

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

CHANGES IN MS OFFICE 2010

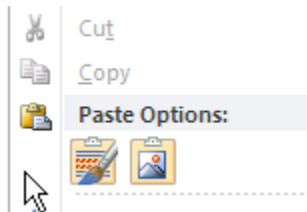
MS Word.....	1
MS PowerPoint.....	8
MS Excel.....	9
Additional Notes.....	14

Purpose

To show some of the changes in MS Office 2010.

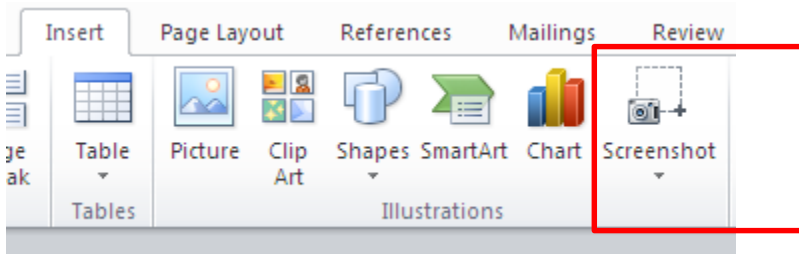
MS Word

There's a new paste feature when you right-click to paste:



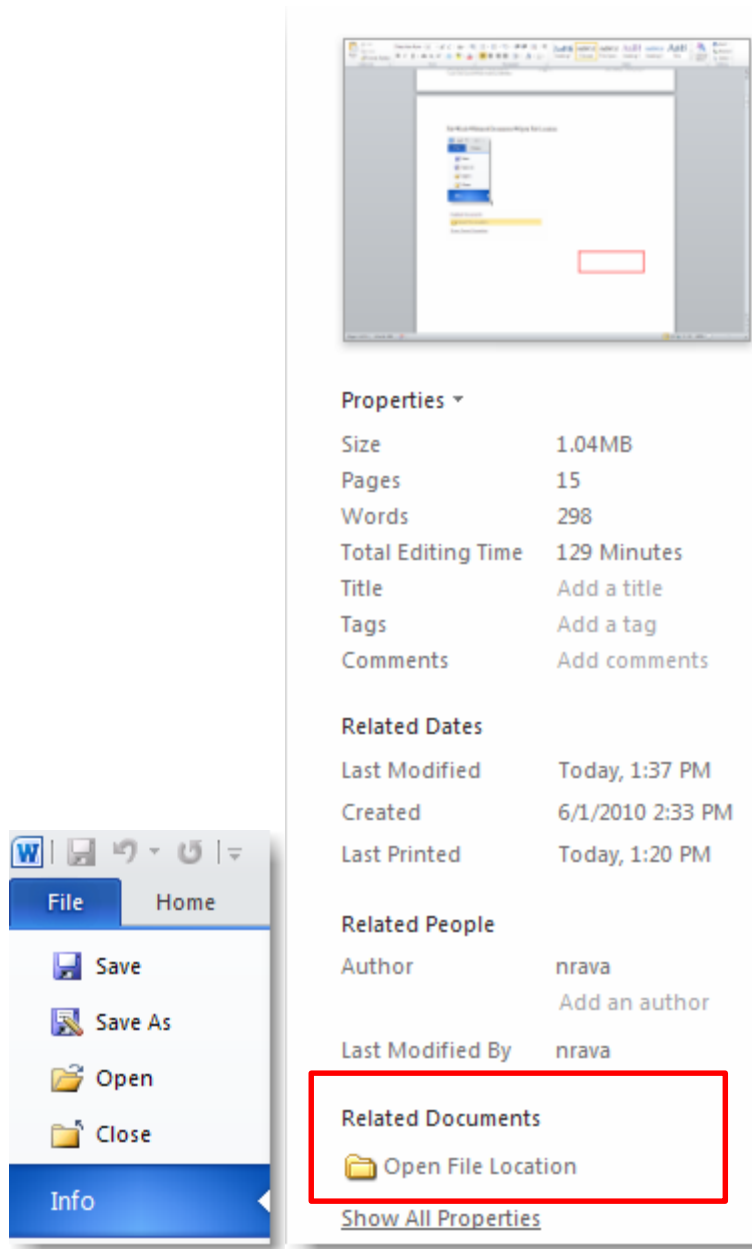
You can move over the most recent copied item and see what it would look like if pasted without clicking.

