

Free Microsoft Office 2010 training from MedCerts

Course Outline

Microsoft Office Word 2010: Basic

Course Introduction

Unit 01 - Getting Started

Topic A: The Word Window

The Word 2010 Window

Demo - A-1: Starting Word and Exploring the Program Window

Topic B: New Documents

Word 2010 Templates

Demo - B-1: Creating a Document

Nonprinting Characters

Demo - B-2: Entering Text and Displaying Nonprinting Characters

File Type Options

Demo - B-3: Saving a Document by Using the Save Command

Demo - B-4: Recovering a Draft of a Previously Saved File

Save Options

Demo - B-6: Closing a Document and Closing Word

Demo - B-7: Renaming a Folder

Topic C: Word Help

The Word Help Window

Unit 01 Review

Unit 02 - Navigation and Selection Techniques

Topic A: Document Navigation

Recent Documents

Demo - A-1: Opening a Document

Scrollbar Components

Demo - A-2: Using Scrollbars and Zoom Options

Using a Split Window

Demo - A-3: Moving in a Document

The Go To Tab

Demo - A-4: Using the Go To Command to Move to a Specific Page

Demo - A-5: Using the Select Browse Object Button

Demo - A-6: Using Print Layout View

Full Screen Reading View

Demo - A-7: Using Full Screen Reading View

Topic B: Selection Techniques

Select Text with the Mouse

Demo - B-1: Using the Mouse to Select Text

Select Text with the Keyboard

Demo - B-2: Using the Keyboard to Select Text

Demo - B-3: Using the Selection Bar to Select Text

Unit 02 Review

Topic A: Working with Text

Deleting Text

Demo - A-1: Inserting and Deleting Text

The Date and Time Dialog Box

Demo - A-2: Inserting a Date and Time

Demo - A-3: Inserting a Symbol

Topic B: The Undo and Redo Commands

The Redo and Repeat Buttons

Topic C: Cutting, Copying and Pasting Text

The Clipboard Task Pane

The Paste Options Button

Unit 03 Review

Microsoft Office Excel 2010: Basic

Course Introduction

Unit 01 - Getting Started

Topic A: Spreadsheet Terminology

Spreadsheet Components

Topic B: The Excel Environment

Excel Window Components

Enhanced ScreenTips

Demo - B-1: Examining Excel Window Components

Topic C: Getting Help

The Excel Help Window

Demo - C-1: Getting Help with Using Excel

Topic D: Navigating a Worksheet

Worksheet Navigation Methods

Demo - D-1: Navigating a Worksheet

Unit 01 Review

Unit 02 - Entering and Editing Data

Topic A: Entering and Editing Text and Values

Spreadsheet with Text and Values

Demo - A-1: Entering Text and Values

Editing Text and Values

Demo - A-2: Editing Cell Contents

Using AutoFill

Using AutoFill to Fill a Month Series

Demo - A-3: Using AutoFill to Fill a Series

Topic B: Entering and Editing Formulas

Formulas

Operators

Demo - B-1: Creating a Basic Formula

Entering Formulas

Entering Cell References with Mouse

Order of Operations

Demo - B-2: Entering Cell References with the Mouse

Demo - B-3: Editing a Formula

Demo – B-4: Working with the Order of Operations

Topic C: Working with Pictures

Add an Image to a Worksheet

Worksheet with a Picture

Demo - C-1: Inserting and Modifying a Picture

Topic D: Saving and Updating Workbooks

Saving Workbooks

Demo - D-1: Saving a New Workbook

Demo - D-2: Saving a File as an Excel 97-2003 Workbook

Saving a Worksheet as a PDF

Demo - D-3: Saving a Worksheet as a PDF File

Demo - D-4: Editing and Updating a Workbook

Unit 02 Review

Unit 03 - Modifying a Worksheet

Topic A: Moving and Copying Data

Moving Data in Worksheets

Demo - A-1: Moving Data in a Worksheet

Copying Data

Demo - A-2: Copying Data in a Worksheet

Moving Data by Dragging It

Copying Data by Dragging It

Demo - A-3: Moving and Copying Data by Using Drag-and-Drop

The Office Clipboard

Demo - A-4: Using the Clipboard Task Pane

Topic B: Moving and Copying Formulas

Relative References

Demo - B-1: Moving a Formula

Demo - B-2: Copying a Formula

Demo - B-3: Using AutoFill to Copy a Formula

