



WHAT'S NEW IN MICROSOFT OFFICE 2010

Know more. Do more. Spend less.



Overview

This workshop is designed to help users that have migrated from Office 2003/7. Office 2010 improves on the prior version and gives users more potential uses with the integration of the menu bar across all of the applications.

Participants will:

- ✓ understand the Ribbon feature
- ✓ learn shortcuts that will increase their productivity
- ✓ customize Office according to their own needs

MS Office 2010

The Backpage View
Word Options
Customising The Ribbon
Navigating the Ribbon with the keyboard
Context Driven Ribbon Tabs
Quick Access Toolbar
Customizing the Quick Access Toolbar
Mini Toolbar and activating Mini Toolbar
Live Preview
File Formats
Status Bar
Getting Help

New in Word 2010

Using Navigation Pane
Work with Smart Art Graphics
Insert Screenshots in a document
Inserting pictures and other elements
QuickParts

New in Excel 2010

Tables in Excel 2010
Applying conditional formatting
Apply a formula
Work with Charts
Create Sparklines
Work with PivotTables and Pivot Charts

New in PowerPoint 2010

Changing views
Adding Themes, Colour Palettes and Animation
Divide Presentation into Sections

New in Outlook 2010

Locating Information quickly
Share Calendar information
Share information by Using an Electronic Business Card