### MS Office 2010

#### New Features
- Office 2010 Core Features
- Messaging and Collaboration Features
- Web Apps and New Features in Publisher and Mobile
- Getting Started with Lync

#### New Features for Users Migrating from Office 2003
- Outlook 2010 and Collaboration in Office 2010
- New Features for PowerPoint, Publisher, and Access in Office 2010

### MS Outlook 2010

#### Beginning MS Outlook 2010
- Getting Started with Outlook 2010
- Managing Conversations and Organizing E-mail
- Managing Attachments, Graphics, Signatures, and Autoresponses
- Using the Calendar for Appointments, Events, and Meetings
- Managing Meetings and Customizing the Calendar
- Social Connector and Messaging
- Working with Contacts
- Using the Tasks, Notes, and Journal Features

#### Advanced MS Outlook 2010
- Formatting E-mail and Configuring Message Options
- Customizing Outlook 2010 and Managing Accounts
- Managing E-mail with Rules, Automatic Replies, and Alerts
- Working with Files and Folders and Using Search and RSS Feeds
- Data Files, Archiving, and Send/Receive Groups
- Implementing Security
- Accessing Exchange Remotely and Using Forms

### MS Word 2010

#### Beginning MS Word 2010
- Getting Started with Word 2010
- Formatting and Working with Text
- Organizing and Arranging Text
- Moving Around in Word 2010
- Structuring Word 2010 Documents
- Reviewing Documents
- Saving, Sharing, and Printing
- Customizing the Behavior and Appearance of Word 2010
- Drawing and Inserting Graphics

#### Advanced MS Word 2010
- Using Themes, Backgrounds, Watermarks, and Quick Parts
- Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks
- Using Forms, Fields, and Mail Merge
- Managing, Inspecting, and Recovering Word 2010 Documents
- Creating and Formatting Tables
- Manipulating Tables
- Embedding Charts and Tables

### MS Access 2010

#### Beginning MS Access 2010
- Getting Started with Access 2010
- Creating Basic Tables
- Data Manipulation and Simple Relationships
- Introduction to Forms
- Modifying Basic Forms
- Introduction to Queries
- Introduction to Reports

#### Advanced MS Access 2010
- Advanced Importing and Exporting
- PivotTables and PivotCharts
- Retrieving, Validating, and Attaching Data
- Subforms, Subreports, and Conditional Formatting
- Joints, SQL, and Action Queries
- Using Access 2010 with SharePoint and Access Services
- Macros and VBA
- Optimizing, Securing, and Sharing Access 2010 Databases

### MS Excel 2010

#### Beginning MS Excel 2010
- Getting Started with Excel 2010
- Applying Basic Data Formatting
- Moving and Getting Around in Excel 2010
- Moving Data and Modifying Worksheets
- Saving, Sending, and Printing
- Using Conditional Formatting, Tables, and Sparklines
- Reviewing and Protecting Content
- Using Basic Formulas
- Using Basic Functions
- Inserting Basic Charts
- Adding Visuals, Themes, and Styles

#### Advanced MS Excel 2013
- Customizing Visual Elements
- Workbook Settings, Conditional Formatting, and Number Formats
- Organizing Data and Objects
- Verifying Excel 2010 Data and Formulas
- Automating Excel 2010 Tasks Using Macros
- Analyzing Data With What-If Analysis
- PivotTables and PivotCharts
- PivotTable Filters, Calculations, and PowerPivot

### Power User in MS Excel 2010
- Sharing Excel 2010 Workbooks Online and on a Network
- Using Excel 2010 to Collaborate Online with Other Office Applications
- Using Lookup, Reference, Math, and Text Functions
- Manipulating Formulas and Using Forms
- Using Excel 2010 Data Connections: Web Queries, XML, and Databases

### MS PowerPoint 2010

#### Beginning MS PowerPoint 2010
- Getting Started with PowerPoint
- Visually Enhancing Presentations
- Adding Images to Presentations
- Using Multimedia and Animations

#### Advanced MS PowerPoint 2010
- Using Advanced Slide Show Tools
- Collaborating and Sharing Presentations

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If the links in this file don’t work for you, go to my.JohnsHopkins.edu, log in, and then try again. You should only need to do this once.

If you need other technical assistance, please refer to the Troubleshooting Guide.