

# Microsoft Office 2010 New Features



2010

Duration: 1 day

## Who Should Attend / Target Audience

This course has been developed to provide people upgrading from Microsoft Office 2002/2003 with an overview of the new features of Office 2010.

## Prerequisites

Participants will need to be familiar with MS Windows XP and MS Office 2010 applications including Word, Excel, PowerPoint & Outlook to an introductory level.

## Learning Outcomes

- The New Office 2010 Interface
- Office XML File Formats
- New Word Features
- New Excel Features
- New PowerPoint Features
- New Outlook Features

## Course Content

Version: 22/6/10

### New Office 2010 User Interface

The Microsoft Office Button  
Application Options  
Document Information Panel  
The Ribbon  
Mini Toolbar  
The Quick Access Toolbar  
Customising the Quick Access Toolbar  
Customising the Ribbon  
The Status Bar  
Integrated Automatic Spell Checker  
Paste Preview  
Print Backstage  
Office XML File Formats

### New Excel Features

Larger Worksheet Size  
Charts  
Column Chart  
Page Layout View  
New Table Features  
Sorting Data  
Using a Data Form  
Filtering Records  
Pivot Tables

### New PowerPoint Features

SmartArt Graphics  
Design Themes  
Shape Effects  
Improved WordArt  
Custom Slides Layouts

### New Features in Outlook

Instant Search  
Colour Categories  
Attachment Preview  
The To-Do Bar  
Calendar Snapshots  
Conversation  
Email Essentials

### New Word Features

Styles  
Themes  
Cover Pages  
Quick Parts and Building Blocks  
Comparing Document Versions  
Track Changes  
Charts

Next Level Course: n/a

Availability:  In House  Closed Group  Public

MELBOURNE  
SYDNEY  
BRISBANE  
TOWNSVILLE  
CAIRNS

Phone 1300 793 951  
Fax 1300 793 952

Web [www.odysseytraining.com.au](http://www.odysseytraining.com.au)  
Email [info@odysseytraining.com.au](mailto:info@odysseytraining.com.au)