



Microsoft® Office 2010 | Conversion | All levels of ability

Description: A course highlighting the differences and new features of MS Office 2010

The launch of Office 2010 saw one of the most drastic changes in layout and features we have known for many years, especially for those upgrading from XP 2003 or earlier versions. All those buttons and icons that we've been comfortable with in the past, have seemed to have moved or just disappeared completely.

The good news is that all your favourite features are still there, you just need to know where to find them and how to use them. Office 2010 also brings with it many new features too that enable you to work quicker and more productively than ever before. There have been many improvements too. You can now create extremely professional looking documents and workbooks and all usually at the click of a button.

Our past experience has shown us that people, who convert to 2010 **after** formal training, absolutely love it, they fully embrace it and are extremely positive about the conversion; they quickly start to use all of the new features and improve their productivity and standards of presentation considerably. Those without the knowledge usually struggle.

Training Options: - Whether you need in-depth training or just a quick overview of the features and differences, we'll be happy to tailor-make this course to suit your requirements. You can also specify which applications and topics you would like us to focus on. Here are some options available to you for delivery of the training:

1. **Seminar style** – (1-2 hours) A short over view of Office 2010 for all applications highlighting the essential differences and new features (Includes a Q&A session)
2. **Half day sessions** – An overview highlighting more of the differences and new features. Delegates experience the new features using our practical exercises.
3. **Full day** - A more in depth look at each specified Office 2010 application.
4. **Drop in centre / Floor walking** - (Full or half day) Our experienced trainers are available on-site at your premises to help with any specific queries or issues users are experiencing. We either set up a training drop in room or visit the user's desk.

Synopsis: A typical Office 2010 conversion course would cover the following topics:

(Please note that this is just a flavour of typical topics covered, more in-depth synopsis are available for each application)

- Getting started in 2010
- Understanding the screen layout
- Using Tabs, Ribbons and Groups
- The new "File" menu - new options
- New buttons available to use
- Customising your screen layout
- The Quick Access toolbar
- Saving and compatibility issues
- What are the major differences?
- Customising default settings
- Customising tabs and groups
- Smart Art and customising Images
- New styles and formatting options
- Short cuts , hints and tips
- Getting the job done quicker
- Benefits of using Office 2010