

UPGRADING TO MS OFFICE 2010

Unit Standard	Excel: (258879, 116937) Word: (116938, 258898) PowerPoint: (116933) Outlook: (116945)
NQF	1-4
Credits	20
Duration	2 Days
Pre-Requisite	Experienced users of MS Office 2003/2007 (Word, Excel, Outlook and PowerPoint)

SYNOPSIS

This course is ideally suited to the advanced and experienced Microsoft Excel 2003/2007 (Word, Outlook, Excel and PowerPoint) users whom wish to gain knowledge as to the new features of MS Office 2010. This course will give users an overview of these features but in depth 1-day upgrade courses per product are available to users to gain further practical application and training as to how to use these new features.

New Features of Word 2007

- Work in Word anywhere
 - Word Mobile 2010 for Windows Phone 7
 - Word Web application
- Bring your best ideas to life
 - Format text and images together for a seamless look
 - Fine-tune your text with OpenType features
 - New numbering formats
 - Check box content control
 - Alternative text on tables
 - Find your way through long documents with the new Document Navigation pane and Search
 - New SmartArt graphic picture layouts
 - New artistic effects
 - Picture corrections
 - Automatic background removal of pictures
 - Better picture compression and cropping
 - Inserting screenshots
 - Clip art options with Clip Organizer
- Work more easily
 - Customize the Ribbon
 - The Microsoft Office Backstage view
 - Recover unsaved work
 - Point to text to see a translation
 - Simplified language preference setting
- Work better together
 - Work on the same document at the same time
 - Stay safer with Protected View
 - Find and remove hidden metadata and personal information in files
 - Help prevent changes to a final version of a document
 - Accessibility Checker

New Features of Excel 2007

- Excel Mobile 2010 for Windows Phone 7;
- Access the right tools, at the right time
 - Improved ribbon
 - Microsoft Office Backstage view
 - Workbook management tools
- Access workbooks in new ways
 - Microsoft Excel Web App
 - Excel Mobile 2010 for Windows Phone 7
- Make fast, effective comparisons from lists of data
 - Sparklines
 - Improved PivotTables
 - Slicers
 - Improved conditional formatting
- Obtain powerful analysis from your desktop
 - PowerPivot for Excel add-in
 - Improved Solver add-in
 - Improved function accuracy
 - Improved filter capabilities
 - 64-bit Excel
 - Performance enhancements
- Create workbooks with more visual impact
 - Improved charting
 - Support for equations
 - More themes
 - Paste with live preview
 - Improved picture-editing tools
- Collaborate on workbooks in new ways
 - Co-authoring workbooks
 - Improved Excel Services
 - Accessibility Checker
 - Improved language tools
- Extend workbooks in new ways
 - Improved programmability features
 - Support for high-performance computing

New Features of PowerPoint 2007

- Create, manage, and collaborate with other people
 - Manage your files in the new Backstage view
 - Co-author a presentation with your colleagues
 - Automatically save versions of your presentations
 - Organize your slides into sections
 - Merge and compare presentations
 - Work with separate PowerPoint presentation files in different windows
 - Work from anywhere: PowerPoint Web Apps
 - PowerPoint Mobile 2010 for Windows Phone 7: Edit and view from your phone
- Enrich your presentations with video, picture, and animations
 - Embed, edit, and play a video in your presentation
 - Trim an audio or video clip
 - Use bookmarks in your audio and video clips
 - Link to a video from a web site
 - Apply artistic textures and effects to your pictures
 - Remove the background and other unwanted portions of a picture
 - Crop your pictures with more precision
 - New SmartArt graphic picture layouts
 - Use transitions with 3-D motion graphic effects

- Copy and paste animated effects from one object (text or shapes) to another
- Add a screenshot to a slide
- Deliver and share your presentations more effectively
 - Make your presentations portable for sharing
 - Turn your presentation into a video
 - Broadcast your slide show
 - Identify and resolve accessibility issues
 - Turn your mouse into a laser pointer

New Features of Outlook 2007

- Expanded ribbon
- More room to manage your account
- See more of your messages
- Process and file your messages faster
 - Quick Steps
 - Meeting Reply
 - Instant Search improvements
- Reduce the noise in your Inbox
 - Ignore Conversation
 - Clean Up Conversations
- Work smarter and more efficiently with messages
 - MailTips
 - Forgotten subjects
 - Auto-Complete List improvements
 - Roaming signatures
 - Resize attached photos
 - Include screen shot
 - More spell checking
 - Expanded delivery information
- Get the calendar big picture
 - Meeting Suggestions
 - Calendar Groups
 - Schedule View
 - Quick View
- Work with all your accounts in Outlook
 - Multiple Exchange accounts
 - IMAP improvements
- Stay on top of your tasks
 - To-Do Bar
- Save your information
 - New data file name
 - Easier access to your Outlook Data Files (.pst and .ost)
- Stay connected
 - Outlook Social Connector
 - Quick Contacts
 - Hierarchal Address Book
- Unified Messaging improvements
 - Voice mail transcripts
 - Secure voice mail
- Additional improvements
 - View zoom control
 - Quota Thermometer
 - Navigation Pane
 - Extensibility
 - Command line switches