



Around the World: Microsoft Office 2010 Microsoft Excel 2010

Course Description: Welcome to the new Office fluent user interface! No more menus or toolbars! Meet The Ribbon.

Course Outline

The Ribbon

- File Tab/Backstage View
- Quick Access Toolbar
- Customize Ribbon
- Tabs/Contextual Tabs
- Groups
- Screen Shot

Preview Features

- Live preview feature
- Live Preview with Paste
- Print Preview

File Formats

- Save 97-2003
- Save PDF

Enhanced Formatting

- Styles
- Themes
- Conditional

High- Impact Graphics

- Smart-art
- Picture effects
 - Artistic Effects
 - Remove Background

Insert Math Equations

- Charts
- Sparklines
- Pivot Tables
- Slicer
- Filter
- Search Filter

New Formula Functions

Protected Mode