

Office 2010

Microsoft Office 2010: New Features



Broadcast - Instantly broadcast your presentation on the web

Cinematic Effects - Easily utilize animation effects for dynamic graphics in your presentation

Video Editing - Access to embed and edit video files directly in your presentation



Ribbon - At the top of all Office 2010 applications, you will notice the command and tool ribbon. Commands are logically grouped under tabs providing visibility and efficiency.

Backstage - By clicking on the File tab highlighted in blue and located in the Ribbon, you will be taken to Office's "backstage" where you can print, review, save and more.

Paste Preview - Enjoy the ability to view changes to documents prior to placement.



Group Scheduling View - See multiple calendars at one time to quickly schedule a meeting for you and your co-workers. You can also save frequently used groups of calendars together.

Conversation View - View and manage your email conversations easily by capturing entire email conversation that can then be reviewed, saved or deleted

Quick Steps - Save time and effort by condensing multi-step tasks into one click.



Annotate - Place One-Note to the side of your screen allowing you to jump right to the source of your information with one click.

Search - The search feature is new and improved in 2010 with speed and ranking features.

Share Notebook - Easy to edit and manage with co-workers



Sparklines - Providing a clear and compact visual for small charts. This feature will assist you with increasing the visual impact of your data.

Slicers - The slice tool provides a visual filter of data so that you can display just what you need.

CoAuthoring - Allows multiple users to edit the same spreadsheet simultaneously from multiple locations



Navigation Pane - Provides you with a visual outline of your document so you can browse, sort, and find what you need quickly

Picture Editing - Do more with photo editing without needing additional software

Text Effects - Shadow, bevel, glow and reflection are simple formatting effects available in Word 2010.