

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

- 1. What's new in Office 2010?
- 2. Introduction to File Formats Used in Office 2010
- 3. Customising Commands in Office 2010.....
- 4. Customising the Ribbon.....

5. OUTLOOK 2010

- 6. MS Outlook 2010.....
- 7. Outlook Overview.....
- 8. Outlook 2010 New and Improved Features
- 9. Outlook 2010 Screen Elements
- 10. New for Outlook 2010
- 11. Key Outlook 2010 Settings
- 12. E-Mail in Outlook 2010.....
- 13. Information Management.....
- 14. Using the Field Chooser and Group By Box.....
- 15. Calendar Overview
- 16. Creating Tasking
- 17. Inserting Hyperlinks and Items.....
- 18. Understanding the Contact Card
- 19. Creating New Contacts.....
- 20. The Contact Lookup Window

21. WORD 2010

- 22. MS Word 2010.....
- 23. Word 2010 Overview.....
- 24. Word 2010 New and Improved Features
- 25. The Word 2010 Screen
- 26. Document Views.....
- 27. Using Fonts
- 28. Copying Formats.....
- 29. Page Layout
- 30. Headers And Footers **Error! Bookmark not defined.**
- 31. Styles
- 32. Word Tables.....
- 33. Table Tools – Design & Layout.....
- 34. Table Properties
- 35. Creating a Repeating Header Row.....

36. EXCEL 2010

ERROR! BOOKMARK

- 37. MS Excel 2010.....
- 38. Excel 2010 Overview..... **Error! Bookmark not defined.**
- 39. The Excel 2010 Screen



- 40. Option Settings.....
- 41. Personalise Options.....
- 42. Advanced Options.....
- 43. Save Options.....
- 44. Some Excel 2010 Trivia.....
- 45. Some Useful Tricks.....
- 46. Formulas.....
- 47. Using Variables.....
- 48. Absolute Referencing.....
- 49. Databases within Excel.....
- 50. Charts.....
- 51. POWERPOINT 2010**
- 52. MS PowerPoint 2010.....
- 53. PowerPoint Overview.....
- 54. The PowerPoint Normal View.....
- 55. Where should you start?.....
- 56. The Outline Pane.....
- 57. The Slide Master..... **Error! Bookmark not defined.**
- 58. Apply a Design.....
- 59. Inserting Objects.....
- 60. Animations.....
- 61. Running the Slide Show.....

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

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3.		
4.		
Organisation		
Branch/Division		
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Payment Details

Single attendee: \$595

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For larger groups please call for a quote

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