File→Insert



The screenshot feature works well. This may make Gadwin obsolete.

File→Info→Related Documents→Open File Location

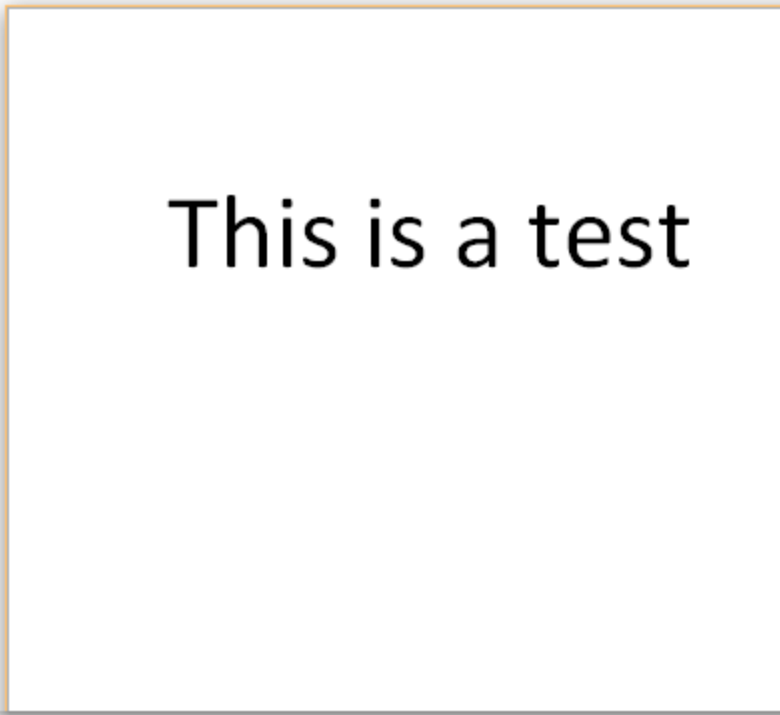


Related Documents

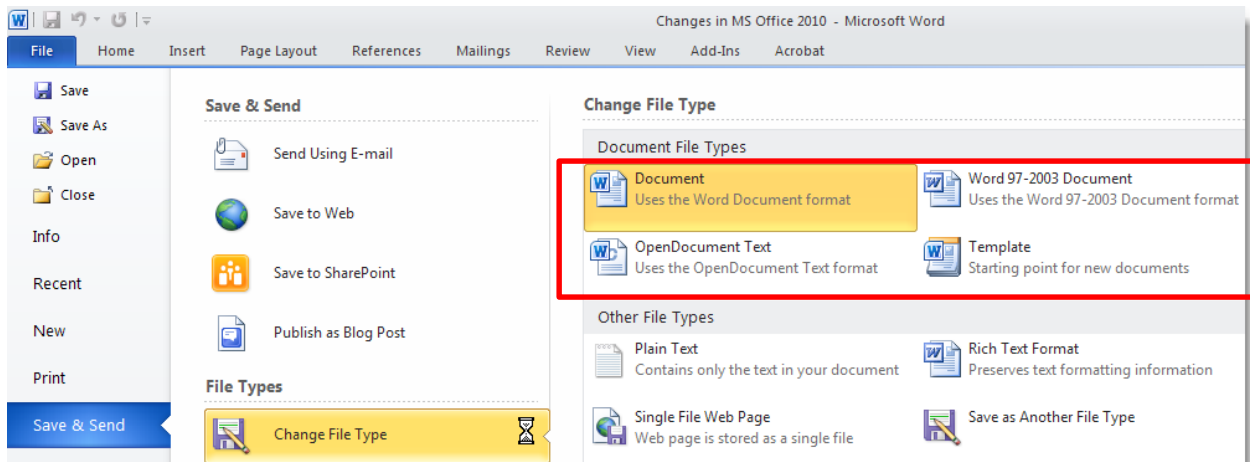
[Open File Location](#)

[Show Fewer Properties](#)

Automatic Print Preview under File→Print



Easier way to change file type:



Autosave feature:

The screenshot shows the Microsoft Word 2010 interface with the File tab selected. The ribbon includes options like Home, Insert, Page Layout, References, Mailings, Review, and View. The left sidebar contains the File menu with options: Save, Save As, Open, Close, Info (selected), Recent, New, Print, Save & Send, Help, Options, and Exit. The main area displays 'Information about Changes in MS Office 2010' for the file 'T:\MS Office\Procedures\Changes in MS Office 2010.docx'. Three sections are visible: 'Permissions' (Anyone can open, copy, and change any part of this document), 'Prepare for Sharing' (Before sharing this file, be aware that it contains: Document properties and author's name, Headers and footers, Custom XML data, Content that people with disabilities are unable to read), and 'Versions' (highlighted with a red box). The 'Versions' section lists three autosave versions: 'Today, 3:05 PM (autosave)', 'Today, 2:55 PM (autosave)', and 'Today, 2:44 PM (autosave)'.

Changes in MS C

File Home Insert Page Layout References Mailings Review View

Save Save As Open Close

Info

Recent

New

Print

Save & Send

Help

Options

Exit

Information about Changes in MS Office 2010

T:\MS Office\Procedures\Changes in MS Office 2010.docx

Permissions

Anyone can open, copy, and change any part of this document.

Prepare for Sharing

Before sharing this file, be aware that it contains:

- Document properties and author's name
- Headers and footers
- Custom XML data
- Content that people with disabilities are unable to read

Versions

- Today, 3:05 PM (autosave)
- Today, 2:55 PM (autosave)
- Today, 2:44 PM (autosave)

Some of the properties components are interesting:

The screenshot shows the Microsoft Word 2010 interface with the 'Info' pane open. The document title is 'Information about Changes in MS Office 2010' and the path is 'T:\MS Office\Procedures\Changes in MS Office 2010.docx'. The 'Info' pane is divided into several sections: 'Permissions' (Protect Document), 'Prepare for Sharing' (Check for Issues), and 'Versions' (Manage Versions). A red box highlights the 'Properties' section, which includes a thumbnail of the document, a list of document properties, and related information.

File Home Insert Page Layout References Mailings Review View

Save
Save As
Open
Close

Info

Recent

New

Print

Save & Send

Help

Options
Exit

Information about Changes in MS Office 2010

T:\MS Office\Procedures\Changes in MS Office 2010.docx

Permissions

Anyone can open, copy, and change any part of this document.

Protect Document

Prepare for Sharing

Before sharing this file, be aware that it contains:

- Document properties and author's name
- Headers and footers
- Custom XML data
- Content that people with disabilities are unable to read

Check for Issues

Versions

- Today, 3:05 PM (autosave)
- Today, 2:55 PM (autosave)
- Today, 2:44 PM (autosave)

Manage Versions

Properties

Size	221KB
Pages	6
Words	80
Total Editing Time	36 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	Normal
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	SASD

Related Dates

Last Modified	Today, 3:01 PM
Created	Today, 2:33 PM
Last Printed	Never

Related People

Manager	Specify the manager
Author	nrava Add an author
Last Modified By	nrava

Related Documents

Open File Location

[Show Fewer Properties](#)

Properties ▾

Size	221KB
Pages	5
Words	80
Total Editing Time	35 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments
Template	Normal
Status	Add text
Categories	Add a category
Subject	Specify the subject
Hyperlink Base	Add text
Company	SASD