Demo - B-4: Using Paste Link

Topic C: Absolute and Relative References

Demo - C-1: Observing the Limitations of Relative References

Absolute References

Mixed References

Demo - C-2: Applying Absolute References

Topic D: Inserting and Deleting Ranges, Rows, and Columns

Inserting a Range

Demo - D-1: Inserting a Range of Cells

Inserting Rows or Columns

Demo - D-2: Inserting Rows

Deleting a Range

Demo - D-3: Deleting a Range of Cells

Unit 03 Review

Unit 04 - Functions

Topic A: Entering Functions

Function

Arguments

Range Reference

The Error Checking Button

The Trace Error Button

Syntax Errors

Demo - A-1: Entering a SUM Function

Demo - A-2: Using the Mouse to Enter a Function Argument

Demo - A-3: Entering a Function in the Formula Bar

Inserting Functions

Demo - A-4: Inserting a Function

Topic B: AutoSum

AutoSum Button

Demo - B-1: Using AutoSum

Topic C: Other Common Functions

AVERAGE Function

Demo - C-1: Using AVERAGE

MIN Function

Demo - C-2: Using MIN

MAX Function

Demo - C-3: Using MAX

COUNT Function

Demo - C-4: Using COUNT and COUNTA

Unit 04 Review

Microsoft Office PowerPoint 2010: Basic

Topic A: The PowerPoint Window
The File Tab
Opening Presentations
Moving Between Slides
Demo - A-1: Opening and Running a Presentation
The PowerPoint Environment
Demo - A-2: Examining the PowerPoint Environment
Presentation Views
Demo - A-3: Observing Views
Adjusting Magnification
Demo - A-4: Zooming In and Out on a Slide
Closing a File and PowerPoint
Demo - A-5: Closing a Presentation and Closing PowerPoint
Topic B: Getting Help
PowerPoint Help
Unit 01 Review

Unit 02 - New Presentations

Topic A: Creating Presentations
Available Templates and Themes
Demo - A-2: Creating a New Blank Presentation
Entering Text on Slides
Demo - A-3: Entering Text on a Slide
Adding Slides
Adding Bulleted Text to a Slide
Demo - A-4: Adding and Editing Slides
Topic B: Saving Presentations
Saving a File for the First Time
Updating Presentations
Saving Presentations in New Folders
Topic C: Rearranging and Deleting Slides
Moving Slides in Normal View
Demo - C-1: Rearranging Slides in Normal View
Slide Sorter View
Demo - C-2: Rearranging Slides in Slide Sorter View
Deleting Slides
Demo - C-3: Deleting a Slide in Slide Sorter View
Topic D: Using Slides from Other Presentations
Slides from Other Presentations
Unit 02 Review

Unit 03 - Formatting Slides

Topic A: Formatting Text
Character and Paragraph Formatting
The Font Group
The Mini Toolbar
Demo - A-1: Applying Bold and Italic Formatting
Changing the Font
Changing the Font Size
Demo - A-2: Changing the Font, Font Size, and Font Color
Format Painter
Demo - A-3: Using the Format Painter to Copy Text Formatting
Changing the Bullet Style
Demo - A-4: Changing Bullet Styles
Numbered Lists
Demo - A-5: Creating a Numbered List
Topic B: Modifying Text
Finding and Replacing Text
Demo - B-1: Finding and Replacing Text
Moving Text or an Object
Copying Text or an Object
Demo - B-2: Cutting and Dragging Text
Demo - B-3: Copying Text to Another Slide
Demo - B-4: Using the Clipboard Pane
Topic C: Formatting Paragraphs

Aligning Text
Unit 03 Review

Unit 04 - Using Drawing Objects

Topic A: Adding Shapes

Drawing Shapes

Demo - A-1: Using the Drawing Tools

Demo - A-2: Changing an Object's Shape

Topic B: Modifying Objects

Demo - B-1: Applying Formatting to Objects

Duplicating Objects

Moving Objects

Demo - B-2: Duplicating, Deleting, and Moving Objects

Resizing Objects

A Smart Guide

Demo - B-3: Resizing an Object

Rotating Objects

Demo - B-4: Rotating an Object

Aligning Objects

Grids and Guides

Demo - B-5: Aligning Objects

Topic C: Using Text in Objects

Adding Text to Objects

Demo - C-1: Adding Text to an Object

Modifying Text in Objects

Demo - C-2: Formatting Text in an Object

Drawing Text Boxes

Demo - C-3: Creating Text Boxes

Demo - C-4: Formatting Text Boxes

Unit 04 Review