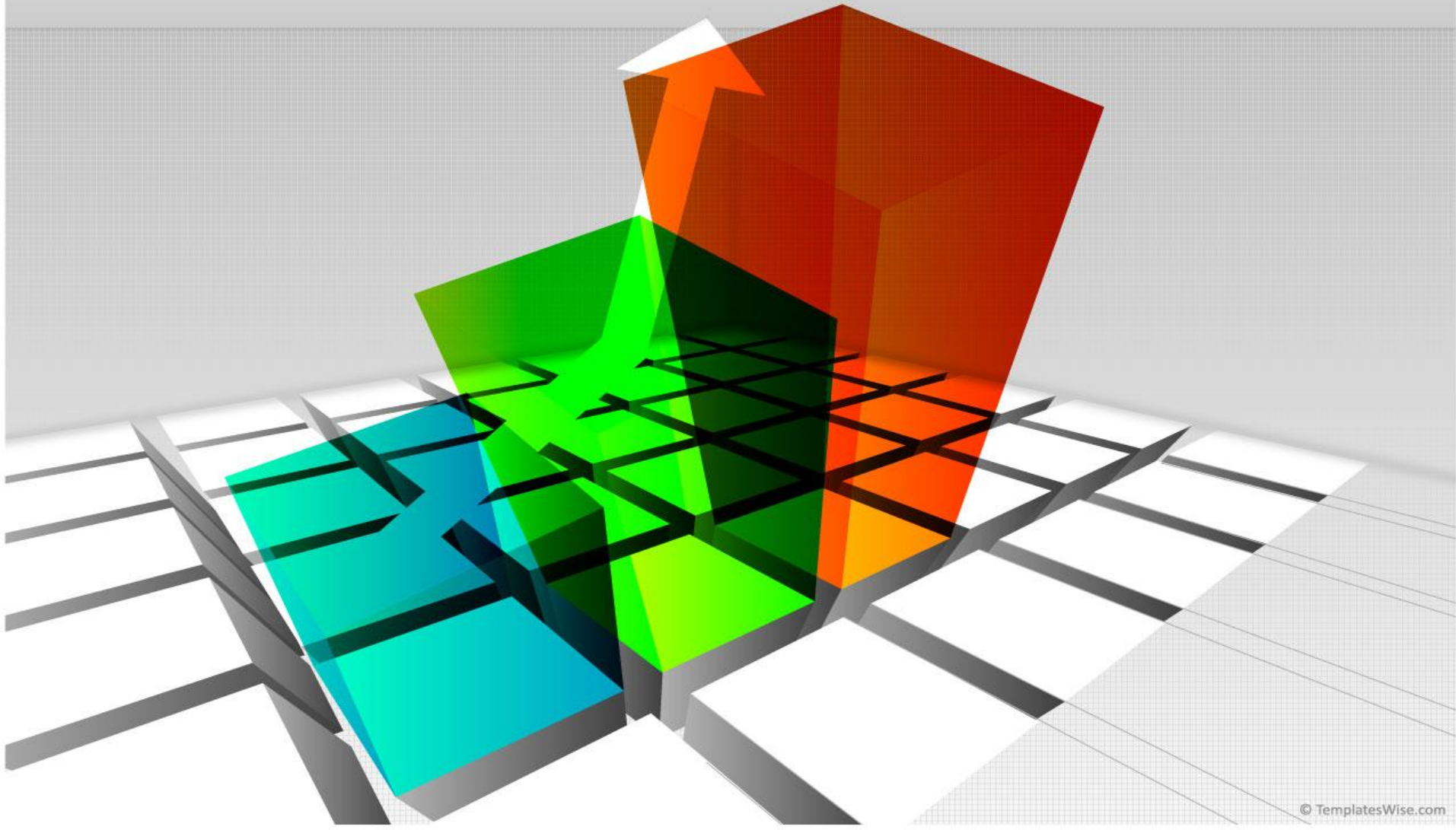
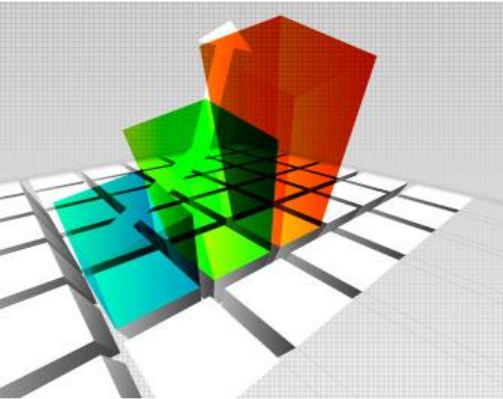


The Transition to Office 2010

February 7, 2012





The Transition to Office 2010

- Major differences between Office 2003 and 2007/2010
- Major differences to Excel, Word, and PowerPoint
- Additional resources

Major Differences between Office 2003 and 2007/2010

- New user interface
 - Customizable ribbons
- Improved graphics, formatting, and proofing
- Backstage view
 - Permissions
 - Versions
 - Print
- Additional file types available
 - Open Office
 - Adobe .pdf

Excel

- Larger grid size
 - Increased from 65,536 rows by 256 columns to 1,048,576 rows by 16,384 columns
- Additional Formulas
- Improved calculation accuracy and speed
- Updated graphing and evaluation
 - Sparklines/Conditional Formatting
 - “What If” analysis
 - Sorting/Filtering

Word/PowerPoint

- Graph data now stored in Excel
 - Graph formatting consistent across all programs
- Enhanced video and picture editing
- Equation writing
- Simultaneous work on document or presentation
- Navigation Pane in Word
- Citations in Word

Additional Resources for Excel

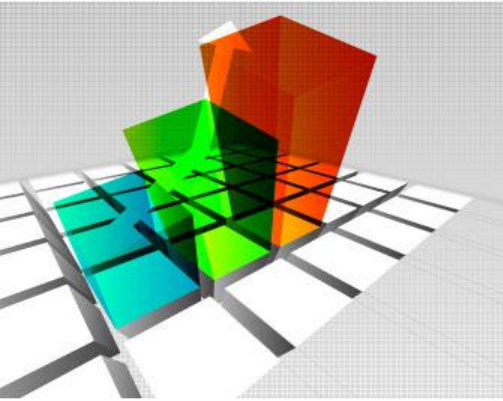
- What's New in Excel 2010 -
<http://office.microsoft.com/en-us/excel-help/what-s-new-in-excel-2010-HA010369709.aspx>
- Changes in Excel 2010 -
<http://technet.microsoft.com/en-us/library/cc179167.aspx>
- Excel Specifications and Limits -
<http://office.microsoft.com/en-us/excel-help/excel-specifications-and-limits-HP010342495.aspx?CTT=5&origin=HP005199291>
- Migrating to Microsoft Office 2010 -
<http://go.microsoft.com/fwlink/p/?LinkId=196345>

Additional Resources for Word

- What's New in Word 2010 -
<http://office.microsoft.com/en-us/word-help/what-s-new-in-word-2010-HA010372687.aspx>
- Changes in Word 2010 -
<http://technet.microsoft.com/en-us/library/cc179199.aspx>

Additional Resources for PowerPoint

- What's New in PowerPoint 2010 -
<http://office.microsoft.com/en-us/powerpoint-help/what-s-new-in-powerpoint-2010-HA010336563.aspx>
- Changes in PowerPoint 2010 -
<http://technet.microsoft.com/en-us/library/cc179126.aspx>



Questions

