

# Microsoft Office 2010

## Tips & Tricks



By  
Vasu Jain





# Office 2010

## Tips & Tricks

### The Complete Guide

#### Covering

#### Tutorials, Tips, Basics & Much More



## About the Author



Vasu Jain is a Technology enthusiast, and a Technology blogger. Having worked as a Software Engineer, and being awarded Microsoft Most Valuable Professional he has close associations in IT industry and has an idea of expectations & requirements of a Consumer as well as Enterprise. This book has been written by him in keeping these things in mind.

He has also authored an eBook on Windows 7, [Windows 7: Tips & Tricks](#) which has crossed over 500,000 downloads in short span of 18 months.

Vasu blogs at the website [www.WindowsVJ.com](http://www.WindowsVJ.com) and can be contacted on Twitter [@vasujain](https://twitter.com/vasujain).

## Introduction & Acknowledgement

The response to my last book “Windows 7 Tips & tricks” was fabulous one and motivated me to write another eBook. The Readers at my blog wanted me to go further in this. Finally I decided to write this book in May 2010.

Microsoft Office is one of the most popular and user friendly office suites in the market. And this time Microsoft had made it bigger by integrating features for Office Web Apps and Mobile Office and significant changes to User Interface and included a lot of new features in Office Suite.

This book is for the users of Office 2010 who wish to learn and seek new opportunities via this version of Office. I have included a list of Tutorials, Basics, Tips and tricks which I have known during the last one year of trying Office 2010 Suite (Since its Pre-Beta Build in July 2009) I have tried my level best to make the language of this book as simple so that a novice can also understand.

The book is divided into seven sections. Section one would be covering Office 2010 features as a whole while Section 2 – 5 covers features in Word, Excel, PowerPoint & Outlook respectively. Chapter Six includes some additional utilities for Office 2010, and chapter Seven would dive into Office Web apps and Office Mobile Apps.

I have personally tried and tested the tips, tricks & tweaks discussed in this guide. However, I request fellow readers to be cautious while trying it out with your system. Always take a backup copy of all important data/registry before attempting to change the system and registry settings.

Last but not the least- Learn, Share & Grow. Add your knowledge to what I have and share it unconditionally with the people who are looking for it.

To increase the ease of access and user readability I have hyperlinked all articles and table of contents with each other. Click on any article heading to reach the table of content or click any content to reach the article.

The offerings in this book would help any user to curtail the time they spend using "Office 2010" and thus enhance their productivity as an individual and as a team. This book does not serve as a complete guide but is a drop in the ocean and unleashes few new features in Office 2010 Suite as well.

The contents of this book are copyrighted. I have tried my best to make this book error free but still if you find any error please mail me and I will correct them. The contents of this book can be found over my website [www.WindowsVJ.com](http://www.WindowsVJ.com) as well.

Vasu Jain



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# Office 2010

## System requirements for Office 2010

System requirements for office 2010 are:

1. Office 2010 will be available in both 32-bit and 64-bit versions. You need not to worry about the version of windows you are using. You would be asked to choose between 32 & 64 @ time of installation.
2. Office 2010 will run on Windows XP SP3, Windows Vista, and Windows 7.

32-bit Operating Systems					
	Windows 7	Windows Vista SP1	Windows XP SP3	Windows Server 2008	Windows Server 2003 R2 with MSXML 6.0
<b>32-bit Office 2010</b>	✓	✓	✓	✓	✓











64-bit Operating Systems					
	Windows 7	Windows Vista SP1	Windows Server 2008 R2	Windows Server 2008	Windows Server 2003 R2 with MSXML 6.0
<b>32-bit Office 2010</b>	✓	✓	✓	✓	✓
<b>64-bit Office 2010</b>	✓	✓	✓	✓	

3. You don't need to replace hardware that is capable of running 2007, it will support Office 2010. Like Windows 7 has demonstrated, MS realize that taking advantage of the hardware you already own is just as important as supporting all the new technology coming out.

	Office 2003	Office 2007	Office 2010
<b>Processor</b>	233 MHz	500 MHz	500 MHz
<b>RAM</b>	128 MB	256 MB	256 MB

## Price List for Office 2010

Microsoft Office Home and Student will cost \$149, Office Home and Business will cost \$279, Office Professional will cost \$499, and Office Professional Academic will cost only \$99. The prices of Product Key card differ; refer to the chart below which outlines the cost of each version.

	 <b>Office Home and Student<sup>1</sup></b> <i>Managing home and homework just got easier</i> <b>\$149.99</b> <span style="background-color: green; color: white; padding: 2px;">Buy now</span>	 <b>Office Home and Business</b> <i>The freedom to do it all, virtually anywhere work happens</i> <b>\$279.99</b> <span style="background-color: green; color: white; padding: 2px;">Buy now</span>	 <b>Office Professional</b> <i>Best-in-class tools to grow your business</i> <b>\$499.99</b> <span style="background-color: green; color: white; padding: 2px;">Buy now</span>
 <b>Word 2010</b> Transform your ideas into professional-looking documents.	✓	✓	✓
 <b>Excel 2010</b> Achieve valuable insights with powerful analysis tools.	✓	✓	✓
 <b>PowerPoint 2010</b> Turn your ideas into impactful presentations.	✓	✓	✓
 <b>OneNote 2010</b> Collect your information in one easy-to-find place.	✓	✓	✓
 <b>Outlook 2010</b> Stay connected to your world with our most up-to-date e-mail and calendar tools.		✓	✓
 <b>Access 2010</b> Track and report important information with easy-to-use database tools.			✓
 <b>Publisher 2010</b> Create professional-quality publications and marketing materials.			✓

Microsoft has partnered with major retailers & PC manufacturers, as a result of which new PCs from these partners would be bundled with Office 2010 Suite. However, to unlock the copy of Office 2010 software preloaded by the PC manufacturers, users need to purchase Product Key Cards from Microsoft.



SKU	Included applications	Boxed Price	Key Card Price
Home and Student	Word, PowerPoint, Excel, and OneNote	\$149	\$119
Home and Business	Same as above, plus Outlook	\$279	\$199
Standard	Same as above, plus Publisher	Volume Licensing	Volume Licensing
Professional	Same as above, plus Access	\$499	\$349
Professional Academic	Same as above	\$99	N/A
Professional Plus	Same as above, plus SharePoint Workspace, InfoPath	Volume Licensing	Volume Licensing

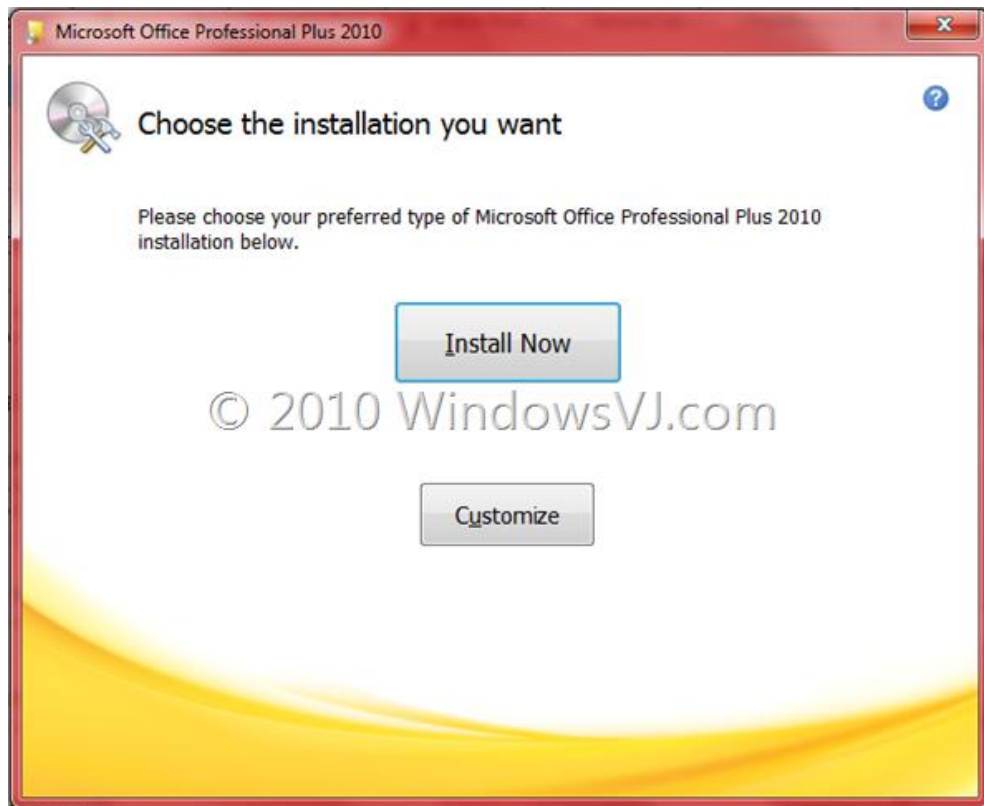
The **Product Key Card** will only be available for purchase via major OEMs and electronic retail outlets. The Product Key Card is a single-license card with a key that unlocks Office 2010 software. It doesn't have a DVD inside, making it more environmentally friendly, since it is smaller than the full package DVD product.

