



# Microsoft Office 2003 to 2010 Conversion Training

## Pre-requisites

Prior knowledge of Word, Excel and PowerPoint 2003 or 2000 is essential

## Course Objectives

To enable users to be confident in finding their way around the 2010 programs Word, Excel and PowerPoint and to make their work compatible with earlier versions of Microsoft Office

## Course Content

**0930hrs to 1630hrs**

<ul style="list-style-type: none"><li>• Word<ul style="list-style-type: none"><li>○ The Microsoft Office 2010 interface</li><li>○ Word 2010 opening screen</li><li>○ The Office button</li><li>○ Word options</li><li>○ Working with an existing document</li><li>○ Customising the quick access toolbar</li><li>○ Formatting text</li><li>○ Headers &amp; Footers</li><li>○ Inserting SmartArt</li><li>○ Changing margins</li><li>○ Changing views</li><li>○ Print preview</li><li>○ Saving and compatibility mode</li><li>○ Creating a new document</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Excel<ul style="list-style-type: none"><li>○ Excel 2010 opening screen</li><li>○ The Office menu</li><li>○ Opening an existing workbook</li><li>○ Formatting text</li><li>○ Entering formulas</li><li>○ Customising the status bar</li><li>○ Formatting numerical data</li><li>○ Conditional formatting</li><li>○ Using the formula bar</li><li>○ Functions</li><li>○ Different views</li></ul></li></ul>	<ul style="list-style-type: none"><li>• PowerPoint<ul style="list-style-type: none"><li>○ PowerPoint 2010 opening screen</li><li>○ Opening an existing presentation</li><li>○ Slide layouts</li><li>○ Using the font group on the home tab</li><li>○ Adding bullets</li><li>○ Inserting a table</li><li>○ Different views</li><li>○ Inserting a picture</li><li>○ Design views</li><li>○ Animating an object</li><li>○ Previewing the presentation</li><li>○ Using spellcheck</li></ul></li></ul>
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