



Introduction to Microsoft Office 2010 Course Outline

Section 1 - Office 2010 Essentials

- Starting Office applications
- Fluent User Interface
- Title bar, File tab and Options
- Jump list on Start menu
- Quick Access Toolbar
- Customize the Ribbon
- Getting Help
- Saving and organizing files
- Libraries and folders
- File types and compatibility

Section 2 - Word Processing Basics

- Screen elements
- View buttons
- Entering text
- Navigating documents
- Opening and closing files
- Automatic spell check
- File Backstage navigation view
- Printing documents
- Exiting Word

Section 3 - Formatting and Editing Documents

- Selecting text
- Using the Ribbon
- Font style and font size
- Font Dialog Box Launcher
- Keyboard shortcuts
- The Mini toolbar
- Formatting paragraphs
- Line spacing
- Ruler elements
- Indents and alignment

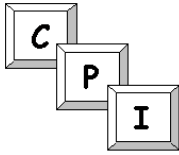
- Page Layout and margins
- Paper Size, source and orientation
- Switching Between Documents
- Aero Peek Preview
- Automatic formatting
- Bullets and numbering
- Spacing before and after paragraphs
- Spelling and grammar check
- Thesaurus
- Cut, copy and paste features
- Multi-Page documents
- Page breaks and page numbers
- Headers and footers

Section 4 - Pictures and Clip Art

- Inserting pictures
- Sizing pictures
- Picture Tools
- Moving/sizing pictures
- Borders
- Digital pictures
- Picture options and effects
- Text boxes
- WordArt

Section 5 - Spreadsheet Basics with Excel

- Launching Excel
- Navigation in worksheets
- Entering data
- Sizing columns
- Selecting cells, rows and columns
- Editing and deleting data
- Undo and Redo commands
- Previewing in File Backstage view
- Printing worksheets
- Opening and closing files
- Creating a new workbook



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Section 6 - Formulas and Functions

- The Formula bar
- Arithmetic operators
- Simple formulas
- Addition and subtraction
- Functions
- Syntax and SUM function
- AutoSum Button
- COUNT function
- AVERAGE function
- AutoFill and status bar calculator

Section 7 - Charting Data

- Elements of a chart
- Embedded charts v. chart sheet
- Creating embedded charts
- Chart titles
- Moving charts
- Creating chart sheets
- Selecting chart elements
- Legends and data labels
- Pictures and colors
- Chart text

Section 8 - Presentation Basics with PowerPoint

- PowerPoint terminology
- Launching PowerPoint
- Screen elements
- Opening presentations
- Slide views
- Slide navigation techniques
- Exiting PowerPoint

Section 9 - Editing a Presentation

- Creating a new presentation
- Text placeholders
- Saving presentations
- Text boxes
- Deleting and replacing text
- Inserting new slides
- Title and content slide layout
- Outline pane
- Insert digital pictures

Section 10 - Enhancing a Presentation

- Applying transitions and effects
- Animation
- Slide timings
- Navigating in slide shows
- Automatic slide show
- Printing slides and handouts