



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

Word 2010 Curriculum:

- Introduction
- Course Outline
- The Interface
- Interface
- Keyboard Shortcuts
- Section Review

Basic File Commands and Operations

- File Tab
- Creating, Saving and Closing Documents
- Opening Existing Documents
- Viewing Existing Documents
- Protecting A Document
- Sharing a Document
- Navigating and Searching a Document
- Keyboard Shortcuts
- Section Review

Creating, Managing and Formatting Content

- Creating/Deleting Content and Delete/Undo/Repeat
- Copying, Cutting, Pasting and Moving Text
- Font formatting and the Font Dialog Box
- Paragraph Formats, Bullets, Numbering, Lists and Sorting
- Indent, Outdent, Alignment and Line Spacing
- Fills, Borders and Themes
- Indents, Spacing, Line Breaks and Page Breaks
- Tabs and the Format Painter
- Keyboard Shortcuts
- Section Review

Tables

- Creating Tables
- Sizing Tables and Cells
- Table Properties Dialog Box
- Table Design
- Layout Contextual Tab
- Alignment, Data and Formulas
- Keyboard Shortcuts
- Section Review

Applying Page Layout and Reusable Content

- Page Setup
- Headers and Footers

- Quick Parts
- Themes
- Page Backgrounds
- Printing a Document
- Section Review

Including Illustrations and Graphics in a Document

- Pictures
- Clip Art
- Shapes
- Text Boxes
- Word Art and Smart Art
- Shortcuts
- Section Review

Proofreading Documents

- Spelling and Grammar Check
- Reference Tools
- Comments
- Shortcuts
- Section Review

Applying References and Hyperlinks

- Hyperlinks
- Endnotes and Footnotes
- Table of Contents
- Shortcuts
- Section Review

Mail Merge

- Setup and Executing Mail Merge
- Section Review

Customize the Word Interface

- Customizing the Interface
- Section Review
- Course Review

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

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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

Access 2010

Course Introduction

- Instructor Introduction
- Access Overview
- Course Outline

Section 1: Access Basics

- Section Overview
- What Does Access Do?
- Access Application Window
- Database Objects
- Basic Database and Table Management
- Customizing Access
- Keyboard Shortcuts
- Section Review

Section 2: Designing a Database

- Section Overview
- Database Design Process
- Normalizing Data
- Setting Primary and Foreign Keys
- Section Review

Section 3: Building a Database

- Section Overview
- Creating A New Database
- Creating Tables
- Inserting Field's in Tables
- Setting Up Field Properties
- Formatting the Datasheet View
- Creating Relationships
- Keyboard Shortcuts
- Section Review

Section 4: Managing Table Data

- Section Overview
- Updating and Deleting Records
- Finding and Replacing Values
- Adding a Total Row
- Using Sub-datasheets
- Sorting Data
- Filtering Data
- Keyboard Shortcuts
- Section Review

Section 5: Creating Selection Queries

- Section Overview
- Creating Queries Using the Query Wizard
- Creating Queries Using the Query Design View
- Adding Criteria

- Add Calculated Fields to Query
- Section Review

Section 6: Creating and Managing Forms

- Section Overview
- Form Basics and Creating Forms
- Contextual Tabs Design and Layout View
- Managing Table Data with Forms
- Modifying the Look and Design
- Design Tab Controls
- Section Review

Section 7: Creating and Managing Reports

- Section Overview
- Creating Reports, Report Views, and Managing Report Sections
- Adding Calculated Fields and Formatting The Report Controls
- Section Review

Section 8: Controlling Data Entry

- Section Overview
- Setting Field Properties
- Validation Rules
- Input Mask
- Create Lookup Field
- Review

Section 9: Finding and Joining Data

- Section Overview
- Inner and Outer Joins
- Joining Unrelated Tables and Relating Data Within Tables
- Section Review

Section 10: Creating Flexible Queries

- Section Overview
- Select Query Properties
- Parameter Queries
- Using Wild Cards
- Creating Action Queries
- Section Review

Section 11: Enhancing Forms

- Section Overview
- Using the Form Layout View and Improving Form Appearance
- Restricting Data Entry
- Command Buttons and Creating Subforms
- Section Review

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Section 12: Customizing Reports

- Section Overview
- Organizing Report Information and Setting Report Control Properties
- Page Layout and Controlling Pagination
- Summarize Info and Sub-reports
- Mailing Labels
- Section Review

Section 13: Sharing Access Data

- Section Overview
- Importing and Exporting Data
- Sharing Data and Merging Data with Word
- Section Review

Section 14: Structuring Existing Data

- Section Overview
- Analyzing Tables and Junction Tables
- Improving Table Structure
- Section Review

Section 15: Writing Table Queries

- Section Overview
- Multi Table Query
- Creating Unmatched Queries
- Create Duplicate Queries
- Create Duplicate Queries and Grouping and Summarizing
- Crosstab Query
- Creating Pivot tables and Pivot Charts
- Section Review

Section 16: Using Macros

- Section Overview
- Planning and Creating Macros
- Attach Macros to Command Buttons
- Restrict Records Displayed Using Where Condition
- Require Data Entry with Macros
- Automate Data Entry
- Section Review

Section 17: Making Forms More Effective

- Section Overview
- Form Format Properties
- Active X Controls and Tabbed Pages
- Display Pivot Chart Table on Forms
- Section Review

