

learning
equals
development

EQV Course Outline



■ Microsoft Office 2010 Upgrade

■ 1 Day

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Microsoft Office 2010 Upgrade

(1 Day)

Business Benefit

Upgrading to a new version of software can cause issues with current users and require a large support overhead. Overcome these issues by preparing users for the changeover.

Who Should Attend?

- Anyone who currently uses Microsoft Office 2003 or earlier and is moving to the latest Microsoft Office 2010

Learning Objectives

By the end of this course you will be able to...

Understand the new features and changed options in.

Word

Excel

PowerPoint

Course Content

The User Interface:

Quick Access Toolbar, The Ribbon, Drop-down Galleries
Descriptive Tool Tips, Preview Samples, Smart Toolbars
Themes

Office Styles

Shared Spelling Dictionaries

Building Blocks

Charting & Diagramming

Merging Documents

Document Information Panel

Chart Styles

Pivot Table Styles

Rich Conditional Formatting

Resizable Formula Bar

Structured References

Improved Filtering & Sorting

Enhanced Table Features

Charts & Sharing Charts

OfficeArt in Charts, ClearType Fonts Chart Templates

Enhanced Pivot Table Features

Page Layout View

Custom Slide Layouts, SmartArt Graphics

Enhanced Animation Effects

New Text Options, Proofing Features

Enhanced Table & Chart Functions

Presenter View,

Slide Libraries, Securing Your Presentation

"Mark As Final" Feature

Document Information Panel

You may also be interested in

PowerPoint Advanced

Word Advanced

Excel Advanced

Dates: **Dates to suit you...**
Please contact EQV

Price: **£POA**
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

