

**SYSTEMETRICS
HANDS-ON, PERSONAL
COMPUTER SEMINAR**

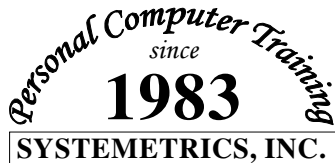
**Upgrading to
Microsoft Office
2010**

Duration: 1/2 day (3 hours)

Prerequisite(s): Familiarity with versions of Microsoft Office prior to Office 2007.

Environment: Microsoft Windows

Version(s): Office 2010. *Not applicable to earlier versions of Office.*



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Who Should Take This Seminar: *Upgrading to Microsoft Office 2010* is designed to show students the differences between Microsoft Office 2010 and versions of Microsoft Office prior to Office 2007, with particular attention paid to the Fluent User Interface. It will also provide an overview of the major new features available in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, and Microsoft Outlook. This seminar will not cover Microsoft Access and is not intended to assist those upgrading from Office 2007. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

Seminar Outline

- I. Understanding Microsoft's Fluent User Interface**
 - A. Using Ribbons
 - B. Understanding Backstage View
 - C. Using and customizing the Quick Access Toolbar
 - D. Using Shortcut Menus
 - E. Using the Quick Format Toolbar
 - F. Using Shortcut Keys
 - G. Using and customizing the Status Bar
 - H. Using View Shortcuts
 - I. Using the Zoom Slider
 - J. Using Live Preview
 - K. Using Help
- II. Office 2010 File Formats and Compatibility Mode**
- III. Creating PDF Files in Microsoft Office 2010**
- IV. What's New in Microsoft Office Excel 2010**
- V. What's New in Microsoft Office Word 2010**
- VI. What's New in Microsoft Office PowerPoint 2010**
- VII. What's New in Microsoft Office Outlook 2010**