

Course Outline

Upgrade to Microsoft Office 2010-2013-2106

Course Description:

For experienced users.

Upgrade to the newest Microsoft Office as quickly as possible. Find out what's new including how to use the new interface, the Ribbon, Office Button, Quick Access Toolbar, and much more. This course will cover Word, Excel, PowerPoint, and Outlook (optional) – new features, shortcuts, and customizing to save even more time. We can incorporate tips for additional programs as requested.

This outline can be fully customized.

Morning:

- New Microsoft Office interface:
 - Using the File tab
 - The Ribbon
 - Tabs (Program tabs and Contextual tabs)
 - Quick Access toolbar (QAT)
 - Customizing
- **Word – What's New?**
 - New features & Top Tips
 - Formatting (Fonts, Paragraph, Bullets & Numbering, Styles)
 - Illustrations (Pictures, ClipArt, Shapes, SmartArt, Charts)
 - Page Setup/Layout, Printing

Afternoon:

- **Excel – What's New?**
 - New features & Top Tips
 - Formatting (Styles, Cells)
 - Page Layout and Views
 - Overview of popular formulas
- **PowerPoint – What's New?**
 - New features & Top Tips
 - Design Themes & Illustrations
 - Animations and Transitions
 - Set up Slide Show
- **Outlook – What's New?**
 - New features & Top Tips
 - Instant Search
 - Email organization
 - Calendar Views, Publishing online
 - Setting up contacts & groups

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705.791.5267

info@INTrainingSolutions.com