

New exciting features in Office 2010

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***Network Administration* - In the latest version of Office released this summer, Microsoft has added some significant and interesting improvements .**

A new Backstage View in mainstream programs offers many new functions and reveals many options and important features, all applications have some new features. For example, PowerPoint, the application provides a new function for performers to avoid some of the real communication problems. Specifically in this article, we will summarize some highlights according to how to use Office 2010 to let you know the most potential of this product.

In Office 2007, there may still be some skeptics about the Ribbon utility, besides some new features that seem unconvincing.

However Office 2010 will surprise you in that this product has a lot of interesting improvements in all programs, especially PowerPoint with some remarkable features.

Work in the new Word application

Starting with Word, there are some key features that will apply to all major Office programs; that will be the new *Backstage (Backstage view) view* and *Copy and Paste Preview* .

The Backstage view is accessed with the new File tab on the Ribbon, providing a table-based presentation interface in the most comprehensive way, which is useful for performing many tasks and managing existing documents, including transitions. change, print, save, and prepare to share (see Figure 1).

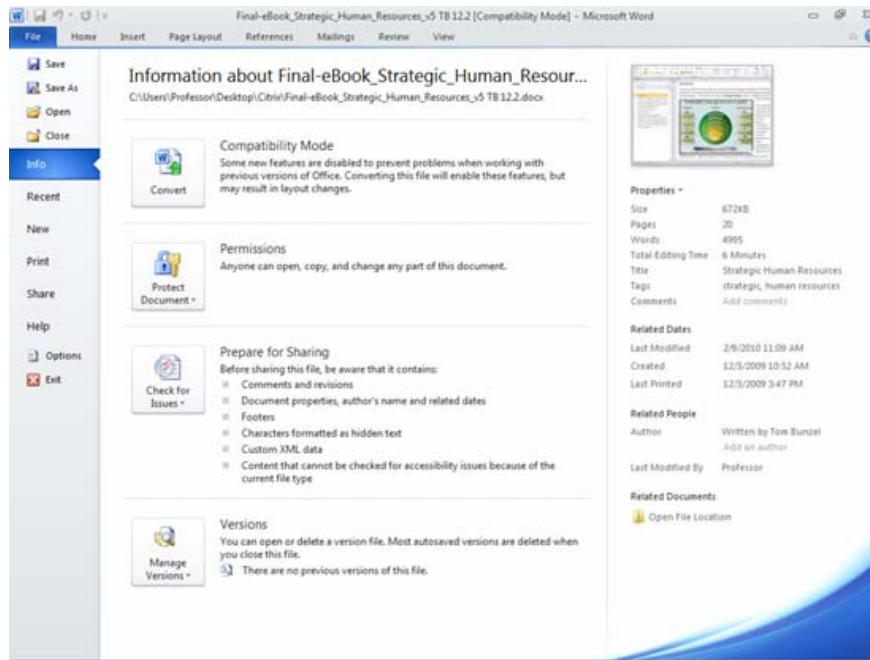


Figure 1: Backstage View provides several options for working with documents

Copy and Paste Preview is an interesting feature, this feature will change according to the context it appears, depending on what is inside Clipboard will be pasted and formatting where it will be transferred. Basically, hovering over the options will show the user a Quick Preview of how the text will be formatted - suitable for source or target files or plain text in the case of Word.

Perhaps the most interesting feature in Word is the *Navigation* navigation panel, which is on the left side and can be opened or closed with tabView. Panel Navigation organizes your document by title, allowing you to browse pages by their appearance, and also provides a useful interface when entering search terms in the field above. It is really a fun way to find what you need in long documents and reorganize your thoughts.

New in Excel application

Continuing the topic of data visualization, the main new features in Excel 2010 will be *Sparklines* and *Slicer* .

Sparklines are small charts inside a cell to visualize a range of data; You can combine multiple cells to form a larger cell, use the Design tab in the Ribbon to change them (see Figure 2).

