

## Helping your team progress with Microsoft Office 2010



Whether you are stepping up from Office 2000, XP or 2003, you will find that Office 2010 is significantly different. If you are upgrading from Office 2007 you will find there are some new features and it can take time to become familiar with these.

Although Office 2010 is intended to be intuitive, task-based and fluent, the new approach might be confusing and frustrating for experienced users.

The first thing you will ask is “Where is ....?” or “How do I....?” You may have developed shortcuts and quick ways of doing things, but suddenly all the familiar techniques seem to have completely disappeared!

The danger with any programme upgrade is that initial productivity levels will fall, as users spend longer trying to find the tools to carry out everyday tasks. New, powerful features may also be overlooked, meaning the investment in the upgrade seems unrewarding.

This is where a short, ‘getting up to speed’ training course can save time and money – improving user productivity and protecting the investment in new technology.



### What's new in Office 2010?

Just some of the new features include:

- Ability to customise the ribbon with personal tabs
- Ability to save office documents to the web and then access them from any PC (via Windows live and office web apps)
- New navigation pane in Word
- New slicer option in Excel pivot tables
- A ribbon which now applies to all applications (including Outlook)



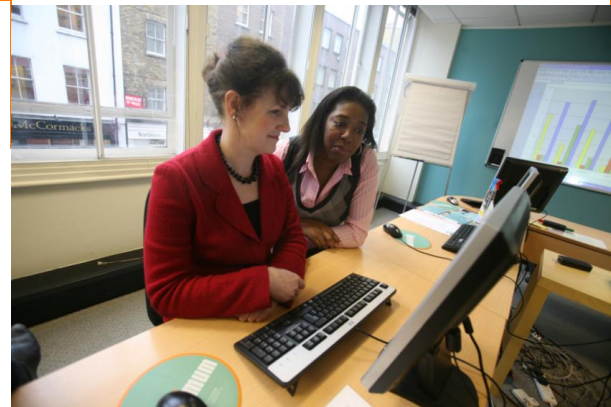
### Our Office 2010 courses

Optimum's current open enrolment courses for Office 2010 include:

- Upgrade to Office 2010**
- Microsoft Excel 2010**
- Microsoft PowerPoint 2010**
- Microsoft Word 2010**
- Microsoft SharePoint 2010**

**Customised courses:** We can work with your organisation to build a bespoke training platform for your staff. Our training consultants are experienced in designing tailored workshops and classroom sessions to suit all competency levels.

Email [info@optimum.co.uk](mailto:info@optimum.co.uk) to enquire about course bookings.





### Our training centre

Optimum is based in the City of London, next to the Barbican station, where we have a fully-equipped training centre with 3 separate training rooms.

Our full day training courses include breaks for lunch, snacks and refreshments in our comfortable breakout area. Alternatively we can arrange for our trainers to run courses from your facilities.



### WebEx – virtual classrooms

Optimum can deliver virtual classroom sessions via WebEx for those who cannot attend on-site classroom training. For a list of WebEx courses please visit:

[http://www.optimum.co.uk/WebEx\\_training\\_sessions](http://www.optimum.co.uk/WebEx_training_sessions)



### Optimum's quality assurance

- ✓ Class sizes set to a maximum of 8 delegates
- ✓ Hands-on, practical training sessions
- ✓ Time allocated for users to complete practice exercises and ask questions
- ✓ All trainers accredited by the IITT
- ✓ Course reference guide given to each user for back-at-desk learning
- ✓ Use of Optimum's fully equipped training centre in London for those clients who don't have training facilities on-site
- ✓ Post-training telephone support for a year

#### Feedback from our delegates!

"I found this training session extremely helpful and I am so happy I took the opportunity to come along. The trainer made me feel comfortable which really helped." **Microsoft Access delegate**

"Very good course, 1st class training" **Microsoft PowerPoint delegate**