## [How to Install Microsoft Office 2010: Installation Screenshots](#)

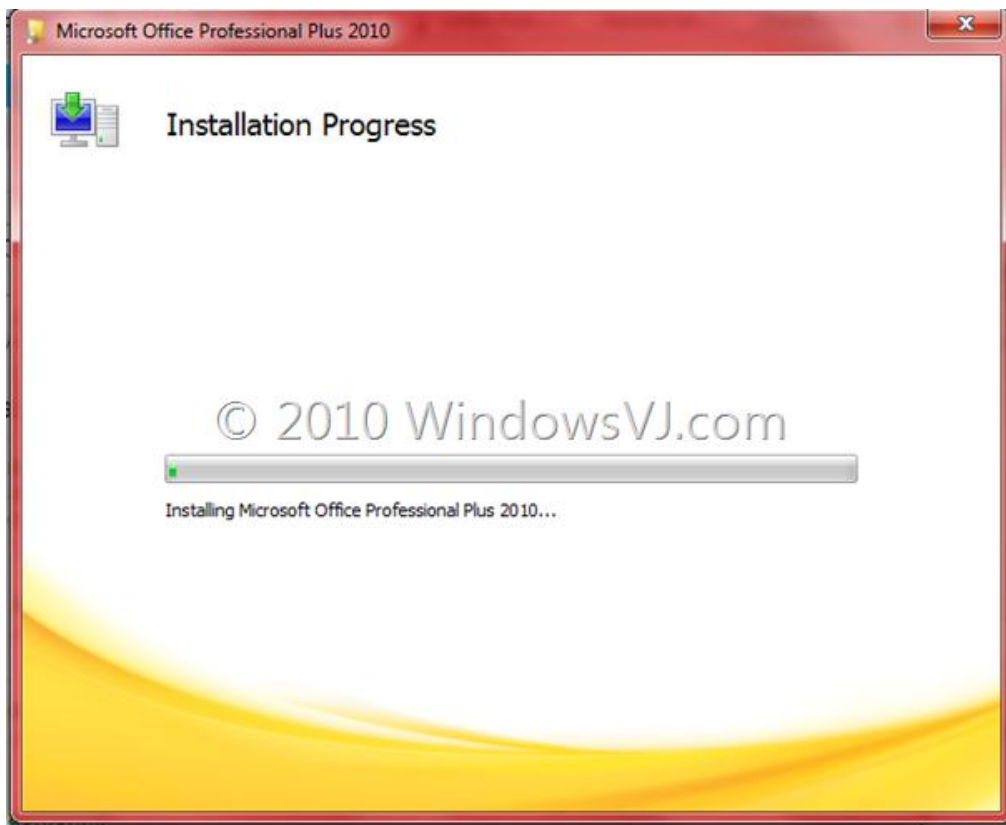
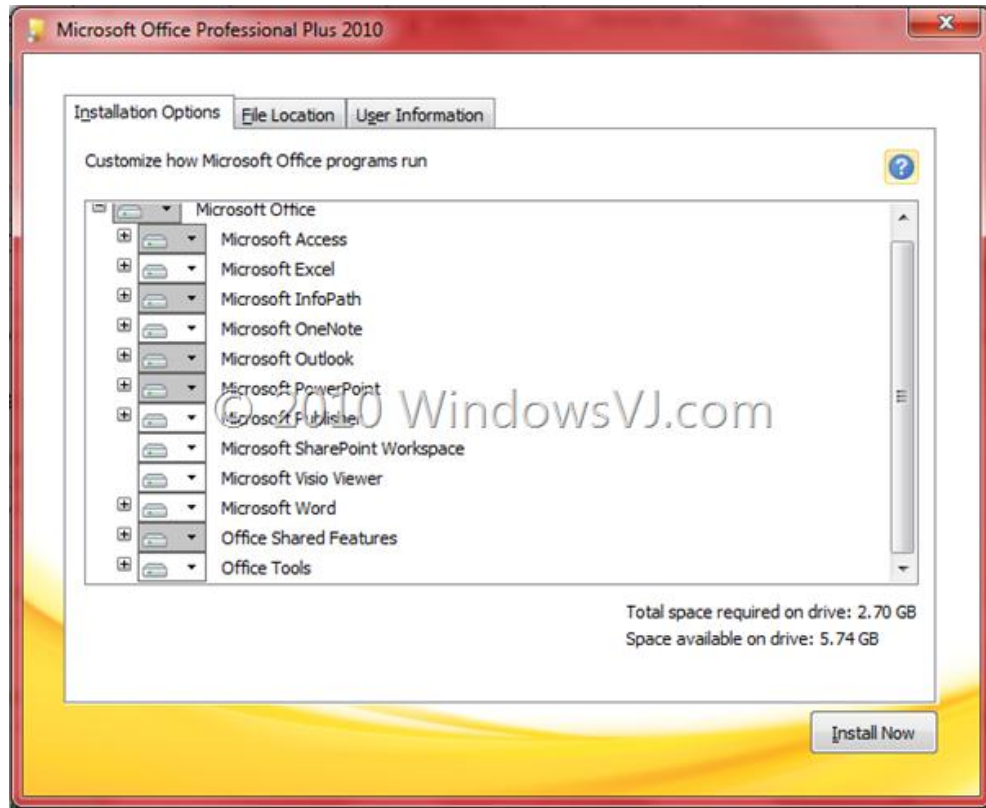


Office 2010, SharePoint 2010, Visio 2010 and Project 2010 release-to-manufacturing version have been made available to MSDN/TechNet subscribers 22 April 2010. Here are the Screenshots of installation of office 2010 RTM built 14.0.4760.1000 (64 Bit).





## Office 2010: Tips & Tricks



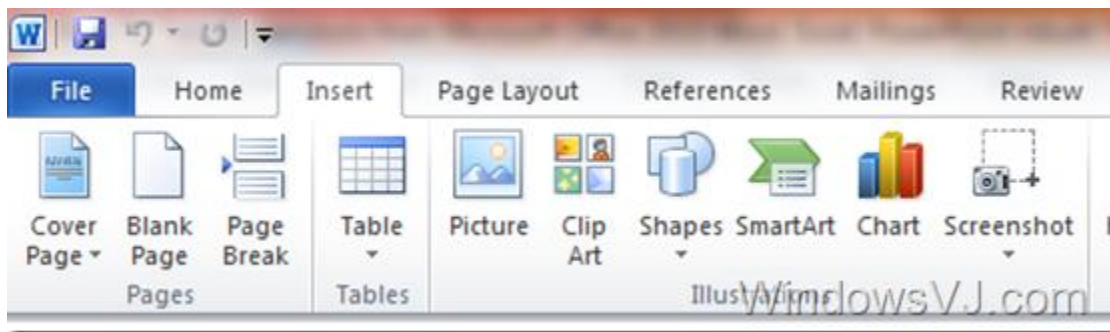


### [Office 2010: Take Screenshots from Word, Excel, PowerPoint inbuilt Tool](#)

Microsoft Office 2010 has a Built-In Screen Capture Tool through which screen shots of the currently open windows can be taken easily and attached in the document from where it is taken. Word, Excel & PowerPoint have the 'Screenshot' feature under 'Insert' & it snaps screen shots of the currently open windows for one-click insert. This screenshot may be saved for further use as well.

Taking Screenshots in **Microsoft Office Word 2010** using inbuilt tool:

1. Open a document in Microsoft Office Word 2010

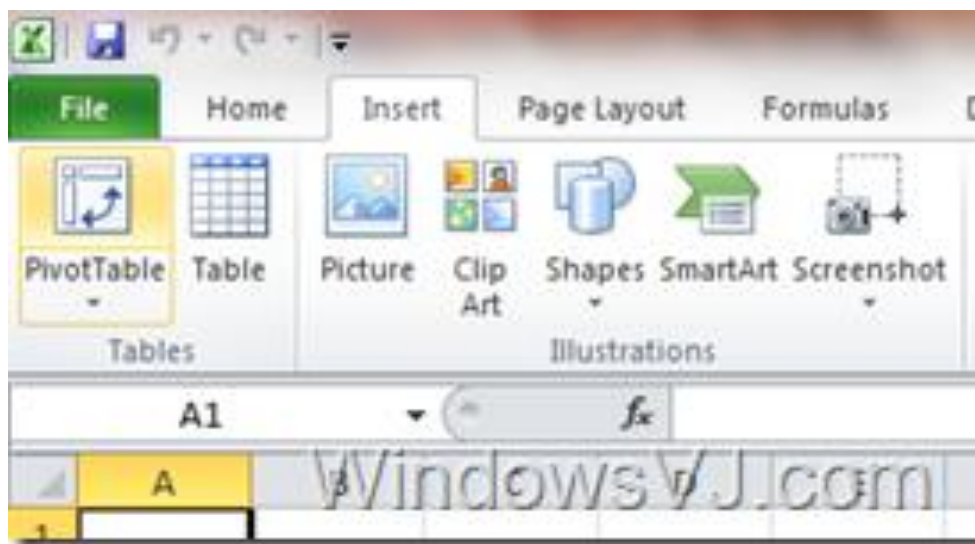


2. Navigate to 'Insert' tab and click on 'Screenshot' option which is as shown in the screenshot above.
3. It will show you the active windows on your computer. If you want to take a full snap of those active windows, then select the windows from the list
4. Screen clipping option can be selected to take a screenshot of selective area only and you can select the area to take screenshot
5. Screenshot will be copied to your Microsoft Office Word document
6. Save the screenshot on your local computer by right click on image & selecting 'Save as Picture' from menu

## Office 2010: Tips & Tricks

You can use Screenshot feature on other applications like PowerPoint and Excel on Office 2010. Here is the location of Screenshot Tool in these applications.

