Recent Documents and Places
Pinning and clearing Recents
Converting from previous versions
Saving as PDF and other versions
Save and Send as Attachment or PDF

Microsoft Excel

Enhanced Status Bar and Live Zoom
Customize Name box and Formula bar
Finding Developer Tab and Macros
Improved Conditional Formatting
Working with Tables
Improved Filters
Sparklines

Microsoft Outlook

Quick tasks and Quick Steps
Clean up folders and conversations
Powerful Search and Filter
Sharing and emailing calendars
Suggested Contacts
Improved To Do lists

Microsoft PowerPoint

Slide Master and Master Layout
Adding Screenshots
Remove picture backgrounds
High quality photo editing
Slide Sections
PowerPoint to Video
More polished Transitions
Inserting Video and Video trim

Microsoft Word

Set default font
Adjust and set line and paragraph spacing
Understand AutoFormat and AutoCorrect
Better bullets and numbered lists
New Art effects in Word Art
Improved Paste Options
Picture Styles, Artistic Effects and Wrap text

More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at: www.Computer-Help.ca/Registration.htm

Office 2010 Advanced Upgrade

1 Day (9am to 4pm)

Course Description

Office 2010 looks different enough from older versions of the program that most users first struggle to find all the old features they already knew how to use. But now you've regained that lost ground, either by figuring it out on your own or taking Computer Help's Office 2010 Express Upgrade course—now you're ready to learn what's new in Office, and there are some very useful new features indeed! Old problems that have haunted Office programs for years have finally been solved, so after this course you'll be in a position to do your work much more efficiently than before.

This course covers the four main components of Office: Word, Excel, PowerPoint and Outlook. Students will learn how formatting and styling documents is treated in all four, which makes it easier to trade information between them and produces much more professional looking documents than in Office 2003. Individual programs have been spruced up as well: PowerPoint features a new raft of page styles to replace boring point form lists. Word has gained some quick tools to handle common tasks that used to be painful, such as making cover pages and using page numbers, while Excel is much cleverer at handling lists of information and making graphs. Finally, Outlook is much better at organizing the huge numbers of e-mails that come into your in-box.

This course goes beyond the one day Express Upgrade course to show you more of the new and changed features in each program.

Course Prerequisite: The Office Express Upgrade course.

Topics Covered

Sharing Between Programs

Themes
Adding to/Removing from Dictionary
Using AutoCorrect
Adding Excel Data to Word
Using Excel Data for Charts in PowerPoint/Word

Microsoft Excel

Improved Headers & Footers
Improved Find & Replace
Enhanced Sorting
Mark as Final for Read Only
Cell Styles
Range Name Tools
Improved Formula & Function Tools
Improved Charts
Intro to New Pivot Table Tools
Keyboard Shortcuts

Microsoft Outlook

Categorize by Colour
Calendar Groups
Insert Pictures, Symbols & Files into Appointments
Categorize Contacts
Design Electronic Business Cards
Integration of Tasks and Calendar Options
Regenerate Tasks

Microsoft PowerPoint

Selecting Items with Selection Panel
Changing Background Styles
Improved Table Options
Improved Animation Techniques
Using SmartArt for High Impact
Organization Charts and Diagrams

Microsoft Word

Cover Pages
Working with Styles
New Header & Footer Tools
Use Repeated Elements with Building Blocks

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