

# course overview

## UPGRADING TO MICROSOFT OFFICE 2010



[connectus@linkitgroup.co.nz](mailto:connectus@linkitgroup.co.nz)  
[www.linkitgroup.co.nz](http://www.linkitgroup.co.nz)  
+64 9 361 3420

UPGRADING TO OFFICE 2010
<b>Duration:</b> 3 hours
<b>Audience:</b> Staff transitioning from Office 2003 or Office 2007
<b>Topics:</b>
Keyboard Shortcuts
The New User Interface
Customising the Quick Access Toolbar and Ribbon
Mini Toolbars
Working with the Backstage View
Colour Themes
New and Enhanced Proofing Tools
Document Information and Metadata
Preview Options Before Pasting
Digital Signatures
XML File Format
Compatibility Checker
Protected View
Recover Unsaved Versions of a Document
Picture Editing



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