**Word 2010 - Part 1\***

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| **Duration**Classroom Learning - 1 Day(s)Mentored Learning - FlexibleOnline LIVE - 1 Day(s)**Overview**In this course, you'll learn how to use Word 2010 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.**Who Should Attend**This course is intended for learners who want to learn basic Word 2010 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.**At Course Completion**Upon successful completion of this course, learners will be able to do the following task in Microsoft Word 2010: - create a basic Word document.- edit a document. - format text.- format paragraphs. - insert a table. - insert special characters and graphical objects. - control the page setup and appearance of a Word document. - proofread documents for accuracy. **Suggested Next Steps**

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| [Word 2010 - Part 2](http://www.newhorizons.com/localweb/catalog/CourseCatalog.aspx?ClassID=300004487&ilt=true&ml=true&ola=true&oll=true&GroupID=304&expand=true) |

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| **Outline**

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| **Lesson 1:** Getting Started with Word  |
| Identify the Components of the Word Interface Create a Word Document Help |
| **Lesson 2:** Editing a Document  |
| Find and Select Text Modify Text Find and Replace Text |
| **Lesson 3:** Formatting Text and Paragraphs |
| Apply Character Formatting Align Text Using Tabs Display Text as List Items Control Paragraph Layout Apply Borders and Shading Apply Styles Manage Formatting |
| **Lesson 4:** Adding Tables  |
| Table Modify a Table Format a Table Convert Text to a Table |
| **Lesson 5:** Managing Lists  |
| Sort a List Renumber a List Customize a List |
| **Lesson 6:** Inserting Graphic Objects  |
| Insert Symbols and Special Characters Add Images to a Document |
| **Lesson 7:** Controlling Page Appearance  |
| Apply a Page Border and Color Add a Watermark Add Headers and Footers Control Page Layout |
| **Lesson 8:** Proofing a Document  |
| Check Spelling and Grammar Other Proofing Tools |
| **Lesson 9:** Customizing the Word Environment  |
| Customize the Word Interface Additional Save Options |

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**Word 2010 - Part 2\***

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| **Duration**Classroom Learning - 1 Day(s)Mentored Learning - FlexibleOnline LIVE - 1 Day(s)**Overview**In this course, learners will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.**Who Should Attend**This course is designed for learners who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist learners preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.**At Course Completion**Upon successful completion of this course, learners will be able to: - manage lists. - customize tables and charts. - customize the formatting of a document using styles and themes. - modify pictures in a document. - create customized graphic elements. - insert content using Quick Parts. - control text flow. - use templates to automate document creation. - use the mail merge function. - use macros to automate common tasks. **Prerequisite(s) or equivalent knowledge**

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| [Word 2010 - Part 1](http://www.newhorizons.com/localweb/catalog/CourseCatalog.aspx?ClassID=300004330&ilt=true&ml=true&ola=true&oll=true&GroupID=304&expand=true) |

**Suggested Next Steps**

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| [Word 2010 - Part 3](http://www.newhorizons.com/localweb/catalog/CourseCatalog.aspx?ClassID=300004541&ilt=true&ml=true&ola=true&oll=true&GroupID=304&expand=true) |

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| **Outline**

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| **Lesson 1:** Working with Tables and Charts  |
| Sort Table Data Control Cell Layout Perform Calculations in a Table Create a Chart |
| **Lesson 2:** Customizing Formats Using Styles and Themes |
| Create and Modify Text Styles Create Custom List or Table Styles Apply Document Themes |
| **Lesson 3:** Using Images in a Document  |
| Resize an Image Adjust Image Appearance Integrate Pictures and Text Insert and Format Screenshots |
| **Lesson 4:** Creating Custom Graphic Elements  |
| Create Text Boxes and Pull Quotes Draw Shapes Add WordArt and Other Text Effects Create Complex Illustrations with SmartArt |
| **Lesson 5:** Inserting Content Using Quick Parts |
| Insert Building Blocks Create and Modify Building Blocks Insert Fields Using Quick Parts |
| **Lesson 6:** Controlling Text Flow |
| Control Paragraph Flow Insert Section Breaks Insert Columns Link Text Boxes to Control Text Flow |
| **Lesson 7:** Using Templates  |
| Create a Document Using a Template Create a Template |
| **Lesson 8:** Using Mail Merge  |
| The Mail Merge Features Merge Envelopes and Labels Create a Data Source Using Word |

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**Word 2010 - Part 3\***

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| **Duration**Classroom Learning - 1 Day(s)Online LIVE - 1 Day(s)**Overview**The student will learn to collaborate on complicated documents and manage how the documents are accessed and distributed. Advanced features of Word 2010 enable you to revise, manage, and secure your business documents.**Who Should Attend**This course is intended for learners who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.**At Course Completion**Upon successful completion of this course, learners will be able to: - use Microsoft Office Word 2010 with other programs. - collaborate on documents. - manage document versions. - add reference marks and notes. - make long documents easier to use. - secure a document. - create forms. - use XML in Word.**Prerequisite(s) or equivalent knowledge**

