Microsoft Office 2010

If you are currently using MS Office 2007 and you want to upgrade to the new Office 2010 version, you won't notice a huge difference in the interface but you will notice some big improvements in functionality. If you're still using an earlier version like Office 2003, however, you'll notice some really big changes.

Upgrading is a good idea because there are a lot of productivity enhancements throughout most of the programs. We'll go over some of the more important advancements in this newsletter.

There are 3 retail versions of Office 2010: a) Home and Student, b) Home and Business, and c) Professional. Other versions include: Office Professional Plus (volume licensing only) and Office Mobile for Smartphones. For this newsletter, we'll focus on Word, OneNote and PowerPoint.

The most notable change in Office 2010 is that document extensions now include the letter x at the end (e.g., .docx, .xlsx, .pptx). The additional x was introduced in Office 2007 and signifies that the document has XML properties allowing it to be more universally accepted by other programs and offering significantly decreased file sizes. Microsoft provides a free conversion tool for users of previous versions so that these newer files can be opened and edited. Visit: http://support.microsoft.com/kb/923505 if you need to download the Office Compatibility Pack.

The newest change in Office 2010 from all previous versions is **Office Web Applications**; Microsoft's answer to GoogleDocs. Users can now access Word, Excel, PowerPoint and OneNote files online and store those docs for free using SkyDrive, a free online storage service. All you need is a Windows Live account to transfer, edit and save files from any device connected to the Internet. Although the online applications do not have the same feature-rich options as the client version, they do have the same familiar interface and the files created are compatible with the desktop software.

For more information, go to: http://office.live.com. NOTE: If you already have a Hotmail, MS Messenger or Xbox Live account, you can use those sign-in credentials.

Even if you don't have Office 2010, you can still use Office Web Applications by signing up for a Windows Live account. Once you create an account, you can move any files you wish to SkyDrive. Then, from any computer with Internet access, simply sign in to your Windows Live account and your files will be available.

Tip of the Month

Outlook 2010

If you are using Outlook 2010, some of your HTML newsletters and other messages may not be displaying properly. To remedy this, view the email in a browser rather than the email client preview pane.

Below the ribbon, you'll see the following text:

> If there are problems with how this message is displayed, click here to view it in a web browser.

The bar turns orange when you roll your mouse cursor over it. Left click anywhere on the orange border and then left click the highlighted option:

> View in Browser

Your default browser will open with the newsletter displayed. Simply close the tab when you're finished.

Websites Worth Watching

► http://office.microsoft.com/en-us/ - Microsoft offers numerous templates for all of their Office programs. Need a chore chart for your kids or an invoice for work? Don't create them - download them instead.

Word 2010

Figure 1. The Word 2010 ribbon is used for selecting commands. Each tab - Home, Insert, Mailings, etc. has various selections that can be customized. Right click anywhere on the ribbon to add or remove a command or create a new tab with all the commands you need in one location.

If you are currently using Word 2003 or an older version, prepare for a whole new experience. The familiar file menu has been expanded to make more commands visible without having to click on words and expand the navigation. If you were a fan of displaying the toolbars in the older versions, Word 2010 is very similar (using icons to navigate commands). The big difference with the new navigation is the prominence of visible icons and intuitive categories on each tab - no toolbars needed.

One of the best parts of Word 2010 is that the ribbon (*Figure 1*) is fully customizable allowing you to change it to suit your needs. You can add or remove buttons by putting your cursor anywhere on the ribbon, right clicking your mouse and selecting Customize the Ribbon...

If you want to add additional icons to the Quick Access Toolbar – top left, where the Save and Undo icons are visible by default, do the following:

1. Click the drop down arrow to the right of the icons.

2. Click the button you want from the list. If the button isn't on the list, choose More Commands ... near the bottom.

3. When the dialog box appears, select the command you want in the box on the left, click the Add >> button and it will appear in the box on the right.

4. Click OK at the bottom and your new command button(s) will appear next to the ones already listed.

5. Icons you may find useful to add are Quick Print, New File and Open Recent File.

Here are some changes you'll find in Word 2010:

• Many commands are not in the same place they were in in previous versions. For instance, creating mailing labels and mail merges are now listed under their own tab heading: Mailings.

• On the Page Layout tab, you can now change paragraph spacing, themes, margins, and page orientation without clicking on multiple file trees.

