

# Office 2010 update (full day) with optional "Windows 7" update module

## Course outline

**Office 2010 update (full day)** is an ideal course for people updating from an earlier version of Microsoft Office (such as Office 2003) to the new Microsoft Office 2010. The distinctive changes in the interface (eg: replacement of drop-down menus with "The Ribbon") can slow down and frustrate staff as they move from the old interface to the new interface. This course solves those problems.

As well as learning how to navigate the new system, participants also learn many of the new exciting and impressive features available in Office 2010 which will improve the quality and efficiency of their work.

As well as plenty of exercises for participants to work with during the session, there is also ample time built in to this course for participants to ask questions and have any subjects covered in depth, according to their needs - making this an ideal course personalised to your staff's requirements.

This course covers Word, Excel, PowerPoint, Outlook and Windows 7 (or any combination required).

## Course duration

**Full day (9am to 4pm) - optional Windows 7 update module (45 minutes)**

## Covered in this course

Subjects covered in this course include:

- How to find where each feature is
- The new "SmartArt" feature
- Working with the new "File" tab
- Understanding the new "Find" system
- The new "Conditional formatting" features
- Controlling your print-outs
- Personalising the new ribbon toolbar
- Understanding compatibility with Office 2003
- Working with "Styles"
- Controlling line spacing and paragraph spacing
- Sparklines
- Any subject you would like to cover\*

and much more including our T7 Tips and Tricks section.

## Session dates

By appointment only, at our training rooms in Sydney or at your office nation-wide.

# T7 Training Systems

For bookings or enquiries, visit:

[www.OnsiteTrainingCourses.com.au](http://www.OnsiteTrainingCourses.com.au)

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