



**What's New;
What's Different?**
Office 2010

Overall

- Ribbon Format for Publisher, One Note, Outlook
- Can customize the ribbon, not just the Quick Access Tool bar
- File menu options—”Backstage View” : Info tab
- Paste preview
- Enhanced photo editing options, including remove background
- Print preview in the print menu—not a separate step.

Word

- Enhanced search and search pane
- More options to “pretty up” text: shadows, ligatures, glows, etc.
- Document sharing

Excel

Sparklines—small embedded charts

More options on conditional formatting

Document sharing

PowerPoint

- Editing of audio and video: trim, fade in/out, format borders, etc.
- Turn PowerPoint into a video (wmv) but doesn't work perfectly.
- Video controls, so you can pause or rewind a video during the show.
- Embed video from Youtube CAUTION: you need a good Internet connection to do this. It's still best to download the video. Also, you have to use the "old" embed code.
- Animation "painter" to copy animation to a number of slides
- Screen shot tool
- New animation pane
- Broadcast your PowerPoint

Outlook

Threaded messages--right-click and Find Related

Quick steps by right clicking on the message

Clean up a conversation actually deleted duplicated info—do carefully

Warning before sending to a large group, outside the organization, or if someone is out of the office.

