First Look:

Microsoft Office 2010

~ Release Notes ~

June 23, 2010

Katherine Murray

Writing about software as it is going through development is both a challenge and a blast. It's fun to see the newest features and begin working with them long before they are publicly available. But it's also a challenge because many of the features in the new software aren't "set"—some tools may disappear and others appear before the software is finally released. Because I wrote *First Look Microsoft Office 2010* based on an early beta of the software, some of the features and functionality have changed in the release version. This document provides you with an update on some of the features I wrote about in the book.

I hope you're enjoying your version of Microsoft Office 2010, now that it is available in wide release. I think it's a smart, creative, collaborative release that will help us look better, work together more effectively, and be flexible in when—and how—we choose to get the job done. ☺

Here's what you'll find where in these release notes:

Introduction

Who Uses Office 2010?

Page xiv: I would add a new scenario here: Maria is a writer and editor who works part-time at home and part-time at the office. She relates to the team using SharePoint Workspaces but then also posts the files she's working on in Word to her Windows Live SkyDrive account so that she can always access the most current versions of the files, whether she's working at her home computer or sitting at her office desk.

What's In Microsoft Office 2010?

Page xv: Office Mobile 2010 is a separate version of Microsoft Office 2010 that is now available in wide release. You can use touch on your phone as you work with Microsoft Word Mobile 2010, Excel Mobile 2010, PowerPoint Mobile 2010, OneNote Mobile 2010, and SharePoint Workspaces Mobile 2010. You can review, edit, update, share, and sync your file changes easily, all from your Windows-based smartphone.

Office 2010 System Requirements

- Memory: 256 MB (512 MB recommended)
- Hard disk space: 3.5 GB [for Office 2010 Professional Plus]

CHAPTER 1

Welcome to Office 2010

Collaborate Easily and Naturally

Co-authoring features are available in Word 2010, PowerPoint 2010, and in OneNote 2010. Using the Office Web Apps, you can use co-authoring features with Excel Web App and OneNote Web App.

Work Anywhere—and Everywhere

Office Mobile 2010 includes Word Mobile 2010, Excel Mobile 2010, PowerPoint Mobile 2010, SharePoint Workspace Mobile 2010, and OneNote Mobile 2010.

Exploring the Ribbon

The release version of Office 2010 programs now have the File tab where the Microsoft Office symbol used to be. Clicking File takes you to the Backstage view.
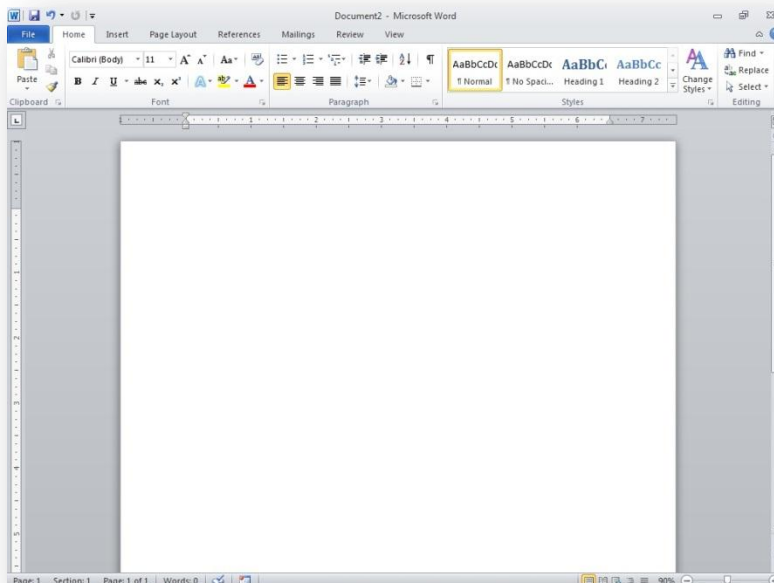

Figure 1-1 Exploring the Office 2010 Ribbon.