• The File tab is divided into two sections; a vertical tab on the left with commands such as Save, Close, Info, Recent, Print, Exit; and a large box on the right for displaying document properties, printer settings and page previews, recent documents and more.

• Protecting a document has moved. It was located on the Tools Menu in Word 2003. Now to protect a document, click the File tab then scroll down and click on Info if it isn't already highlighted. The first option at the top is Permissions. If you click the button, a list of options appear that you can select for protecting the document. Choose the one you want and follow any other onscreen prompts.

• When you select Print, a dialog box appears with a preview of your document along with options for changing settings. Note: if you don't want to print, just click the Home tab on the ribbon to return to the document.

• You can also now save documents as pdf's directly by selecting this option from the Save as type ... dropdown box.

  » Click File on the Main Menu

  » Choose Save as

  » At the bottom of the dialog box, next to Save as type: choose **PDF (*.pdf)**

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Word 2010 continued ...

- The Home tab has the most commonly used commands like cut, paste, text color, font type, bold, underline, and paragraph styles like center justification, bullets, sorting and borders.

Although you may need to re-train your brain to find what you want, all of the same choices are still in the program; they have just been placed in more logical categories. If you need help finding something, click File - Help - then click the Microsoft Office Help button and browse the list that appears or type in a query in the Search box.

Word 2010 has a lot of helpful features and expanded options. We recommend upgrading if you haven't already.

OneNote 2010

OneNote (*Figure 2*) keeps track of your activities, schedules, reference material and anything else you may jot down in a notebook or on a sticky note. The program isn't new; it's been around since Office 2003 but keeps getting better. The tag line sums it up nicely:

OneNote: Gather, Organize, Search, Share

If you're familiar with filing and labeling, OneNote will be truly intuitive. With a series of tabs and multiple pages and subpages on each tab, you can quickly organize your home, work, and/or school life and keep everything in one easily accessible file.

Toggling between the sections is quick and efficient. If a thought pops into your head while you're compiling notes from the morning meeting, you don't have to close the program to access another, unrelated note. Just click on the appropriate tab and start typing. When finished, click your previous tab and continue typing your notes.

The best part of OneNote is the ability to search - gone are the days of rifling through a bunch of sticky notes or flipping through a spiral bound notebook. Type in a search word or phrase and OneNote conducts the search for you and returns the results instantly.
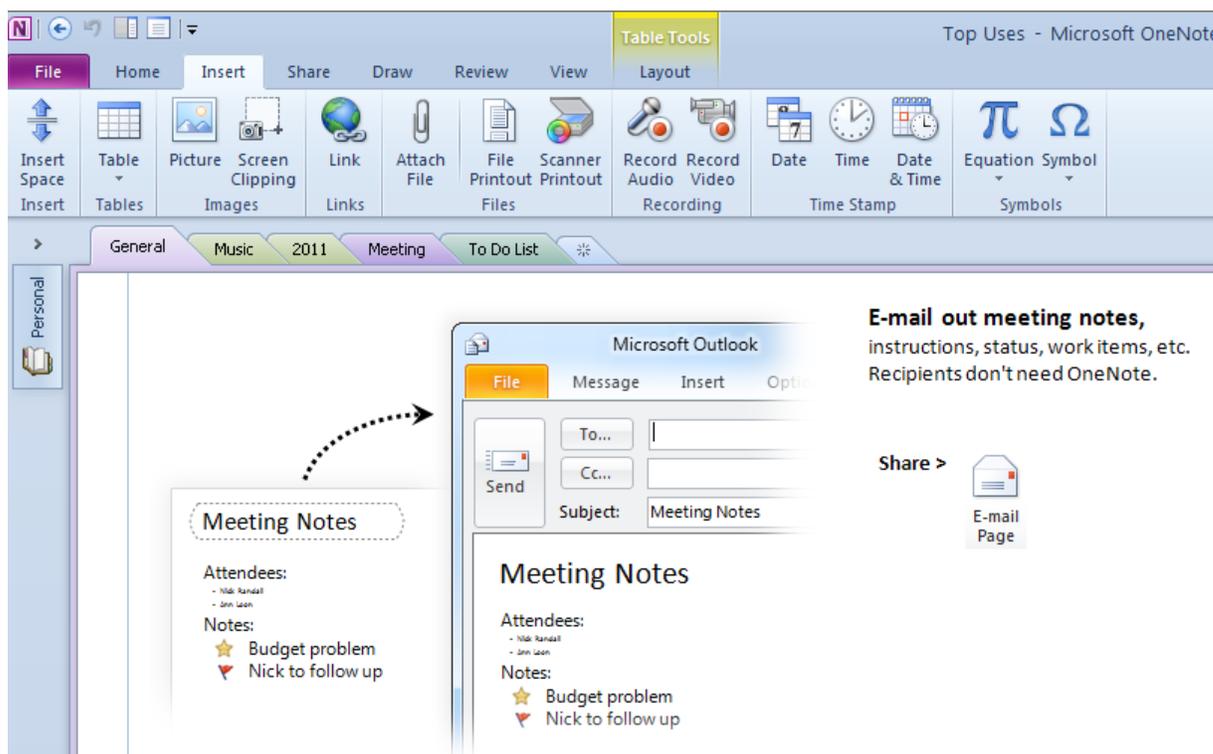

