



General Office 2010

Total: 40:59

Topic	Includes	Product#	Length
Ribbon Overview	Ribbon tour – step through the Ribbon UI in Word, Excel and PowerPoint and how it comes and goes if a table or chart is selected.	QC - G1	6:33
Backstage	Show examples in Word, Excel, PPT. Printing in Word, Recent list, Save As options.	QC - G2	6:06
Quick Access Tool Bar	How to turn features on, add from ribbon and from customized list, also how to position below the ribbon and removing commands.	QC - G3	4:35
Customizing the Ribbon	How to customize Tabs, groups & commands, then export these settings.	QC - G4	5:35
Office Themes	Show concept of Themes applied to documents and demonstrate in Word, Excel and PowerPoint.	QC - G5	3:21
Graphics Tools	Brief into to the Drawing and Picture tabs and some formatting options.	QC - G6	4:38
File Formats	Discussion of new file format, opening old files in New, saving down from new to old, and editing the new files in Older programs.	QC - G7	7:54
Save as PDF	Show this in Word and Excel and PPT.	QC - G8	2:17



Word 2010

Total: 73:26

Topic	Includes	Product#	Length
Formatting Text & Paragraphs	Live previews in text and paragraph formatting, setting custom line spacing.	QC - W1	6:54
Copying & Pasting	Various options including Paste preview.	QC - W2	5:54
Navigation Pane	Navigation, Find & Replace, Outlining.	QC - W3	6:37
Using Styles	Applying styles, customizing styles.	QC - W4	6:10
Tables	Creating, formatting, editing, text wrapping.	QC - W5	8:16
Graphics Tools	Formatting, styles, recoloring, saving as Quick part.	QC - W6	7:47
Picture Tools	Adjusting Styles, Arranging, Cropping.	QC - W7	4:48
Quick Parts	Use of Quick Parts creating, managing quick parts.	QC - W8	4:32
Mail Merge	Mail merge to from letter and to Envelopes & Labels.	QC - W9	6:01
Track Changes	Turing it on, comparing documents, tracking changes & accepting changes.	QC - W10	6:17
Protecting Docs & Doc Inspector	Inspecting document, cleaning it up.	QC - W11	6:38
Headers Footers	Creating & Managing Header, Footers Page #'s.	QC - W12	3:32



Excel 2010

Total: 58:39

Topic	Includes	Product#	Length
Copy & Paste	Copy, paste, Transpose, Paste Preview and other paste special like paste values.	QC - E1	5:33
Formatting	Formatting basics, live preview, font dialog, format painter, minitoolbar.	QC - E2	6:30
Formulas: Absolute & Relative	Show examples of relative and absolute and how to manage these.	QC - E3	3:39
Errors & Auditing	Detect errors individually and in Errors tool. Do audit traces & print audit reports.	QC - E4	5:59
Tables	Creating a table, finding duplicates, sorting & filtering a table.	QC - E5	6:52
PivotTables	Creating a basic Pivot table, formatting & pivoting views.	QC - E6	8:54
Slicers	Adding data slicers to a pivot table.	QC - E7	3:35
Charts	Creating a chart & formatting options.	QC - E8	5:13
Sparklines	Adding a Sparkline chart to a worksheet, formatting.	QC - E9	2:20
Conditional Formatting	Intro & examples of Conditional formatting including editing conditions.	QC - E10	5:27
Page Layout & Printing	Printing options, page setup, formatting headers and footers.	QC - E11	4:37



PowerPoint 2010

Total: 53:37

Topic	Includes	Product#	Length
Slide Masters & Custom Layouts	Use of Slide masters and Custom layouts.	QC - PPT1	7:04
Custom Template and Office Themes	How to create a custom template with colors, layout, & contents, how to create a custom Office Theme.	QC - PPT2	4:33
Slide Sections	Organizing your slides into sections.	QC - PPT3	2:43
SmartArt	Creating & editing SmartArt Graphics.	QC - PPT4	5:58
Embedding & Editing Videos	How to add a video to a slide, format it, and trim it in PowerPoint.	QC - PPT5	3:27
Graphics Tools	Applying styles and edits with Drawing & Picture tools.	QC - PPT6	6:42
Animations & Transitions	Animating text and graphics, applying fancy transitions.	QC - PPT7	6:54
Working with Multiple Presentations Simultaneously	How to open and copy from one presentation to another, keeping or matching target formatting.	QC - PPT8	3:29
Showing a Presentation	Many ways to start a slide show, blank the screen, advance and jump to slides.	QC - PPT9	4:11
Saving as Video	Saving a PPT out as a video file for sharing such as burning a DVD.	QC - PPT10	4:09
Compressing Presentations	How to compress photos and video clips.	QC - PPT11	4:27



