

## OFFICE UPGRADE 2010

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**COURSE LENGTH: 1.0 DAYS**

The Microsoft Office Upgrade 2010 training course of PD Training will give you a thorough introduction to the new features of this Office system to make you more productive and comfortable with the new interface.

This Office Upgrade 2010 training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a [group quote](#).

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## OFFICE UPGRADE 2010 COURSE OUTLINE

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### FOREWORD

Are you aware of all the new features in Microsoft Office 2010? Enrolling in an upgrade training course will take you through each of the programs; will show you exactly what changes have been implemented and also how to take full advantage of the new functionalities included.

This Upgrade to Microsoft Office 2010 training course running in Singapore wide, covers those features of Microsoft Office 2010 that are new to the Office system, with dedicated units for the new features of each application.

In Word, participants will learn to use the Navigation pane and apply new text effects.

In Excel they will use sparklines, filter data with slicers, and create a PivotChart.

In PowerPoint they will organize slides into sections, edit movie clips, apply animation effects, and learn how to broadcast slide shows.

In Outlook they will manage e-mail conversations, create Quick Steps, and use the People Pane.

In Access, they will learn how to use the tabbed document window, create Lookup list fields, and use the data type gallery.

In addition, participants will learn about ribbon customization and Backstage view, and save a file as a PDF.

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### OUTCOMES

- ▶ Use the Ribbon
  - ▶ Use Live Preview
  - ▶ Add commands to the Quick Access toolbar
  - ▶ Rearrange, hide, remove and create Ribbon tabs
  - ▶ View and edit document properties
  - ▶ Specify print settings
  - ▶ Check documents for compatibility problems
  - ▶ Save a file as PDF or XPS document
  - ▶ Apply text effects in Word
  - ▶ Organize outlines in Word
  - ▶ Create PivotTables and PivotCharts
  - ▶ Preview and run presentations in PowerPoint
  - ▶ Work with sections in a presentation
  - ▶ Format video clips on slides
  - ▶ Use the Outlook window
  - ▶ Manage e-mail conversations in Outlook
  - ▶ Use, configure and create Quick Steps in Outlook
  - ▶ Use tabbed documents in Access
  - ▶ Use the Lookup Wizard in Access
  - ▶ Create a lookup list
  - ▶ Use the Attachment data type
  - ▶ Use the Data Type gallery
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## MODULES

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### Lesson 1: Introduction

- ▶ Introduction
- ▶ Personal learning goals of each participant
- ▶ Plan and structure for the day

### Lesson 3: New Word features

- ▶ Formatting options
- ▶ The Navigation pane

### Lesson 5: New PowerPoint features

- ▶ Reading view
- ▶ Sections
- ▶ Media clips
- ▶ Animations
- ▶ Broadcasting a slide show online

### Lesson 7: New Access features

- ▶ The Access 2010 environment
- ▶ Data features

### Lesson 2: The Office 2010 interface

- ▶ Office interface elements
- ▶ New Ribbon features
- ▶ Microsoft Office Backstage view

### Lesson 4: New Excel features

- ▶ Sparklines
- ▶ PivotTables and slicers
- ▶ PivotCharts

### Lesson 6: New Outlook features

- ▶ The Outlook interface
- ▶ Conversation management
- ▶ Quick Steps
- ▶ The People Pane

### Lesson 8: Collaboration in Outlook 2010

- ▶ Connecting with colleagues via Outlook Social Connectors
- ▶ Staying informed with RSS

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)