

## Migrating to Microsoft Office 2010

The latest versions of Microsoft Office have some big improvements, with great new features will make everyday tasks quicker and easier. Anyone who has seen the software will realise the changes are nothing like the usual 'tweaks' that we have become used to with previous version updates. Migrating your office systems will represent a much steeper learning curve for your end users.

SmartStyle can offer a range of solutions to ensure your organisation avoids reduced performance and productivity, both during and after migration.

### "Migrating to Office 2010" Courses

Migration training focuses on the differences between the old and new versions of Microsoft Office and can be an opportunity to introduce or reinforce certain practices or ways of working. The focus of these workshops is to introduce the new interface and the common concepts behind working in Office 2010. SmartStyle have dedicated courses for the general user audience and for 'Power Users'

### "What's New" Courses

Get to grips with all the new functionality and changes within each Office application with a range of short sessions.

### Short Workshops

Quick hands on sessions focused on specific changes such as Mail Merge and Quick Parts, can be delivered at our training centres, or onsite at your premises, to groups of delegates who need the same skills.

### Taster Seminars

Group demonstrations to prepare users for the impact of migrating, which can be delivered onsite at your premises anywhere in the UK.

### Desk Side Support

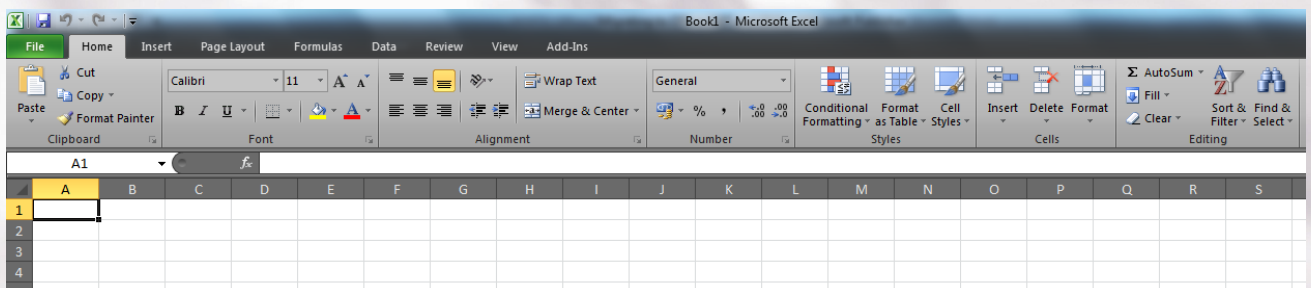
Floor walking can provide the support needed to address individuals' specific issues, both during and after migration. This is also an effective method for 'filling gaps' in users' knowledge and can be both time and cost efficient.

### Training Needs Analysis

Allow us to help identify who requires specific skill levels in specific applications, and put together an appropriate training plan.

### Reviews of Business Critical Documents

We can ensure the templates that your organisation depends on will be stable and reliable in Office 2010.



**All new skills are reinforced by our comprehensive range of reference materials including manuals, quick reference guides, best practice guides and e-learning. Contact us to find out how our services can support a migration to Office 2010 in your organisation.**

#### BRADFORD

Kershaw House, 55 Well Street,  
Bradford, West Yorkshire BD1 5PS  
Tel: 01274 229 445

#### LIVERPOOL

2nd Floor, Orleans House,  
Edmund Street, Liverpool L3 9NG  
Tel: 0151 236 6002

Email: [enquiry@smartstyle.co.uk](mailto:enquiry@smartstyle.co.uk)  
Web: [www.smartstyle.co.uk](http://www.smartstyle.co.uk)