Outlook 2010

Total: 74:21

Topic	Includes	Product#	Length
Instant Search	Search, search options, configuration.	QC - 01	5:38
Color Categories	Creating, Applying, Grouping, Searching & Quick Clicks.	QC - 02	4:20
Flagging for Follow-up	Flagging & To do List.	QC - 03	7:11
Calendar Views	Daily, Weekly, Monthly Views, Daily Tasks.	QC - 04	5:41
Multiple Calendars	Opening Other Calendars, Overlays.	QC - 05	4:02
Making Appointments	Appointment Options, Free Busy Times, Sending Requests, Accepting.	QC - 06	9:37
Inbox Views	Previewing, Adjusting Views, Grouping & Sorting.	QC - 07	6:38
Email Attachments	Previewing, Saving, Removing, Setting Up Previews.	QC - 08	5:34
Email Threads	Thread Management, Ignoring, Cleaning Up.	QC - 09	6:19
Quick Steps	Prebuilt, Customizing.	QC - 010	5:28
Email Rules	Creating & Testing Rules.	QC - 011	8:05
Contacts	Pictures, Sharing Contacts, Biz Cards.	QC - 012	5:48



OneNote 2010

Total: 20:09

Topic	Includes	Product#	Length
Collecting Information in OneNote	Collecting notes by hand, by from Web, screen clippings, sound & video.	QC - ON1	6:49
Organizing Information in OneNote	Page, Sections, Notebook structure, Tagging Notes & searching for Tags.	QC - ON2	6:23
Finding & Sharing information in OneNote	Searching Notes, Printing, Sharing & Multiple Authors in Notes, Save as PDF, Automatic Saving.	QC - ON3	6:57



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Access 2010

Total: 14:01

Topic	Includes	Product#	Length
Macro Builder	Overview of the updated Macro Builder including If/Then statements, Expression Builder, Action Catalog, and inline editing.	QC - A1	7:08
Report Writer	How to build & format a report including Office Themes, Grouping & Totaling and saving to PDF.	QC - A2	6:53



Publisher 2010

Total: 17:22

Topic	Includes	Product#	Length
Overview of new features	Backstage, Ribbon Tour, Graphics & Pictures tools, Captions, Page Navigator, Positioning Guides, Templates, Printing.	QC - PUB1	7:28
Fancy Fonts	Typographical features - Drop Caps, Ligatures, Number Style, Stylistic Sets.	QC - PUB2	5:31
Catalog Tools	Building a Catalog Merge, layout options.	QC - PUB3	4:23



Windows 7

Total: 104:40

Topic	Includes	Product#	Length
Taskbar & Start Menu	Taskbar, Shake, Peek, Snap, Switching, Jump lists.	QC - WIN7-1	9:05
Finding & Managing Files	Search, Windows Explorer, Libraries.	QC - WIN7-2	9:27
Magnifier & Snipping Tools	Demonstrates Magnifier zoom functions and capturing screenshots using the Snipping tool.	QC - WIN7-3	2:24
Tools for Mobile Users	Mobility Center, Power settings, Wireless Connect.	QC - WIN7-4	6:36
System Settings	Control Panel, System Settings, Installing a new Device.	QC - WIN7-5	5:41
Internet Explorer 8	Tab groups, Accelerators, Web Slicer, Search, InPrivate Browsing, Navigating.	QC - WIN7-6	10:11
Restoring & Recovery	Backup Restore, previous File Versions, System Recovery Point.	QC - WIN7-7	6:56
Action center	Action Center, Account Control, Troubleshooting.	QC - WIN7-8	7:16
Compatibility	Compatibility Settings & Windows XP Mode.	QC - WIN7-9	5:39
Photo Gallery	Importing Pictures & Photo Gallery.	QC - WIN7-10	7:08
Making Movies & DVD's	Windows Movie Maker & DVD Burner.	QC - WIN7-11	6:17
Desktop Gadgets	Adding, Downloading and Removing Desktop Gadgets.	QC - WIN7-12	5:09
Sharing Files & Printers	Folder sharing, home groups.	QC - WIN7-13	8:01
Security	Passwords, Encrypting files & folders, Locking Workstation.	QC - WIN7-14	4:58
Custom Looks	Wallpaper, colors, sounds, screen saver & themes.	QC - WIN7-15	9:52



Topic	Includes	Product#	Length
Getting Started	Home Screen Navigation, Touch Gestures, Multitasking Dock.	QC - IPAD2-1	7:59
Customize Home Screen	Rearranging App Icons, Creating Folders, Changing the Wallpaper.	QC - IPAD2-2	8:05
Security	Passcodes Short & Long, Wiping & Restoring.	QC - IPAD2-3	5:42
Finding the Lost	Putting Contact info on iPad & Find My iPad Service from Apple.	QC - IPAD2-4	5:07
Typing	Using the on screen keyboard, corrections, international keyboards.	QC - IPAD2-5	9:23
Selecting Text	Selecting text, adjusting ranges, double & triple taps for paragraphs.	QC - IPAD2-6	5:08
iTunes	iPad settings & management in iTunes.	QC - IPAD2-7	5:17
Connecting	Connecting to a wireless network, Airplane Mode, Finding IP address.	QC - IPAD2-8	5:11
Navigating Lists	Scrolling, using the index and jumping to the top of a list.	QC - IPAD2-9	3:06
Notifications	How notifications work, and how to turn them down and off.	QC - IPAD2-10	6:09
Search	How to search, what is searched and customizing search results displayed.	QC - IPAD2-11	7:00
Battery Life	How to dim the screen, turn off services & radios to extend battery life.	QC - IPAD2-12	6:24
Camera	Still and Video Cameras on the front & back, quick & easy cropping.	QC - IPAD2-13	5:01
Importing Photos	How to import photos from a PC or Camera, and synchronize with iTunes.	QC - IPAD2-14	5:57
Viewing Photos	Navigating & viewing photos, geotagging, and Slideshow & Picture Frame settings.	QC - IPAD2-15	6:06
Safari Basics	How to surf, navigate pages and search from the Apple browser.	QC - IPAD2-16	9:25
Safari Bookmarks & Settings	Creating & managing Bookmarks, Home Page Links & other settings like Autofill.	QC - IPAD2-17	9:37
Mail Getting Started	Setting up, Navigating, Creating & Sending email.	QC - IPAD2-18	7:08