Screenshot Tool in PowerPoint & Screenshot Tool in Excel



This is where Screenshot feature can be found in Excel & PowerPoint 2010.

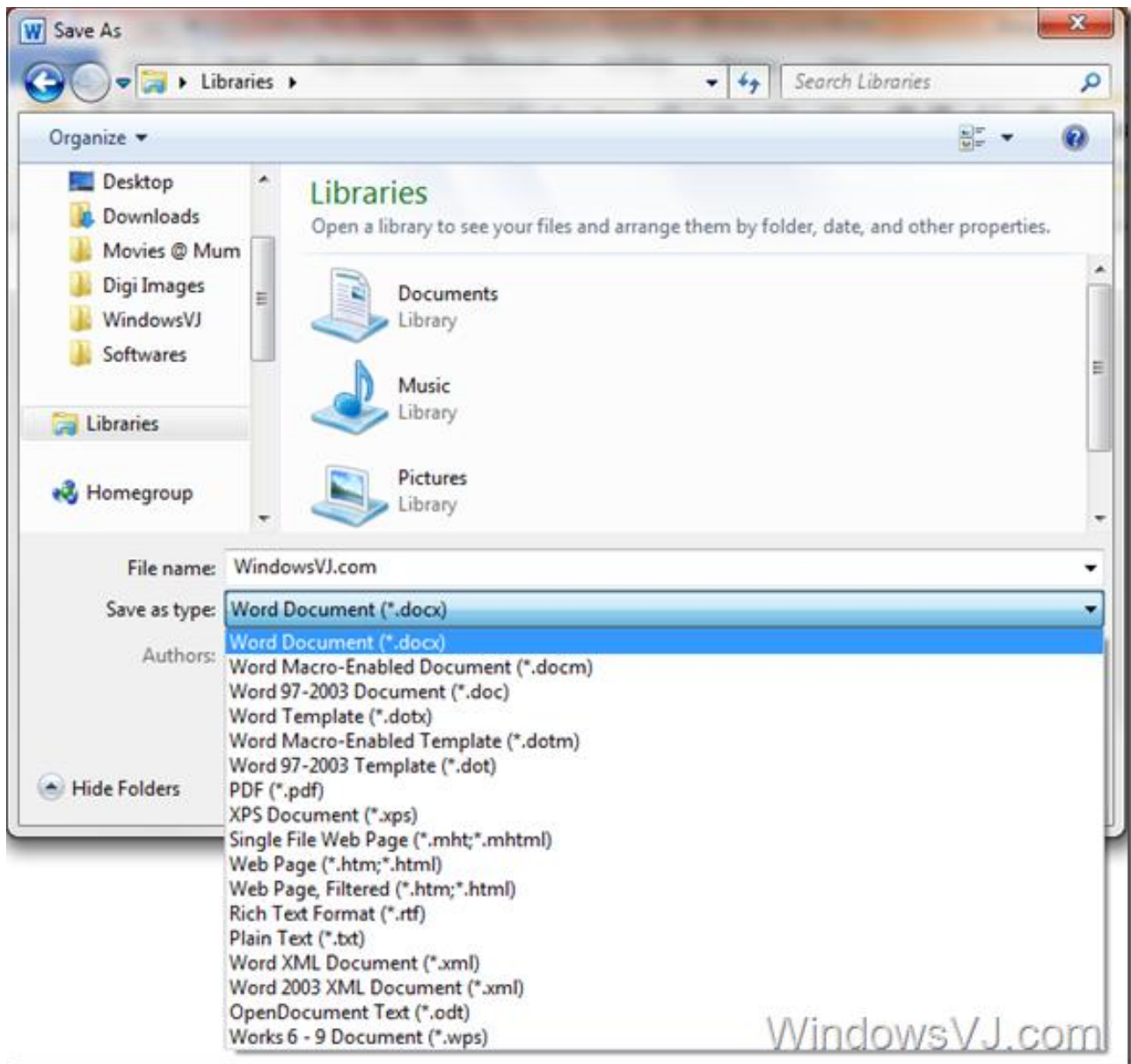
### [Convert your Office 2010 docs into other Formats using inbuilt converter](#)

Office 2010 has another great feature, conversion of your office document into the format of your choice from the office application "save as" menu only. Till Office 2007 third party tools were required to convert Word documents, Excel spreadsheets, and PowerPoint presentations to other formats, with Office 2010 a build-in converter is present which eases the document format conversion.

Here is how you can convert your document to another format in Office 2010:

1. Open a document in Microsoft Office Word 2010
2. Navigate to File Menu and click on 'Save as' option which is as shown in the screenshot.



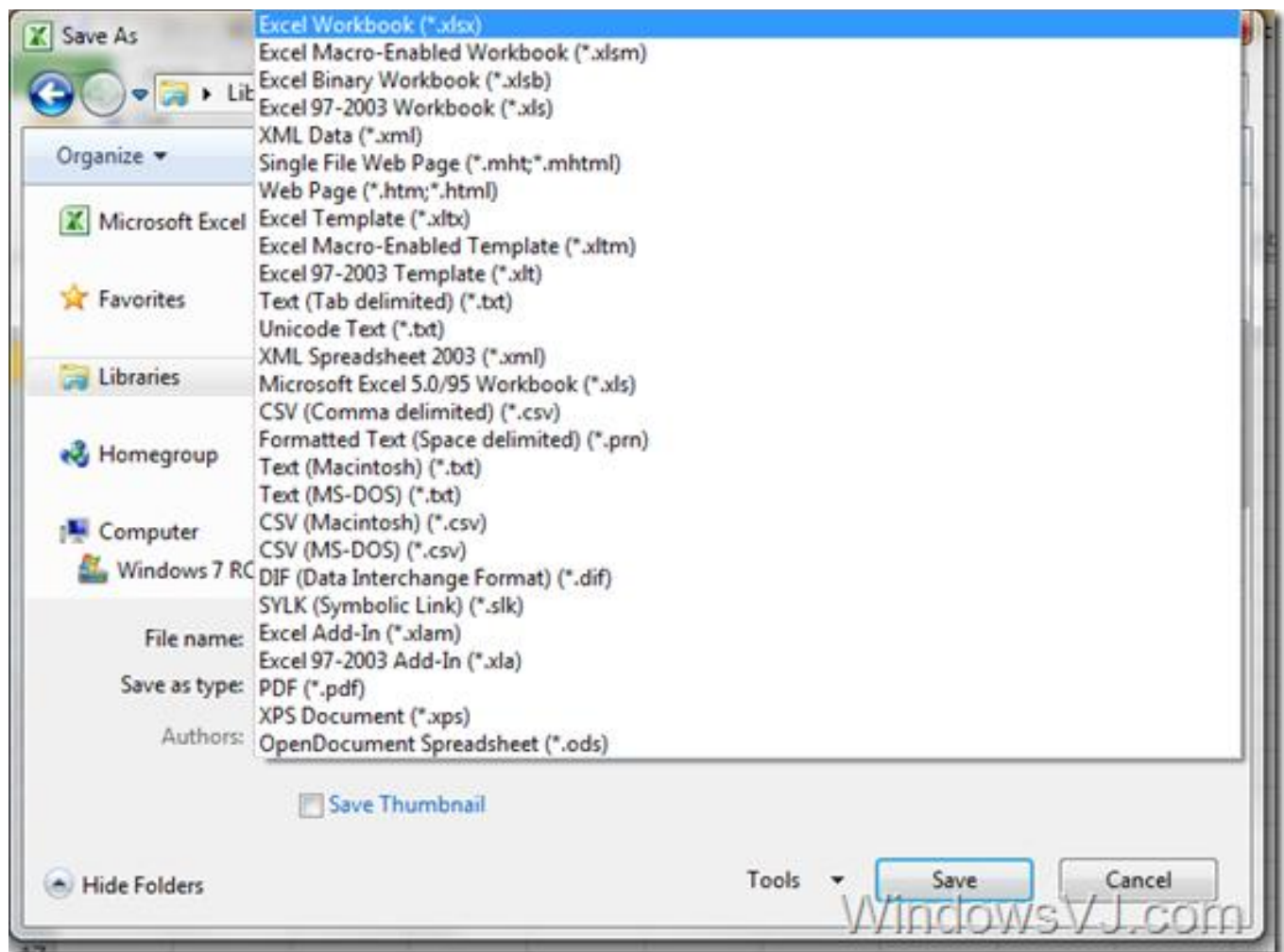


3. It will show you all different formats in which that document can be converted.
4. Select a format e.g. PDF from the list shown
5. Save the document after selecting the format of the file and filename.