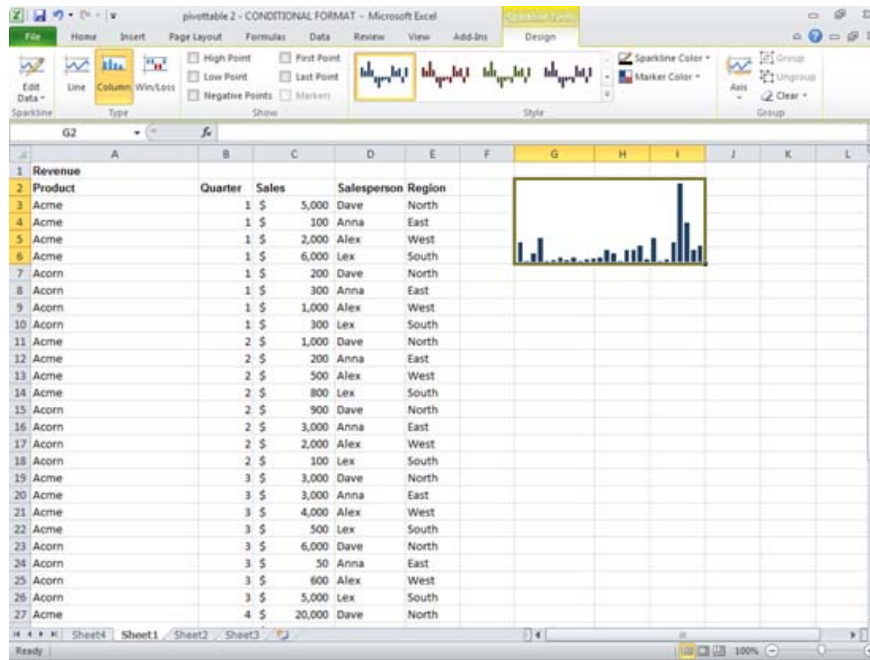


Figure 2: Sparklines puts small charts into cells

Slicer is a Pivot Table feature, which provides an intuitive interface for filtering data from one of the fields in real time (Figure 3).

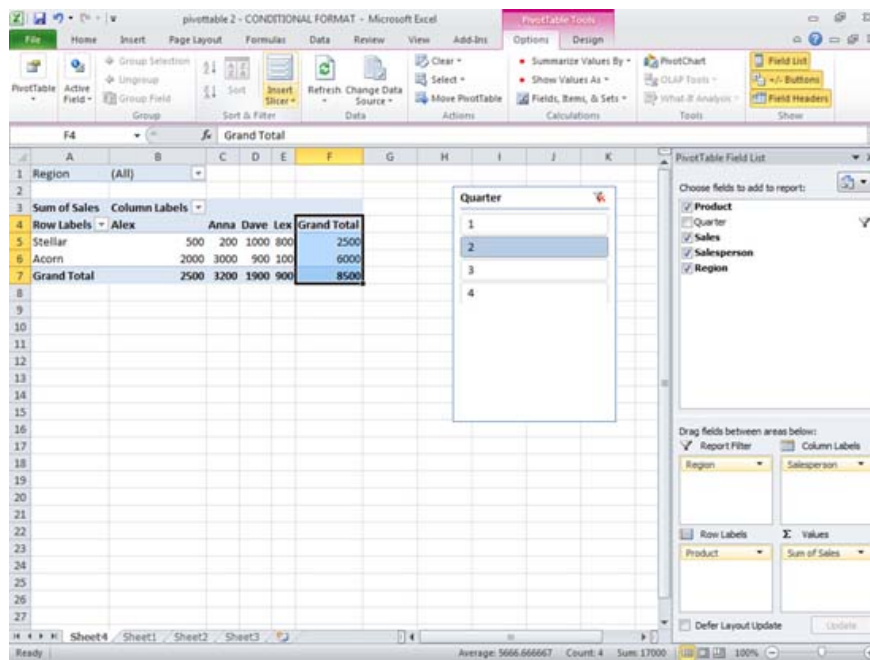


Figure 3: Slicer provides an intuitive interface for Pivot Tables

Clicking the drop-down arrow next to a field in the Pivot Table field list will appear the new Search in Table utility.

New Outlook application

Outlook has some new ways in this revision. The first thing to mention is that there is a Ribbon to expose many of its features.

