

The New Microsoft Office 2010 – Excel, Word, Access, Outlook & PowerPoint*

(* This Outline is a work in progress
and will be finalized soon)



Office 2010 Overview

- Understanding the Ribbon
- Using the Office Button and Quick Access Toolbar
- Customizing the Quick Access Toolbar and Ribbon
- Using Contextual Menus and the Mini Toolbar
- Saving as PDF
- Using the Document Inspector
- Using the Compatibility Checker

Word 2010

- Viewing a Document
- Using Quick Style Sets
- Applying Document Themes
- Formatting Pictures and Shapes
- Using Quick Tables
- Inserting SmartArt

Outlook 2010

- Understanding the Message Window
- Viewing the To-Do Bar
- Using Color Categories
- Previewing an Attachment
- Using Instant Search

Excel 2010

- Using Cell Styles
- Using Document Themes
- Viewing and Sharing a Workbook
- Creating a Table and Using Table Styles

Access 2010

- Working with Database Objects
- Creating a New Database
- Creating a Table
- Creating and Using a Form
- Understanding Form Views

PowerPoint 2010

- Using Document Themes
- Formatting Pictures and Graphics
- Applying Special Effects
- Inserting SmartArt Elements