



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.

PREFACE	ERROR! BOOKMARK NOT
OFFICE 2010	ERROR! BOOKMARK NOT
1. What is Office 2010?.....	Error! Bookmark not defined.
1. What's new in Office 2010?.....	Error! Bookmark not defined.
2. Introduction to File Formats Used in Office 2010.....	Error! Bookmark not defined.
3. Customising Commands in Office 2010.....	Error! Bookmark not defined.
4. Customising the Ribbon.....	Error! Bookmark not defined.
5. OUTLOOK 2010	ERROR! BOOKMARK NOT
6. MS Outlook 2010.....	Error! Bookmark not defined.
7. Outlook Overview.....	Error! Bookmark not defined.
8. Outlook 2010 New and Improved Features.....	Error! Bookmark not defined.
9. Outlook 2010 Screen Elements.....	Error! Bookmark not defined.
10. New for Outlook 2010.....	Error! Bookmark not defined.
11. Key Outlook 2010 Settings.....	Error! Bookmark not defined.
12. E-Mail in Outlook 2010.....	Error! Bookmark not defined.
13. Information Management.....	Error! Bookmark not defined.
14. Using the Field Chooser and Group By Box.....	Error! Bookmark not defined.
15. Calendar Overview.....	Error! Bookmark not defined.
16. Creating Tasking.....	Error! Bookmark not defined.
17. Inserting Hyperlinks and Items.....	Error! Bookmark not defined.
18. Understanding the Contact Card.....	Error! Bookmark not defined.
19. Creating New Contacts.....	Error! Bookmark not defined.
20. The Contact Lookup Window.....	Error! Bookmark not defined.
21. WORD 2010	ERROR! BOOKMARK NOT
22. MS Word 2010.....	Error! Bookmark not defined.
23. Word 2010 Overview.....	Error! Bookmark not defined.
24. Word 2010 New and Improved Features.....	Error! Bookmark not defined.
25. The Word 2010 Screen.....	Error! Bookmark not defined.
26. Document Views.....	Error! Bookmark not defined.
27. Using Fonts.....	Error! Bookmark not defined.
28. Copying Formats.....	Error! Bookmark not defined.
29. Page Layout.....	Error! Bookmark not defined.
30. Headers And Footers.....	Error! Bookmark not defined.
31. Styles.....	Error! Bookmark not defined.
32. Word Tables.....	Error! Bookmark not defined.



33. Table Tools – Design & Layout	Error! Bookmark not defined.
34. Table Properties	Error! Bookmark not defined.
35. Creating a Repeating Header Row	Error! Bookmark not defined.
36. EXCEL 2010	ERROR! BOOKMARK NOT
37. MS Excel 2010.....	Error! Bookmark not defined.
38. Excel 2010 Overview	Error! Bookmark not defined.
39. The Excel 2010 Screen	Error! Bookmark not defined.
40. Option Settings	Error! Bookmark not defined.
41. Personalise Options	Error! Bookmark not defined.
42. Advanced Options.....	Error! Bookmark not defined.
43. Save Options	Error! Bookmark not defined.
44. Some Excel 2010 Trivia.....	Error! Bookmark not defined.
45. Some Useful Tricks.....	Error! Bookmark not defined.
46. Formulas	Error! Bookmark not defined.
47. Using Variables.....	Error! Bookmark not defined.
48. Absolute Referencing.....	Error! Bookmark not defined.
49. Databases within Excel	Error! Bookmark not defined.
50. Charts.....	Error! Bookmark not defined.
51. POWERPOINT 2010	ERROR! BOOKMARK NOT
52. MS PowerPoint 2010.....	Error! Bookmark not defined.
53. PowerPoint Overview.....	Error! Bookmark not defined.
54. The PowerPoint Normal View.....	Error! Bookmark not defined.
55. Where should you start?.....	Error! Bookmark not defined.
56. The Outline Pane	Error! Bookmark not defined.
57. The Slide Master	Error! Bookmark not defined.
58. Apply a Design.....	Error! Bookmark not defined.
59. Inserting Objects.....	Error! Bookmark not defined.
60. Animations	Error! Bookmark not defined.
61. Running the Slide Show.....	Error! Bookmark not defined.



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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) 6217 7001 or e-mail to
bookings@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip
Course date:
Time: 9.00 a.m. to 5.00 p.m.

Attendee	Email Address	Date of Workshop
1.		
2.		
3.		
4.		
5.		
6.		
Organisation		
Branch/Division		
Address		
Phone #		
Fax #		

Payment Details

Total price \$395 x _____ attendees = \$_____

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 course. Cancellation is accepted more than seven days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day may incur an administrative fee. We suggest you send a substitute if you can't come at the last minute.