Conversation View (see Figure 4) allows you to expand any message that is part of a thread to see all messages that are clicked on the message (you click the small arrow to the left of it) .

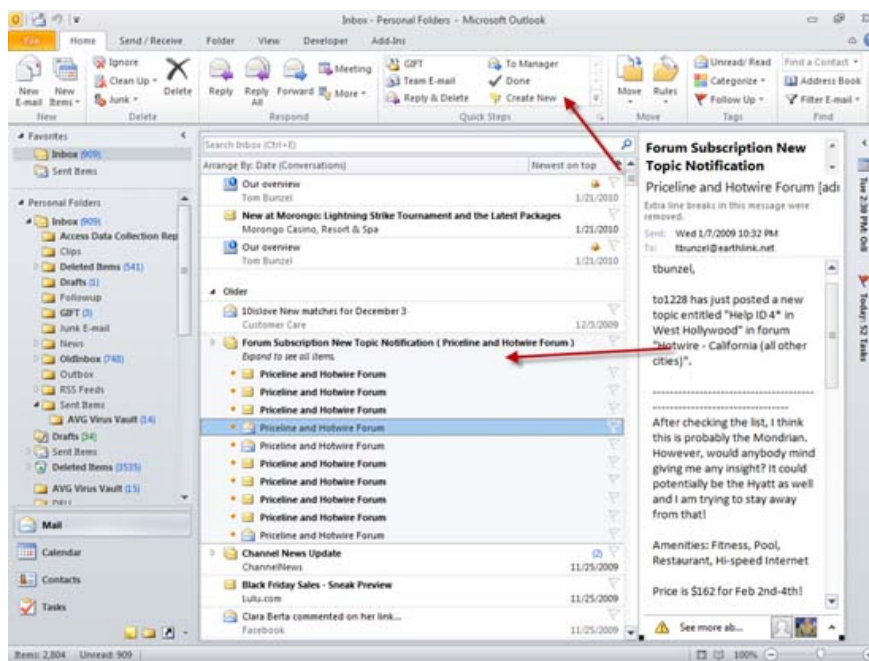


Figure 4: The Conversation view allows you to follow an email thread.

Quick Steps, located at the top of the Outlook Home tab, allows you to assign processes to icons to email someone and perform other typical tasks, or create a new Quick Steps for yourself.

When using Outlook mail, you can also add Themes and Colors to your mail. The *Contact Group* feature in Contacts is basically a new way of creating distribution lists by name from your address book.

Finally, Outlook has a number of ways to share your schedule online by publishing it to Windows Live and sending email to anyone you want to share your meetings and meetings with.

OneNote is worth noting

OneNote has added a Ribbon to reveal its organizational features. OneNote also adds the *Navigator* feature in the Search panel to enhance Sections and Pages positioning with important information - just click the Search field to open the visual interface of your Notebooks and Sections.

Quick Filling allows you to quickly identify which Notebook and Section need to add an item from the Review tab of PowerPoint or Word, or use driver Print to OneNote to send files to OneNote from other programs. Tagged tasks and items are also integrated between OneNote and Outlook from the Outlook group on the Home tab of OneNote Ribbon.

New Web Apps

By registering a Windows Live account, Office 2010 users will be able to access web applications of Office programs called *Web Apps*. Web Apps are available for Word, PowerPoint, Excel, and OneNote (OneNote is not ready yet, but the beta of other programs is now available).

For example, Excel has a new version with two Ribbon tabs; You can create your spreadsheet directly on the web in your web browser, or upload a file and work from here (see Figure 5).