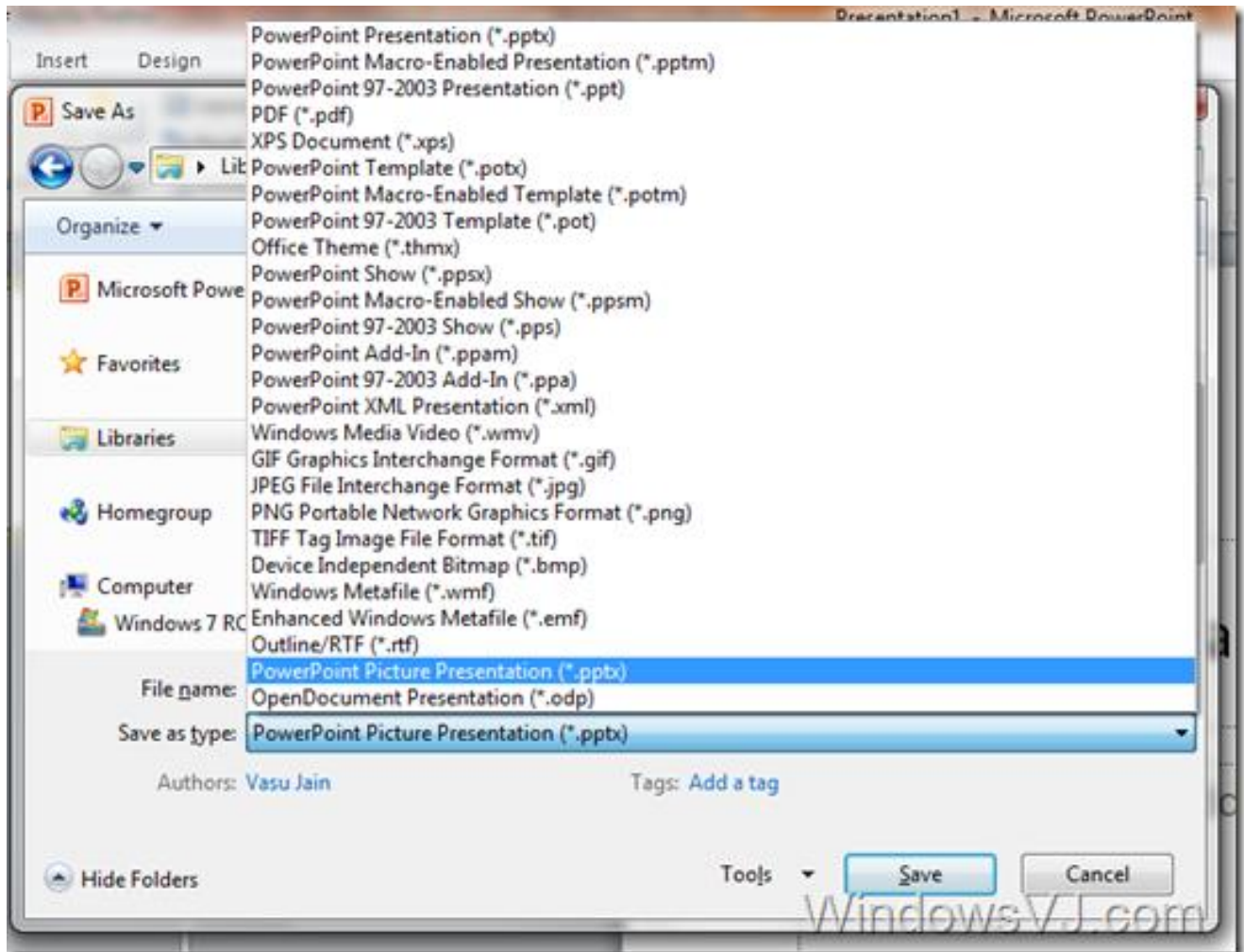
## Office 2010: Tips & Tricks

Documents, spreadsheets, and presentations can be saved in Open Office formats, i.e., OpenDocument Text (.odt), OpenDocument Spreadsheet (.ods), and OpenDocument Presentation (.odp) among many others from the Word 2010 itself. Document conversion feature is available in other applications like PowerPoint and Excel of Office 2010. Here is the location of Screenshot Tool in these applications.

Excel 2010 supports the largest number of formats to convert your spreadsheet into, followed by Word 2010 and PowerPoint 2010.



Use Office Document conversion Tool in PowerPoint to convert into PNG, BMP, GIF, XPS Document, PDF & much more.