Contextual Tabs

The Picture Tools Format contextual tab now shows a different look for the tools in the Adjust group:
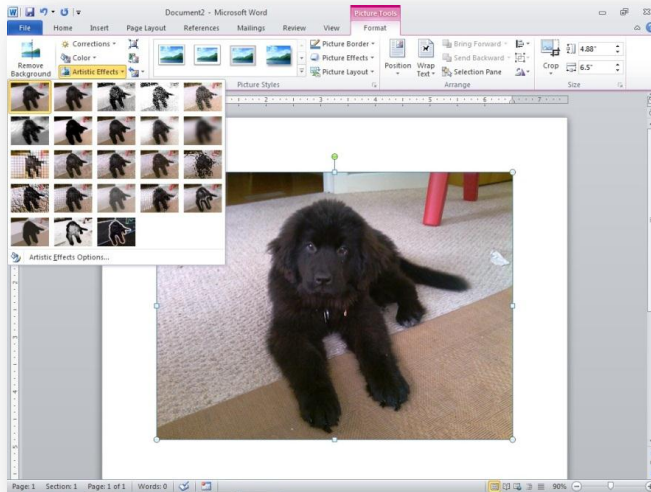

Figure 1-3 The contextual tab provides options related to the task you are performing.

New Backstage View

In the release, Microsoft Office Backstage view includes the Save & Send tab instead of (in beta) the Share tab.
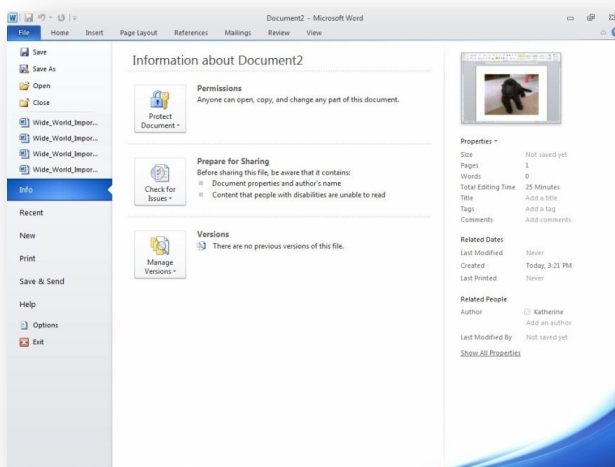

Figure 1-4 Backstage view helps you find, prepare, manage, save, send, and print the files you create.

CHAPTER 2

Express Yourself Effectively and Efficiently

Enhancing and Streamlining Communications in Outlook 2010

Are you hooked on social media? Aren't we all? Now you can keep up-to-date with the status updates of colleagues, clients, friends, and family by using the Outlook Social Connector, built right into Outlook 2010. You can click the People Pane tool in the View tab to display the People Pane. After you set up the feature, you'll be able to see a list of all your interactions with the contact, including status updates, files you've sent and received, and previous messages.
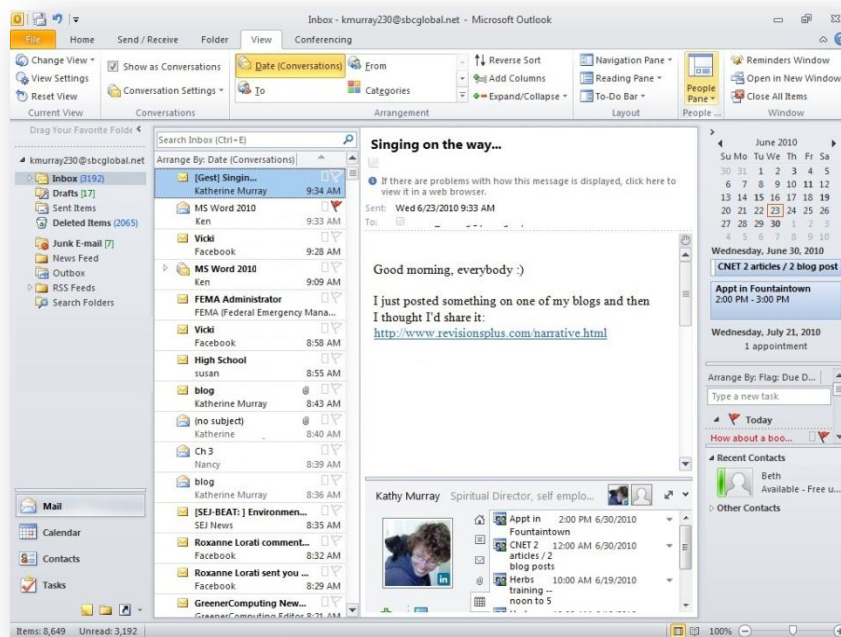