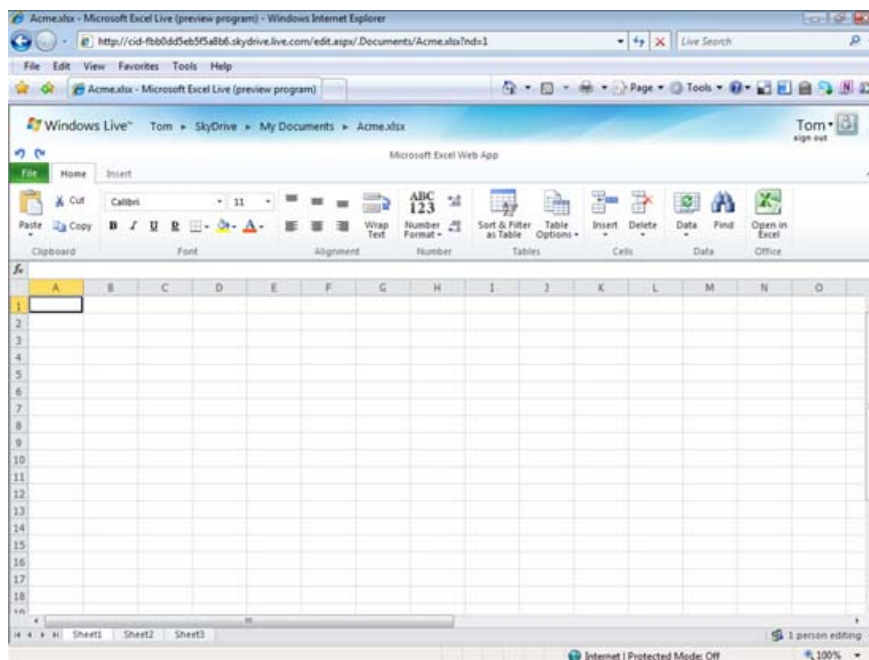


Figure 5: Excel's Web app allows you to work online directly

When opening a web application file on your desktop, the web app is an option located under the File tab, you can even save your changes to the online file for other users with permission to have. can work on the same document.

You can also save a copy of the web application document to continue working with those files locally.

New power of PowerPoint

PowerPoint 2010 really has some enhancements that will make the performers feel great.

As a professional IT person, you will definitely learn some tips in PowerPoint and, more importantly, how to enhance communication, make you a 'star star' in your office, and have perhaps promotion.

For example, using images as metaphors for important points is actually very useful, and using *Picture Effects* on the Ribbon can make your slides look as if you are a Photoshop expert. With all the details of shading, reflections and soft edges.

In faster and smarter working conditions, you really like Reading View, a feature that allows you to preview animations and transitions along with other elements in the slide without need to attend the full screen show (see Figure 6).



Figure 6: Reading View allows you to view your presentation inside the editor

Talking about animation, the new *Animation tab* on the Ribbon reveals some interesting effects, allowing you to add options to the Effect Effect easily.

As an IT expert, if you take a moment to learn about these techniques, you can add value to those who create tedious demos in your organization.

The new *Animation Painter* feature is a cool feature for those who are really flooded in the Custom Animation task pane with lots of effects on time and want to copy them from one selected component to another.

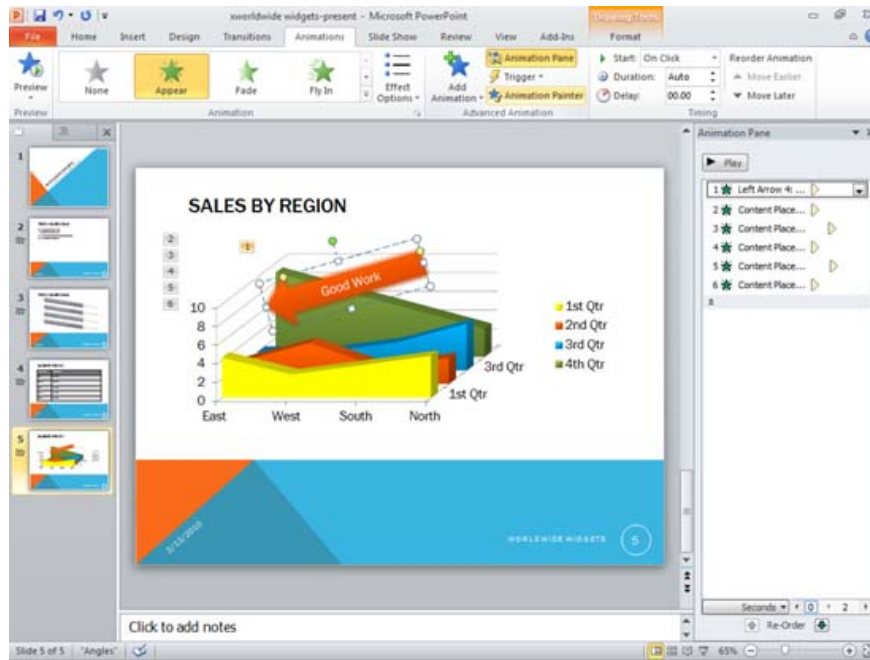


Figure 7: Animation Painter allows you to use effects from this object for other objects