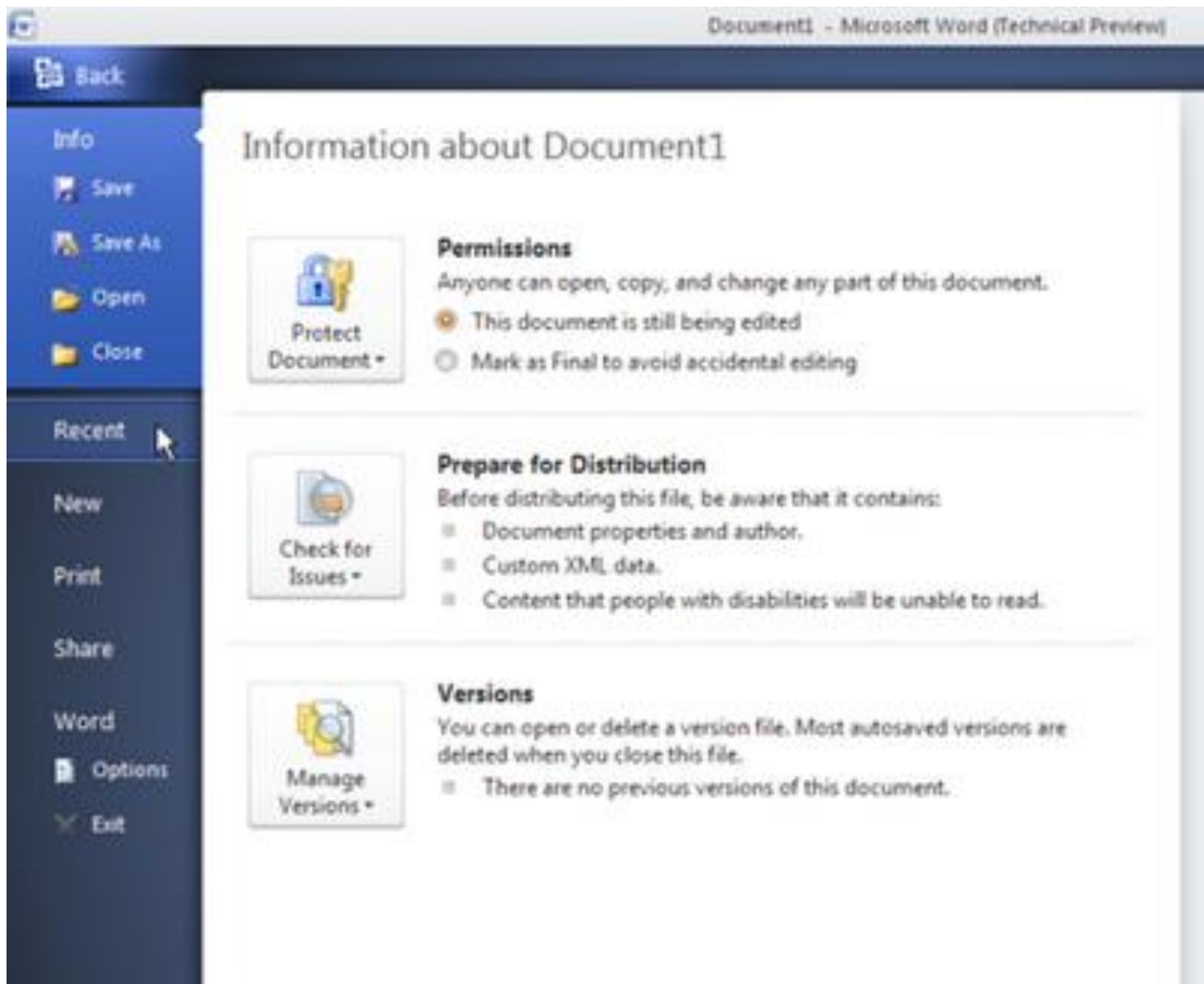


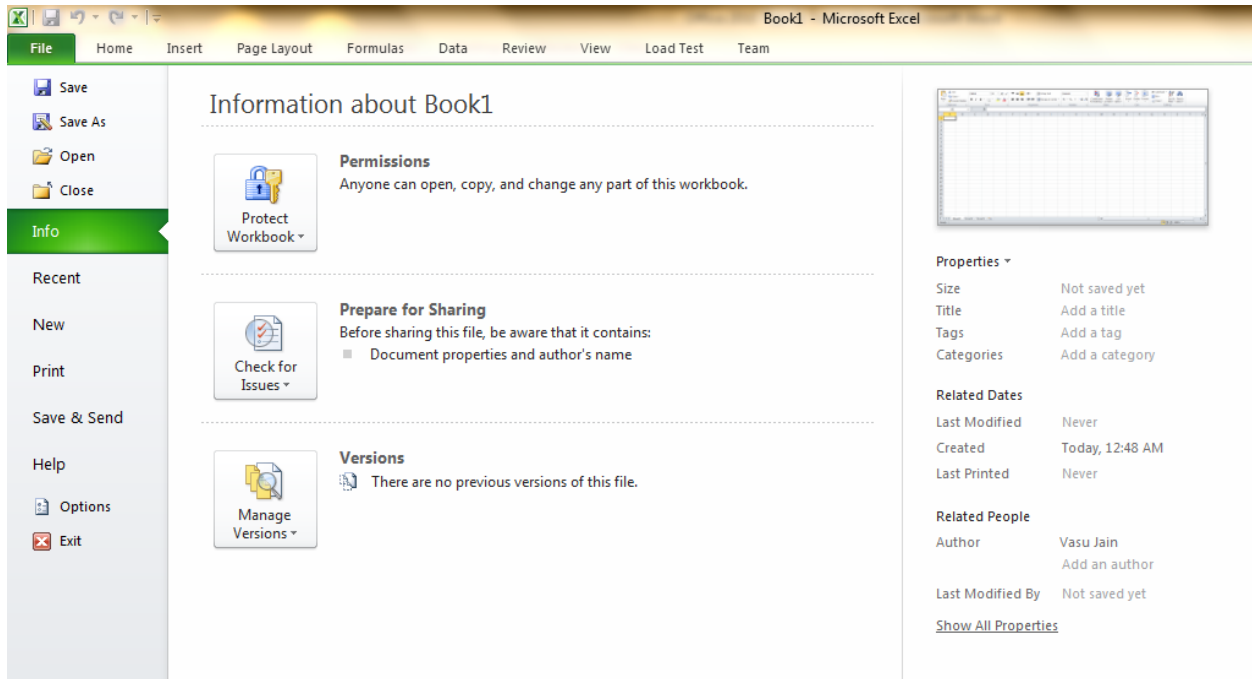
With Office 2010 conversions like **Word to PDF**, **Excel to PDF** or **PPT to PDF** does not require external apps like in previous versions of Office.

**Note:** Office 2007 SP2 too provides the same feature while a version below Office 2007 SP2 does not.

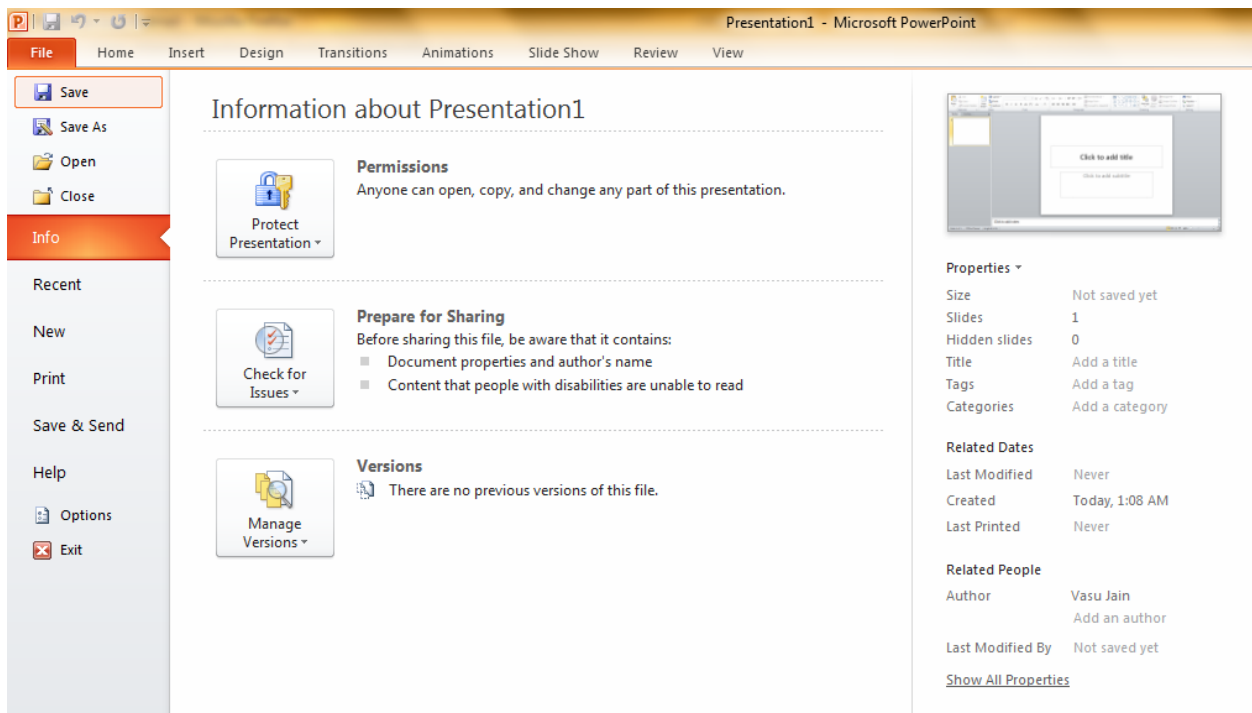
### [Backstage Concept in Office 2010](#)

Office 2010 also replaces the old File menu with a new interface called Backstage. This view, which is triggered by clicking the application button, takes up the entire application window and represents the “behind the scenes” operations that you can perform on the currently loaded document.” It’s also the place where you can access application options and other items that were previously found in the File menu, including Print, another essential, or core, Office capability. (In Backstage parlance, the document content is considered “on stage.”)

