

Duration: 1 day

Price: \$225.00

Certification: No Certification

Exams: No Exam

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Course Overview

You will work with the new and updated features of Microsoft Office 2010.

Target Audience

Users with prior experience of previous versions of the Microsoft Office suite, who are looking to transition to 2010 and want to know what the new features of Office 2010 are.

At Course Completion

Upon successful completion of this course, students will be able to:

- Identify the features that are common to all applications in the Microsoft Office suite.
- Modify documents using Microsoft Office Word 2010.
- Present spreadsheet data using Microsoft Office Excel 2010.
- Create Microsoft Office PowerPoint 2010 presentations.
- Work with databases using Access 2010.
- Manage tasks using the new features in Microsoft Office Outlook 2010.
- Share files in Microsoft Office 2010.