University of Colorado **Boulder**
Office of Information Technology

Learn Online Today – Resource Summary for Migrating from Microsoft Office 2003 to Microsoft Office 2010 for Windows

Whether you have 5 minutes or 5 hours, there are online courses, videos, reference material and books available to you that meet your needs. CU is committed to providing continuous learning and professional development opportunities for faculty and staff.

Don't have time for Training? Learn office with a game: http://www.ribbonhero.com/
5 Minute Makeovers with Office 2010: http://office.microsoft.com/en-us/makeovers/

SkillSoft Courses: Remember you can always start a course, pause and return later to complete it.

Desktop Curricula
Navigation: *Catalog>Desktop Curricula>Microsoft Office 2010* 📁 **Desktop Curricula**   📁 Microsoft Office 2010

Individual Microsoft Office 2003 to2010 courses grouped by application:	

📁 Microsoft Office 2010: New Features
   📁 Office 2010 New Core Features
   📁 New Messaging and Collaboration Features in Office 2010
   📁 Office 2010 Web Apps and New Features in Publisher and Mobile
	📁 Microsoft Office 2000 New Features for Users Migrating from Office 2003
	   📁 The New Office 2010 Interface, Word 2010, and Excel 2010.
	   📁 Outlook 2010 Collaboration in Office 2010
	   📁 New Features for PowerPoint, Publisher, and Access in Office 2010

Want to get Microsoft Certification?

Microsoft Certification Courses for Microsoft Office Specialist (MOS) on Microsoft Office 2010 are offered in SkillSoft. Check out Books24x7 for *MOS 2010 Study Guide for Microsoft Work, Excel, PowerPoint, and Outlook*.

Instant References

Job Aids: Check out these condensed summaries, key points, and checklists that can serve as a guide for application of the skills learned in a course or as a later reference resource.

Microsoft Word 2010 Job Aids:
1. **Microsoft Office 2010 Suites** - Use this aid to see what products are included in each of the Microsoft Office 2010 Suites
2. **-Redesigned and Improved Functions-**Use this aid to review key functions that have been redesigned for improved in terms of function accuracy (In Excel)

Don't Forget the Books

Book24x7

- Lowe, Doug, and Ryan Watkins. **Microsoft Word 2010 All-in-One For Dummies**. Wiley Publishing © 2010
- Cox, Joyce and Joan Lambert. **Microsoft Word 2010 Step-by-Step.** Online Training Solutions, Inc. © 2010
- Murray, Katherine. *Microsoft Office 2010 Plain & Simple*. Microsoft Press © 2010
- Bott, Ed and Carl Siechert. *Microsoft Office 2010 Inside Out*. Microsoft Press © 2011
- Cox, Joyce, Joan Lambert and Curtis Frye. *Microsoft Office Professional 2010 Step by Step.* Microsoft Press © 2011
- Hart-Davis, Guy. *Beginning Microsoft Office 2010*. Apress © 2010
- Weverka, Peter. **Office 2010 Web Apps for Dummies**. Copyright Wiley Publishing, Inc. © 2011
- Pierce, John and Geoff Evelyn. **MOS Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams (77-885, 77-886-, 77-887, 77-888)**. Microsoft Press© 2010

Mentoring

- Skillsoft Mentors are available to help students in their studies for exam 77-881 Word 2010, 77-882 Excel 2010, 77-883 PowerPoint 2010, 77-884 Outlook 2010, and 77-885 Access 2010. You can reach them by entering a mentor Chat Room or by using the E-mail My Mentor service.

TestPrep Exam

TestPrep 77-881 Word 2010, TestPrep 77-882 Excel 2010, TestPrep 77-883 PowerPoint 2010, TestPrep 77-884 Outlook 2010, and TestPrep 77-885- Test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.

