



What's New in Microsoft Office 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features & Instructions - Laminated Guide)

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4-page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word, Excel, and PowerPoint for users upgrading from Office 2003. Also includes a command reference for each product, showing Office 2003 commands and their Office 2010 equivalents.

Topics include:

Office: The Ribbon; Backstage View (The File Menu); Quick Access Toolbar; Formatting Text with the Mini Toolbar; Pasting with Live Preview; Saving as PDF; Emailing a PDF; Co-authoring (Word/PowerPoint); Work Anywhere (Office Web Apps); Using Themes to Format a Document; SmartArt; Shape Styles; New or Changed Picture Features; Showing Macro and Form Controls; New File Formats; Working with Preview File Versions; Other New or Changed Features; Features No Longer Available.

Word: Spacing between Paragraphs; Showing the Ruler; Contextual Spelling; Navigating and Reorganizing using Headings; Searching Using the Navigation Pane; Creating and Using Quick Styles; Using the Apply Styles Window; Mail Merge; Building Blocks; Creating a Quick Part Building Block; Inserting a Quick Part; The Reviewing Pane; Tracking Moved Text; Improved Compare and Combine; Other New or Changed Features; Features No Longer Available.

Excel: Limit Changes; Resizing the Formula Bar; Formula AutoComplete; Improvements to Named Ranges; Inserting a Sheet; Page Layout View; Showing Invalid Data; Pasting Cells as a Linked Picture; Changes to Excel Tables (Lists); Structured References in Excel Tables; Filtering Pivot Tables with Slicers; Other PivotTable Changes; Inserting a Chart in a Cell (Sparklines); Filter Improvements; New Conditional Formatting; Sorting by Icon, Cell Color, or Font Color; Other New or Changed Features.

PowerPoint: Organizing Slides with Sections; Resetting Placeholders; Adding Placeholders to a Slide Master; Adding a Customized Layout; Background Styles; New or Changed Text Features; Using the Animation Painter; Video Improvements; Linking to a Web Video; Syncing Animation/Text Overlays with Audio/Video; Creating a Video File; Broadcasting Using the Internet; Other New or Changed Features; Features No Longer Available.

This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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