Figure 2-11 The Outlook Social Connection enables you to stay in sync with your online friends and fans.

CHAPTER 3

Collaborate in the Office and Around the World

Co-Author Files Across Applications

Note   In order to use the presence feature of co-authoring, in which you can see which other authors are available online as you work, you need to be running Office Communicator 2007 R2. Office 2010 users in a business environment also need SharePoint Workspace 2010 in order to collaborate in real time on documents. Home users can save their files to Windows Live SkyDrive and collaborate simultaneously using the Office 2010 Web Apps.

CHAPTER 4

Create and Share Compelling Documents with Word 2010

Use Language Tools, and Translate on the Fly

The last bullet should be "Choose Translation Language"

Start with the last item first if this is the first time you're using the Translation tools. When you click Choose Translation Language, the Translation Language Options dialog box appears so that you can choose the language you're translating to (for the Mini Translator tool) and choose the language you're translation both *from* and *to* for general document translation tasks. Figure 4-10 shows the Translation Language Options dialog box. Click the arrows to select your language preferences and then click OK.
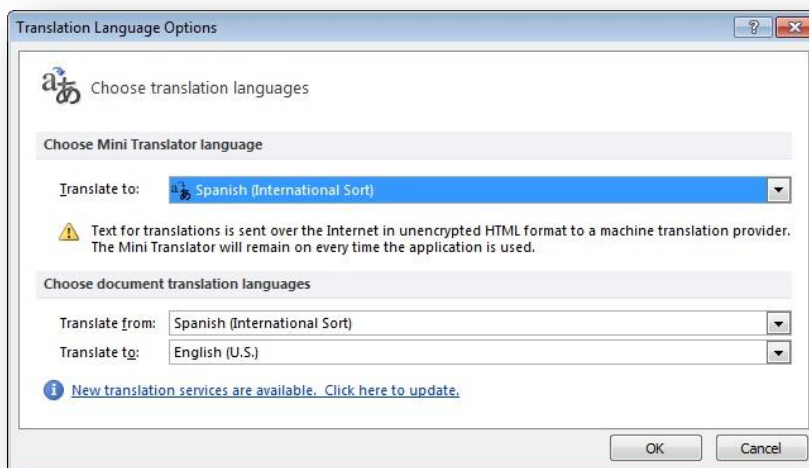

Figure 4-10 Set your translation languages using the Translation Language Options dialog box.

The Mini Translator tool includes an Update Services tool on the far right side of the popup box that enables you to make sure you've got the most up-to-date translations available. Click it to search online for any translation updates.
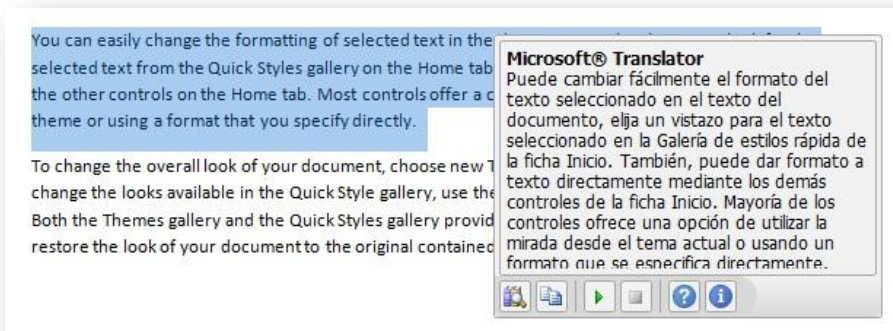
Figure 4-11 The Mini Translator enables you to translate words, phrases, or blocks of text as you work.