For example, experienced animation users in PowerPoint will place a complex sequence of integrated Entrance and Exit animations, usually by using the setting With Previous. By 'painting' these effects from an object selected for another object, the task of creating such complex sequences will be much easier.

However, the best new aspects of PowerPoint 2010 are almost certainly associated with multimedia, and especially videos.

Now you can directly import video to a slide by pasting the embed code for the file from the same website as YouTube into PowerPoint (see Figure 8).

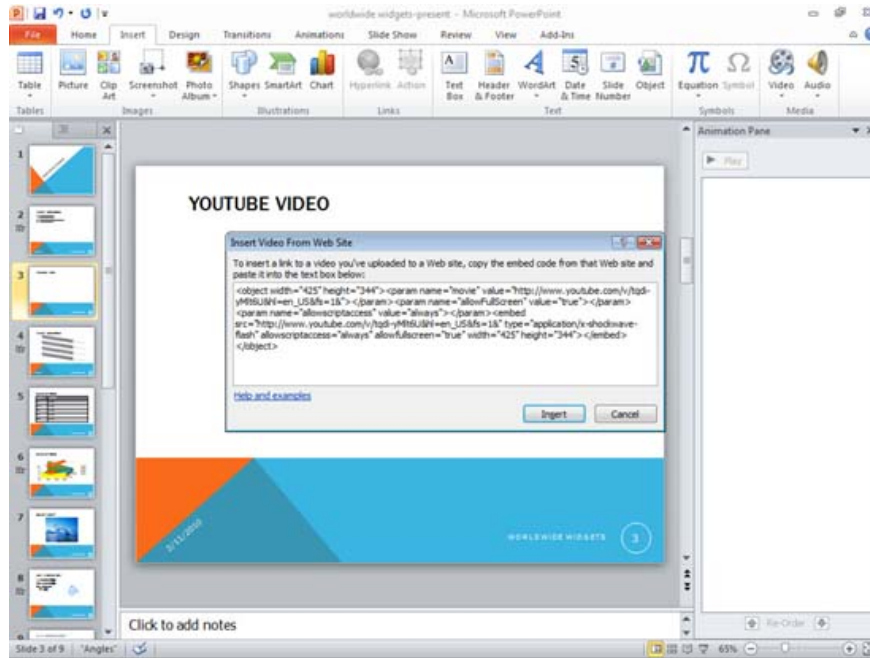


Figure 8: You can use the embed code from the web to view a live video in PowerPoint

Just have a reliable online connection, you can open videos as part of your slide show.

A long-awaited feature is the ability to simply edit or cut video inside a slide. There are many problems to do so if using Media Player, but now it will work directly in PowerPoint with the *Trim Video* feature (Figure 9).

