



NOTE: This fast-paced course has been designed to be run as two sessions in one day and ideally for no more than 6 delegates. Alternatively, it can be run as three 1½ hour demonstration sessions in a day.

Microsoft Office 2010 and Windows 7 Overview

Who should attend

Anyone wishing to learn the new and improved features of the new Microsoft Office system

Assumed knowledge

Delegates should have a working knowledge of a previous version of Microsoft Office

Objectives

The course aims to provide students with the skills necessary to work with the new intuitive features of Microsoft Office 2010 and Windows 7

Duration ½ day

Course content

Microsoft Windows 7

A look at the new features of Windows 7
Working with files and folders

Microsoft Word

Working with the Ribbon
Adding to and editing the Quick Access Toolbar
Using Building Blocks
Working with SmartArt graphics
Document management
Using quick styles

Microsoft Excel

Using the improved sorting and filtering
Working with Conditional Formatting and Sparklines
A look at the new and improved charts
A look at PivotTable enhancements

Microsoft PowerPoint

Working with the improved slide layouts
Using Design Themes
Converting text to SmartArt
Using the new Slide Show options

Microsoft Outlook

Using the Reading Pane effectively
Working smarter with Categories and Flags
Using the new To Do Bar
Working with Quick Steps
Using Instant Search