Office of Information Technology
UNIVERSITY OF COLORADO **BOULDER**

Learn Online Today – Resource Summary for Migrating from Microsoft Word 2003 to Microsoft Word 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>Word*
📁**Desktop Curricula**
📁Microsoft Office 2010

Individual Microsoft Word 2003 to2010 courses grouped by application:	
📁Microsoft Office 2010: New Features 　📁 Office 2010 New Core Features	📁Microsoft Office 2000 New Features for Users Migrating from Office 2003 　　📁 The New Office 2010 Interface, Word 2010, and Excel 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)

Don't Forget the Books

Book24x7
- Tyson, Herb. **Microsoft Word 2010 Bible.** Copyright Wiley Publishing, Inc. © 2010
- 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
- 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. 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- 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 Word 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

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

Migrating to Word 2010 from Word 2003: http://officeimg.vo.msecnd.net/en-us/files/932/246/AF101909394.pdf

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 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

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

What's new in Word 2010: http://office.microsoft.com/en-us/word-help/what-s-new-in-word-2010-HA010372687.aspx?CTT=5&origin=HA101850447

Migrating from Word 2003 to Word 2010: http://www.lynda.com/Word-2003-tutorials/migrating-from-to-word-2010/69783-2.html

Changes in Word 2010: http://technet.microsoft.com/en-us/library/cc179199.aspx

Word 2010 features and benefits: http://office.microsoft.com/en-us/word/word-2010-features-and-benefits-HA101810003.aspx

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