OFFICE 2010 Session

## Universal Features

Quick Access Toolbar Above Ribbons



Backstage
 OPTIONS under File:

* Can Pin recent Files or Places to top of list for most commonly used
* Save and Send Menu allows you to create PDF etc. and send simultaneously
* Options allows you to do tools options features macro settings, security, etc.
	+ Can customize quick access toolbar and ribbons here.
	+ Can create new Tabs and Groups. Facilitate files and printing, etc.
* All Office Products now have a picture tools editing tool bar built in.
* Font, table etc. changes all do a live preview as your browse options. A right click will bring up a mini toolbar that does the same thing. Paste options also preview (ctrl v).
* All file formats now xlm format. All files in 2007-2010 now have x at end. Compatibility packs won’t work if using unsupported functions. Save as 97-2003 format for universal access.

## Word Specific Features

* Styles Group
	+ Choosing style options allows you to change look of entire document very easily by changing style set, etc.
	+ Navigation section of document through styles allows you to re-order sections of document through drag and drop
	+ Insert shapes allows you to insert and then manipulate. Ribbons tool leaves tools directly in front of you. Still available through right click but not needed due to ribbons feature.
	+ Smart Art under Insert tab allows you to create organizational charts etc., and formats as needed
	+ Charts can tie into excel
	+ Page Layout allows themes etc.
	+ References allows creation of citations, bibliography, captions for photos, table of contents if styles used for headings etc.
	+ Mail merge
	+ Track changes in documents edited by self or group.
	+ Can track changes fond accept or reject using multiple editors.
	+ Can use gridlines to align graphics etc. enable in view
	+ Split view for editing up and down or side to side.

## Excel 2010

* Can format data by tables allow for effective data sorts, all data associated with rows.
* Can also sort by formula, may be effective for grad averages, etc.
* Auto complete effective for formulas, may use columns rows, etc.
* Pivot Tables (Bob needs to learn more!) Incorporates multiple tables places etc. Might be time well spent to configure for awards! See Brad!

## Office 2010

* Outlook uses same ribbons
* Home ribbon changes based on where you are in Outlook
* Sort defaults to Conversations as opposed to date, or from. Can change view to look more by standard.
* Views are changeable. Can customize reading panes, etc.
* Quicksteps can create shortcuts to commonly used tasks. ie Commonly used storage folders. Auto files messages. Why not folder moved to root? Can create a custom group with standard header, move emails to tasks etc.
* Calendar Ribbon looks useful views are versatile.
* Can combine multiple calendars to see if schedules conflict. Can sort individual’s calendars by groups.
* Outlook 2010 will pull in Internet-based calendars ie google doc, (