











Microsoft Office 2010

Peter Hirsch

Office 2010 Suites

	 <p>Office Home and Student¹ Managing home and homework just got easier \$149.99 Buy now</p>	 <p>Office Home and Business The freedom to do it all, virtually anywhere work happens \$279.99 Buy now</p>	 <p>Office Professional Best-in-class tools to grow your business \$499.99 Buy now</p>
 <p>Word 2010 Transform your ideas into professional-looking documents.</p>	✓	✓	✓
 <p>Excel 2010 Achieve valuable insights with powerful analysis tools.</p>	✓	✓	✓
 <p>PowerPoint 2010 Turn your ideas into impactful presentations.</p>	✓	✓	✓
 <p>OneNote 2010 Collect your information in one easy-to-find place.</p>	✓	✓	✓
 <p>Outlook 2010 Stay connected to your world with our most up-to-date e-mail and calendar tools.</p>		✓	✓
 <p>Access 2010 Track and report important information with easy-to-use database tools.</p>			✓
 <p>Publisher 2010 Create professional-quality publications and marketing materials.</p>			✓

Office 2010

New Features

New
Formatting
Effects of
Smart-Art
Text

- Shadow
- Glow
- Reflection

Office 2010

New Features

- **New Picture Editing Tools**



- Picture Borders
- Picture effects (Shadow, etc)
- Picture Layout

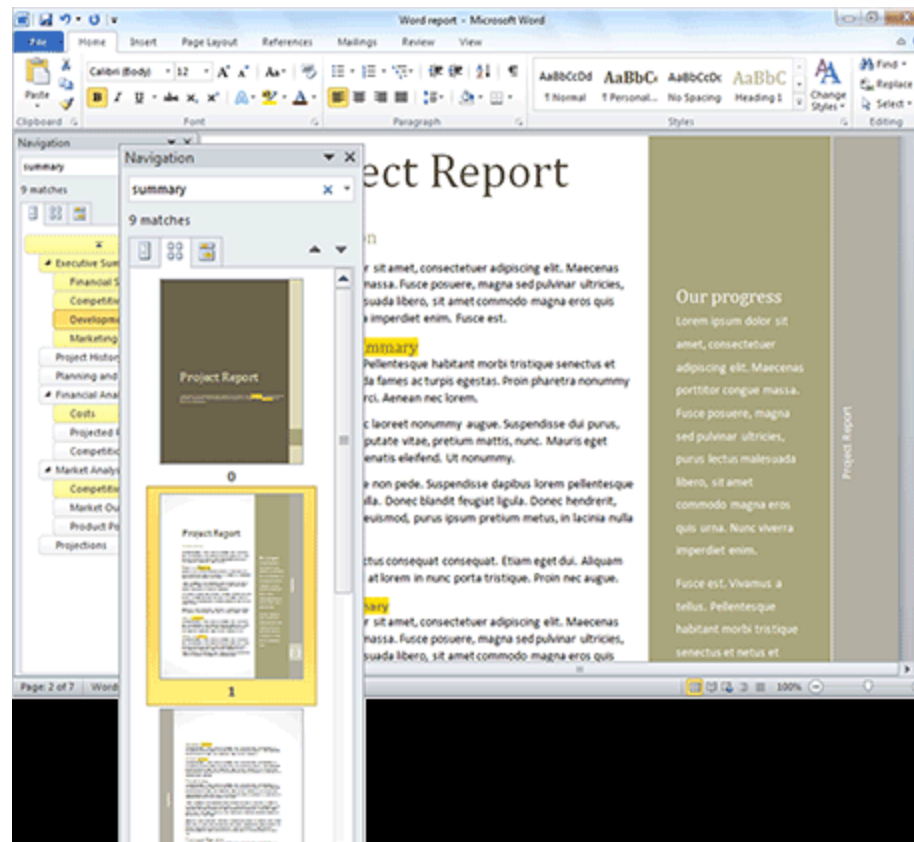
Office 2010

New Features

- **Picture corrections**
 - Color intensity, color tones, brightness, contrast, sharpness, blurriness, recolor
 - Remove background of pictures
 - Compression
 - Cropping