Section 18: Improving Reports

- Section Overview
- Include Chart In Report and Concatenating
- Arranging Data In Columns, Grouping, and Parameter Reports
- Report Events and Canceling a Blank Report from Printing
- Section Review

Section 19: Creating a Startup Interface

- Section Overview
- Creating and Modifying a DB Switchboard
- Setting and Modifying Startup Options
- Section Review

Section 20: DataBase Maintenance

- Section Overview
- Database Maintenance Tools
- Section Review

Section 21: Distributing and Securing a Database

- Section Overview
- Splitting a Database
- Implementing Security and Trust center
- Setting Passwords
- Converting Files and Signing with Digital Signatures
- Section Review
- Course Review

PowerPoint 2010 Curriculum:

- Instructor Introduction
- PowerPoint Overview
- Course Outline
- Introducing the Power Point 2010 Interface
- PowerPoint Window Components
- Working in the PowerPoint Views
- Customizing The Interface
- Keyboard Shortcuts
- Section Review

Beginning a Presentation

- Navigating a Presentation and Editing Slide Text
- Saving Presentations and Converting to 2010 Format
- Managing Versions and Running a Slideshow
- Keyboard Shortcuts
- Section Review

Beginning a New Presentation

- Creating New Presentations
- Adding Slides
- Importing Slides and Modifying the Slide Layout
- Dividing Presentations into Sections
- Selecting, Moving, Copying and Pasting Text
- Keyboard Shortcuts
- Section Review

Formatting Text

- Applying Character Formats
- Using Text Styles
- Formatting Text Paragraphs and Text Placeholders
- Keyboard Shortcuts
- Section Review

Preparing to Deliver a Presentation

- Spell Check and Auto Correct
- Research and Thesaurus
- Transitions
- Speaker Notes, Sending Presentation and Printing Presentations
- Keyboard Shortcuts
- Section Review

Working with Tables and Charts

- Creating a Table and Entering Data
- Navigating in Tables and Linking & Embedding Tables

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- Inserting Charts
- Formatting the Chart Layout
- Section Review

Using Multimedia in PowerPoint Presentation

- Adding Pictures and Formatting Pictures
- Insert and Edit Photo Albums
- Clip Art
- Inserting Movies and Sound Clips and Inserting Screenshots
- Keyboard Shortcuts
- Section Review

Working with Autoshapes

- Drawing Basics, Shapes, Word Art and Text Boxes
- Smart Art
- Section Review

Managing PowerPoint Masters

- Viewing, Creating, Applying and Modifying Masters and Layouts
- Headers, Footers and Formatting Bullets
- Modify Notes and Handouts Master and Saving a Custom design
- Section Review

Special Effects Through Animation

- Working with Animations
- The Animation Painter
- Section Review

Delivering a Presentation

- Delivering a Slide Show and Annotation
- Customizing a Slide Show
- Working with Narrations and Slide Timing
- Action Buttons
- Keyboard shortcuts
- Section Review

Collaborating in PowerPoint

- Comments and Saving to the Web
- Broadcasting Slideshows and Slide Libraries
- Sharing a Presentation and Comparing and Merging Changes
- Section Review

Securing and Distributing the Presentation

- Security and Distribution
- Section Review
- Course Review

Outlook 2010

Introduction

- Course Overview
- Setting Up Your E-Mail Account
- Types of E-Mail Accounts
- Section Review

Introducing The Outlook 2010 Interface

- The Interface
- Customizing The Interface
- Keyboard Shortcuts
- Section Review

Working with Outlook Mail Items

- The Mail Module Interface
- Creating Messages
- Formatting
- Sending, Receiving and Opening Messages
- Viewing Conversations and Managing Message Attachments
- Managing the Mail Module View
- Keyboard Shortcuts
- Section Review

Common Outlook Item Actions

- Managing, Creating and Modifying Folders
- Moving and Copying Items
- Deleting Items and Printing Items
- Finding and Searching for Items
- Keyboard Shortcuts
- Section Review

Working With Outlook Calendar Items

- The Calendar Module Interface
- Creating Calendar Items
- Meetings
- Configuring The Calendar Module View
- Sharing Calendar Information
- Managing Calendars
- Keyboard Shortcuts
- Section Review

Working With Contact Items

- Creating Contact Items
- Organizing Contact Items and Communicating with a Contact
- Sending Contact Information and Contact View
- Importing and Exporting Contacts
- Keyboard Shortcuts
- Section Review

Working with Outlook Task Items

- Creating Task Items and Responding to Task Assignments
- Updating Tasks and Removing Task Items
- Configuring the Task Module View
- Keyboard Shortcuts
- Section Review

Organizing Outlook Items

- Categorize Items and Using Conditional Formatting
- Attaching Items, Shortcut Buttons and Using Notes
- Section Review

Advanced Message Management

- Moving Messages and Managing Junk Email
- Managing Messages with Rules
- Using Quick Steps
- Viewing Recipient Information, People Pane and Search Folders
- Message Settings and Delivery Options
- Changing Read and Unread Options and Managing RSS Feeds
- Other Messaging Options
- Section Review

Managing Outlook Data Files

- Setting Up Messaging Accounts
- Configuring the Outlook Today View
- Configuring Multiple Profiles, Email Accounts and Working Offline
- Download Options for Slow Connections and Repairing a .pst File
- Archiving and Cleanup Tools
- Section Review

Security and Privacy

- Securing and Privacy Settings
- Section Review
- Course Overview