Working with Shared Documents

The Note Board feature shown in Figure 4-13 is not available in the release of Office 2010. You can work with document versions, set permissions, interact with co-authors, and check the upload status of your document in Backstage view.
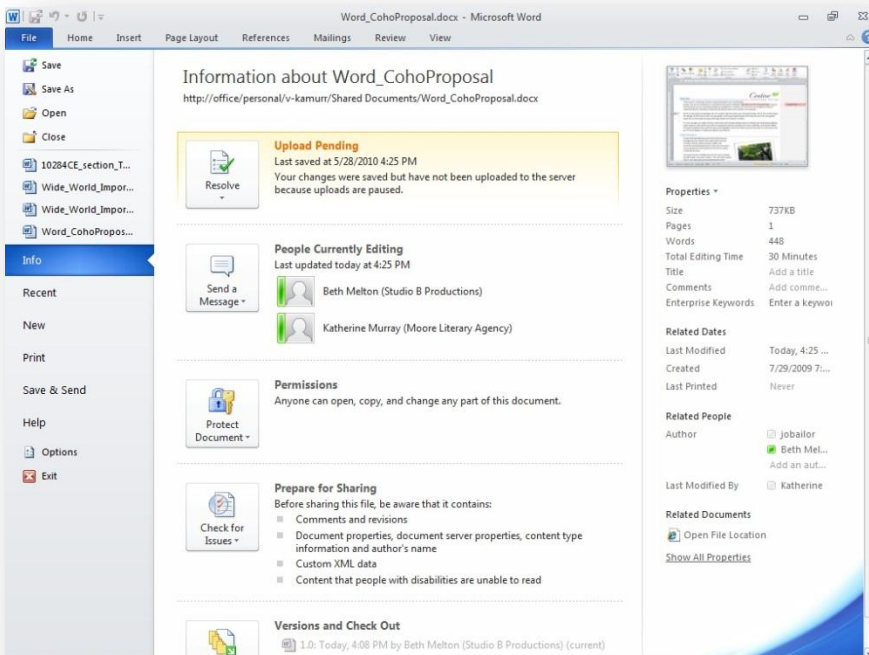

Figure 4-13 You can get information about your shared document in Backstage view.

CHAPTER 5

Create Smart Data Insights with Excel 2010

Step by Step: Use Improved Icon Sets to Highlight Data

Tip You can do much more with icon sets in Excel 2010. To learn more about the different ways you can spotlight the data on your worksheets, see *Microsoft Office 2010 Plain & Simple*, by yours truly. ☺

New SmartArt Enhancements

Excel 2010 adds the new Picture category to the types of SmartArt diagrams you can create. You can also search easily for new SmartArt styles by clicking Office.com in the left side of the SmartArt dialog box.
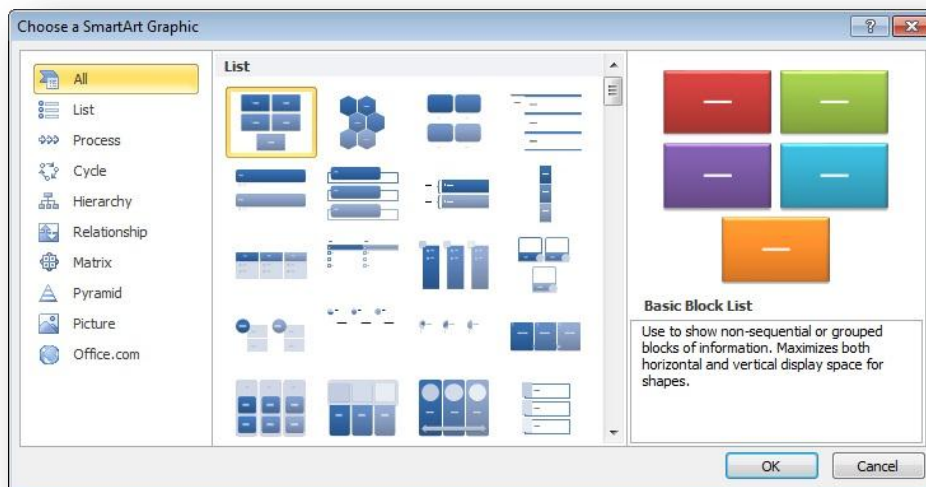

Figure 5-5 The new Picture category is new in SmartArt, and now you can search for more SmartArt on Office.com.

