

Microsoft Office 2010

The Technical Services Department will be upgrading LCS computers to Microsoft Office 2010 during the 2010-2011 school year. It is anticipated that nearly all computers in the district will be upgraded to the new Office 2010 by the end of the school year.

Linked below is a series of training videos you can view to help with the transition process. These videos are part of our Atomic Learning subscription.

If you have trouble logging in to Atomic Learning, please contact Kevin Snyder, Director of Educational Information and Technology Services.

- **Office Suite 2010 - What's New? Training**
 - **A. Office 2010 Interface**
 - - **Introducing the new Office 2010 ribbon**
 - **Making the transition from Office 2003 to Office 2010**
 - **Customizing the ribbon in Office 2010 pt. 1**
 - **Customizing the ribbon in Office 2010 pt. 2**
 - **Adding a new tab to the ribbon**
 - **Resetting ribbon customizations**
 - **Importing/exporting ribbon customizations**
 - **Using Backstage view**
 - **Using Print and Print Preview**
 - **Introducing Save and Send pt. 1**
 - **Introducing Save and Send pt. 2**
 - **Using the new SmartArt® graphics**
 - **Using Paste Preview**
 - **Using Screenshots**
 - **Using the new Picture tools pt. 1**
 - **Using the new Picture tools pt. 2**
 - **Using the Remove Background tool**
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 - **B. Word 2010 and Excel 2010**
 - - **Using text effects in Word 2010**
 - **Using the Navigation pane in Word 2010**
 - **Using Sparklines in Excel 2010**
 - **Using Slicers in Excel 2010 pt. 1**
 - **Using Slicers in Excel 2010 pt. 2**
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 - **C. PowerPoint 2010**
 - - **Viewing the new design themes**
 - **Viewing the new transitions**
 - **Using sections pt. 1**
 - **Using sections pt. 2**
 - **Using the Animation Painter**
 - **Using the new Cropping tool and Cropping options**
 - **Embedding a video in a presentation**
 - **Using the new Video tools pt. 1**
 - **Using the new Video tools pt. 2**
 - **Using the Poster Frame tool**
 - **Trimming a video or audio clip**
 - **Turning your presentation into a video**
 - **Broadcasting your slideshow**
 - **Viewing your presentations**