Other Helpful Resources

Getting Started with Office 2010: http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=1
Getting started with Excel 2010: http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=1
Getting started with Word 2010: http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=1
Getting started with PowerPoint 2010: http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=1
Getting started with Outlook 2010: http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=1
Getting started with Access 2010: http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx?CTT=1
Transition to the Office Ribbon: http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx
Migrating to Word 2010 from Word 2003: http://officeimg.vo.msecnd.net/en-us/files/932/246/AF101909394.pdf
Microsoft Word 2010: Interactive menu to ribbon guide: http://office.microsoft.com/en-us/outlook-help/learn-where-menu-and-toolbar-commands-are-in-office-2010-HA101794130.aspx
Excel 2010: Interactive menu ribbon guide: http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx
PowerPoint: Interactive menu ribbon guide: http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx
Outlook 2010: Interactive menu ribbon guide: http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx
Access 2010: Interactive menu ribbon guide: http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx
Add Commands to the Quick Access Toolbar: http://office.microsoft.com/en-us/support/office-ribbon-find-commands-FX101851541.aspx
Office 2010 Migration Guides: http://office.microsoft.com/en-us/excel-help/office-2010-migration-guides-HA101982272.aspx
Migrating to Excel 2010 from Excel 2003: http://office.microsoft.com/en-us/excel-help/migrating-to-excel-2010-from-excel-2003-HA101842942.aspx?CTT=5&origin=HA101982272
Migrating to Word 2010 from Word 2003: http://office.microsoft.com/en-us/word-help/migrating-to-word-2010-from-word-2003-HA101850447.aspx?CTT=5&origin=HA101982272
Migrating to PowerPoint 2010 from PowerPoint 2003: http://office.microsoft.com/en-us/powerpoint-help/migrating-to-powerpoint-2010-from-powerpoint-2003-HA101886872.aspx?CTT=5&origin=HA101982272
Migrating to Outlook 2010 from Outlook 2003: http://office.microsoft.com/en-us/outlook-help/migrating-to-outlook-2010-from-outlook-2003-HA101886863.aspx?CTT=5&origin=HA101982272
Migrating to Access 2010 from Access 2003: http://office.microsoft.com/en-us/access-help/migrating-to-access-2010-from-access-2003-HA101886851.aspx?CTT=5&origin=HA101982272
Microsoft Make the Switch to Office 2010 Courses: http://office.microsoft.com/en-us/support/training-FX101782702.aspx?CTT=5&origin=HA101982272

Make the Switch to Excel 2010: http://office.microsoft.com/en-us/excel-help/make-the-switch-to-excel-2010-RZ101809963.aspx

Make the Switch to Word 2010: http://office.microsoft.com/en-us/word-help/make-the-switch-to-word-2010-RZ101816356.aspx

Make the Switch to PowerPoint 2010: http://office.microsoft.com/en-us/powerpoint-help/make-the-switch-to-powerpoint-2010-RZ101791923.aspx

Make the Switch to Outlook 2010: http://office.microsoft.com/en-us/outlook-help/make-the-switch-to-outlook-2010-RZ101809884.aspx

Make the Switch to Access 2010: http://office.microsoft.com/en-us/access-help/make-the-switch-to-access-2010-RZ101791922.aspx

Office 2010 menu to ribbon reference workbooks: http://office.microsoft.com/en-us/templates/CL101817133.aspx?CTT=5&origin=HA101794130

Word 2010: Menu to Ribbon reference workbook: http://office.microsoft.com/en-us/templates/CL101817133.aspx?CTT=5&origin=HA101794130#ai:TC101817139|

Excel 2010: Menu to ribbon reference workbook: http://office.microsoft.com/en-us/templates/CL101817133.aspx?CTT=5&origin=HA101794130#ai:TC101842354|

PowerPoint 2010: Menu to ribbon reference workbook: http://office.microsoft.com/en-us/templates/CL101817133.aspx?CTT=5&origin=HA101794130#ai:TC101845686|

Outlook 2010: Menu to Ribbon reference workbook: http://office.microsoft.com/en-us/templates/CL101817133.aspx?CTT=5&origin=HA101794130#ai:TC101855564|

Access 2010: Menu to Ribbon reference workbook: http://office.microsoft.com/en-us/templates/CL101817133.aspx?CTT=5&origin=HA101794130#ai:TC101850326