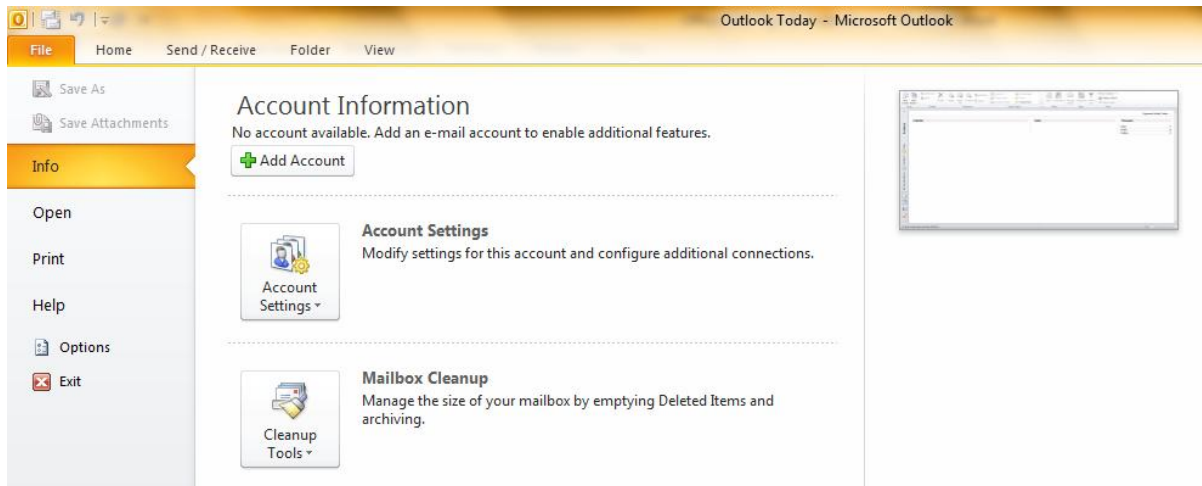




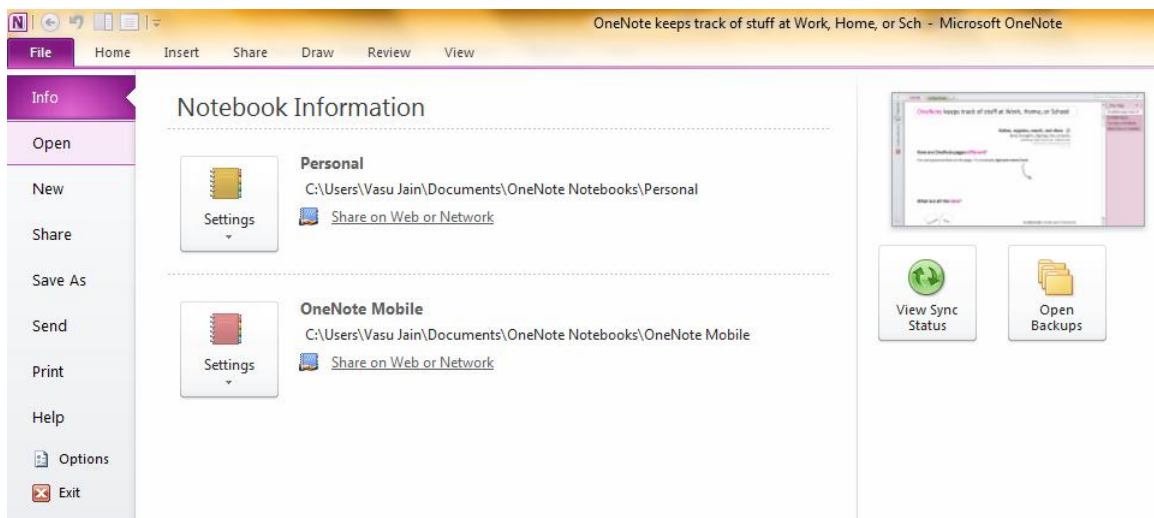
*Backstage in Excel*



*Backstage in PowerPoint*



*Backstage in Outlook*

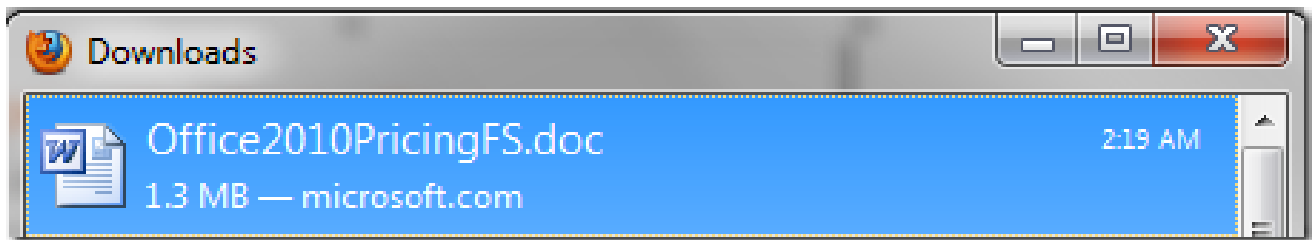


*Backstage in OneNote*

Instead of launching a menu of choices, Backstage pops-up a window-like view where you can quickly perform tasks like saving and printing files and configuring preferences. Quick access to permissions, document meta-data under document info is also there. Hands on & you might find you like Backstage even more. For example, you can preview a document right from the "Print" settings so you don't have to go to a separate "Print Preview" area anymore. Clicking 'Print' under the Office 2010 button opens a plethora of printing options. No need go through a 'Print Wizard' you can select all your print options from here & hit print.

### Enhanced Security in Office 2010 using "Protected View" Mode

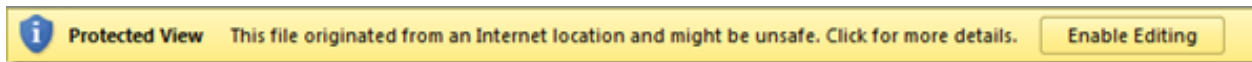
Office documents, presentations or spreadsheets being downloaded from Internet are open to any form of Macro viruses that may harm the system. Microsoft Office has always been susceptible to a variety of security threats, ranging from macro viruses to exploits of embedded vulnerabilities. Generally frequent updates, patches, and third-party security products was what used by Users and administrators to keep their systems safe from these open threats embedded in office documents, presentations or spreadsheets.



*The document downloaded from Internet.*



*The Document is disabled for editing. No Ribbon enabled for the same.*



*Prompt in the document about Protected View. This may be triggered off by clicking Enable Editing.*



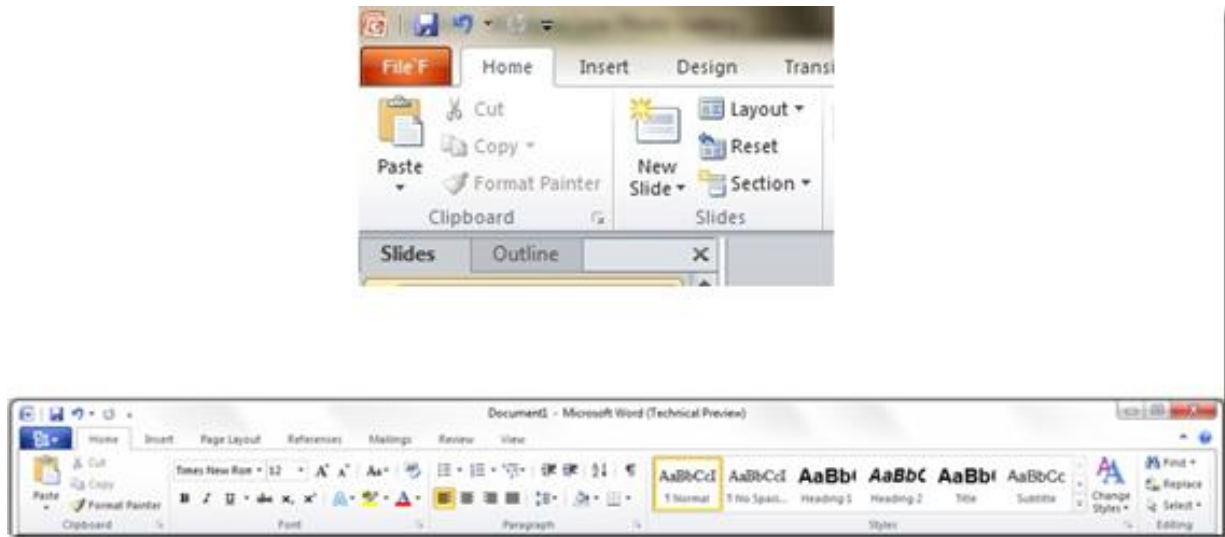
*Document regains the Ribbon after clicking Enable Editing and is no longer in protected view.*

Office 2010 includes **Protected View** that helps to enhance security and protect the system from threats. **Protected View**, works by opening new documents from unknown sources or any file from Internet in a "digital sandbox" that prevents a user from editing the document or executing macros or other embedded features. Therefore a user can review the document without invoking any harmful or malicious attachment or code with the office document, the risk to the system is mitigated and the user may later decide whether they want to trust the document.

The file can be used in a normal view by clicking **Enable Editing**. However disabling protected view exposes the system to possible security threats and unlike protected view it opens potentially dangerous files in a non-restricted mode.

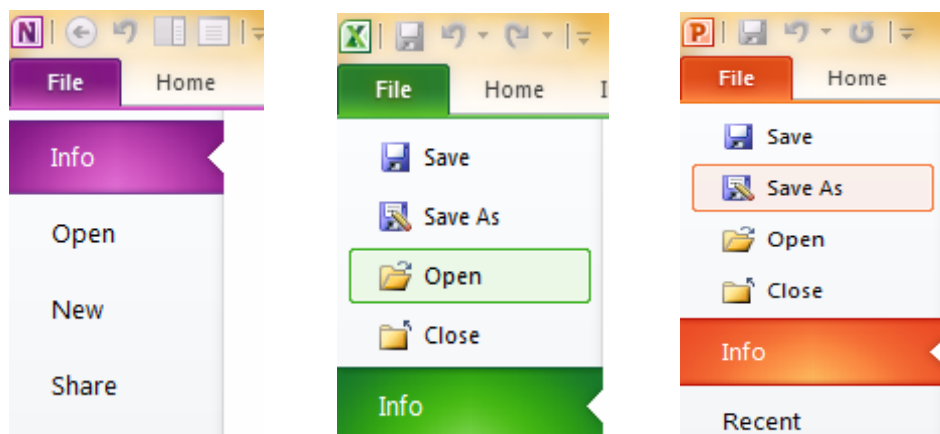


Office 2010 features: Office Orb replaced by Menu Button



*Application Button has replaced Circular Orb of Office 2007*

As noted previously, Office 2010 adopts the ribbon user interface across all applications, and it's an improved version compared to the one that debuted with many Office 2007 apps. Gone is the round Office Orb, replaced instead by a more traditional looking application button that is very similar to the application button that appears in Windows 7's ribbon-based apps, Paint and WordPad. The Office 2010 ribbon also picks up a handy Minimize button corner



