Productiv_IT with Office 2010

A workshop to update Office 2003/07 users to Office 2010

Productiv_IT with Office 2010 is a dynamic, one day workshop for new users of Microsoft Office 2010. This workshop will help them learn how to maximise the use of the new features in the software. This program combines good work practices and modern technology for people who need to be more effective in the use of IT tools. We teach you how to use each of the main applications and how to pass information between them. Find out how to get the benefits from the hidden power in MS Office 2010 and learn faster ways to perform common functions.

Content

This workshop focuses on the use the Office 2010 user interface including:

- The Microsoft Office Button
- The Quick Access toolbar
- Ribbon tabs and Ribbon groups
- Contextual Ribbon tabs
- Live Preview
- The Dialog Box Launcher
- The Mini toolbar

Modules

- Outline the new file formats and extensions, save files to Office 2003 formats, and discuss file converters available for older versions of Office applications.

- Use new **Outlook 2010** features, including Instant Search, colour Categories, attachment preview, the To-Do Bar, calendar snapshots, and electronic business cards.

- **Word 2010** - Use Word features, including new formatting options, styles, and Quick Parts; use tables and save Word files to a static format, such as PDF.

- **Excel 2010** - Use new Excel features, new conditional formatting, table options, easier Charts, and PivotTables.

- Use new **PowerPoint 2010 features**, including SmartArt graphics, slide libraries, new Presenter view, and animation changes.

OFFICE 2010

Acorn Trainers

The people at Acorn believe training should be:

- Professional - both presenters and materials

- Relevant - meeting the needs of the attendees

- Well managed and administered - so it runs smoothly from start to finish

- Cost effective - providing a positive return on your investment

- A rewarding yet relaxing break from the day to day pressures of the office.

Our trainers have considerable experience in their field and have been delivering successful training programs for many years.

Enrolment Form – Productiv IT with Office 2010

ABN 34 073 999 185

Send this form to Acorn: Fax (02) 6162 2077 or e-mail to bookings@acorntraining.com.au

We will ring you to organise a time to run the session.

Attendee's name	Email address	Phone Number
1.		
2.		
3.		
4.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Single attendee: $595

Second and subsequent attendee: $395

For larger groups please for call for a quote

1. Credit Card   (Amex, Diners, Visa, MasterCard)

Name _____ Card No_____

Expiry date _____

2. Invoice

Signed off by _____ Name_____

Email invoice to: _____

Terms: Payment is due on or before the day of the session.