



New to Windows 7 or Office 2010?

These Courses Can Help You Get Introduced!

Windows 7, the latest operating system from Microsoft, has new features that help you work faster and more efficiently. Word 2010 is the newest version of Microsoft's dynamic word processing tool and it offers features that allow you to create attractive and engaging documents. These introductory courses can help you master these new systems in no time!

Getting Started with Windows

This course introduces the main features of Windows 7 and provides an overview of the desktop, including the taskbar and the Start menu. It also demonstrates how to manage files and folders using Windows Explorer and how to use Windows Search to locate files and folders on your computer.

Windows 7 Essentials

This course explains how you can start working with Microsoft 7 and use the various user interface (UI) enhancements.

Getting Started with Excel 2010

Excel 2010 is the newest version of Microsoft's comprehensive spreadsheet tool that offers features that support a wide range of functions. The Ribbon menu is unique to Microsoft Office and stacks the many features of Excel into related tabs, making it easy to quickly access the ones you need. Backstage view is a streamlined gathering of all file-level tools, such as those used for saving, printing, and sharing your files. This course explores these topics and many other basics of Excel 2010.

Getting Started with Word 2010

The Ribbon menu, which is unique to Microsoft Office, organizes Word's many features into related tabs and makes it easier to quickly access those you need. The new Backstage view provides a single streamlined stage for all file-level tools, such as those used for saving, printing, and sharing your files. This course explores these topics and many other basics of using Word 2010.

Getting Started with PowerPoint 2010

This course provides an introduction to the main components of the PowerPoint 2010 interface. It covers opening and saving a presentation, working with slides, formatting text and text boxes, and using templates and themes to create professional presentations.

Getting Started with Outlook 2010

The Outlook 2010 interface has been updated and now uses the ribbon instead of menus, which makes it easier to locate the commands you need. This course addresses the basic features and functionality of Outlook 2010, including an introduction to the redesigned interface, how to create e-mail messages, and view and reply to incoming e-mails.

Microsoft Office 2010: Getting Started with Lync

Lync 2010 offers a full unified communications platform ideal for use in a business environment. This course introduces Lync 2010 and the host of available features. It describes how to sign in to and out of Lync 2010 and customize your personal preferences.

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