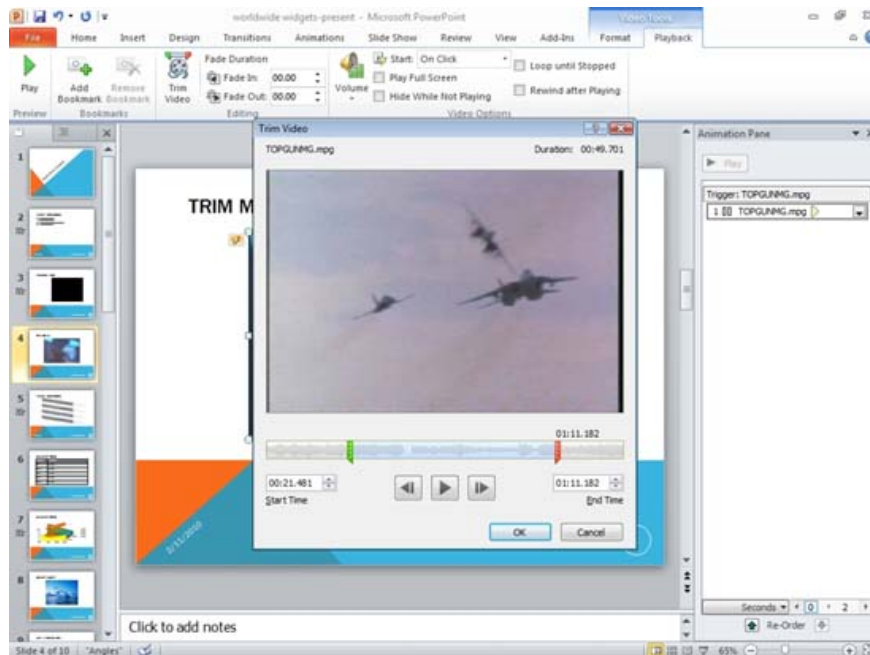


Figure 9: Media clips can be 'trimmed' from start and end frames in PowerPoint

The *Record Narration* feature (Figure 10) has been integrated into the Record Slide Show feature, allowing you to record animations, transitions and even Laser Point.

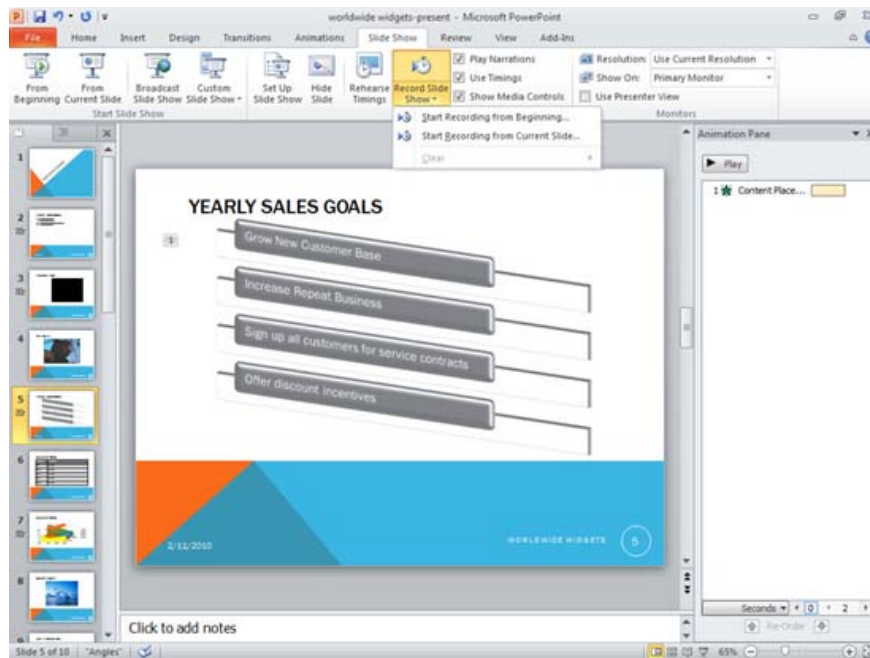


Figure 10: Recording a slide show allows you to save effects, animations, transitions and laser pointers

Writing a slide show gives you a presentation file to be able to distribute it to other PowerPoint users (Save As a presentation file), or you can output the slide show recorded as a WMV video file directly. using Create Video in Backstage View (Figure 11).

