



Course Features

- Instructor-led training online
- Custom Multimedia presentations
- Live instructor support
- Live virtual labs
- **Free Upgrades**
- **Money-back guarantee***

Live Instructor Support Package

- Participate in our live technical webinars featuring our in-house instructors.
- Speak off-line directly with our instructors.

Live Classroom Training and Remote Virtual Boot Camps

- Customized training solutions for individuals and organizations. Call for information.

Live Virtual Labs

- Login to a virtual machine and practice with real equipment
- Chat with instructors and other students around the world

Also Available

IT Certification Training Course Library Packages

BUOB's IT Training Course Library Subscriptions offer our entire range of training courses at substantial cost savings.

- CompTIA one-year library
- Microsoft one-year library
- Cisco one-year library
- Complete IT one-year library

BUOB Computer Training™ Virtual Classroom for Microsoft Certified Application Specialist:

Office 2010 Training Course

The **Microsoft Office Specialist (MOS) Training Package** from BUOB Computer Training include expert instructor-led training modules with customized presentations, practice exam simulators and learning supplements for an all-inclusive training program that provides all the benefits of classroom training at your own pace.

BUOB Computer Training's MOS 2010 Training Package includes the following exams:

Microsoft Word 2010	(Exam 77-881)
Microsoft Excel 2010	(Exam 77-882)
Microsoft Access 2010	(Exam 77-885)
Microsoft PowerPoint 2010	(Exam 77-883)
Microsoft Outlook 2010	(Exam 77-884)

The **Microsoft Office Specialist (MOS) credential**, part of the Microsoft Business Certification program, identifies specific skills covering the most in-demand 2010 Microsoft Office system products—Microsoft Office Word 2010, Excel 2010, PowerPoint 2010, Access 2010, and Outlook 2010. The MCAS certification is replacing the Microsoft Office Specialist or MOS certification.

BUOB Computer Training's Office 2010 MOS Certification training courses prepare students for the MOS exams by teaching greater skill mastery in each of the individual Microsoft Office 2010 programs. Candidates must pass one or more certification exams in order to earn the MOS credential. The MOS exams provide a valid and reliable measure of technical proficiency and expertise in Microsoft Office 2010 by evaluating the ability to use the advanced features in the products to solve real-world business problems.

BUOB Computer Training offers individual MOS certification training courses for Access 2010, Excel 2010, Outlook 2010, PowerPoint 2010 and Word 2010. As a Microsoft Certified Partner, you can be certain that BUOB Computer Training's comprehensive MCAS training program will provide you with all the tools necessary to successfully prepare for your MCAS certification exam(s). We guarantee it!

**If you fail the same exam covered by BUOB Computer Training's training on two (2) attempts within 180 days of purchase, a refund will be issued for the corresponding training package.*



COURSE OUTLINE

Excel 2010 Curriculum:

Introduction

- Course Outline
- Introducing Excel 2010
- The Excel Interface
- Keyboard Shortcuts
- Section Review

Basic File Commands and Operations

- Creating, Saving and Closing Workbooks
- Personalizing Files and Opening Workbooks
- Viewing Existing Workbooks and Applying Templates
- Keyboard Shortcuts
- Section Review

Creating, Managing and Navigating the Worksheets

- Creating and Managing Worksheets
- Navigating the Worksheets
- Keyboard Shortcuts
- Section Review

Entering and Managing Worksheet Data

- Worksheet Basics and Cell Range Selection
- Entering Cell Content and Multiple Cells
- AutoContent and Undo, Redo and Repeat
- Updating and Clearing Cell Content
- Inserting and Deleting, Rows and Columns
- Copying, Cutting, Pasting and Moving Contents
- Keyboard Shortcuts

Section Review

- Formatting Cells and Worksheets
- Formatting Cells and Applying Formats
- Alignment
- Merging Cells and Cell Styles
- Numbers
- Apply and Modify Formats
- Using Table Features
- Keyboard Shortcuts
- Section Review

Applying Formulas and Functions

- Creating Formulas
- Using Cell References
- Managing and Updating Formulas
- Creating Functions
- Conditional Statements
- Error Messages
- Keyboard Shortcuts
- Section Review

Analyzing and Organizing Data

- Find and Replace
- Sorting
- Filtering
- Conditional Formatting and Keyboard Shortcuts
- Section Review

Naming and Hyperlinks

- Naming Cells and Ranges
- Hyperlinks
- Section Review

Displaying Data Visually Using Charts

- Charting
- Layout Chart Element Options and Format
- Sparklines
- Keyboard shortcuts
- Section Review

Preparing to Print and Printing

- Preparing to Print with Page Layouts
- Section Review

Share Worksheet Data with Other Users

- Sharing a Document and Managing Comments
- Section Review

Including Illustrations and Graphics in a Workbook

- Inserting and Formatting Pictures
- Inserting and Formatting Clip Art
- Inserting and Formatting Shapes, Word Art and Text Boxes
- Inserting and Formatting Smart Art
- Keyboard Shortcuts
- Section Review

Customize the Excel Interface

- Section Review
- Course Review
- Layout Chart Element Options and Format
- Sparklines
- Keyboard shortcuts
- Section Review

Preparing to Print and Printing

- Preparing to Print with Page Layouts
- Section Review

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Customize the Excel Interface

- Section Review
- Course Review