CHAPTER 6

Manage Rich Communications with Outlook 2010

Managing Your Conversations

Conversation view is one of the big improvements in the released version of Office 2010, but it is no longer enabled by default. You can turn on Conversation view by clicking the View tab and clicking the Show as Conversations check box in the Conversations group.

You can also customize the way Outlook shows the conversation threads in your version of the program by clicking View and choosing Conversation Settings. Then you can choose whether you want to show the sender's name above the subject, expand all conversations, and indent replies in the thread.
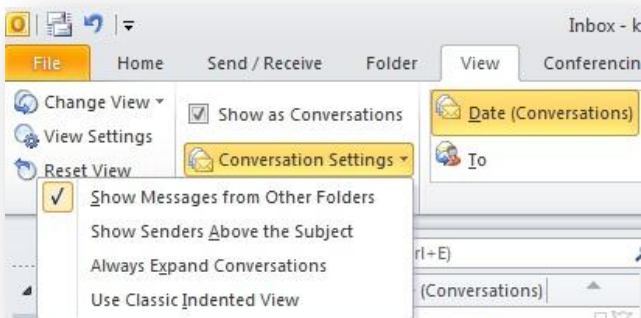

Figure 6-4A You can set Conversation options in the View tab.

Step by Step: Following E-mail Conversations

1. Display Conversation View by clicking the view tab and clicking the Show as Conversations check box.

Table 6-1 Introducing Quick Steps

The Quick Steps that are available with the release version of Office 2010 are the following:

- Move to:?
- To Manager
- Team E-mail
- Done
- Reply & Delete
- Create New

Step by Step: Create a Custom Quick Step

1. Click Create New in the Quick Steps group and enter a new name for the Quick Step.

CHAPTER 7

Produce Dynamic Presentations with PowerPoint 2010

Save Your Presentation as a Video

Another new feature in PowerPoint 2010 makes it easy for you to save your presentation as a video and share it with others. Click File to display Backstage view and click the Save & Send tab. Then click Create A Video to display the available video options.
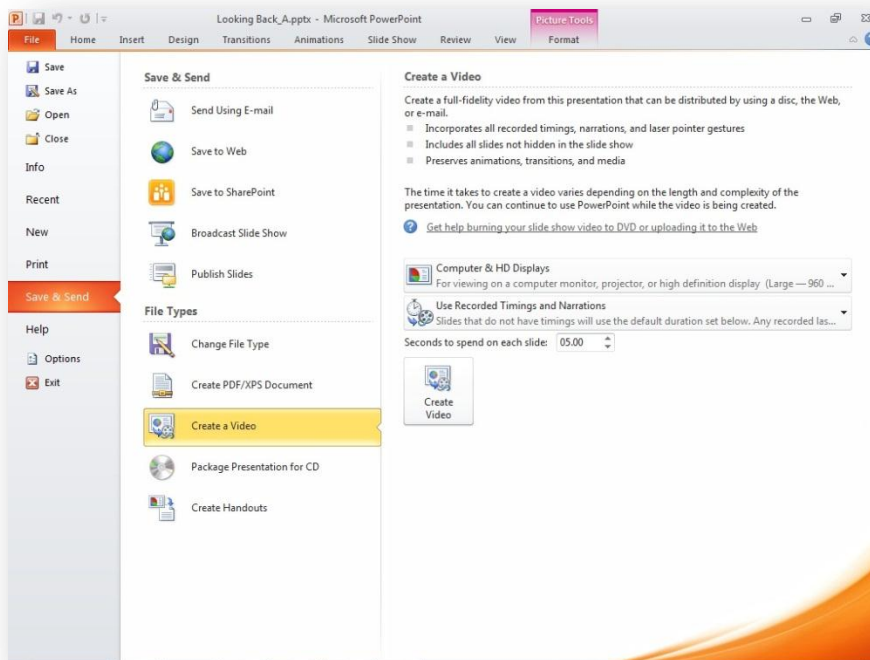

Figure 7-12 Create a video of your PowerPoint presentation.

