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**The Word 2010 Desktop**

- Starting & Exiting Word
- Working with Word
- Using the Interface & Office Button
- Customizing and Using the Quick Access Toolbar
- Using the Mini Toolbar
- Using Ribbons & Tabs
- Using Dialog Box Launchers
- Using Program & Contextual Tabs
- Using Live Preview

**New Spell Checker Features**

- Setting Global Office Spelling Checker Options
- Using the Exclusion Dictionary
- Using Contextual Spelling
- Running the Spelling Checker

**New Features In Styles**

- Using the Quick Styles Gallery
- Using Style Inspector
- Adding a Style to the Quick Styles Gallery
- Clearing Formats & Styles

**Formatting with Document Themes**

- Selecting a Theme
- Creating New Theme Colors and Fonts
- Changing Theme Effects

**Quick Parts**

- Creating a Quick Part & Adding Quick Parts to a Document
- Inserting Document Property Fields
- Using the Building Blocks Organizer

**SmartArt Graphics**

- Creating SmartArt Graphics
- Changing Colors of a SmartArt Graphic
- Applying a SmartArt Graphic Style

**New Chart Creation Features**

- Creating a Chart and Editing Chart Data
- Adding a Chart Title
- Changing the Chart Type
- Copying a Chart from Excel

**Customizing Word Preferences**

- Setting Word Options
- Customizing the Quick Access Toolbar

**Understanding The 2010 Desktop & Ribbon**

- Starting & Exiting Excel
- Using the Interface & Office Button
- Exploring Excel Options
- Working with Worksheets
- Using & Hiding the Ribbon
- Customizing the Quick Access Toolbar
- Using the Mini Toolbar

**Exploring New Excel Features**

- Using KeyTips
- Inserting a New Worksheet
- Freezing the Panes
- Customizing the Status Bar
- Using Page Layout View
- Using the Zoom Slider

**New Help Features**

- Using Help
- Using Help Online Content

**New Conditional Formatting Features**

- Using Highlighting Cell Rules
- Using Manage Rules
- Using Clear Rules
- Using Data Bars

**New Table Features**

- Creating a Table
- Removing Duplicates from a Table

**New Formula Features**

- Using Formula AutoComplete
- Viewing New Functions

**New Sort & Filtering Features**

- Sorting Records by Multiple Fields
- Filtering Data to find Above Average

**New Graphic Features**

- Using New Chart Features
- Using SmartArt

**New File Format Features**

- Using Document Inspector
- Marking a Workbook as Final
- Saving to a PDF Format
- Working with the Compatibility Checker
- Converting a File to Excel 2010 Format