

# What's New in Microsoft Office 2010

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UITS - IT Training and Education

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In the transition between Microsoft Office 2007 and 2010, you will see some noticeable improvements in the interface. Navigation has been made easier because of the new Backstage view.

## Interface Enhancements

The most significant interface change is the File tab, which replaces the previous Office button in Microsoft Office 2007. After you click the File tab, you will see the Backstage view. In this particular view, you can open or save files, set permissions, define document properties, print or share documents, manage versions of files, etc. In Backstage view, the document will preview automatically before printing.

Be aware that this tab is the same color as the application icon and does not change color when de-activated.

## Customizing and Minimizing the Ribbon

Another important feature of Office 2010 involves the Ribbon. In Office 2007, you could customize the Quick Access Toolbar. However, it is now possible to customize the Ribbon as well.

To customize the Ribbon, go to the File tab. In the Backstage view, click Options, then click Customize Ribbon. You can easily create your own tabs or rename existing tabs; you can also create new groups for your tabs.

Once a customized Ribbon is named, you then have the option to export and import customized Ribbons within particular Office 2010 applications. This

could be a real benefit if a group is working collaboratively, and the members would like to have quick access to the same commands on the Ribbon.

You will also notice a small button to the left of the Help button located in the upper right corner of the Office window. Clicking this button will minimize the Ribbon to give you a larger workspace. However, the tabs will stay in place to allow you to access the Ribbon commands. This feature was also available in Office 2007 by double-clicking any tab on the Ribbon, which still works in Office 2010.

## Paste Preview

The Paste Preview is a new copy and paste feature that comes with Office 2010. You can now paste correctly the first time without having to Undo. In addition, a newly designed Paste Options button (keyboard shortcut key is Ctrl) gives the options to keep source formatting, merge formatting, or to keep text only.

## Picture-Editing Capabilities

Improved picture-editing capabilities are now available in most Office applications, such as Microsoft Word, Excel, PowerPoint, and Outlook. There are new correction tools such as sharpen and soften, as well as improved brightness and contrast tools. The new color tools include color saturation, color tone, and an improved recolor tool. There are also some improved crop and background removal tools and some new SmartArt layouts. Once you choose a different layout from the Ribbon, a wide variety

of SmartArt tools are available to enhance your pictures.

## **New Themes and Improved SmartArt Graphics**

Approximately 25 new themes for professional designs have been added in Microsoft Office 2010 as well as several additional SmartArt graphics layouts. You can insert pictures into the various layouts or convert pictures directly into SmartArt graphics, and each shape has a caption where you can add descriptive text.

## **New Screenshots Feature**

A new Screenshots command on the Inserts tab will allow you to capture and insert screenshots from any open application directly into Word, PowerPoint, or Excel.

## **Improved Sharing and Collaboration**

You can collaborate in real time with others working from their PCs, browsers, or phones, know when others are actively working in your documents, and work with others simultaneously on the same file.

## **Improvements in Word**

A new navigation pane (formerly called Document Map) has been integrated with the Find feature, which allows you to search for headings, graphics, tables, equations, etc., quickly.

Improved artistic text effects (glow, reflect, shadow, etc.) have been included in the Font group, and

there is new OpenType features, which includes ligatures, stylistic sets, and alternate number forms.

In addition, there are new SmartArt graphic picture layouts for photographs or other images. Pictures can be quickly converted to SmartArt graphics, just like with text. There is enhanced picture compression and cropping, as well as the ability to remove a background or a distracting detail.

## **Improvements in Excel**

Sparklines (miniature charts) may be embedded into a spreadsheet cell to summarize data and to visualize trends. The new Slicer feature enables you to filter data in PivotTables and see which filters are applied without having to open additional menus.

Additional conditional formatting icon sets are available, and you can mix and match icons from different sets. It is now possible to refer to values in other worksheets when specifying criteria for conditional or data validation rules.

A new version of Solver for optimal solutions in What-If analysis has been included in Excel 2010.

Enhanced table features now make it possible for filtered headings to remain intact while scrolling through a large table without having to scroll to the top to perform a filter.

## **Improvements in PowerPoint**

There are separate Animations and Transitions tabs with additional animations and transitions from which to choose. PowerPoint 2010 includes new 3-D motion graphic effects. In addition, an Animation Painter allows you to copy animations from one object to another.

A major enhancement is the video and picture editing capabilities in PowerPoint 2010. It is now possible to fade video in or out, trim videos, and add synchronized overlay text. You can also add bookmarks to indicate time points of interest in a video or audio clip, or use bookmarks to trigger animations.

You can add different artistic effects to your pictures, including Sketch, Line Drawing, Watercolor Sponge, etc. Slides can be organized into sections to keep track of groups of slides, which also makes it easy to send a particular group of slides to someone else for editing or viewing.

When viewing a presentation in Slide Show view, the mouse pointer can be magically transformed into a laser pointer!

## Improvements in Outlook

In Outlook 2010, the Ribbon has replaced former menus in the main Outlook window. In the Backstage view, you can manage your accounts, set up rules and alerts, use automatic replies, manage the size of your mailbox, etc.

An improved Conversation view is now available. Emails (including Sent items) are now grouped by subject into conversations. These conversations can be expanded or collapsed within the Inbox. The Ignore command will allow you to ignore any email threads, or conversations, that you don't want to see in your Inbox.

Quick Steps allow users to combine multiple steps into a single click. You can create your own buttons that combine your most frequent actions.

After reading a message, scheduling a meeting with all message recipients is easy with a new Meeting Reply command. A Meeting Suggestions feature

will suggest the best time to help you set up a meeting. Also, the new Schedule View provides a horizontal view of multiple calendars. The E-mail Calendar feature allows users to email their calendar to colleagues.

Office 2010 includes Mail Tips, which help avoid potentially costly or embarrassing mistakes. The new Outlook Social Connector will show status updates from social networking sites and Quick Contacts will give you multiple ways to connect to a person quickly without leaving Mail view.

## Improvements in Access

The Backstage view, grants you access to commands that apply to the entire database, such as compact and repair, or encrypt with password. Much more designing can be completed in Datasheet view when creating and structuring tables. There is a new Fields tab under Table Tools, which allows you to set properties for individual fields.

A new calculated data type allows calculations in tables. New navigation forms provide various navigation layouts for forms and new Office themes allow you to apply consistent, professional designs to Access databases.

Reports support data bars and conditional formatting. Layout views have been enhanced; you can now apply controls that could only be done in Design view in previous versions.

In addition, a new macro designer and expression builder makes it much easier to create macros and expressions in the database. Databases can be published to a SharePoint site, using SharePoint permissions to determine who can see the various objects.