



Office 2010 - Overview: IT405 – Learn new Ribbon features, including rearranging and customizing the **Ribbon** and the new **File** tab which enables users to manage documents through the **Backstage View**. Also, learn to open unsaved drafts in the **Recover Unsaved Documents** folder.



Excel 2010 - Overview: IT363 – Learn new features including **Previewing Data Before Pasting**, **Inserting Screenshots**, **Sparklines** and **Slicers**.

Basic: IT364 - Learn the simplicity and power of Excel including lists, tables, formatting and charts.



Outlook 2010 - Overview: IT291 – Learn new features including the Outlook **Ribbon** and its context sensitive tabs, conversation management, configuring **Quick Steps**, a simple way to create rules, and examining the **People Pane**.

Basic Outlook E-mail: IT271 – Learn the basics of e-mail including messaging, contacts, signatures, folders, and more.

Basic Outlook Calendar: IT276 – Learn to schedule appointments, meetings and events, request a resource calendar, and share calendars.



PowerPoint 2010 – Overview: IT420 – Learn new features including previewing text before pasting, applying **Artistic Effects**, **Animation Painter**, **Removing the Background from a Picture**, **Enhanced Video Support**, and more.

Basic: IT414 – Produce a 3-slide presentation with graphics in 15 minutes. Then unlock the POWER in PowerPoint learning graphic, text, and animation features. The possibilities and combinations of functions are never ending.



Word 2010 – Overview IT460 – Learn to use the new **Navigation Pane** and its shortcuts, apply new **Text Effects**, work in the new **Backstage View**, and **Insert Screenshots**.

Basic: IT461 – Learn the basic functions as well as features like formatting text, learning more about layouts, page breaks, margins, inserting graphics, pictures, shapes, and recovering unsaved document files.