CHAPTER 8

Organize, Store, and Share Ideas with OneNote 2010

No changes for the release version.

CHAPTER 9

Collaborate Effectively with SharePoint Workspace 2010

No changes for the release version.

CHAPTER 10

Create Effective Marketing Materials with Publisher 2010

Sharing Publisher Files

You can share the files you create in Publisher 2010 in various ways. You can e-mail pages from within Publisher, create a PDF/XPS document, publish the document as HTML, save the piece for a commercial printer, or save the publication for another computer. You can also share a template you create with the Publisher Template community. You'll find these options in the Save & Send tab of Backstage view.
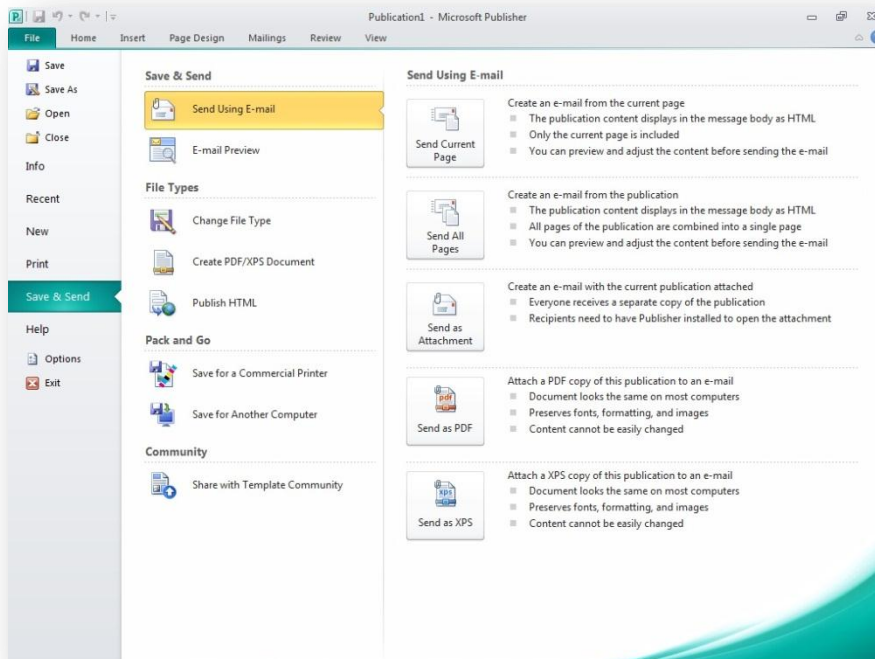

Figure 10-12 You can choose to share your Publisher document in a variety of ways.

CHAPTER 11

Make Sense of Your Data with Access 2010

No changes for the release version.

CHAPTER 12

Putting It All Together

No changes for the release version.