Office 2010 New Features

- Improved Navigation and Find tools



Office 2010

New Features

- **Recover Draft Version of Files that you Closed Without Saving**
- **Improved Customized Ribbon to make the Commands you most need Accessible**
- **New Co-Authoring Capabilities**
 - Two people can Work Together on the Same Document using the Web
 - You can even Chat in Word and Office between Users
- **Access Office Documents on the Web using a Web app in a Browser**

Office 2010

New Features

- **Advanced Text Formatting**

- Ligature settings

① fitter

1 Plain text

② fitter

2 Text with ligatures applied

- **Check Box Control**

- You can quickly add a check box to forms or lists

Office 2010

New Features

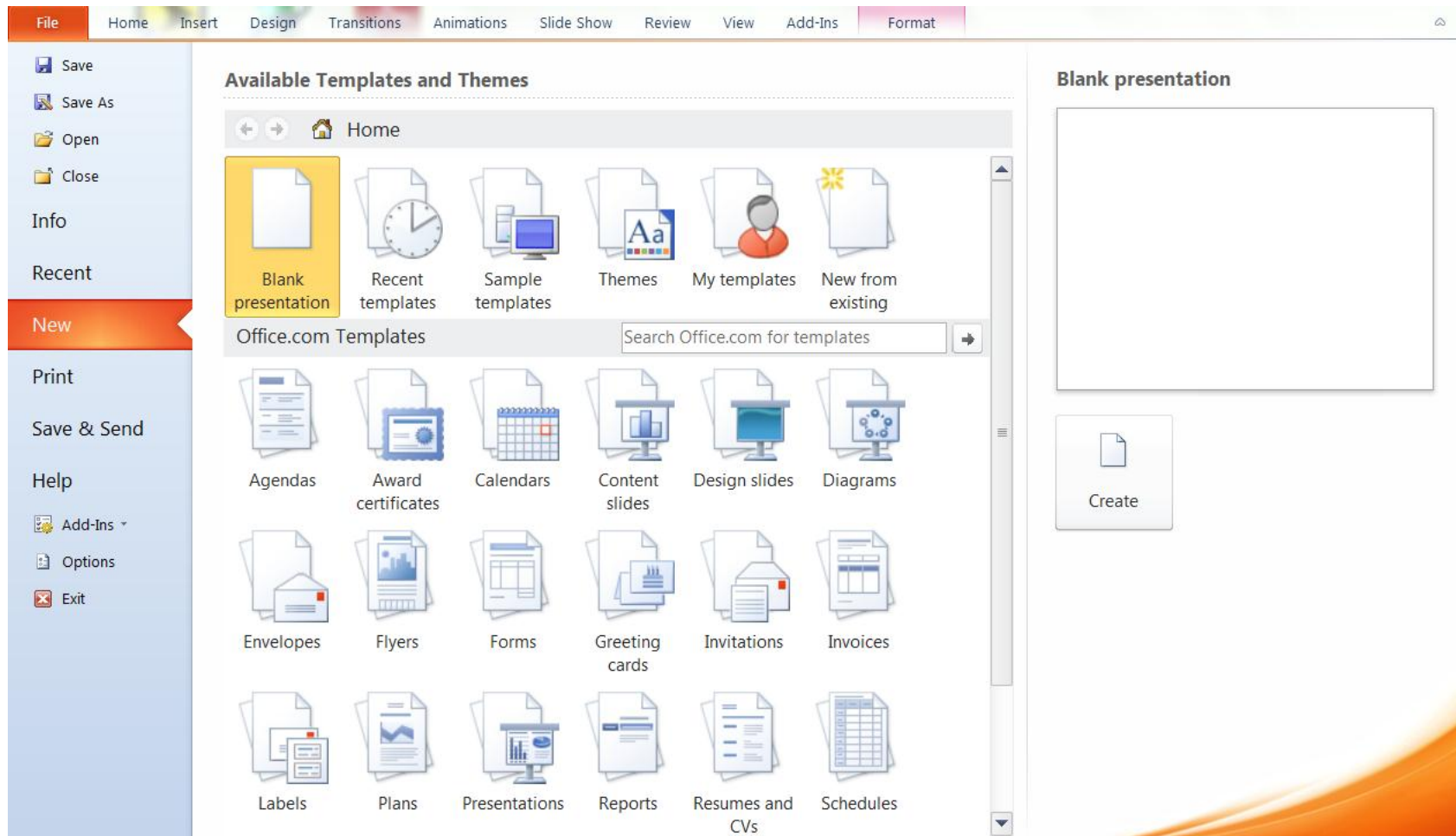
- **Alternative text on tables**
 - Add a title to a table or summary
- **New SmartArt graphic picture layouts**



