



Computer Consultants Corporation

Office 2010

New Features

Length of course: 1 class day (6 hours)

Objective(s): Students will be able to examine, explore, and use the new interface components of Word, Excel and PowerPoint 2010.

Prerequisites: Some experience using Word, Excel and PowerPoint 2003 or 2007 is required.

Exploring the Office 2010 Environment

- Explore the User Interface
- Work with the Ribbon
- Work with Contextual Tabs
- Use the Galleries
- Customize the Interface
- Customize the Ribbon Commands^(new)
- Work with the Backstage View^(new)
- Save for Backward Compatibility

WORD

Creating Professional-Looking Documents

- Apply Styles and Themes
- Apply Text Effects^(new)
- Add Building Blocks
- Work with Illustrations
- Apply Picture Formatting^(new)
- Build an Equation
- Add Citations and a Bibliography
- Work with the Navigation Pane^(new)

Finalizing Documents

- Compare Reviewed Documents
- Inspect Documents
- Apply Digital Signatures

EXCEL

Organizing and Analyzing Data

- Insert and Format Tables
- Apply Conditional Formatting
- Sort Data in a Spreadsheet
- Filter Data in a Spreadsheet
- Use the AutoFilter Search Box^(new)
- Apply a Formula

Presenting Data

- Work with Sparklines^(new)
- Create and Format Charts
- Work with Illustrations
- Create PivotTables and PivotCharts
- Work with Slicers to Filter Data^(new)
- Add Buttons to PivotCharts^(new)
- Share Excel Charts

PowerPoint

Enhancing the Presentation Layouts

- Create Custom Slide Layouts
- Work with Themes
- Work with Slide Show Sections^(new)

Creating Dynamic Presentations

- Apply Rich Text and Typography Effects
- Enhance Presentations with Graphic Effects
- Enhance Table Layout
- Work with Charts
- Insert Media Clips^(new)
- Format Video Clips^(new)
- Set Video Playback Options^(new)
- Work with the Animation Painter^(new)

Finalizing the Presentation

- Customize Slide Shows
- Secure Presentations
- Broadcast a Slide Show Online^(new)

^(new) This Feature was not Available in Office 2007