

# Microsoft Office 2010 Training Courses

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CMG Microsoft Office 2010 training course is a hands-on, project-oriented class for beginners. Students will learn how to create impressive, professional-looking documents, slides, and spreadsheets using Microsoft Word, Microsoft PowerPoint, and Microsoft Excel. After completing this six (6) week course, students will be able to do essential tasks and become more efficient and productive at home and at work.

## Sessions

A. Saturday: April 20 – May 18, 2013

B. Saturday: June 15 – July 20, 2013

*\*No Class Saturday, July 6, 2013\**

## Time

12:00 p.m.— 1:30 p.m.

## Program Fees

\$52.00 dollars

(No registration fee!)

## Microsoft Word 2010

### Week I and II

Inserting Clip Art & Pictures

Formatting Text

Styles and Themes

## Microsoft PowerPoint 2010 Basics

### Week III and IV

PowerPoint Basics

WordArt and Shapes

Working with Charts & Tables

## Microsoft Excel 2010 Basics

### Week V and VI

Cell Basics

Using Templates

Modifying Columns, Rows and Cells



**ADDITIONAL INFORMATION ON THE REVERSE SIDE**

## Microsoft Office 2010 Basics

### Week I and II

#### **Word Basics**

- Getting Started with Word
- Text Basics
- Formatting Text
- Saving
- Modifying Page Layout
- Checking Spelling and Grammar
- Printing

#### **Common Tasks in Word**

- Using Indents and Tabs
- Line and Paragraph Spacing
- Working with Lists
- Adding Breaks
- Working with Columns
- Working with Hyperlinks
- Working with Shapes
- Text Boxes and WordArt
- Inserting Clip Art and Pictures
- Formatting Pictures
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#### **Doing More with Word**

- Styles and Themes
- Working with Headers and footers
- Reviewing Documents
- Working with Tables
- SmartArt Graphics
- Using a Template

## Microsoft PowerPoint 2010 Basics

### Week III and IV

#### **PowerPoint Basics**

- Getting Started with PowerPoint
- Slide Basics
- Text Basics
- Applying a Theme
- Inserting Images
- Applying Transitions
- Checking Spelling
- Presenting Slide Show
- Saving and Printing

#### **Common Tasks in PowerPoint**

- Modifying Lists
- Indents and Line Spacing
- Modifying Themes
- WordArt and Shapes
- Arranging Objects
- Animating Text and Objects
- Inserting Videos
- Inserting Audio

#### **Doing More with PowerPoint**

- SmartArt Illustrations
- Hyperlinks and Action Buttons
- Working with Tables
- Working with Charts
- Reviewing Presentations
- Advanced Presentation Options

## Microsoft Excel 2010 Basics

### Week V and VI

#### **Excel Basics**

- Getting Started with Excel
- Cell Basics
- Modifying Columns, Rows, and Cells
- Saving
- Creating Simple Formulas
- Worksheet Basics
- Printing

#### **Common Tasks in Excel**

- Creating Complex Formulas
- Working with Basic Functions
- Sorting Data
- Outlining Data
- Filtering Data
- Formatting Tables

#### **Doing More with Excel**

- Reviewing and Sharing Workbooks
- Using Templates
- Working with Charts
- Working with Sparklines
- Using Conditional Formatting
- Creating PivotTables
- Using What-if Analysis