Related Dates

Last Modified	Today, 3:01 PM
Created	Today, 2:33 PM
Last Printed	Never

Related People

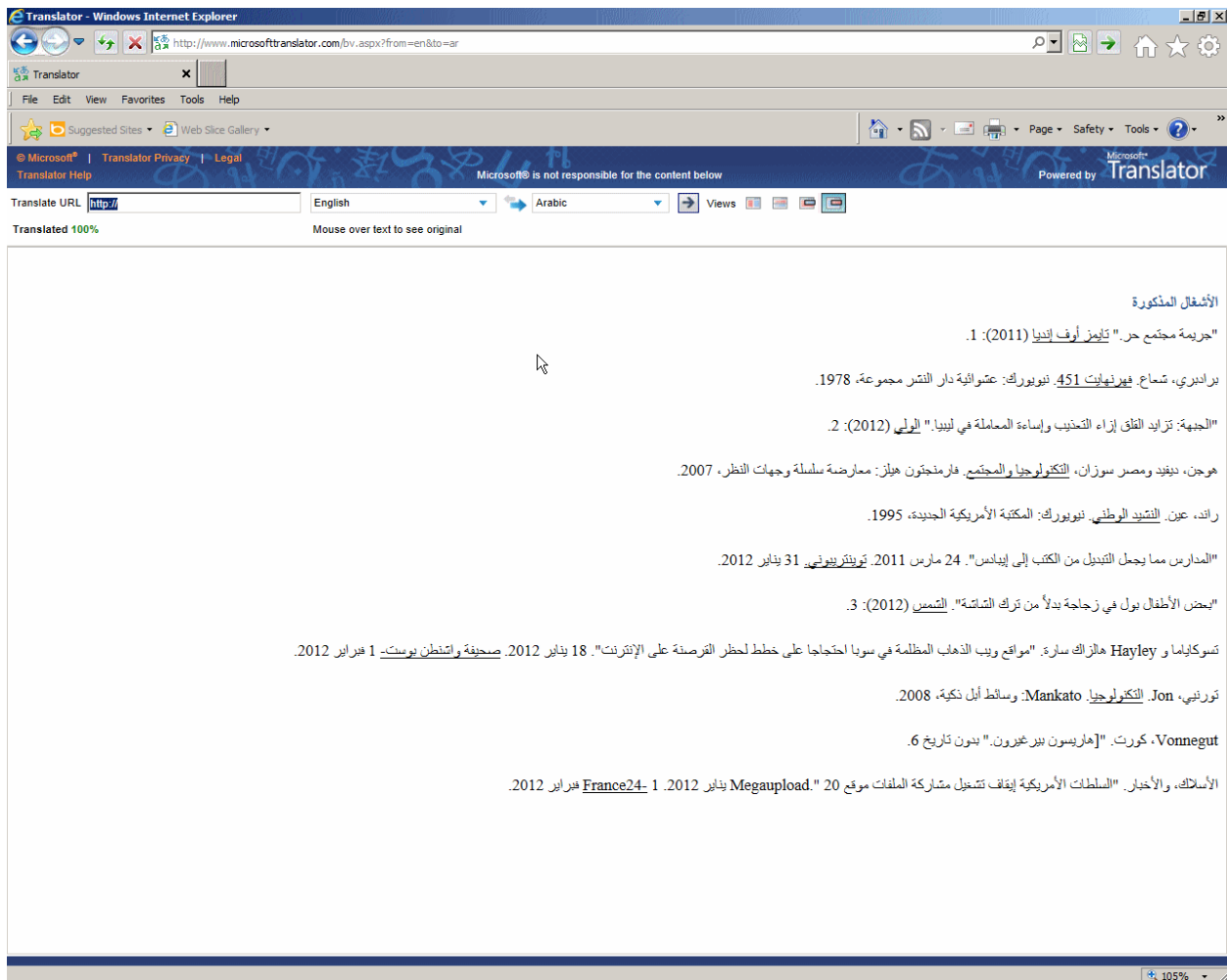
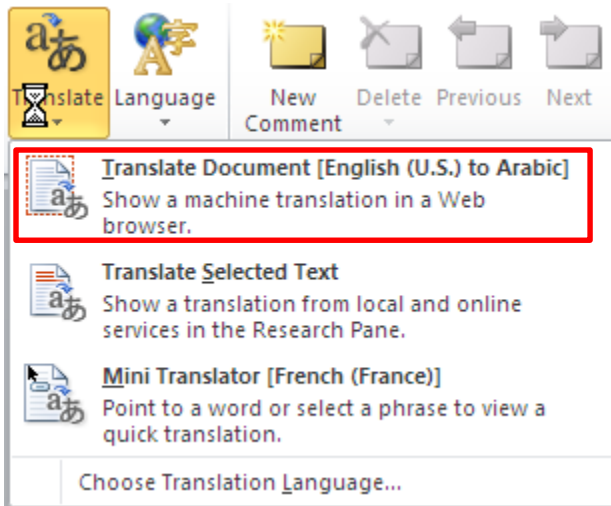
Manager	Specify the manager
Author	nrava Add an author
Last Modified By	nrava