Figure 2. OneNote 2010 screenshot. In addition to creating lists, you can also insert pictures and videos, record audio and video, email your OneNote files directly through MS Outlook and much more.

OneNote 2010 continued ...

OneNote Ideas and Features

- Are you renovating your living room or office? Insert pictures you like, include website links, keep track of expenses, create wish lists - all on the same page or create multiple pages.

- Need to do research? Insert pictures, videos, charts, lists, and more. Record audio of lectures. Type anywhere on the page and rearrange items as needed.

- Want to keep your OneNote folders open while working in other programs? No problem - just dock OneNote to the desktop. While working in other programs, you can record notes without toggling between programs. The OneNote screen will dock on the right side of your monitor taking up 1/3 of the screen. Your other program will be visible on the remaining 2/3 of your monitor. You can click on links and type in both sections without closing either one. (**Note:** if you use this feature and you have a lot of desktop icons, those icons will shift to the left. You'll have to manually move them back to their original location.)

OneNote only works if you open it, add to it and make it a part of your daily routine. If you live with sticky notes on your desk and it frustrates you, give OneNote a try. It may be just the ticket to an organized and efficient routine.

PowerPoint 2010

PowerPoint, the presentation software, has improved greatly over the years. With PowerPoint 2010, Microsoft has continued this trend and has made some thoughtful and beneficial additions. The ribbon (*Figure 3*) excels in PowerPoint; it is intuitive and gives users an instant visual perspective in designing slides.

On the Transitions and Animations tabs, it is very helpful to see what the options are in the form of icons not just text. Overall, with transitions such as fades and flashes, animations such as float in or bounce, as well as the choice of multiple themes, font styles and colors, it's very easy to make a great impression.

Major highlights to PowerPoint 2010

- You can now insert videos from a website into your PowerPoint presentation; the videos you insert are embedded so if you share the presentation, the video is sent automatically.

- Videos are also now editable with the PowerPoint program. Make last minute changes without having access to a full video editing package.

- Special effects like high quality 3-D images have been improved - similar quality to effects you would see on TV.

- Animation technology has been improved - add realistic action to stationary objects.

- Organize and navigate your presentation by creating logical sections.

- You can now broadcast your slide show to a remote audience even if they don't have PowerPoint installed on their computer.

- The new co-authoring feature allows you to edit your presentation in real-time with others.
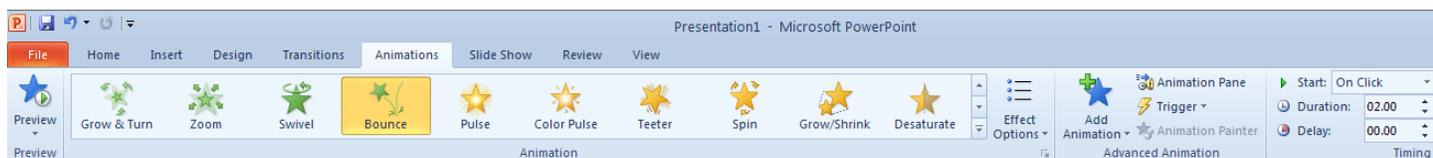

Figure 3. PowerPoint 2010 ribbon showing the Animations tab options. Instead of a vertical tree in earlier versions of PowerPoint, the ribbon places icons and text in a horizontal configuration allowing more information to be displayed visually.

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