



Microsoft Office 2010

Skill Level: Basic

Microsoft Office 2010 has a tremendous amount of enhanced functionality, along with a completely new layout of the menus and toolbars. The new layout can leave you struggling to find buttons and functions that you have known for years! Our Office 2010 class will get you working in the new system with efficiency and we'll even show you some new features that might just save you time and money!

In Office 2010 we explain the logic behind the new layout including the Tabs, Ribbon, Office Button, Quick Access Toolbar, File Tab and Live Preview. We can cover new features in the individual programs such as Outlook, Word and Excel. Some of these features include the new File Tab, BackStage View, creating pdfs, Customizing the Ribbon, enhanced Picture formatting, Inserting Screenshots and more!

You should have a working knowledge of Office as we are reviewing the new functionality only. We also offer classes in each individual subject for those who are new to the programs. This class can be completely customized to meet your needs! Mix and match by program (Word, Excel, Outlook) or subject (Pictures, Mail Merge, Categories, etc).

Some of the things you can include in the class:

- Office 2010 layout
- Ribbon
- Quick Access Toolbar
- Live Preview
- Mini-toolbar
- Tabs, Groups & Command Buttons
- Outlook 2010 – Inserting screenshots, QuickSteps, Views, Instant Search
- Excel 2010 – Sorting, PivotTables, Removing Duplicates, Charts, Sparklines
- Word 2010 – Inserting Screenshots, Picture formatting, Smart Art
- And More!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.