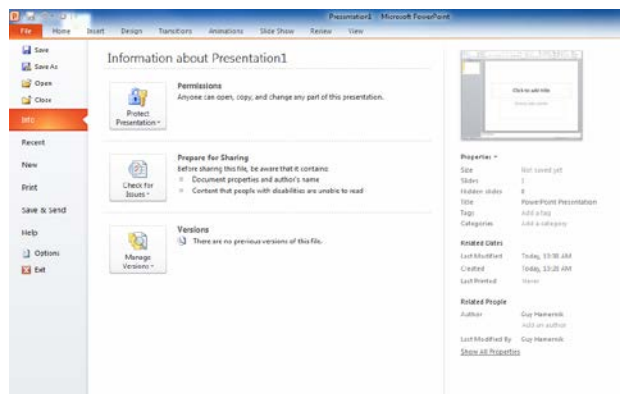


Advantages of MS Office 2010 - *What's New?*

- The ability to synchronize phone, browser, and desktop
- Inclusion of free lite web browser versions of the apps Word, Powerpoint, Excel and OneNote (to counter Google Apps)

Powerpoint

-“Backstage View” (access by hitting the FILE button. This replaces the Office Button.) The area where presentation files are retrieved, saved, and printed. This area allows you to set permissions, and lets you check for issues such as hidden items that you may want others to read, if you’re working with confidential documents. This area allows you to open earlier versions of the presentation, if applicable. On the far right, you can examine the properties of the file, number of slides, and who’s worked on it (if it’s a collaborative effort.) Coauthoring allows you and other collaborators to author a presentation simultaneously, without being “locked out” if another person is working on it. You can also “pushpin” the assets if you want to archive them for future reference. Progressive saving allows you to go back to earlier saved versions of the presentation (You must turn on the Auto Recover or Auto Save function to allow this.)



New printing feature backstage allows you to preview slide layout prior to printing. The “Save and Send” feature allows multiple ways of sharing with collaborators, as well as regular viewers. All of the Backstage features can be added to the “Quick Access” Toolbar, if you desire.

You can now save your Powerpoint as a video! While on the Backstage View, go to the Save and Send tab for options. There is a tradeoff for quality and speed/size. Audio, video, and transitions add greatly to the size of your presentation. These videos are saved as a Windows Media File, which can be uploaded to social media sites or burned to DVD.

MS Office Ribbon

Animations tab has been split into “Transitions” and “Animations” tab. This allows for greater control.

Audio and Video playback controls are much more customizable, allowing greater control and more playback options.

Ribbon is customizable, allowing you to add commands from a database. You can even name the tab whatever you want.

A paste preview feature is included when copying from other programs. A preview tab is also available.

New Animation Paint feature allows you to paste the animation attributes to multiple slides with the same effects.

Over 20 new template themes, plus many more on the MS Office web site. The Colors tab can change background colors, font colors, and theme colors.

New transitions between slides are available, which utilize modern video card capabilities to provide dynamic effects. You can “apply to all” if you wish, by pressing that option. (Use with caution – a little goes a long way!)

Office 2010 includes the addition of photo editing software. Picture Tools remain the same as Office 2007, but the “Adjust” group is new for color correction, saturation, sharpness, tone, and recoloring effects. Artistic Effects also includes filters for image enhancement.

Picture Tools /Format tab now includes the “Remove Background” feature. “Mark Areas to Remove” fine tunes what you want to remove. “Keep Changes” saves it.

Cropping is easier in 2010, plus you can move the picture to decide which section you want to keep.

Video can be added easier, and is compatible with many formats. Adding embeddable video from video sharing sites such as TeacherTube, YouTube, and Hulu is also possible.

Styles, corrections, format and filters can also be added to enhance your slides. Reset Design tab will clear these features out of your video, if you decide you don't like them.

Audio control and video trimming is also available by adjusting the Trim Video in the Trim Video dialogue box. You can also fade the audio in and out by activating the fade in fade out buttons.

“Screen Shot” menu allows you to take a screen capture and include it on your presentation slide.

There has been an expansion of the Smart Art catalogue, which is more customizable. This provides diagrams and flow charts for your audience, which are much more interesting for your audience than bullet points.

Equations can now be added in PowerPoint, like they could previously in MS Word.

“Merge and Compare” feature allows you to compare your presentation with another one and combine them if desired.

Ability to work on your Powerpoint presentation anywhere, using Powerpoint Web App. These are available by logging into Windows Live at <http://explore.live.com/windows-live-essentials?os=other>

If you own a Windows phone, you may use MS Office Mobile 2010 to view and work on your files.



“Use Presenter View” allows you to see your slide, adjust volumes, see notes, etc. while your audience sees the slide you want them to see.