

## **Office 2010 Overall Concepts**

**Sky-Drive Support**

**Ribbon menus**

**Backstage View**

**Options**

**Quick Access Toolbar**

**Color for program (like black, here)**

## **Word 2010 New Features**

**Word Art as text**

**Quick previews**

**Stays in line and not in a text box**

**Insert Screen Shot**

**Insert Screen Clip**

**Insert Picture**

**Many new tools:**

*Remove Background*

*Corrections*

*Color*

*Artistic Effects*

## **Excel 2010 New Features**

### **Sparklines**

**Trend**

**Column**

**Win - Lose**

**Slices (filters on Pivot Tables)**

**Insert Screen Shot**

**Insert Screen Clip**

**Increased Sheet Sizes (see OneNote for specs)**

## **PowerPoint 2010 New Features**

**Broadcast Over the Internet**

**Embed Videos**

**Insert Screen Shot**

**Insert Screen Clip**

## **Outlook 2010 New Features**

**Team E-Mail**

**Conversations**

## **OneNote 2010 New Features**

**File in Specific Folder**

**64 Bit Support for "Print to OneNote" Function**