

Home

Webdesign

Training

Logo / Print

Video

Contact

References

Office Training Adobe Training Programming Training AV Training CMS Training 3D Training Google Training Technical Training

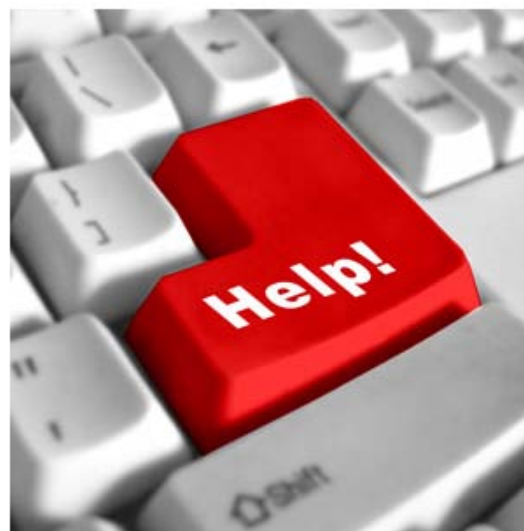
## Training Course Office 2010

Computer training **Microsoft Office 2010** in English, French or Dutch

### Office 2010 Training

#### The Office 2010 interface

- New interface: File tab (Backstage View), Ribbon, On Demand Tabs, Quick Access toolbar
- The improved status bar in Office 2010
- Live examples and galleries in Office 2010
- Improved objects: Photos, Drawing objects, Tables, SmartArt
- Screenshot tool in Office 2010
- Paste Preview
- Better photo correction
- Themes in Office 2010
- Changing the ribbon in Office 2010
- **Finding old options in the new interface in Office 2010**



#### New features in Word 2010

- Contextual spelling checker in Word 2010
- Quick Styles in Word 2010
- Navigation Pane in Word 2010
- Inserting professional-looking objects: Cover page, Instant headers and footers, Page numbering, Watermarks, new Print Preview
- Quick Parts in Word 2010

#### New features in Excel 2010

- Bigger work sheets in Excel 2010
- The 'new sheet' tab in Excel 2010
- Improved print options: new Page Layout View, Headers and Footers in Excel 2010



50% discount for self-employed and small companies via the **Region of Brussels**



50% discount for independent and SME in the **Flemish region**



Agrément numéro  
10.0879

We accept **training cheques** of the  
**Walloon region**

- Using tables: Galleries, Field names, Styles, Filter, Sorting by colour, Clearing duplicates, Automatically freeze panes in Excel 2010
- Inserting **formulas**: Category books, Name Manager, New functions in Excel 2010
- Improved Conditional Formatting: Data Bars, Colour Scales, Icons
- New chart options in Excel 2010
- Spark lines in Excel 2010
- Demo: new interface for Pivot Tables + Slicer tool in Excel 2010

### **New features in PowerPoint 2010**

- Multi-Master (and second level masters) in Powerpoint 2010
- New Slide Layouts and create your own slide layouts in Powerpoint 2010
- Working with sections in Powerpoint 2010
- Converting a bullet list to SmartArt in Powerpoint 2010
- The selection panel in Powerpoint 2010
- New animations and slide transitions in Powerpoint 2010
- Video editing in Powerpoint 2010

### **New features in Outlook 2010**

- New Mail options: Instant Search, Attachment Preview, Colour categories, Grouping conversations, Quick Steps in Outlook 2010
- Mail integration with tasks in Outlook 2010
- New Calendar options: Overlay mode for shared calendars, Send Calendar Snapshots, easier to share calendars in Outlook 2010
- Contacts: Using Electronic business cards, suggested contacts in Outlook 2010
- Connecting Outlook 2010 to Social Media networks

### **All Office courses:**

- **Office 2010**
- **Word Training**
- **Excel Training**
- **Powerpoint Training**
- **Outlook Training**
- **FrontPage Training**

- **Expression Web Training**
- **Access Training**
- **Visio Training**
- **Office 2007 Training**
- **MS Project Training**
- **VBA Training**
- **Lotus Notes Training**
- **OpenOffice.org Training**
- **MindManager Training**
- **Sharepoint Training**

This courses can be held in-company or in Brussels. **Contact us for a price quote.**

Some clients: Colruyt, Telelingua, Nestlé, CPAS Molenbeek, Fabricom, Club Med, NATO, G4S, Fonds de participation, Roularta, Georg Fischer, SGC, STIB, Federal Police, Flemish Government, KBC, Fortis, ING, Tetrapak, Starwood hotels, Jetair, Belgacom, VRT, National Bank of Belgium,...

More **computer courses in Brussels**

Superwebdesign • 96 Avenue de la Chasse • B-1040 Brussels • Tel: +32 (0)479 55 37 96 • Fax: +32 (0)70 40 81 26

