MICROSOFT OFFICE 2010 online

The Microsoft Office Specialist program will validate your desktop office computer skills using the Microsoft Office programs, Word (Intro/Inter/Adv), Excel (Intro/Inter/Adv), PowerPoint (Intro), and Access (Intro). Office Specialist exams provide a valid and reliable measure of technical proficiency and expertise by evaluating your overall comprehension of Office programs, your skill to use their advanced features, and your ability to integrate the Office programs with other software programs. This program is ideal for those who want superior office applications knowledge and the ability to earn a certification that proves it.

12 Weeks – Tuition $2,200.00

Word 2010 – Introduction
In this course, you will work with Word 2010, a comprehensive word processing program. You will begin by opening Word and reviewing the Ribbon interface. You will then open, navigate through, and close Word documents. Next you will create your own documents and search Help when you need more information. Throughout these lessons, you will learn to create and enhance business letters, memoranda, reports, and press releases. Important topics in this unit include using Word’s proofing tools, the AutoCorrect feature, the Format Painter, Find and Replace, the Office Clipboard, drag and drop, applying character and paragraph formatting, and setting page layout options. You will end this unit by working with tables and forms.
Prerequisites: Understanding Window or basic computer and file management experience.

Word 2010 - Intermediate
In this course, you will work with intermediate Word skills. You will create a newsletter with section breaks, columns, WordArt, clip art, pictures, themes, and custom Building Blocks. You will learn about Word styles and mail merge. You will create a research paper that includes footnotes, endnotes, citations, a bibliography, headers and footers, and captions and a table of figures. You will use Word’s built-in templates, and create your own template. You will create a brochure using shapes, inserting and formatting SmartArt, and formatting the page background.
Prerequisite: Word 2010 - Introduction or equivalent experience.

Word 2010 – Advanced
In this course, you will organize a long document with a table of contents, an index, multiple headers and footers, and cross-references. You will use Track Changes. You will add comments to a document, send a document for review via email, combine documents from multiple reviewers, and use the highlighter. You will manage versions of documents and learn about SkyDrive and Office Web Apps 2010. You will share and secure content by providing compatibility, using the Document Inspector, controlling document access, adding passwords, restricting editing, and applying digital signatures. You will learn how to customize Word and create and edit macros. Finally, you will integrate Word with other Office applications and create web pages.
Prerequisite: Word 2010 – Introduction and Intermediate or equivalent experience.
Excel 2010 – Introduction
In this course, you will work with Excel 2010, a powerful spreadsheet application. The focus of this course is basic skills. You will begin by examining the environment and reviewing the Office Ribbon interface. Then you will enter and edit data, save, close, open and create new work-books, select cells and ranges, copy and move data, print worksheets, create formulas and statistical functions, and use the IF function. You will format cell contents, including using custom
Excel 2010 – Introduction continued
and conditional formatting. You will learn how to manage worksheets, find and replace, and create and format charts. Finally, you will learn how to email a workbook.

Prerequisites: Understanding Window or basic computer and file management experience.

Excel 2010 - Intermediate
In this course, you will sort worksheet data, freeze headings, and split worksheet windows, and set up multipage printing options. You will work with multiple worksheets, defined names, use linked formulas, hyperlinks, and print multiple worksheets. You will create and format tables, add calculation formulas, and sort and filter table data. You will also use the outline feature. You will insert ClipArt and pictures, draw, move, size, and rotate shapes; and create SmartArt. You will use Office templates and create custom templates. You will lock and unlock cells, apply worksheet protection, set a password, and attach a digital signature.

Prerequisite: Excel 2010 – Introduction or equivalent user experience.

Excel 2010 - Advanced
In this course, you will work with advanced Excel features. You will create and format PivotTables and PivotCharts, and create macros to automate routine tasks. You will use the PMT and FV functions, as well as Goal Seek, Solver, and the Scenario Manager. You will use 3-D cell references and use the VLOOKUP, SUBTOTAL, and conditional IF functions, as well as the criteria IF functions, logical functions and functions to format text. You will use Excel’s auditing tools. You will consolidate data from detail worksheets and group worksheets together. You will use Data Validation, create data tables, trendlines, and sparklines. You will set up a project folder, insert comments into workbooks, and prepare to distribute a workbook by creating shared workbooks and using the Track Changes feature. Finally, you will learn about SkyDrive and Office Web Apps 2010, deal with compatibility issues, and integrate Excel with other Office programs.

Prerequisite: Excel 2010 – Introduction and Intermediate Excel or equivalent user experience.

Power Point 2010 – Introduction
In this course, you will work with PowerPoint 2010, an intense graphics presentation application. You will begin by navigating through the PowerPoint window, and using document themes. Then, you will create your own basic slide show, adding slides, and creating bulleted lists. By the end of the first lesson, you will deliver a presentation! Next, you will work with design concepts: copying text and objects, working with outlines, setting character and line spacing, rearranging slides, and integrating with Word. You will learn how to section a presentation and print it. You will work with clip art, graphics, shapes, animation, and sound. Finally, you will place Excel charts and SmartArt into a PowerPoint presentation.

Prerequisites: Understanding Window or basic computer and file management experience.