

## Office 2010: First Look

**Microsoft Office 2010**, codenamed **Office 14**, is the successor of [Microsoft Office 2007](#). With Office 2010 a [64-bit](#) version of Office will be available for the first time. Compared to previous 32-bit systems, which top out at around 3GB of memory, 64-bit PCs offer added responsiveness for people who are running a lot of applications at the same time and switching between them frequently. The 64-bit version of Windows handles large amounts of random access memory (RAM) more effectively than a 32-bit system. It will be available for [Windows XP SP3](#), [Windows Vista](#) and the soon to be released [Windows 7](#).

In an effort to compete with Google's Open DOC applications, Office 2010 will mark the debut of a set of free 'light' versions of applications available online via popular web browsers ([Windows Internet Explorer](#), [Mozilla Firefox](#), and [Apple Safari](#)).

Known as Office Web Apps, Microsoft will debut online versions of [Word](#), [Excel](#), [PowerPoint](#) and [OneNote](#) with the release of Office 2010. These web apps will allow sharing and collaboration of documents and files and also feature user interfaces similar to their desktop counterparts.

A refined [Ribbon](#) interface will be present in all Office applications, including [Outlook](#), [Visio](#), [OneNote](#), [Project](#) and [Publisher](#). Office applications will also have functional [jumplists](#) in [Windows 7](#), which would allow easy access to recent items and tasks relevant to the application.

**Note: You can install 2010 and keep previous versions of Office. However, Outlook will not work properly if there are multiple versions installed.**

There are some common changes between all applications in the Suite:

- The Ribbon is customizable and you will be able to add your own custom Tabs.
- The Office Button has been renamed to become the Backstage View and now takes up a full screen. A practical addition to the interface is Print Preview now within the Print menu. You will always have a preview before printing.
- More SmartART choices.

## Word 2010

- Changes to the Document Map/Outline View allow you to insert sections and easily rearrange topics into a more logical order. Much faster than using Cut and Paste
- Easily work in your document while sharing it with other users. A button will appear in the bottom right-hand corner showing who also has the document open. A little popup box will show all of their contact information.

## Excel 2010

- Analyzing data is done visually with a new feature called Sparklines which will show a chart within one cell. Very attractive feature!
- A new feature called Slicer: which is a visual control that allows you to quickly and easily filter your data in an interactive way. A dialog-like box will float above the data and allow for you to further refine the filtered data in the worksheet.

## InfoPath 2010

- Full Ribbon Interface
- Easier process for adding fields to Forms
- Simple process to post Forms and responses to SharePoint

## Outlook 2010

- Converted to the Ribbon interface throughout
- Conversations feature to cut down on redundancy of replies. Will only show the current email. The previous conversations can be collapsed and expanded, as desired.
- Meeting requests where you have a conflict will show a snapshot of the conflict in email so that you won't have to open the calendar to see the conflict.
- New feature 'Quick Steps' are pre-made shortcuts for common tasks in Outlook. Think of these as pre-made macros. You can also create your own!

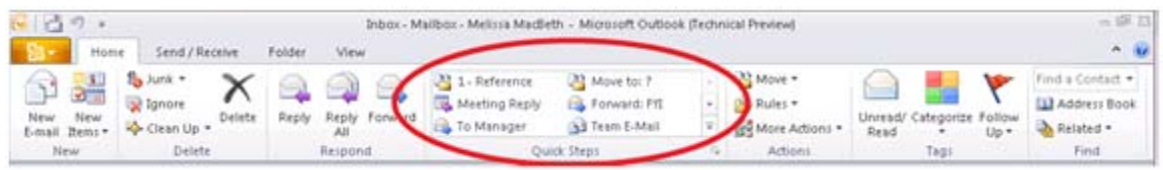


Figure 1 - Outlook 2010 Ribbon with Quick Steps

## OneNote 2010

- Full Ribbon Interface
- Collaboration in Notebooks will now show the content as Bold for New. This way you will always know if a change was made in a Notebook or Page.

## PowerPoint 2010

- Formatting Text with Graphic features like Reflections, Glows and more

- Photo editing similar to Adobe Photoshop
- Additional animations and slide transitions
- Video editing capabilities
- Broadcast a slideshow using SharePoint

#### **Publisher 2010**

- Full Ribbon Interface
- Stylistic Text Options – a Mix of Styles and WordART

#### **SharePoint Workspace 2010**

- New application added to the Office Suite.
- SharePoint server has browser-like capabilities. This application allows users to download content from a SharePoint site to be worked on locally with Windows Explorer capabilities.
- It has a Windows interface versus an Internet browser interface
- Users will drag and drop or copy to move content around the site
- Changes made locally are easily synced back to the server

Recommended specifications for a system running Microsoft office 2010, which are much the same as for premium editions of Office 2007:

- **Computer and processor** - 500 MHz processor or higher.
- **Memory (RAM)** - 256 megabyte (MB) RAM or higher.
- **Hard disk** - 1.5 gigabyte (GB).
- **Drive** - CD-ROM or DVD drive.
- **Display** - 1024x768 or higher resolution monitor.
- **Operating system** - Windows all.
- **Other** - Microsoft Windows Media Player 9.0, Microsoft DirectX 9.0b, Microsoft Active Sync 4.1, Microsoft Windows Desktop Search 3.0 needed.

If you have any questions or would like more information, please contact OFFICEPRO!

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