



Around the World: Microsoft Office 2010 Microsoft Word 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
- Conditional
- Themes

Rearrangement of Text

- Drag and Drop
- Enhanced Paste Options

High- Impact Graphics

- Smart-Art
 - Picture effects
 - Artistic Effects
 - Remove Background
 - Charts
 - Tables

Insert

- Quick Parts
- Math Equations
- Word Count
- Protected Mode