

Upgrading to Windows 7 and Office 2010

What offers this course?

This course is designed for users of earlier Office Versions who need to upgrade from Office XP or alternatively Office 2003 to Office 2010 and from Windows XP to Windows 7. The course explains in detail the basic functions of the system software Windows and the programs Word, Excel, PowerPoint and Outlook as well as advancements and improvements.



The essential learning content:

Windows 7

- Windows 7 – Introduction
- Start menu
- Windows-Explorer
- Taskbar
- Jump lists
- Working on the desktop
- Searching from the desktop
- Working on network
- Troubleshooting
- Internet Explorer 8

Word 2010

- Word 2010 – Introduction
- Navigation pane
- Daily work and correspondence
- Uniform appearance using themes
- A consistent appearance with styles
- Creation of publication 1
- Creation of publication 2
- Creation of publication 3
- Collaborating on documents

PowerPoint 2010

- PowerPoint 2010 – Introduction
- Day-to-day work
- Efficient pasting and editing
- Charts in PowerPoint
- Handling multimedia
- Formatting and designing content
- Preparing portable presentations

Office 2010

- Office 2010 – Introduction
- The new interface
- All about the Ribbon
- Handling documents
- New file formats
- The protected view
- Office Live and co-authoring
- SmartArt graphics
- Using themes
- Improved clipboard and screenshot function
- Printing in Office
- Editing pictures
- Inserting and modifying charts
- Sharing documents
- Creating new documents
- Contextual spell-checking via the status bar
- Tables in Word and PowerPoint
- Macros and tools for developers

Excel 2010

- Excel 2010 – Introduction
- Day-to-day work
- Printing tables
- Formulas and functions
- Conditional Formatting and Sparklines
- Sorting
- Defined cell areas

Outlook 2010

- Outlook 2010 – Introduction
- The new interface
- Edit and send e-Mails
- Categorising e-mails
- Following up e-mails
- Organising mail
- The new Out of Office Assistant
- Working with the Calendar
- Making calendar information available
- Managing contacts
- Tasks
- The Instant Search function

What are the course requirements?

Being acquainted with using the mouse and keyboard as well as partial knowledge of previous Office versions for the single programs is assumed.

Number of lessons: 63 **Processing time approximately 8 hours**