Related Documents

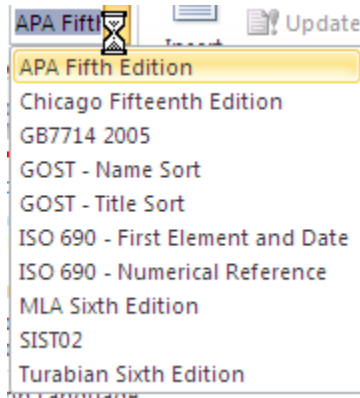
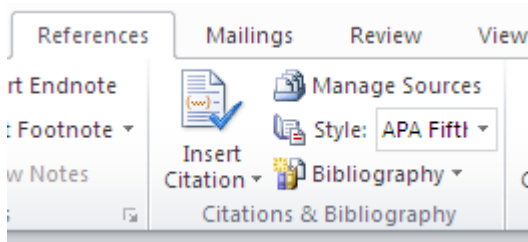
 Open File Location

[Show Fewer Properties](#)

Language translation options:

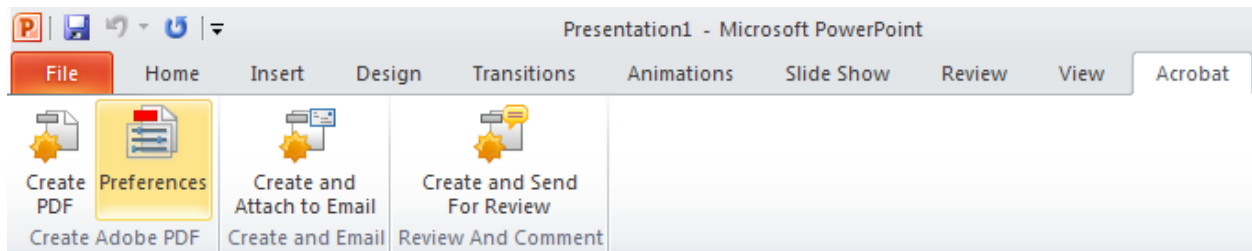


Newer editions of bibliography styles:

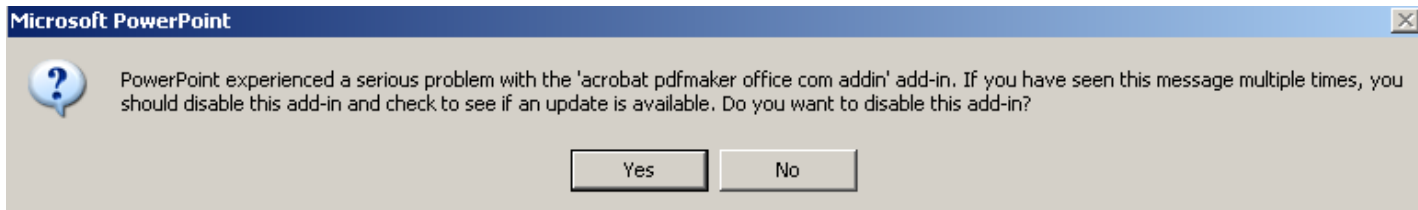
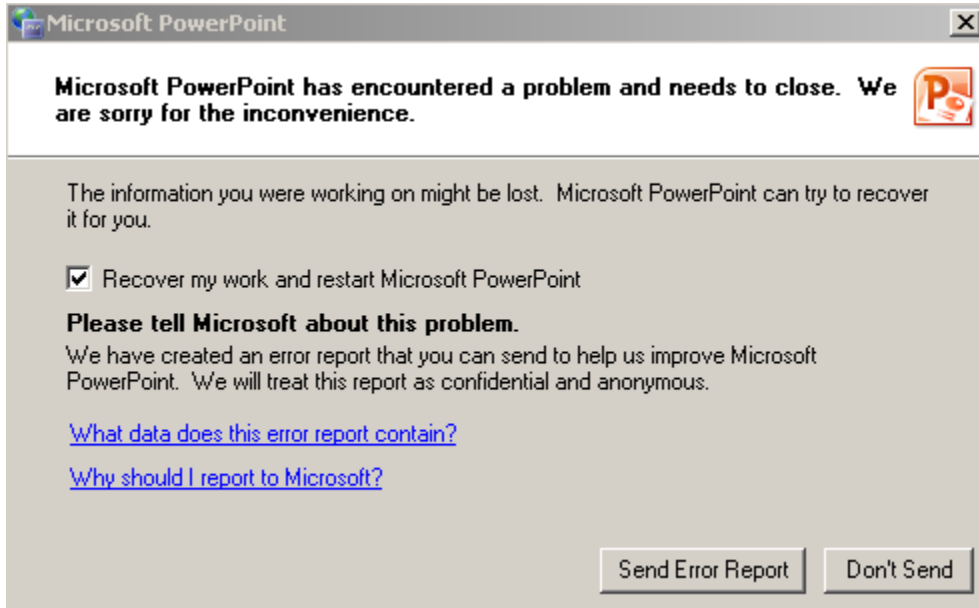


