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Whether you're meeting Office for the first time or upgrading your knowledge from an earlier version, this course makes it easy to learn Microsoft Office 2010 at your own pace. You'll learn the basics of the Office interface, how to navigate it, and how to use the features common to all Office programs. Then you'll get detailed instructions for working with Word, Excel, PowerPoint, and Outlook. In each lesson, you'll find clear, expert instruction, interactive quizzes, hands-on activities, summaries, and the ability to review topics so you can progress at your own pace.

 The course covers:

• Starting, navigating, and exiting Office applications

• Creating and formatting a Word document

• Creating an Excel spreadsheet, working with formulas and functions, and formatting worksheets

• Managing e-mail, contacts, tasks, and calendars with Outlook

• Building and formatting a PowerPoint presentation with graphics, movement, and sound

• Tips and tricks to make you more productive

• And much more!

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