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Topic	Includes	Product#	Length
Overview	Review of main areas of SharePoint with quick examples.	QC - SH/10-1	10:48
Navigation	Top link, quick launch and breadcrumb navigation through SharePoint.	QC - SH/10-2	5:12
Document Library	How to select, filter, sort, delete and recover files in a library. Ribbon options.	QC - SH/10-3	6:01
Document Sets	How to create, load and manage document sets. Creation with custom template.	QC - SH/10-4	4:10
Adding & Downloading Documents	Adding from SP or from Office. Downloading documents plus drag & drop changes.	QC - SH/10-5	5:56
Checking In & Checking Out	Checking In & Out from SP and from Office. Notification when doc is available.	QC - SH/10-6	7:22
Versioning	View & restore past versions, creating a version, settings for versioning & approval.	QC - SH/10-7	6:02
Alerts	Setting individual file and whole library alerts, conditions for alerts and management.	QC - SH/10-8	7:13
Calendars	Creating events, viewing calendars, overlays & synchronizing in Outlook.	QC - SH/10-9	7:33
Lists	Lists in standard and datasheet views, creating by importing & exporting to Excel and Access.	QC - SH/10-10	11:07
Tasks	Task filtering and alerts and synchronizing with Outlook. Status in a Visio diagram.	QC - SH/10-11	8:05
Discussions	Overview of discussions in threaded and flat views, and synchronized into Outlook.	QC - SH/10-12	3:19
Contacts	Viewing & filtering contacts in SharePoint and synchronizing contacts with Outlook.	QC - SH/10-13	2:37
Surveys	Survey question types, responses, branching questions and reviewing results.	QC - SH/10-14	4:09
Blogs & Wikis	Create and edit Blogs and Wiki's. Comparing Wiki versions and posting an alert on a Blog.	QC - SH/10-15	8:14



SharePoint 2010 (page 2 of 2)

Total: 143:04

Topic	Includes	Product#	Length
My Site	Controlling shared data, setting up colleagues, shared/private documents, org chart tool.	QC-SH/10-16	9:12
Workflow	Start workflow in Office and tracking progress, customize workflows in SharePoint SP Designer.	QC-SH/10-17	11:10
SharePoint Workspace	Offline document libraries and lists. Options for editing documents offline and synchronizing.	QC-SH/10-18	6:37
Permissions	How permissions are set and how they affect user options.	QC-SH/10-19	5:37
Creating Sites	Create a site from a template and change the theme for that site. Create a site template.	QC-SH/10-20	5:36
Editing Pages	Edit elements on a page - text, graphics and web parts. A glimpse at editing SP Designer.	QC-SH/10-21	7:04



Outlook Web App 2010

Total: 25:51

Topic	Includes	Product#	Length
Navigating Email	Logging in, navigating, deleting, foldering, group by conversation.	QC-OWA/10-1	8:13
Calendar	Navigating, accepting meetings, making meetings, sharing calendar.	QC-OWA/10-2	5:53
Contacts, Tasks, Filtering	Contact search, task filtering, search & filtering email.	QC-OWA/10-3	3:44
Options & Platforms	Changing options & browser support in IE, Chrome, FireFox, Safari on Mac and the iPad.	QC-OWA/10-4	8:01



Microsoft Lync 2010

Total: 35:45

Topic	Includes	Product#	Length
Presence	Logging in, Setting presence, Location, Views in the UI.	QC-LYNC/10-1	7:45
Organizing Contacts	Contact Groups, Frequent Contacts, Privacy Relationships.	QC-LYNC/10-2	4:08
Communicating	Text Messaging, Voice Calling & Video Conferenceing.	QC-LYNC/10-3	8:50
Desktop Sharing	Sharing your desktop through Lync.	QC-LYNC/10-4	2:51
Office 2010 Integration	Sharing files from Office through Lync, Online Meetings in Outlook & Lync.	QC-LYNC/10-5	3:20
Sharing Content	Sharing files, PowerPoints, Whiteboards and Polls in Lync.	QC-LYNC/10-6	5:26
Recording	How to record, share and playback a meeting in Lync.	QC-LYNC/10-7	3:25