MS PowerPoint

There appears to be few changes in PowerPoint besides those that were mentioned for Word. However, something that was not mentioned previously was the Acrobat tab on the menu bar:

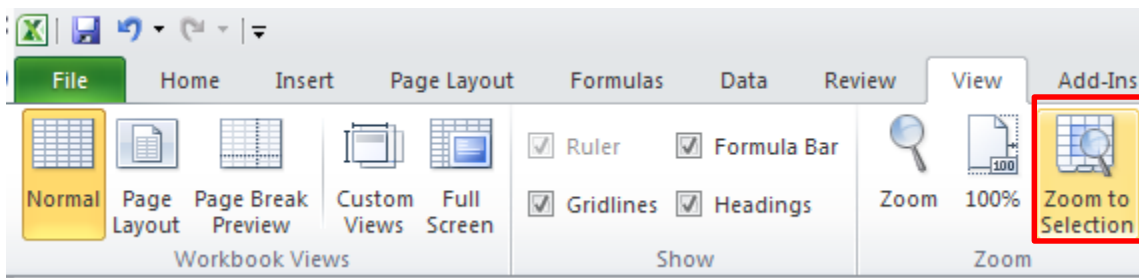


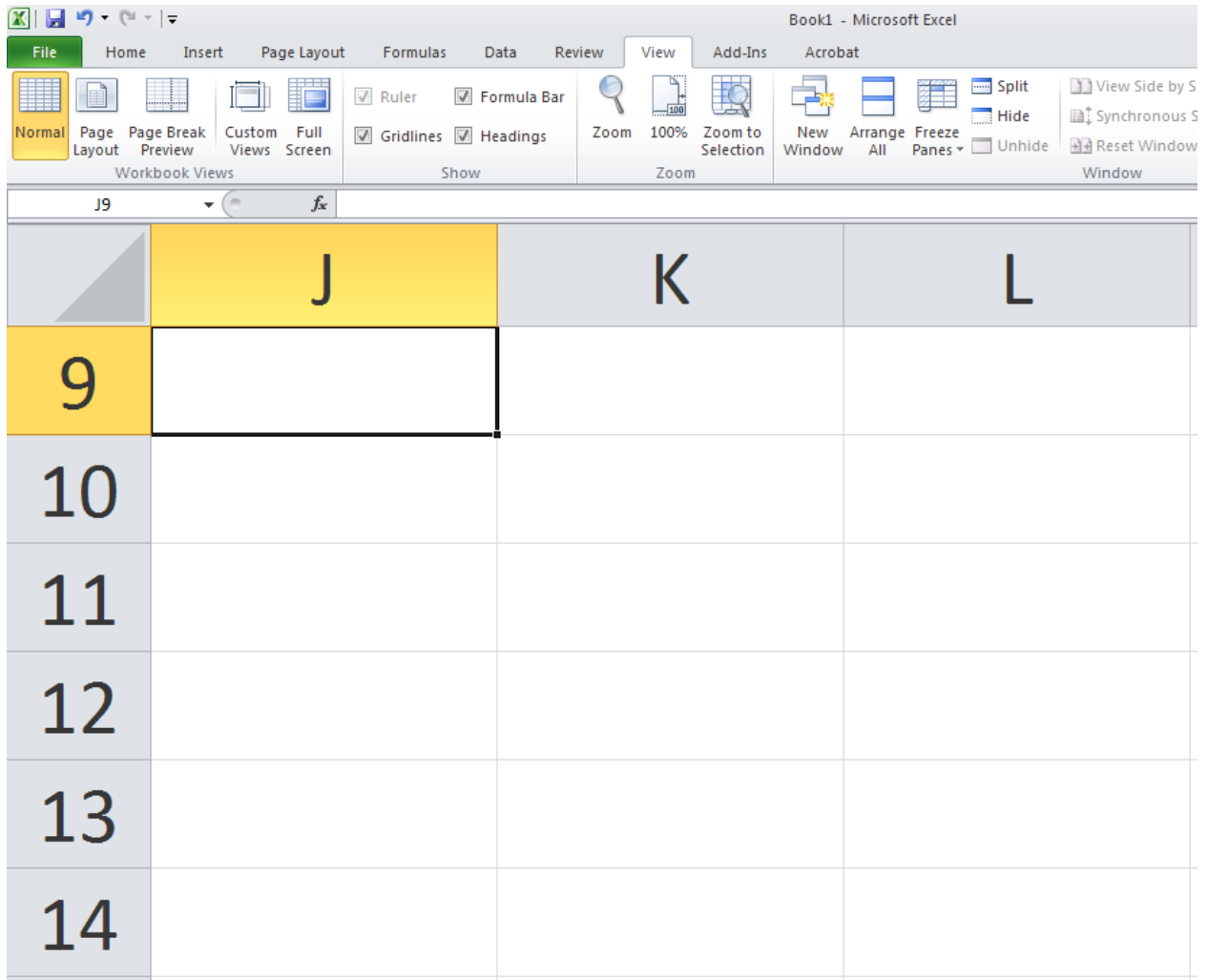
When clicking on Preferences, an error occurs. This happens in Word as well.



