Formation MS Office - New features in 2010 Standard in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 910

Goal : Discover the 65 new major features of MS Office 2010 Standard (Word, Excel, Outlook, PowerPoint) for advanced users compared to Standard version 2007 (VBA no included).

Audience : All users who use MS Office Standard 2007 for many years and wish to discover the new features of the 2010 release.

Prerequisites : Excellent knowledge of all previous versions.

Goals :

- Introduction
- NGF: Office Synchronisation Center (Office tools for SharePoint)
- NGF: Plug-Ins (PowerPivot)
- NGF: Advanced customization of the ribbons
- NGF: New Office extended menu (backstage menu)
- NGF: Recovery of previous saved version from autorecover saving to the backstage (without SharePoint)
- NGF: New category of SmartArts (SmartArts with picture)
- NGF: New management tool for print screens
- NGF: New smart tags for copy/paste
- NGF: New possibilities and views of the cropping tool
- NGF: Protect mode when opening from the Internet
- WRD: New Navigation Pane
- WRD: New highlighting search and new search interface
- WRD: Manage OpenType policies (ligatures in paragraph settings)
- WRD: Improved cutting tool
- WRD: New WordArts effects on normal texts
- WRD: New selection pane
- WRD: Possibility to change vertex position on Bezier curves
- WRD: New proofing tool capability (blue for homophones)
- WRD: Return of automatic insertion of text (missing in 2007 ...)
- ...

Pedagogical method : Mainly practice oriented with small improvised examples.

Suggested duration for presentiel training (days) : 2
Suggested duration for on-line training (days) : 2.4

Daily price in face-to-face : 625 CHF
Daily price in remote : 300 CHF
Daily price in remote for students : [contact](#) us (only if student card!)
Daily price in remote (with recording) : 3125 CHF
Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : ms office 2010 training, office 2010 migration, office 2010 new features, word 2010, outlook 2010, excel 2010, powerpoint 2010.

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