**Word 2010 - Part 1\***

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| **Duration** Classroom Learning - 1 Day(s) Mentored Learning - Flexible Online 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**   |  | | --- | | [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) | |
| **Outline**   |  | | --- | | **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 | |

**Word 2010 - Part 2\***

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| **Duration** Classroom Learning - 1 Day(s) Mentored Learning - Flexible Online 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**   |  | | --- | | [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**   |  | | --- | | [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) | |
| **Outline**   |  | | --- | | **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 | |

**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**   |  | | --- | | [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**   |  | | --- | | **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 | |

**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**   |  | | --- | | [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) | |
| **Outline**   |  | | --- | | **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 | |

**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**   |  | | --- | | [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**   |  | | --- | | [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) | |
| **Outline**   |  | | --- | | **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 | |

**PowerPoint 2010 - Part 1\***

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| **Duration** Classroom Learning - 1 Day(s) Mentored Learning - Flexible Online 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**   |  | | --- | | [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) | |
| **Outline**   |  | | --- | | **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 | |

**PowerPoint 2010 - Part 2\***

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| **Duration** Classroom Learning - 1 Day(s) Mentored Learning - Flexible Online 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**   |  | | --- | | [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) | |
| **Outline**   |  | | --- | | **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 | |

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