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| [Word 2010 - Part 1](http://www.newhorizons.com/localweb/catalog/CourseCatalog.aspx?ClassID=300004330&ilt=true&ml=true&ola=true&oll=true&GroupID=304&expand=true) |
| [Word 2010 - Part 2](http://www.newhorizons.com/localweb/catalog/CourseCatalog.aspx?ClassID=300004487&ilt=true&ml=true&ola=true&oll=true&GroupID=304&expand=true) |

**Prerequisite Comments**Learners should be able to use Microsoft® Office Word 2010 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Learners should also be able to use a web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, learners should have a basic understanding of how worksheets and presentations work.  |
| **Outline**

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| **Lesson 1:** Collaborating on Documents |
| Modify User Information Share a Document Compare Document Changes Review a Document Merge Document Changes Review Tracked Changes |
| **Lesson 2:** Adding Reference Marks and Notes  |
| Add Captions Add Cross-References Add Bookmarks Add Hyperlinks Insert Footnotes and Endnotes Add Citations and a Bibliography |
| **Lesson 3:** Simplifying and Managing Long Documents  |
| Insert Blank and Cover Pages Insert an Index Insert a Table of Contents Insert an Ancillary Table Manage Outlines Create a Master Document |
| **Lesson 4:** Securing a Document  |
| Suppress Information Set Formatting and Editing Restrictions Add a Digital Signature to a Document Restrict Document Access |
| **Lesson 5:** Forms |
| Create Forms  |

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**Excel 2010 - Part 1\***

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| **Duration**Classroom Learning - 1 Day(s)Online LIVE - 1 Day(s)Online ANYTIME - Self Paced**Overview**In this course, learners will use Microsoft® Office Excel® 2010 to create spreadsheets and workbooks that they can use to store, manipulate, and share data.**Who Should Attend**This course is intended for learners who wish to gain the foundational understanding of Microsoft Office Excel 2010 that is necessary to create and work with electronic spreadsheets.**At Course Completion**Upon successful completion of this course, learners will be able to: - create a basic worksheet using Microsoft® Office Excel® 2010. - perform calculations in an Excel worksheet. - modify an Excel worksheet. - format a worksheet. - print Excel workbook contents. - manage an Excel workbook. **Suggested Next Steps**

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| [Excel 2010 - Part 2](http://www.newhorizons.com/localweb/catalog/CourseCatalog.aspx?ClassID=300004490&ilt=true&ml=true&ola=true&oll=true&GroupID=304&expand=true) |

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| **Outline**

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| **Lesson 1:** Getting Started with Microsoft Office Excel 2010  |
| Navigate the Excel User Interface Use Excel Commands Create and Save a Basic Workbook Enter Cell Data Use Excel Help  |
| **Lesson 2:** Performing Calculations |
| Create Worksheet Formulas Insert Functions Reuse Formulas  |
| **Lesson 3:** Modifying a Worksheet  |
| Insert, Delete, and Adjust Cells, Columns, and Rows Search for and Replace Data Use Proofing and Research Tools  |
| **Lesson 4:** Formatting a Worksheet  |
| Modify Fonts Add Borders and Colors to Worksheets Apply Number Formats Align Cell Contents Apply Styles and Themes Apply Basic Conditional Formatting Create and Use Templates |
| **Lesson 5:** Printing Workbooks  |
| Preview and Print a Workbook Define the Page Layout  |
| **Lesson 6:** Managing Workbooks |
| Manage Worksheets Manage Workbook and Worksheet Views Manage Workbook Properties  |

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**Excel 2010 - Part 2\***

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| **Duration**Classroom Learning - 1 Day(s)Online LIVE - 1 Day(s)Online ANYTIME - Self Paced**Overview**This course builds upon the foundational Microsoft® Office Excel® 2010 knowledge and skills you’ve already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm’s business intelligence.**Who Should Attend**This course is designed for learners who already have foundational knowledge and skills in Excel 2010 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data.**At Course Completion**Upon successful completion of this course, learners will be able to: - use advanced formulas. - organize worksheet and table data using various techniques. - create and modify charts. - analyze data using PivotTables, Slicers, and PivotCharts. - insert and modify graphic objects in a worksheet. - customize and enhance workbooks and the Microsoft® Office Excel® environment. **Prerequisite(s) or equivalent knowledge**

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| [Excel 2010 - Part 1](http://www.newhorizons.com/localweb/catalog/CourseCatalog.aspx?ClassID=300004325&ilt=true&ml=true&ola=true&oll=true&GroupID=304&expand=true) |

**Suggested Next Steps**

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| [Excel 2010 - Part 3](http://www.newhorizons.com/localweb/catalog/CourseCatalog.aspx?ClassID=300004537&ilt=true&ml=true&ola=true&oll=true&GroupID=304&expand=true) |