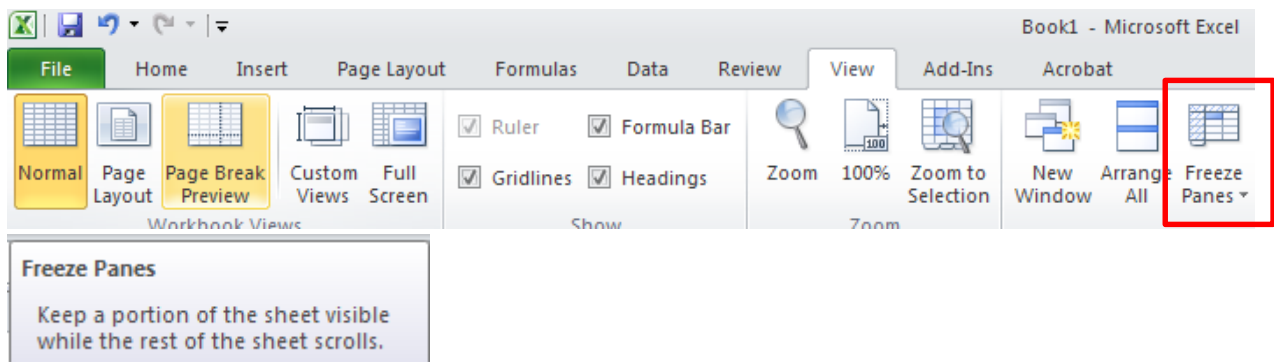
MS Excel

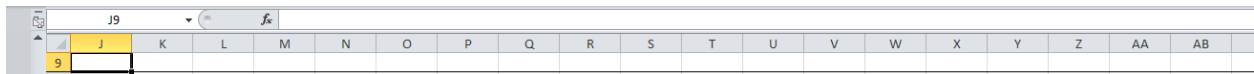
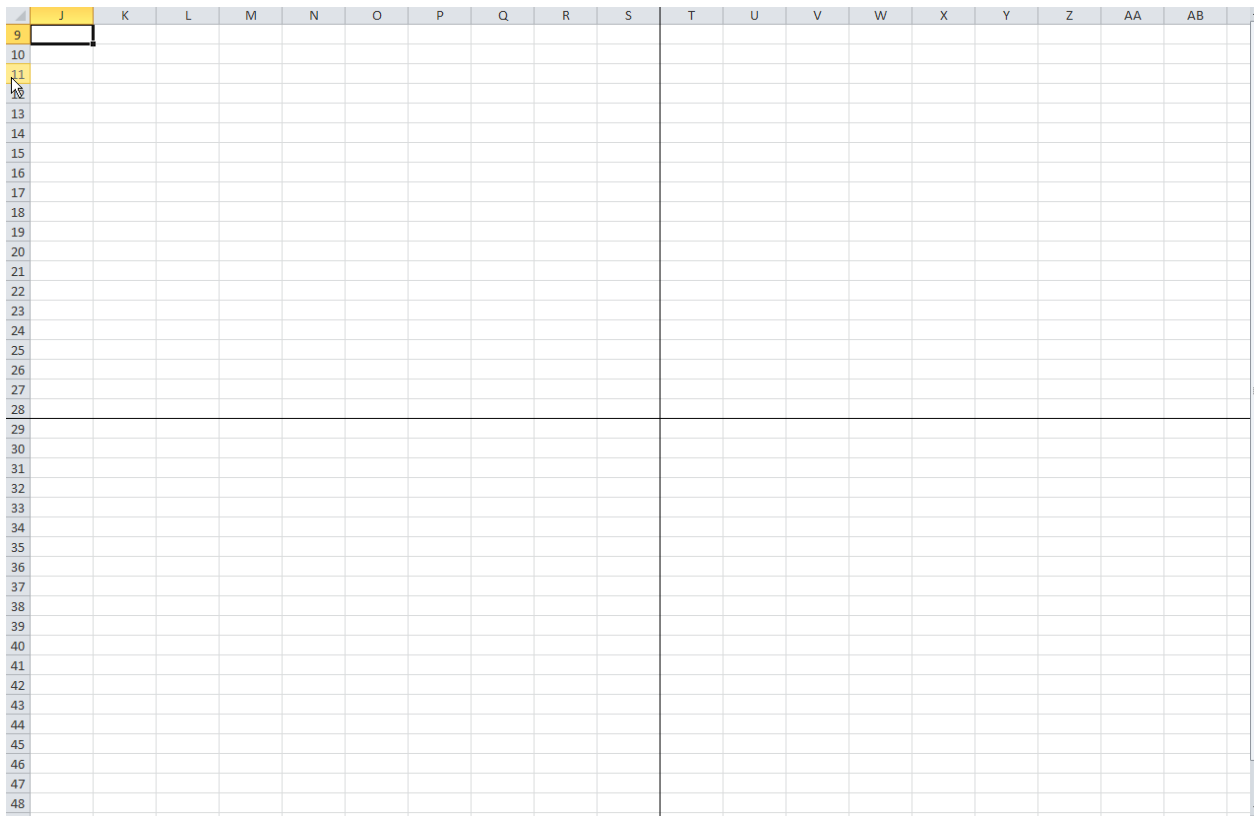
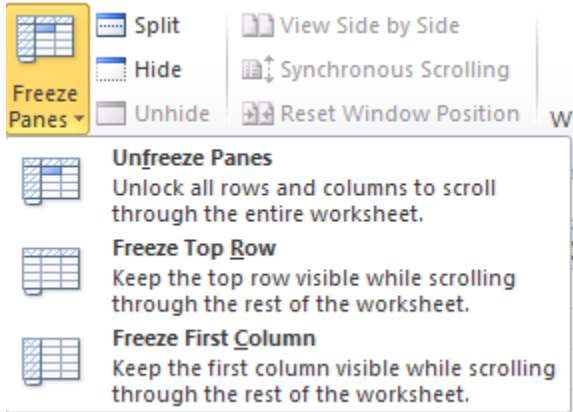
Under File→View there is a feature called Zoom to Selection





File→Freeze Panes





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Additional Notes

Other changes to MS Office 2010 can be discovered by a Google search. According to [Wikipedia](#), “New features are also said to include a built-in screen capture tool, a background removal tool, a protected document mode, new SmartArt templates and author permissions.”

Confirmed features of Office 2010 include:

- Ribbon interface and Backstage View across all applications
- Background Removal Tool
- Letter Styling
- The Word 2007 Equation editor will become common to all applications, replacing MS Equation 3.0
- New SmartArt templates
- New text and image editing effects
- Screen Capturing and Clipping tools
- Live collaboration functions
- Jumplists in Windows 7
- New animations in Powerpoint 2010

For a more critical perspective of Office 2010, see the following article:

<http://www.infoworld.com/d/windows/why-i-hate-microsoft-office-2010-586>