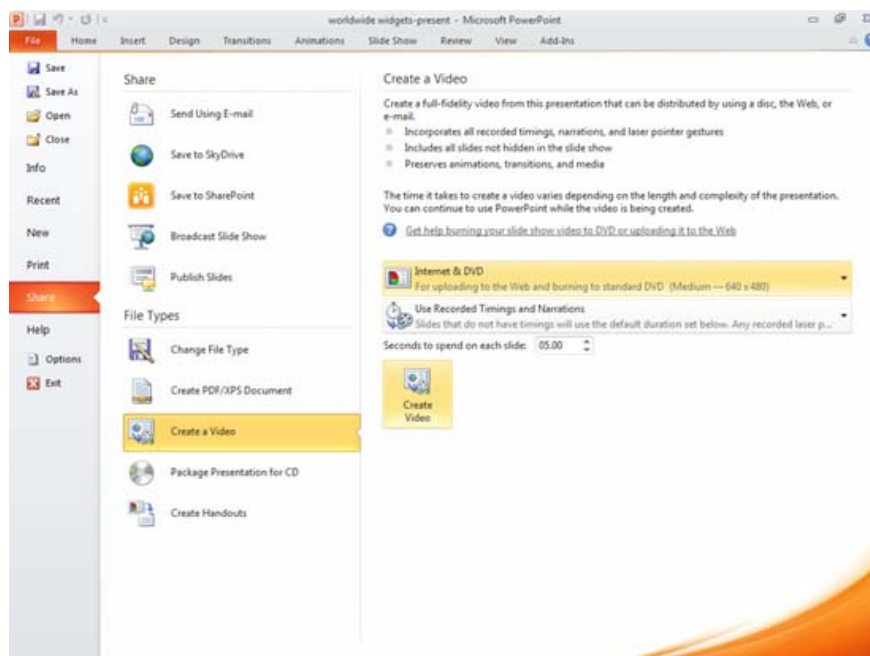


Figure 11: You can create a video for your presentation in Backstage View.

After output a slideshow to video, WMV file with your narration and highlights from the laser pointer, along with animations and transitions, can be uploaded to the video hosting site like YouTube, or opened in Media Player (see Figure 12).

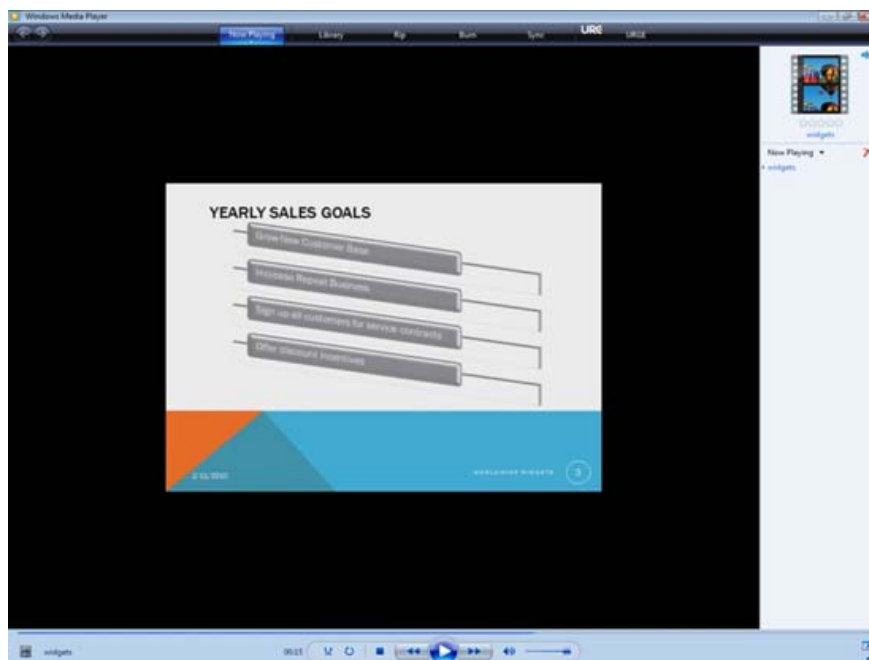


Figure 12: Video output from Backstage View can be opened in Media Player or uploaded online

In terms of the presentation, another new feature is the ability to set the parts of the show into *Sections* , the *Sections* will be helpful in creating a meeting for you and your audience to follow the slide shows. long.

Conclude

In short, Office 2010's Backstage view is a comprehensive area to find and enforce many powerful features for document management. Copy and Paste Preview provide some useful features throughout the program. Separate programs also have significant enhancements, PowerPoint leads the field to help create more powerful slideshows with animations and video tools that have been around for a long time.

Adding Ribbon to Outlook and OneNote also creates significant enhancements for each application, as well as their integration with other smart tasks and email.

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