



Microsoft Office 2010

Upgrading



INFOCUS COURSEWARE

Module Series

Order Code: INF1000 ISBN: 978-1-921721-71-7

❖ General Description

This course aims to provide skills and knowledge in a wide range of new features, enhancements, and changes found in **Microsoft Office 2010**.

❖ Learning Outcomes

At the completion of **Microsoft Office 2010 Upgrading** you should be able to:

- personalise and make changes to the **Office 2010** user interface
- use the help system tools available to you in **Office 2010**
- work with the new file formats found in **Microsoft Office 2010**
- use the more convenient printing settings in **Office 2010**
- share your work with others directly through **Office 2010**
- use the new formatting features found in **Office 2010**
- use the new drawing and illustrating tools in **Office 2010**
- understand what has changed in **Microsoft Word 2010**
- find the standard page layout features of **Word 2010**
- create and work with tables in **Word 2010**
- create a mail merge operation in **Word 2010**
- use the formatting features of **Microsoft Excel 2010**
- work with **Excel 2010**'s formulas and functions
- work with tables in **Excel 2010**
- use the charting features in **Excel 2010**
- use the **PivotTable** features in **Excel 2010**
- create effective presentations using the new and enhanced features of **PowerPoint 2010**
- work with many of the new features of **Outlook 2010**
- create and read email messages in **Outlook 2010**
- use the **Calendar** feature in **Outlook 2010**
- work with **Contacts** in **Outlook 2010**

❖ Target Audience

This course is for users of versions of Microsoft Office prior to **Office 2010**, including **Office 2007**, who are seeking a comprehensive upgrade experience.

❖ Prerequisites

Experience in a version **Microsoft Office** prior to **Office 2010** is essential for this course including experience in manipulating Office files, creating documents, workbooks, presentations, and emails.

❖ Pages & Nominal Duration*

312 pages . Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in **Microsoft Office 2010 Upgrading** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1000**.

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, August 18, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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> Concluding Remarks



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