



Course Outline

New Features Office 2010

Word 2010

Lesson 1: Getting Started with Word 2010

- Topic 1A: Customize the User Interface
- Topic 1B: Work with Contextual Tabs
- Topic 1C: Save/Print Files

Lesson 2: New Features: Word 2010

- **Topic 2A:** Use the Navigation Pane
- **Topic 2B:** Apply Text Styles
- **Topic 2C:** Work with SmartArt Graphics
- **Topic 2D:** Insert Screenshots in a Document
- **Topic 2E:** Compare Reviewed Documents

- **Topic 4D:** Add Videos to a Presentation
- **Topic 4E:** Divide a Presentation into Sections

Excel 2010

Lesson 1: Getting Started with Excel 2010

- Topic 1A: Customize the User Interface
- Topic 1B: Work with Contextual Tabs
- Topic 1C: Save/Print Files

Lesson 2: New Features: Excel 2010

- **Topic 3A:** Work with Tables in Excel 2010
- **Topic 3B:** Apply Conditional Formatting
- **Topic 3C:** Apply a Formula
- **Topic 3D:** Work with Charts
- **Topic 3E:** Create Sparklines
- **Topic 3F:** Work with PivotTables and PivotCharts

PowerPoint 2010

Lesson 1: Getting Started with PowerPoint 2010

- Topic 1A: Customize the User Interface
- Topic 1B: Work with Contextual Tabs
- Topic 1C: Save/Print Files

Lesson 2: New Features:

PowerPoint 2010

- **Topic 4A:** Apply Themes
- **Topic 4B:** Apply Picture Effects to Presentations
- **Topic 4C:** Applying Animation Effects