

Course Title: New Features in Office 2010

Duration : 1 day

This program is designed for executives who are already familiar with the Microsoft Office of an earlier version, and who wants to get familiar with the new look and the functionality of Office 2010.

Program Objectives

This training program will empower the participants to be able to do following:

- Create a Professional looking Document
- Access document / data anywhere
- Format the document by using enhanced graphic options
- Organizing and analyzing large volumes of data in more sophisticated way
- Creating MIS reports
- Analyze data in more presentable manner. (With PowerPivot)
- Create simple as well as sophisticated presentations
- Create video of presentation
- Format the presentations and templates for desired appearance
- Apply special effects in presentations
- Broadcast the presentation

Audience

Participants should be well versed with MS-Office 2003 or MS-Office 2007.

Prerequisites

Participants attending this training should be familiar with the basic operations in Microsoft Office working with any version.

Course Summary

Day	Module	Topic
Day1	Module 1	Common features of Office 2010
	Module 2	Exploring the Excel Environment
	Module 3	Organizing Data with Excel
	Module 4	Analyzing Data with Excel
	Module 5	Analyzing Data with PowerPivot
	Module 6	Exploring the Word Environment
	Module 7	Creating Professional-Looking Documents
	Module 8	Working with New Navigation Pane
	Module 9	Exploring the PowerPoint Environment
	Module 10	Enhancing the Presentation with Effects and Layouts
	Module 11	Working with multimedia and animation

Course Details

Module 1: Common features of Office 2010

- Explore the User Interface
- Update Menu system
- Customize your own new tab on Ribbon
- Remove Background of Images
- Artistic Effects
- Enhanced Paste Preview
- Create PDF file
- Capture the screen shot
- Improved Print option
- Office on web to access files
- Supports Open Documents formats

Module 2: Exploring the Excel Environment

- Explore the User Interface
- Work with the Ribbon
- Work with Contextual Tabs
- Paste Special Preview
- Use the Excel built in themes
- Customize the Excel Interface

Module 3: Organizing Data with Excel

- Explore the Enhancements in Excel Spreadsheets. (Excel 2007 Features)
- Insert Tables
- Format Tables
- New functions added in Excel 2010

Module 4: Analyzing Data with Excel

- Apply Conditional Formatting using new data bars.
- Customizing Icon Set in conditional Formatting
- Cross sheet reference
- Sort Data in a Spreadsheet
- Improvement in Filtering Data capability in a Spreadsheet
- Spark lines (Win/Loss)
- Create PivotTables and Pivot Charts
- Save Data in Presentable Formats

Module 5: Analyzing Data with PowerPivot

- Getting Started with PowerPivot
- Selecting Database from different Sources.(Excel, Access, SQL server)
- Creating multiple Pivot Charts
- Using Slicer in Pivotcharts.

Module 6: Exploring the Word Environment (Present in Word 2007)

- Explore the user Interface
- Working with the Ribbon
- Work with Contextual Tabs
- Enhance Document Themes

Module 7: Creating Professional-Looking Documents

- Paste Preview (Introduced in Word 2010)
- Apply Rich Text and Typography Effects
- Add Building Blocks
- Smart Art Graphics
- Inserting Cover Page for a document.

Module 8: Working with New Navigation Pane

- Browse the heading in your document
- Browse pages in your document
- Browse results from current search

Module 9: Exploring the PowerPoint Environment (Present in Powerpoint 2007)

- Explore the User Interface
- Work with the Ribbon
- Work with Contextual Tabs
- Use the PowerPoint Galleries
- Customize the PowerPoint Interface

Module 10: Enhancing Presentations with effects and Layout

- Apply Rich Text and Typography Effects
- Enhance Presentations with Graphic Effects (New Smart Art Layout)
- Enhance Themes
- Create Custom Slide Layouts
- Equation Editor

Module 11: Working with multimedia and animation

- Inserting Sections for same slides
- Creating Videos for slides
- Video Editing
- Enhanced Slide Transition
- Improved Animation Menu
- Animation Painter
- Broadcasting Capability