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| **Outline**

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| **Lesson 1:** Customizing the Excel Environment |
| Configure Excel Options Customize the Ribbon and the Quick Access Toolbar Enable Excel Add-Ins |
| **Lesson 2:** Creating Advanced Formulas |
| Use Range Names in Formulas Use Specialized Functions Use Array Formulas |
| **Lesson 3:** Analyzing Data with Functions and Conditional Formatting  |
| Analyze Data by Using Text and Logical Functions Apply Advanced Conditional Formatting |
| **Lesson 4:** Organizing and Analyzing Datasets and Tables |
| Create and Modify Tables Sort Data Filter Data  |
| **Lesson 5:** Visualizing Data with Basic Charts |
| Create Charts Modify and Format Charts |
| **Lesson 6:** Analyzing Data with PivotTables, Slicers, and PivotCharts |
| Create a PivotTable Analyze PivotTable Data Present Data with PivotCharts Filter Data by Using Slicers |

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**PowerPoint 2010 - Part 1\***

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| **Duration**Classroom Learning - 1 Day(s)Mentored Learning - FlexibleOnline LIVE - 1 Day(s)**Overview**Using the vast array of features and functionality contained within Microsoft® Office PowerPoint® 2010, learners will gain the ability to organize content, enhance it with high-impact visuals, and deliver it with a punch.**Who Should Attend**This course is designed for learners who wish to gain the foundational understanding of Microsoft Office PowerPoint 2010 that is necessary to create and develop engaging multimedia presentations.**At Course Completion**Upon successful completion of this course, learners will be able to: - explore the PowerPoint 2010 interface and get familiarized using it. - create a presentation. - format text on slides. - add graphical objects to a presentation. - modify graphical objects on slides. - work with tables in a presentation. - import charts to a presentation. - prepare to deliver a presentation. **Suggested Next Steps**

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| [PowerPoint 2010 - Part 2](http://www.newhorizons.com/localweb/catalog/CourseCatalog.aspx?ClassID=300004526&ilt=true&ml=true&ola=true&oll=true&GroupID=304&expand=true) |

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| **Outline**

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| **Lesson 1:** Getting Started with PowerPoint  |
| Navigate the PowerPoint Environment Create and Save a PowerPoint Presentation Use Help |
| **Lesson 2:** Developing a PowerPoint Presentation  |
| Select a Presentation Type View and Navigate a Presentation Edit Text Build a Presentation |
| **Lesson 3:** Performing Advanced Text Editing  |
| Format Characters Format Paragraphs Format Text Boxes |
| **Lesson 4:** Adding Graphical Elements to Your Presentation  |
| Insert Clip Art and Images Insert Shapes |
| **Lesson 5:** Modifying Objects in Your Presentation  |
| Edit Objects Format Objects Group Objects Arrange Objects Animate Objects |
| **Lesson 6:** Adding Tables to Your Presentation  |
| Create a Table Format a Table Insert a Table from Other Microsoft Office Applications |
| **Lesson 7:** Adding Charts to Your Presentation  |
| Create a Chart Format a Chart Insert a Chart from Microsoft Excel  |
| **Lesson 8:** Preparing to Deliver Your Presentation  |
| Review Your Presentation Apply Transitions Print Your Presentation Deliver Your Presentation |

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**PowerPoint 2010 - Part 2\***

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| **Duration**Classroom Learning - 1 Day(s)Mentored Learning - FlexibleOnline LIVE - 1 Day(s)**Overview**In this course learners will enhance their presentation by using features that will transform it into a powerful means of communication. They will customize the PowerPoint interface to suit the requirements and use features to create presentations.**Who Should Attend**This course is intended for learners who have a foundational working knowledge of PowerPoint 2010, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.**Prerequisite(s) or equivalent knowledge**

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| [PowerPoint 2010 - Part 1](http://www.newhorizons.com/localweb/catalog/CourseCatalog.aspx?ClassID=300004328&ilt=true&ml=true&ola=true&oll=true&GroupID=304&expand=true) |

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| **Outline**

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| **Lesson 1:** Modifying the PowerPoint Environment  |
| Customize the User Interface Set PowerPoint 2010 Options  |
| **Lesson 2:** Customizing Design Templates  |
| Modify Slide Masters and Slide Layouts Add Headers and Footers Modify the Notes Master and the Handout Master |
| **Lesson 3:** Adding SmartArt to a Presentation  |
| Create SmartArt Modify SmartArt |
| **Lesson 4:** Working with Media and Animations  |
| Add Audio to a Presentation Add Video to a Presentation Customize Animations and Transitions |
| **Lesson 5:** Collaborating on a Presentation  |
| Review a Presentation Publish Slides to a Slide Library Share a Presentation on the Web |
| **Lesson 6:** Customizing a Slide Show  |
| Annotate a Presentation Set Up a Slide Show Create a Custom Slide Show Add Hyperlinks and Action Buttons Record a Presentation |
| **Lesson 7:** Securing and Distributing a Presentation  |
| Secure a Presentation Broadcast a Slide Show Create a Video or a CD |

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**E-Mail and Internet basic with Nepali Unicode typing skill**