

Module 1 – What's New in Office

- Brand New Look – much easier to find the tools you need
- Quick Formatting – new Styles and Themes
- Live Preview – Preview formatting before you apply it.
- Spell Checking – the custom dictionary is now shared by all Office programs
- PDF Format
- Keystrokes for Document Navigation

Module 2 – What's New in Microsoft Word

- The New Look
- Getting Used to the Ribbon
- The Quick Access Toolbar and How to Customize It
- The Office Button
- Contextual Spelling
- Style Sets
- Building Blocks and Quick Parts
- Saving in PDF Format

Module 2 – What's New in Microsoft Excel

- The New Look
- Larger Worksheets
- Using Styles for Formatting
- Sorting Options
- Conditional Formatting Choices
- Creating and Modifying Charts
- Table Styles

Module 3 – What's New in Microsoft PowerPoint

- The New Look
- Themes and Quick Styles
- SmartArt Graphics
- Chart Creation