Office 2010

New Features

- **Backstage View**



Office 2010

New Features


- **Mini Translator**
 - Point to Text and see a Translation
 - Chico
 - Play button to hear an audio pronunciation
- **Protected View**
 - Editing Functions Disabled
 - Mark as Final
 - Cannot be edited unless Mark as Final is turned off
 - Not a security feature

Excel 2010

Peter Hirsch

Excel 2010

- Sparklines
 - Trend lines in a single cell

	A	B	C	D	E	F	G	H
1	10	20	30	15	10	7	55	
2								

- Conditional Formatting
 - Highlight specific data with color

	A	B	C	D	E	F
L	1	2	100	101	99	200

- Slicer
 - Visualization of Pivot Tables
- Online
 - Post spreadsheets online and run Excel Web App

Excel 2010

- Improved Accuracy
 - For example beta and chi-squared distributions
- 64 Bit Version can address Physical Memory above 2GB
 - Support for High Performance Clusters (HPC)
- Uses Multithreading to Speedup processes
 - Retrieving, Sorting, Filtering, Saving Data
- More Themes

Excel 2010

- **Aggregate Function**
 - AGGREGATE function errors will be ignored. Can ignore hidden rows and error values
- **Reference form**
 - AGGREGATE(function_num, options, ref1, [ref2], ...)
- **Array form**
 - AGGREGATE(function_num, options, array, [k])

Function_num	Function
1	AVERAGE
2	COUNT
3	COUNTA
4	MAX
5	MIN
6	PRODUCT

Excel 2010

- New algorithm has been implemented for the BETADIST function
 - Improves the accuracy of this function
- The MOD function now uses new algorithms
 - Achieve both accuracy and speed
- The RAND function now uses a new random number algorithm

Excel 2010

- Function Names have been changed
 - CRITBINOM function returns the inverse of the binomial distribution, BINOM.INV is a more appropriate name for this function
- Additional Parameters on some Functions
 - Some renamed functions, such as BETA.DIST, have an additional parameter so you can specify the type of distribution (left-tail cumulative or probability density).
- Older Function Names have been Kept for Compatibility
 - You should use the new names when possible

Excel 2010

- **New and improved functionality in PivotTables**
 - Improved performance
 - PivotTable labels
 - Named sets
 - Item search
 - Sorting
 - Filtering
 - Show Values As feature
 - Undo support for large PivotTables
 - PivotChart improvements
 - New and improved functionality in OLAP PivotTables
 - Write-back support

Powerpoint 2010

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PowerPoint 2010

- Broadcast presentation
 - Send out URL using Broadcast Slide Show
- Co-author
 - Simultaneously edit same presentation
- Automatically Save Versions of your Presentations
- Organize presentation into Sections
- Merge or Compare PowerPoint Presentations

PowerPoint 2010

- Work with multiple presentations on a single Monitor
 - Reading view to show 2 presentations in a slide show with full animation
- Insert videos into the Presentation
 - Apply Border, Shadow and other Designer Effects to a Video
 - Recolor, Change Brightness and Contrast to a Video
 - Add text overlays to a Video
 - Trim a Video or Audio Clips
 - Link a Video from a Web Site

