

McMillan Bird

2010 Office Upgrade - Workshop 1

Duration: 1/2 day

Course Aim:

The aim of this workshop is for the attendee to quickly become competent with the new Office 2010 user interface.

Learning Outcomes

At the completion of this course participants will be able to:

- Navigate the Ribbon, Office button, Toolbars and Office Help
- Navigate Galleries and insert Building Blocks
- Customise the Quick Access toolbar
- Work with Backstage options
- Activate and use the shortcut floating toolbar
- Convert files between multiple Office versions
- Apply themes and designs
- Activate the "Save as PDF" add in
- Navigate between different views
- Customise the Status Bar
- Manage Favorites and Recent Documents
- Identify the major changes to Word, Excel and PowerPoint

Training