

## Office 2010 ... Fast!

**Designed for:** Those who want to quickly learn the new interface and features of Word, Excel and PowerPoint 2010

**Prerequisites:** Experience of using Word, Excel and PowerPoint 2007

**Objectives:** To enable users to be confident in finding their way around the 2010 programs

### Course Content

- Module One – Including: the Microsoft Office 2010 interface, minimise/expand the ribbon, text effects, navigation pane – using find, image editing, remove a background, SmartArt – using pictures, paste preview, backstage view, create a new group on the ribbon, delete a group.
- Module Two – Including: the Excel 2010 opening screen, Backstage view, recover unsaved documents, customize the ribbon, data analysis with sparklines, new features in conditional formatting, the pivot table slicer, managing versions.
- Module Three – Including: the PowerPoint 2010 opening screen, transitions, animation effects, enhancing photos, editing videos, bookmarking a video, trimming a video, converting text and photos into SmartArt graphics, using sections, different ways to save a presentation

### Benefits

- Become familiar with the Microsoft Office 2010 interface using Word, Excel and PowerPoint
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

**Course duration: 6 hours**