Power Point Video

Andrew and
Jennifer Moss
Wedding



PowerPoint 2010

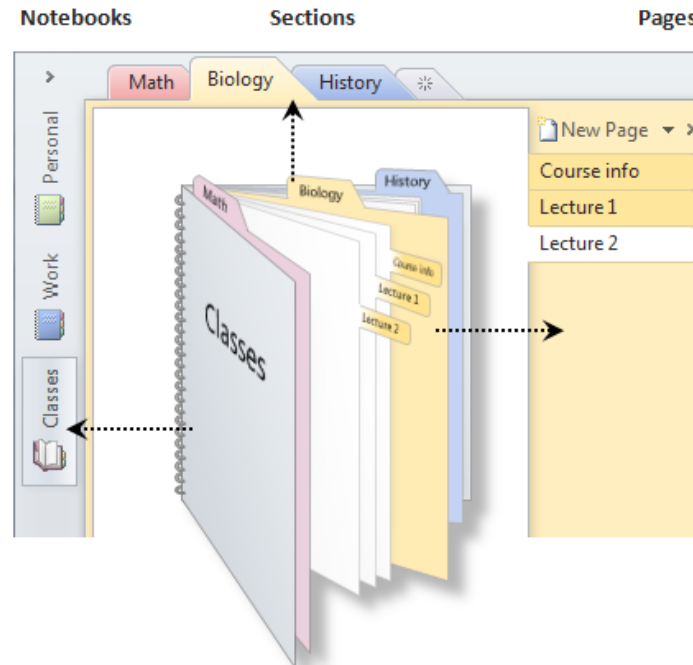
- Turn Presentation into a Video
- Use Mouse as a Laser Pointer (Ctrl+left mouse button)
- New Designs of Slides to Select
- New Transitions between Slides

One Note 2010

Peter Hirsch

One Note

- Add Text , Drawings or Other Objects Anywhere on the Document
- Organize thought with a Tab for each concept



OneNote 2010

- Capture and File Information
 - Store and organize
 - Text, Images, Video, Audio
- Link notes to their source
- Filter through types of content or search
- Upload to the web and access almost anywhere

OneNote 2010

- Organize Page Tabs Better
 - Multilevel Subpages
 - Collapse Subpages
- Jump to any Page with a Quick Search
- Dock to Desktop
- Link to other Notes
- Quick Styles for making Headings
- Auto-link Notes to Web Page or Documents
- Insert Math
- Notes on Outlook Tasks

Outlook 2010

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Outlook 2010

- Synchronize Multiple E-mail Accounts
- Consolidate long e-mail Threads using Conversation View
- Schedule Appointments Easier
 - View Multiple Calendars side-by-side
 - E-mail your Calendar to others to find the best time to get together
- Outlook Social Connector
 - Brings information from networks such as Facebook, LinkedIn into Outlook

Access 2010

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Access 2010

- Access can Build a DataBase
- Access can View, Add or Update Information in a Database
 - Using easy to create Forms

Access 2010

- Build Database with new Modular Components
- Create More Impactful Forms and Reports
- Improved Ribbon
 - Customizable
- Enhanced Expression Builder to Simplify Formulas and Expressions and Reduce Errors
- Revamped Macro Designer
 - Easier to use
- Easily Connect to Centralized Data
 - SharePoint 2010, Excel, SQL Server, Outlook

Publisher 2010

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Publisher 2010

- Create Professional-Quality Publications and Marketing Materials
 - Brochures
 - Newsletters
 - Postcards
 - Greeting Cards

Publisher 2010

- Integrated Print and Print Preview
 - Make print changes and view the effect
- Save Files as a .PDF or .XPS
- 64 bit Edition
- Add Captions to Pictures using a Gallery of Designs and Layouts
- Object Alignment
 - Easier to Place object on the page
- Catalog Merge
 - Merge Text or Images from a database such as Excel or Access

Other Office 2010 Resources

- Microsoft Download Center
 - <http://office.microsoft.com/en-us/downloads/?CTT=97>
- Microsoft Training Center
 - <http://office.microsoft.com/en-us/support/training-FX101782702.aspx>
- Microsoft Images, Clipart
 - <http://office.microsoft.com/en-us/images/?CTT=97>