Microsoft Office 2010 Basic & Intermediate

Microsoft Word 2010 Basic and Intermediate (12 hours)

Getting Started

- Starting Microsoft Word 2010
- The Microsoft Word 2010 Interface
- File Ribbon Tabs
- Microsoft Office Quick Access Bar
- The Ribbon

Working with New Documents

- Create a New Document
- Opening an Exiting Document
- Saving a documents
- Renaming Documents
- Working with Multiple Documents
- Document View
- Close a Document

Editing Documents

- Typing and Inserting Text
- Selecting text
- Inserting Additional text
- Rearranging Blocks of Text
- Deleting Blocks of Text
- Cutting, Copying and Pasting Text
- Undo / Redo Changes

Formatting Text

- Applying Styles
- Change Font Typeface and Size
- Font Styles and Effects
- Change Text Color
- Highlight Text
- Copy Formatting
- Clear Formatting

Formatting Pages

- Page Margins and Orientations
- Apply a Page Border and Color
- Creating Header and Footer
- Create a Page Break
- Controlling Where the Page Breaks

Formatting Pages

- Change Paragraph Alignment
- Indent Paragraphs
- Add Borders and Shading
- Creating Styles
  - Creating New Styles
  - New Quick Style
  - Style Inspector
- Change Spacing Between Paragraphs and Lines
- Bulleted and Numbered Lists

Tables

- Creating a Table
- Enter Data in a Table
- Working with Table
- To Adjust the Width of a Column
- Adjusting Row Height
- Modify the Table Structure and Format a Table
- Crating Table Formulas
- Formula to a Cell
- Resizing, Moving and Positioning a Table

Proofing and Printing Documents

- Spelling and Grammar
- Thesaurus
- Previewing and printing a document

Working with Columns

- Create Multiple Columns
- To Use Different Column Formatting on the Same Page

Working with Graphics and Objects

- Symbols and Special Characters
- Equations
- Illustrations, Pictures, Clip Art, Shapes and Smart Art
- Watermarks
- Working with WordArts

Microsoft Excel 2010 Basic and Intermediate (12 Hours)

Getting Started

- Spreadsheets
- File Ribbon Tab
- Ribbon
- Quick Access Toolbar

Working with a Workbook

- Create a Workbook
- Save a workbook
- Open a Workbook
- Entering a Data

Manipulating Data

- Select Data
- Copy and Paste
- Cut and Paste
- Undo and Redo
- Auto Fill

Modifying a Worksheet

- Insert Cells, Rows and Columns
- Delete Cells, Rows and Columns
- File and Replace
- Go To Command
- Spell Check

Performing Calculations

- Entering Formulas
- Calculate with Functions
- Function Library
- Relative, Absolute and Mixed References

- Linking Worksheets

Formulas

- Excel Formulas
- Calculate with Functions
- Function Library
- Relative, Absolute and Mix functions
- Linking Worksheets

Formatting a Worksheet

- Convert Text to Columns
- Modify Fonts
- Format Cells Dialog Box
- Add Borders and Colors to Cells
- Formatting Value
- Creating a Custom Number
- Changing Column Width and Row Height
- Hide or Unhide Rows and Columns
- Merge Cells
- Align Cell Contents

Developing a Workbook

- Format Worksheet Tab
- Reposition Worksheets in a Workbook
- Insert and Delete Worksheets
- Copy and Paste Worksheet

Page Properties and Printing

- Set Print Titles
- Create a Header and Footer

- Set Page Margins
- Change Page Orientation
- Set Page Breaks
- Print a Range

Charts

- Create a Chart
- Modifying a Chart
- Chart Tools
  - Pie Chart and Column Chart Example

Sort and Filter

- Basic Sorts
- Custom Sorts
- Filtering

Customize the Layout

- Split a Worksheet
- Freeze Rows and Column
- Hide and Unhide Worksheets

Microsoft PowerPoint 2010 Basic and Intermediate (9 Hours)

Getting Started

- Presentations
- File Tab
- Ribbon
- Quick Access Toolbar
- Mini Toolbar
- Navigation
- Slide View

Creating a Presentation

- Saving a presentation
- Add Slides
- Themes

Working with Content

- Enter Text
- Select Text
- Copy and Paste
- Cut and Paste

Formatting Text

- Change Font Typeface and Size
- Font Styles and Effects
- Change Text Color

- WordArt
- Change Paragraph Alignment
- Indent Paragraphs
- Text Direction

Adding Content

- Resize a Textbox
- Bulleted and Numbered Lists
- Nested Lists
- Formatting Lists

Graphics

- Adding a Picture
- Adding ClipArt
- Editing Picture and ClipArt
- Adding Shapes
- Adding SmartArt

Tables

- Create a Table
- Enter Data in a Table
- Modify Table Structure and Format Table

Charts

- Create a Chart

- Edit Chart Data
- Modify a Chart
- Paste a Chart from Excel

Organization Charts

- Overview of creating an organization chart
- Creating an organization chart
- Create an organization chart with pictures
- Add or delete boxes in your organization chart
- Change a solid line to a dotted line
- Change the hanging layout of your organization char
- Change the colors of your organization chart
- Change the background color
- Apply a SmartArt Style to your organization Chart

Slide Effects

- Slide Transitions
- Slide Animation
- Animation Preview
- Slide Show Options
- Setup Slide Show

Printing

- Create Speaker Noted
- Print a Presentation
- Steps for Printing PowerPoint 2010 Hands-outs
- Print Layouts for PowerPoint 2010 Handouts
- Print PowerPoint 2010 Handouts for Noted Taking

Microsoft Access 2010 Basic and Intermediate (9 Hours)

Getting Started

- File Tab
- The Ribbon
- Navigation Pane
- Tabbed Document Window Viewing

Database Term

- Table
- Query
- Recordset
- Form
- Report

Creating New Database

- New Database
- Database Templates

Create a Table

- Table Views
- Adding New Fields
- Data Types
- Editing Data Types in Fields
- Types of Field Properties
- Setting Date/Time Format
- Setting Number Format
- Setting Yes/No format

Working with a Table

- Moving around in the datasheet view
- Edit Records
- Delete Records
- Changing table structure
- Delete Table
- Rename Table

Edit a Table

- Changing view to datasheet view
- Change Font

- Change Cell Effects
- Move a Column
- Hide/Unhide column
- Freeze or Unfreeze Column

Keys

- Setting Primary Key
- Composite Key
- Foreign Key

Table Relationship

- One to One Relationship
- One to Many Relationship
- Creating a Table Relationship
- Print a Table Relationship Report

Managing Data

- Add Records to a Table
- Find and Replace

- Totals
- Sort Records
- Filters

Queries

- Query Wizard
- Query Design Feature
- Query Criteria

Forms

- Form Views
- Create a Form
- Form Wizard

Report

- Report View
- Create A Report
- Report Wizard
- Print report