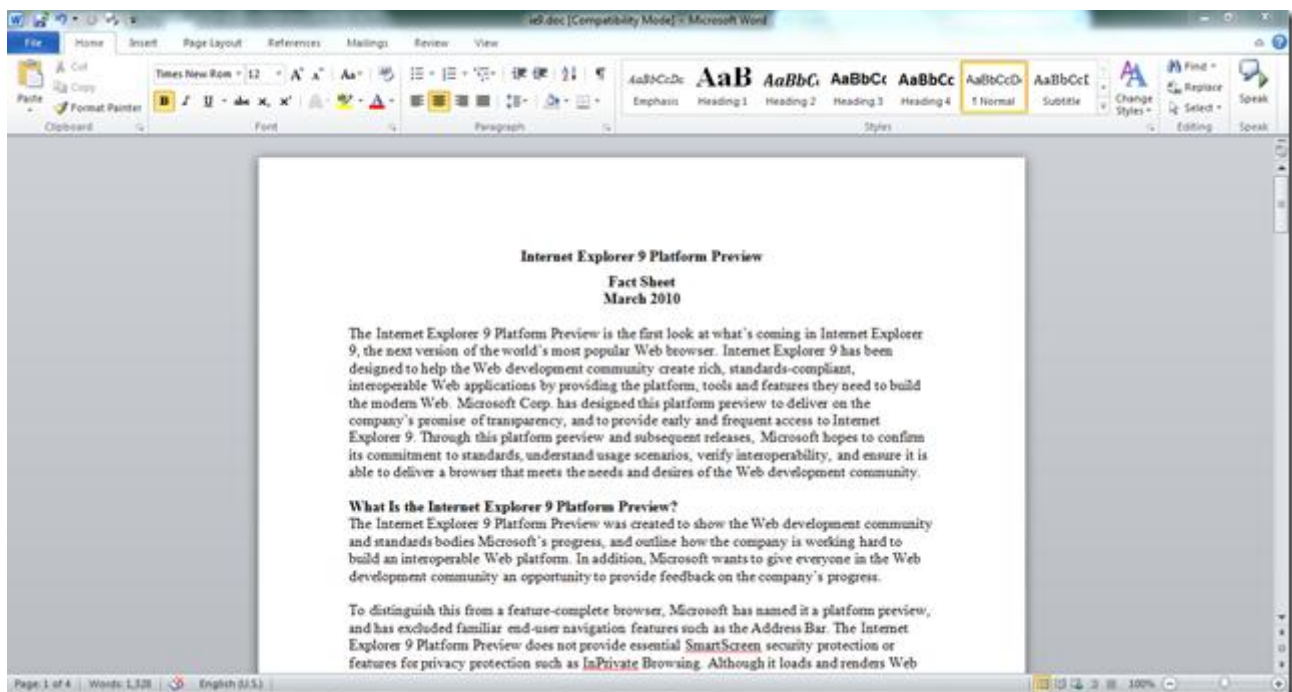
*Menu Button in OneNote 2010, Excel 2010 & PowerPoint 2010*

## [Translate Text in Microsoft Office 2010](#)

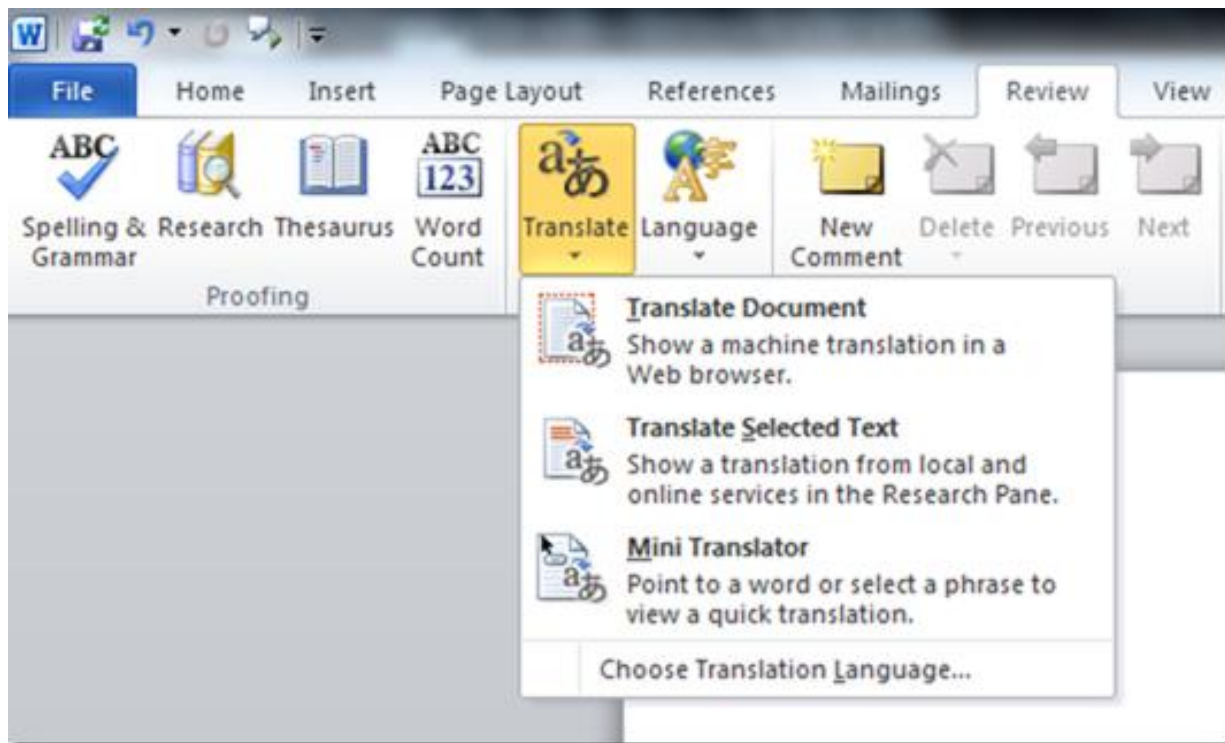


Microsoft Office 2010 provides a translate function that can be used to translate a document. This function available in the Microsoft Office programs likes Excel, OneNote, Outlook, PowerPoint, Publisher, Visio, and Word is an inbuilt feature and there is no requirement for installation of external translation programs or to use translation service from the Internet. To translate a document using Microsoft Office follow the steps: (I have taken Microsoft Word to illustrate the procedure)

1. Since we are working over Word document, first step would be to create or launch a Word document.



2. Navigate to **Review > Language > Translate** in the ribbon. On clicking the translate button in the ribbon three options will appear in a list.

