Office 2010 Skills Update - Excel

Overview and Objectives

Microsoft Office 2010 introduced some great new features and improvements over previous versions, and built on the new Ribbon interface of Office 2007 to help you to get more work done, to a higher quality, in less time. This course will show you how to do your familiar daily tasks with the new system, and take advantage of some of the most useful new features.

Attendees will learn about some of the general changes to Office 2010 since 2003 and earlier versions using examples from each of the core applications, with an emphasis on how to take advantage of the new features of Excel 2010.

This course will also cover some of the new and updated features of Word and PowerPoint which will benefit those who use several components of Microsoft Office and have a good working knowledge of the basic features, but this session is not intended to provide in-depth coverage of these other applications in the suite.

The usual duration of this course is 3 hours (plus breaks), although this will depend on any changes to the content you require to better suit the needs of your particular organisation.

Topics covered

General Microsoft Office changes

While each of the applications in the Office 2007 system has new and improved features, the most important things are those which have changed across the whole suite, such as the changes to the interface and file formats. The first part of the course will look at some of these common elements, including:

- Using the new Microsoft Office "Fluent" user interface and the Ribbon which replaces menus and toolbars, and the "Backstage view" which replaces the File menu
- Customising the Ribbon and using the Quick Access Toolbar for buttons you use most
- Other new features such as task panes, style galleries, live preview and the mini toolbar
- Using different views and zoom control to work more effectively
- Introducing the new file formats used in Office 2007 and 2010
- Considering the file format when sharing files with others or linking to one another
- Using Themes, colours and fonts for consistent formatting between documents

Excel 2010

There are many brand new features in Excel 2010 and lots of upgrades and improvements to existing ones. While this course is not intended to teach lots of new techniques, it will cover many of the new features which may be useful to users of a variety of skill levels:

- Finding new and familiar features in the Ribbon, and changes to the Formula Bar
- Preparing for printing using features of the Page Layout Ribbon
- Using conditional formatting and Sparklines for effective data visualisation
- Use the updated sorting and filtering capabilities such as "smart" filters for numbers, dates and text, sorting and filtering by colour, and using search within filters
- Using Tables to organise information, and automate routine data entry tasks
- New Chart tools make it easier to create and customise charts (anywhere in Office)
- Some new functions such as IFERROR and SUMIFS
- Very brief demonstration of Pivot Tables and capabilities of new Slicer feature
- Preventing accidental changes to a spreadsheet using the "Mark as Final" feature

PowerPoint 2010

New features in PowerPoint 2010 make it quicker than ever to create visually compelling slides which are interesting for the audience and easier to deliver well, such as:

- Using SmartArt for creating powerful and flexible diagrams (in any Office application)
- Making images more interesting using Picture styles and tools for different shapes, borders, shadows, reflections, soft edges and other effects without extra software
- Inserting and editing video and audio clips directly in your slides
- Taking advantage of the new more flexible Presenter View when presenting

Word 2010

You don't need to be a power user to take advantage of the new capabilities of Word 2010. The features and improvements covered on this course include:

- Using specific parts of the Ribbon, such as Page Layout
- Organising and searching in your document using the Navigation Pane
- Using Quick parts; inserting document properties using content controls

Please note that in order to provide sufficient time to cover the new features of Excel thoroughly, this course does *not* cover Microsoft Outlook 2010, unlike the General course which gives more equal time to each of the main four applications in the Office suite.