

# Microsoft Office 2010: New Features

- Course Length: 1 Day

## Course Overview

This course will introduce students to the new interfaces and features of Microsoft Office 2010 Word, Excel, PowerPoint, Outlook, and Access. Students will learn about the new features that are shared between all products in the Office suite, as well as the new features that are product specific.

## Audience

This course is designed for students with experience using prior versions of the Microsoft Office suite.

## Course Outline

<b><u>Course Introduction</u></b>	<b>1 m</b>
<b><u>Unit 01 - The Office 2010 Interface</u></b>	<b>56m</b>
<b>Topic A: Office Interface Elements</b>	
The Excel Ribbon (Home Tab)	
The Cell Styles Gallery in Excel	
Demo - A-1: Using the Ribbon	
Live Preview	
Demo - A-2: Using Live Preview	
Dialog Box Launcher	
Demo - A-3: Using the Dialog Box Launcher	
Quick Access Toolbar	
Demo - A-4: Adding a Command to the Quick Access Toolbar	
Status-bar View Buttons in Excel	
Zoom Buttons and Slider Bar	
Demo - A-5: Using the Status Bar	
<b>Topic B: New Ribbon Features</b>	
Minimize the Ribbon	
Demo - B-1: Hiding and Showing the Ribbon	
Customize the Ribbon	
Demo - B-2: Rearranging Ribbon Tabs	
Hide and Remove Tab Elements	
Demo - B-3: Hiding and Removing Tabs and Groups	
Create Custom Tabs and Groups	
Demo - B-4: Creating a Tab	
Reset the Ribbon	
Demo - B-5: Resetting the Ribbon	
<b>Topic C: Microsoft Office Backstage View</b>	
Backstage View in Word	
The Document Panel	
File Type Options	

Demo - C-1: Viewing and Editing Document Properties  
Print Settings  
Demo - C-2: Specifying Print Settings  
Options for Saving Documents  
Recovering a Draft  
Demo - C-3: Recovering a Draft of a Previously Saved File  
Demo - C-4: Finishing a Document  
PDF Document Created in Word  
Demo - C-5: Saving a File as a Static Document  
Unit 01 Review

## **Unit 02 - New Word Features**

14m

### **Topic A: Formatting Options**

Format Text Effects Dialog Box

Demo - A-1: Applying Text Effects

Demo - A-2: Adjusting a Picture's Color

### **Topic B: The Navigation Pane**

Use the Navigation Pane to Find Text

Demo - B-1: Using the Navigation Pane to Search for Text

Outline Levels

Browse Headings and Pages

Demo - B-2: Organizing an Outline

Unit 02 Review

## **Unit 03 - New Excel Features**

24m

### **Topic A: Sparklines**

Sparklines

Create Sparklines Dialog Box

Demo - A-1: Inserting a Sparkline

### **Topic B: PivotTables and Slicers**

A PivotTable

Create a PivotTable

Demo - B-1: Creating a PivotTable

Add Fields to a PivotTable

Demo - B-2: Adding Fields to a PivotTable

Insert a Slicer

PivotTable with Slicers

Demo - B-3: Using Slicers to Filter PivotTable Data

### **Topic C: PivotCharts**

Create a PivotChart

A PivotChart

Demo - C-1: Creating a PivotChart

Unit 03 Review

## **Unit 04 - New PowerPoint Features**

33m

### **Topic A: Reading View**

Reading View

Demo - A-1: Previewing and Running a Presentation

### **Topic B: Sections**

Add Sections

Demo - B-1: Adding Sections

Demo - B-2: Renaming Sections

Demo - B-3: Moving Sections

Printing Sections

Demo - B-4: Printing a Section

**Topic C: Media Clips**

Video Playback Controls

Demo - C-1: Adding a Video Clip

Video Tools | Format Tab

Demo - C-2: Formatting a Video

Trim Video Dialog Box

Demo - C-3: Specify Video Playback Options

**Topic D: Animations**

Animation Tags

Demo - D-1: Animating Text and Objects

Demo - D-2: Using the Animation Printer

**Topic E: Broadcasting a Slide Show Online**

Broadcasting a Slide Show

Broadcast Slide Show Dialog Box

Questions and Answers

Unit 04 Review

**Unit 05 - New Outlook Features**

42m

**Topic A: The Outlook Interface**

The Outlook 2010 Window

Outlook-Specific UI Elements

Demo - A-1: Exploring the Outlook Window

Context-Sensitive Tabs

Demo - A-2: Examining Tabs

**Topic B: Conversation Management**

Message Composition Window

Demo - B-1: Creating and Sending a Message

Reply to a Message

Demo - B-2: Replying to a Message

Conversations

Demo - B-3: Exploring Conversations

Conversation Management

Demo - B-4: Managing Conversations

**Topic C: Quick Steps**

Quick Steps

Demo - C-1: Using Quick Steps

Configure Quick Steps

Demo - C-2: Configuring a Quick Step

Creating a Quick Step

Demo - C-3: Creating a Quick Step

**Topic D: The People Pane**

Outlook Social Connector

People Pane

Demo - D-1: Examining the People Pane

Expanded People Pane

Demo - D-2: Viewing Custom Photos in the People Pane

Contact Card  
Pinning a Contact Card  
Demo - D-3: Viewing Contact details  
Unit 05 Review

**Unit 06 - New Access Features**

**17m**

**Topic A: The Access 2010 Environment**

Tabbed Documents

Demo - A-1: Using the Document Window

**Topic B: Data Features**

Lookup Fields

A Lookup List

Demo - B-1: Preparing to use the Lookup Wizard

Demo - B-2: Creating a Lookup List

Attachment Data Type

Demo - B-3: Using the Attachment Data Type

Demo - B-4: Using the Data Type Gallery

Unit 06 Review

Course Closure

**Total Duration: 3h 7m**