Office 2010 Quick Tips

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Prerequisites: This course assumes some familiarity with Microsoft Office 2007 or 2010.There is only one course for this topic.

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Course description: Do you already know the basics of Office 2010? Then now's the time to learn valuable tips & tricks that will expand your knowledge and save you time with this training course. Office 2010 is a complete suite of software productivity tools from Microsoft and includes Word, Excel, PowerPoint, and Outlook. This course includes more than 50 two-four- minute lessons that will quickly help you discover workspace shortcuts, cool productivity tips, and optimization tricks.

Course outline:

Properties, Security & Custom
- Introduction
- Assign Document Properties
- Removing Sensitive Information
- Encrypting Documents
- Adding Digital Signatures
- Customize Quick Access Toolbar
- Customize the Ribbon
- Control the Ribbon Display
- Sharing Ribbons in Office
- Automate Tasks with Macros
- Change Default Fonts & Size
- Organize with OneNote
- Change Default 'Save File'
- Document Compatability
- Summary

Sharing and Format
- Introduction
- Control Author Permissions
- Mark a Document as Final
- Recover Unsaved Documents
- Adding Headers & Footers
- Sharing Building Blocks
- Using Bookmarks
- The Navigation Pane
- Using Autotext
- Creating DropCaps
- Set the Default Line Spacing
- Inserting Horizontal Lines
- Resume Numbering

- Create Bordered Paragraphs
- Adding Filler Text
- The Non-breaking Space
- Summary

Charts and Excel workbook
- Introduction
- Inserting Charts into Word
- Auto-open a Workbook in Excel
- Using Autofill in Excel
- Color Code & Name Tabs
- Using the Watch Window
- Protecting the Workbook
- Generating Random Numbers
- Using the Concatenate Function
- Add Calculater to Quick Access
- Audit a Worksheet for Errors
- Creating Projections in Excel
- Establishing What-If Scenarios
- Setting goals with Goal Seek
- Solve Problems with Solver
- Creating a Database Table
- Summary

Filter, Themes & PowerPoint
- Introduction
- Using Data Forms in Excel
- Sorting & Filtering Records
- Applying Validation Rules
- Apply & Customize Themes
- Working with Grid Lines
- Adding Background Colors
- Conditional Formatting

- Customizing Charts
- Using Trendline
- Using Sparklines
- Formatting Cell Text
- Using Sections in PowerPoint
- Inserting Hyperlinks
- Add Equations to a Slide
- Set Up a Slide Show
- Using Pointer Options
- Create Speaker Notes
- Summary

PowerPoint Media and Outlook
- Introduction
- Compressing Media Files
- Creating a Presentation Video
- Coping Presentation to a CD
- Broadcasting a Presentation
- Create a Custom Slide Layout
- Customizing Slide Master
- Using the Themes Gallery
- Inserting Smart Art
- Adding Video & Audio
- Edit a Video in a Presentation
- Animating Items in PowerPoint
- Creating a Photo Album
- Adding Accounts in Outlook
- Using Quick Steps in Outlook
- Summary

Messages, Calendar and Tasks
- Introduction
- Create a Distribution List

- Encrypting Messages
- Recalling Sent Messages
- Manage Messages Using Rules
- Using Outlook's Clean Up Tool
- Filtering Junk E-mail
- Archive & View Archived Email
- Subscribe to RSS Feeds
- An Electronic Business Card
- Locating Addresses with Map It
- Categorize Outlook Items
- Calendars in Overlay Mode
- Recording Journal Entries
- Delegating Tasks
- Using Screenshot
- Summary

Format Text and Graphics
- Introduction
- Wrapping Text in Word
- Microsoft Clip Organizer
- Removing Image Backgrounds
- Applying Artistic Effects
- Ordering Graphics
- Grouping Objects
- Customize Clip Art
- Adding Captions for Graphics
- Save Word Art as a Picture
- Create Custom Watermarks
- Summary