

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.

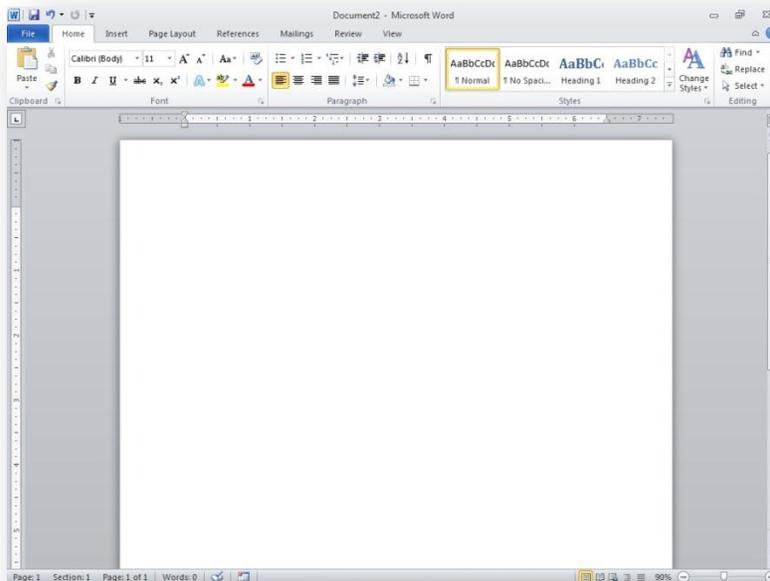


Figure 1-1 Exploring the Office 2010 Ribbon.

Contextual Tabs

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

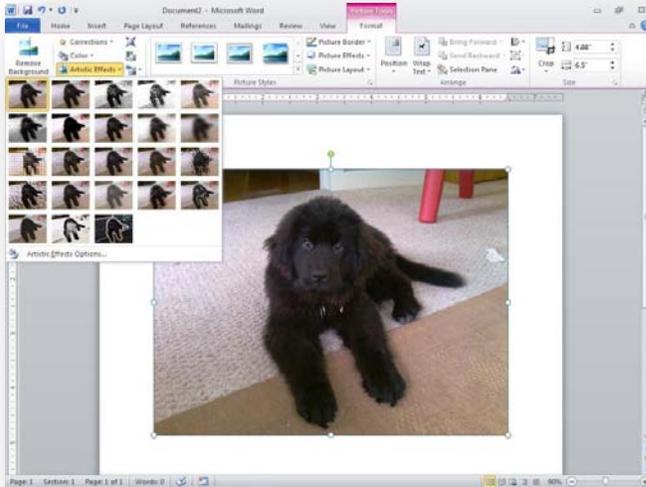


Figure 1-3 The contextual tab provides options related to the task you are performing.

New Backstage View

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

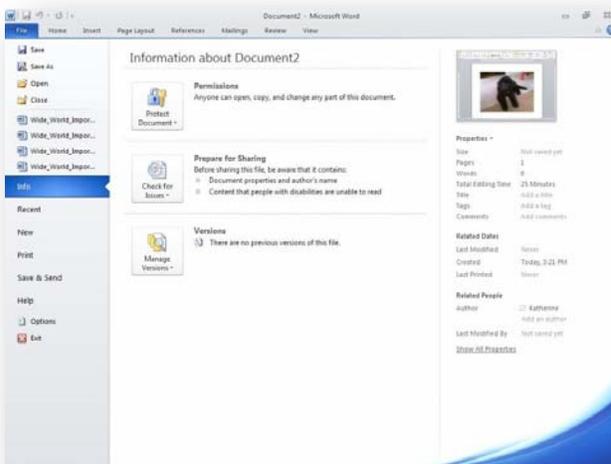


Figure 1-4 Backstage view helps you find, prepare, manage, save, send, and print the files you create.

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.

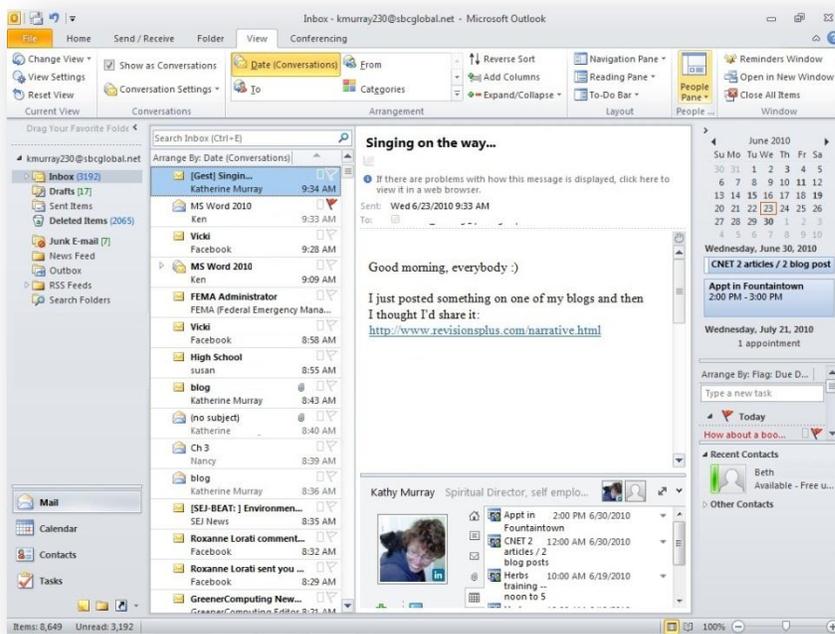


Figure 2-11 The Outlook Social Connection enables you to stay in sync with your online friends and fans.

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.