CHAPTER 13

Security in Office 2010

Working with Protected View

In the release version of Office 2010, the Enabled Protected View for Files That Fail Validation feature has been removed, so only three options remain in the Protected View settings:
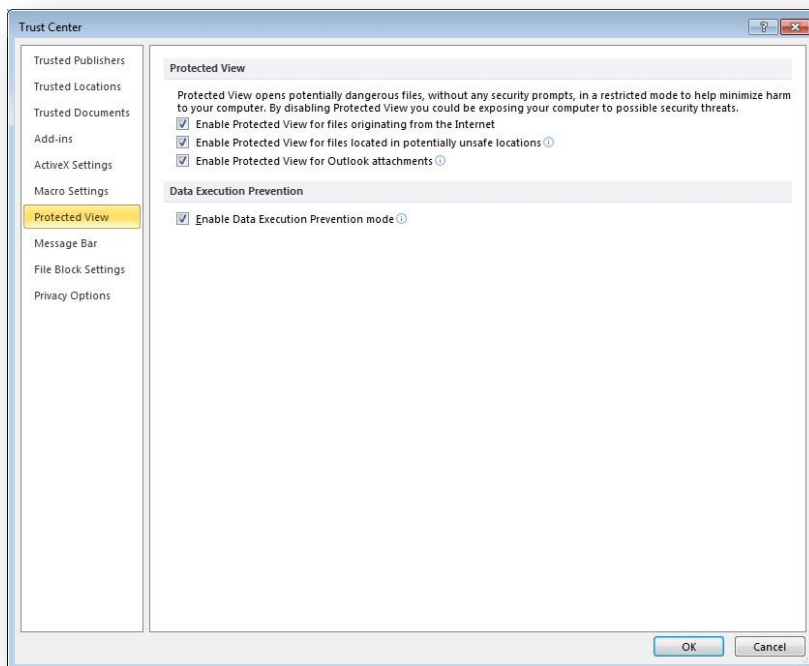

Figure 13-3   You can change the Protected View settings used to protect your computer.

Recovering Unsaved Versions

Just a small change in this section. The name of the feature shown in Figure 13-8 has changed from Recover Draft Versions to Recover Unsaved Versions.
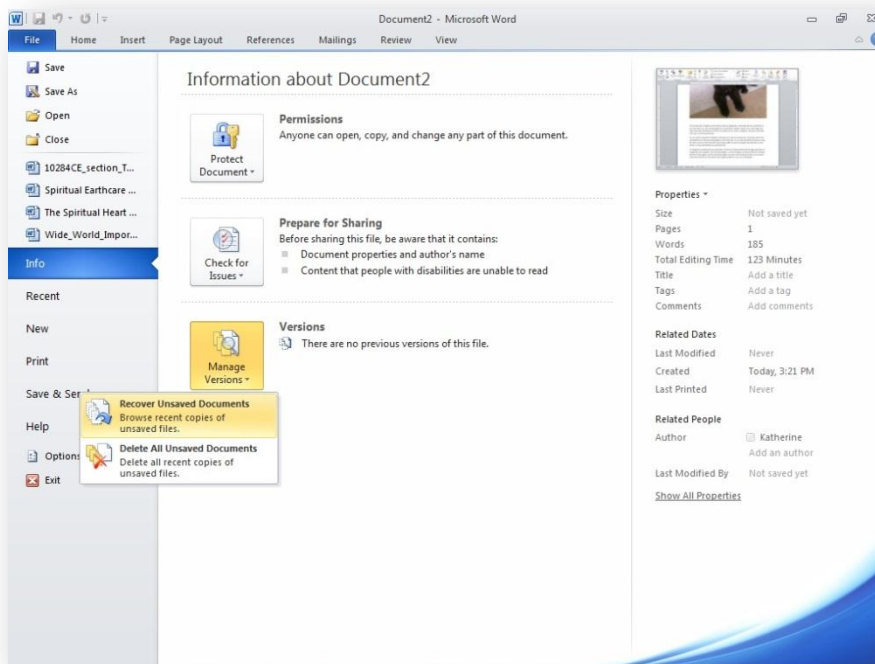
Figure 13-8   You can recover unsaved drafts and work with versions in Backstage view.

Tip   You can also recover unsaved documents by clicking the Recover Unsaved Documents folder icon in the bottom right corner of the Recent tab in Backstage view.

CHAPTER 14

Training Made Easy

No changes for the release version.

Katherine Murray is the author of First Look Microsoft Office 2010, Microsoft Office 2010 Plain & Simple, Microsoft Word 2010 Plain & Simple, *and* Microsoft Word 2010 Inside Out, *all from Microsoft Press*.