

## Office 2010 General Changes

Tabs in the ribbon replace menus – contextual (some appear only when you need them)

Ribbons sorted in groups

Dialogue box launcher beneath each ribbon

Select/Double click on item to bring up contextual ribbons

Quick Access toolbar – can be customized, right click a command to add to toolbar

Mini toolbars (appears when you point to selected text)

Backstage View (File tab) – print/save and send/options

Old format vs. new (.doc / .docx) – **File tab...Info...**Check Compatibility, Convert

New Key Tips by pressing **Alt** key. First tap Alt-key tips appear on ribbon, then simply type letter that appears. **Ctrl + S** and other previous shortcuts still work.

## Word

Navigation Pane – View tab

New Photo Editing – correction / color / artistic effect

Crop Image to a Shape

Insert Screenshot

Live Paste Preview – keep format / merge format / no format

## Excel

Format hovering – point to style to see how it will look before applying it.

Formula autocomplete – type “=” and begin function (=sum) and list will pop up.

Formula Tab – function divided into categories, hover for description

Insert Tab – charting, contextual ribbon commands, Design Tab

File – Save & Send – Change File Type, csv, email attachment

## PowerPoint

New Themes – 40 themes

Transitions – apply to all

Animations

Insert Videos – embed / insert link / website

Broadcast Live – need Windows Live account

Help Options - ? in corner

## Outlook

Conversation View – can be turned on or off

Preview Attachments – Click item in Reading Pane

Clean Up – deletes only redundant info that's in another email (long back and forths)

Ignore – when conversations go back and forth that you know you can't be a part of, new incoming contents sent to deleted folder

Folder Tab – create folders

Meeting Reply – set up meeting in response to an email

Categories – color coding

Search Box and Tab

## Top 25 New Items in Microsoft Office 2010

1. Universal Ribbon Interface (available now in all office products, notably Outlook)
2. Customizable Ribbon
3. Backstage View (replacing Office 2007 circle icon)
4. Live Paste Preview (lets you see what your paste will look like when you hover over options)
5. Office Web Apps (online versions of Word, Excel, PPT)
6. Protected View (docs that have failed validation to protect from virus)
7. Additional Themes (20 in 2007...now 40)
8. Insert a Screenshot (no longer need to use PrtSc on keyboard)
9. Crop Image to Shape (insert image then crop to shape)
10. New Photo Editing (corrections/color/artistic effects)
11. Word Navigation Pane (View tab)
12. Excel Sparklines (chart data visually in a single cell)
13. Pivot Table Slicers (take a slice of data from the pivot table)
14. Excel 64 bit support
15. PowerPoint Single Document User Interface (multiple pp docs open in their own window)
16. PowerPoint Broadcast Slideshow (broadcast slideshows over the internet) need Windows Live ID
17. PowerPoint Create a Video (create your presentation into a video that can be uploaded)
18. PowerPoint Animation Painter (copy the animation effects to other objects)
19. PowerPoint Sections (View, Right Click, Add Section - breaks thumbnails into sections)
20. PowerPoint Transition Improvements (improved look of animations)
21. Outlook Conversation View (group emails)
22. Outlook Mail Tips (shows helpful tips like warning you when you're about to Reply to All)
23. Outlook Social Connector (provides info on people and can connect users from FB or LinkedIn)
24. Outlook Quick Steps (macros that allow you simplify tasks when emailing)
25. Outlook Mailbox Cleanup (removes redundant messages)

## Differences between Office 2007 and Office 2010

The Ribbon interface has been extended to all applications in Office, most notably Outlook. Users now have the ability to customize the Ribbon.

The Office button in 2007 has been replaced by a File Menu icon.

### *New features of Office 2010:*

1. New picture formatting tools like artistic effects and color saturation in [Word 2010](#) and [Powerpoint 2010](#) give you more power to express your ideas visually.
2. Co-Authored documents in real time in Word, Powerpoint, Onenote, and Excel Web App. Note sharepoint workspace or a windows live account is required.
3. [Excel 2010](#) has a newly introduced Slicers feature for Pivotables allowing you to filter data on the fly.
4. In addition, Excel's new [Sparklines](#) feature allows you view trends in data by adding an additional column right alongside your data, containing the graphs in each cell:

	2001	2002	2003	2004	Sparkline examples
<b>Sales Amount</b>	3266373.657	6530343.53	9791060.3	9770899.7	
<b>Sales Count</b>	1013	2677	24443	32265	

5. [Powerpoint 2010](#) has the ability to edit and customize videos, you can trim, add fades and bookmark points in your video. In addition you can record a presentation as a video and save it as a Windows Media file.
6. [Powerpoint 2010](#) allows you to broadcast a presentation over the internet. The recipients of the broadcast can view the presentation in a Web browser and do not need to have Powerpoint installed.
7. [Outlook 2010](#) provides you with a new conversation view which allows you to group e-mail replies from a single message into a single mail item. The new quick steps feature in Outlook helps you manage your e-mails more effectively by allowing you to customize actions for certain e-mails you choose.
8. [Outlook 2010](#) allows you to import contacts from social networks such as Facebook or LinkedIn.
9. The new file menu icon exposes the new backstage view which permeates every application. The backstage view not only deals with printing and saving but has options for sharing, versioning, protection and removing metadata.
10. The new backstage view allows you not only to save to local or network PC's but you can save a document to Sharepoint or Windows Skydrive. (Note in the latter case a windows live account is required).
11. A new Powerpivot add-in is available for [Excel 2010](#). Powerpivot allows you analyze large volumes of data from a SQL server database.
12. [Access 2010](#) ships with the following new features: web based databases, Application parts, Quick start fields, conditional formatting and Navigation form controls.