

Microsoft Office 2010 New Features - For Non Profits

This offer is open to all valid 501(c)(3) organizations. One student per organization per month is eligible to enroll. This offer is on a first come first served basis and a seat in each class is not guaranteed since enrollment fills up quickly.

Description: Students enrolling in this course will learn the new features found in Office 2010. This course is a comprehensive survey of added features in this release of the software. This outline may be modified as the release date approaches. Upon successful completion of this course, students will be able to use the new features Office 2010 that are common to all the applications, and new features specific to each Office application.

Days: 3 Hours

Prerequisites: Office Application User

Table Of Contents:

Unit 1: The Office 2010 interface

Topic A: Office interface elements
Topic B: New Ribbon features
Topic C: Microsoft Office Backstage view

Unit 2: New Word features

Topic A: Formatting options
Topic B: The Navigation pane

Unit 3: New Excel features

Topic A: Sparklines
Topic B: PivotTables and slicers
Topic C: PivotCharts

Unit 4: New PowerPoint features

Topic A: Reading view
Topic B: Sections
Topic C: Media clips
Topic D: Animations
Topic E: Broadcasting a slide show online

Unit 5: New Outlook features

Topic A: The Outlook interface
Topic B: Conversation management
Topic C: Quick Steps
Topic D: The People Pane

Unit 6: New Access features (Optional)

Topic A: The Access 2010 environment
Topic B: Data features

Appendix A: Collaboration in Outlook 2010

Topic A: Connecting with colleagues via Outlook Social Connectors
Topic B: Staying informed with RSS

Upcoming Classes

Sorry, there are no upcoming classes. Feel free to contact us if you're interested in us putting a class together.