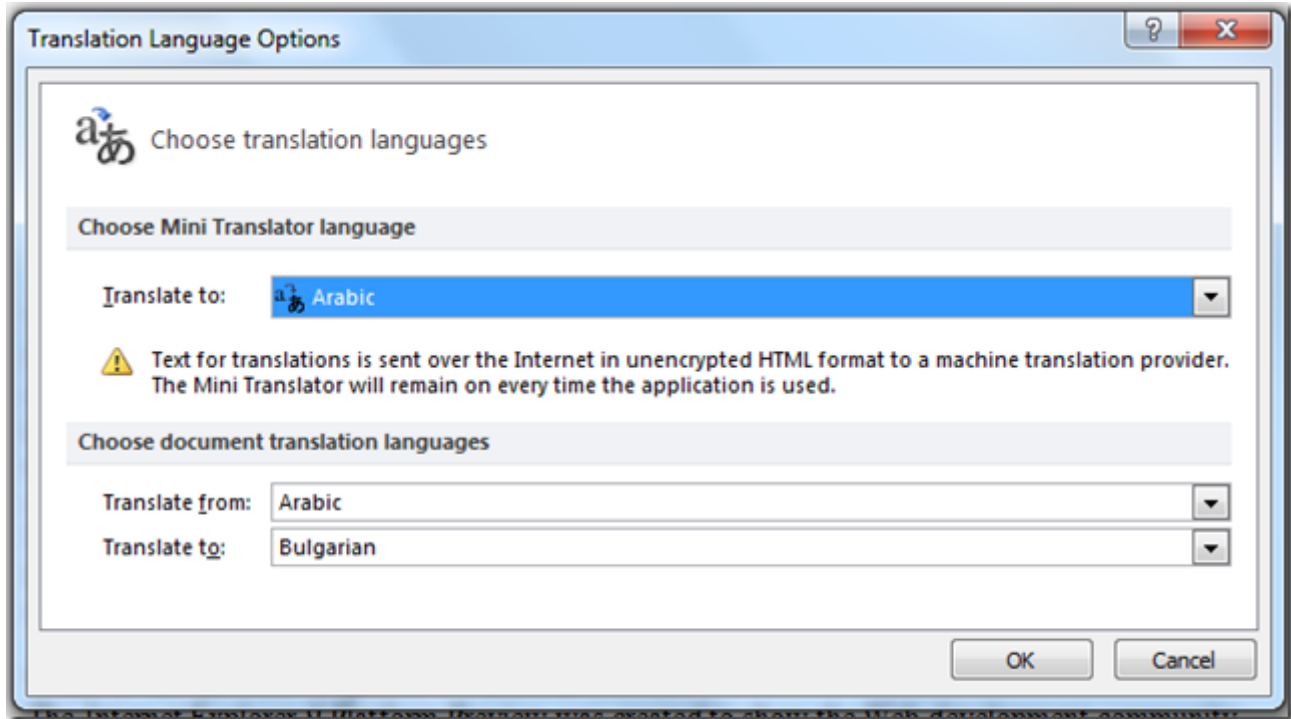


3. The three options that would pop up would be:

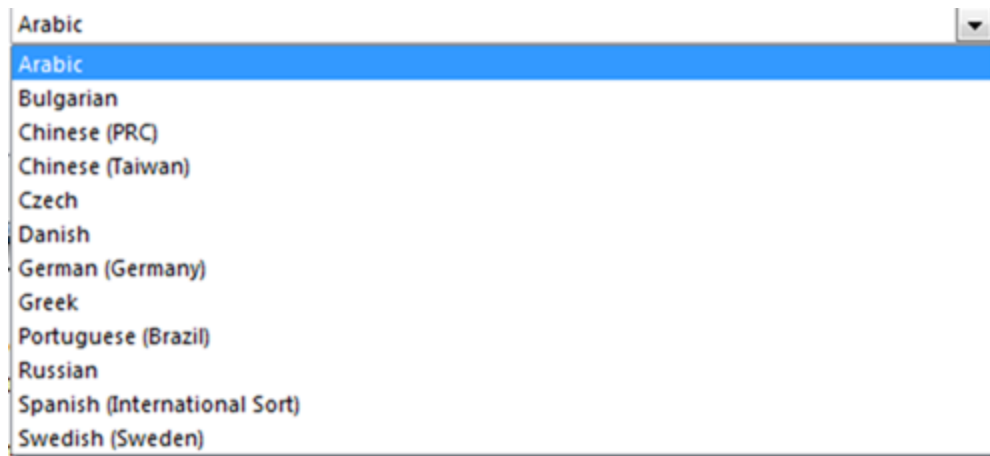
- Translate Document
- Translate Selected Text
- Mini Translator

4. To translate the document in Microsoft Word 2010 over web browser, choose the first option **Translate Document**.

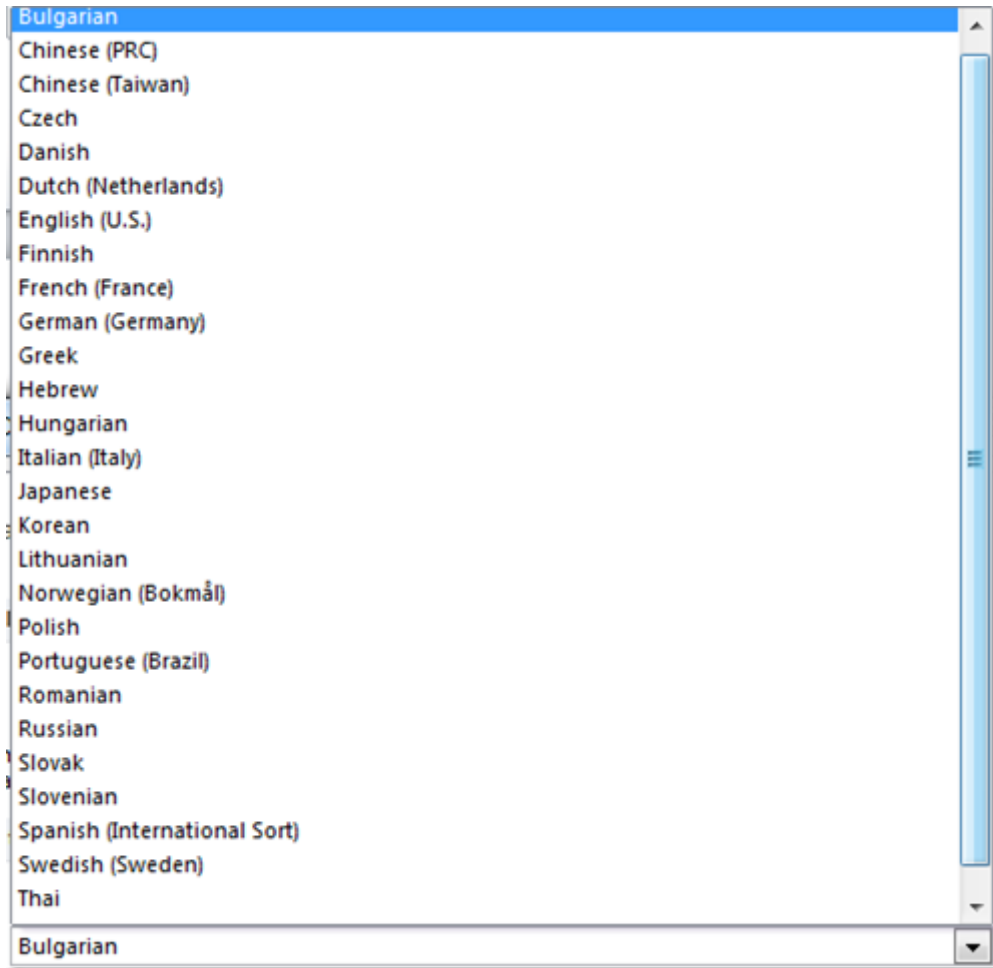
This would bring **Translation Language Options** where **Translate from & Translate to** can be selected for different languages.



5. There are as many as 28 languages to Translate to, from 12 Translate from Languages.

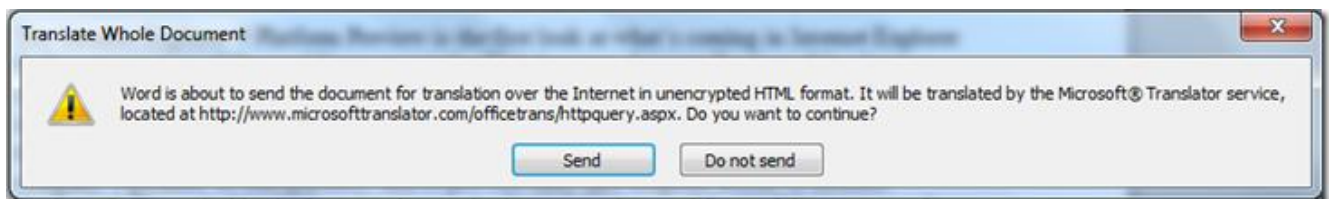


*List of Translate From Languages*

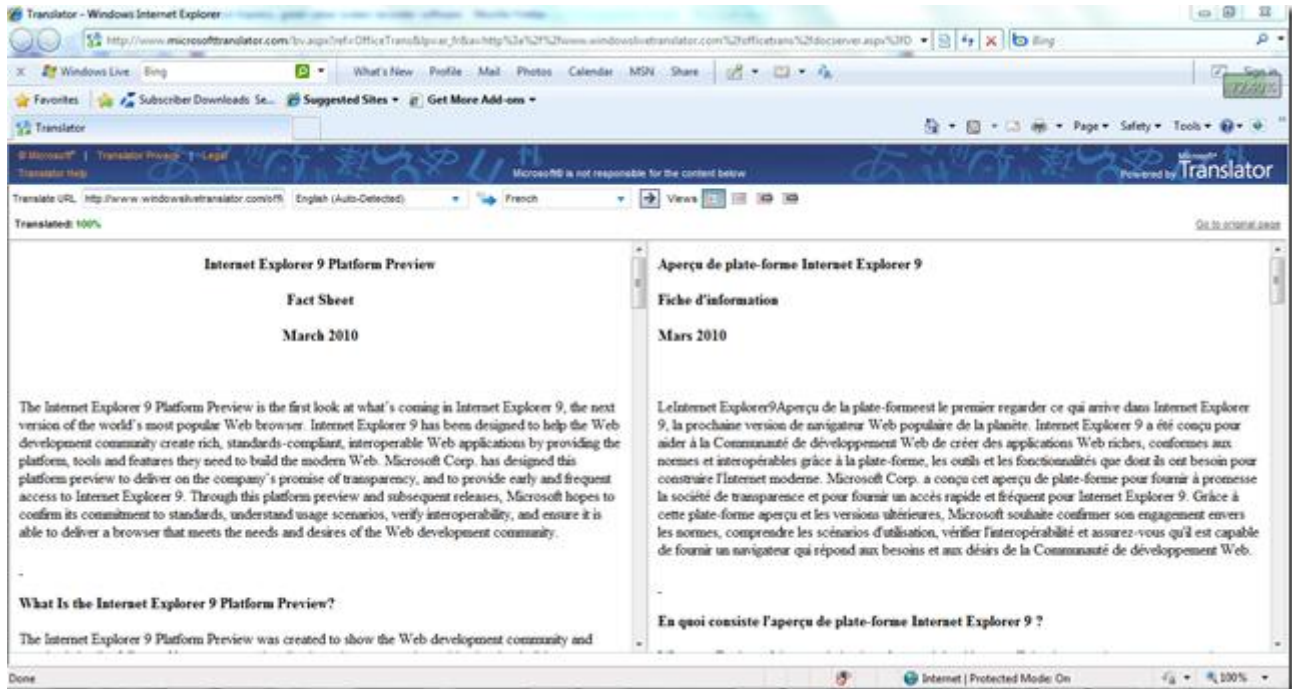


*List of Translate to Languages*

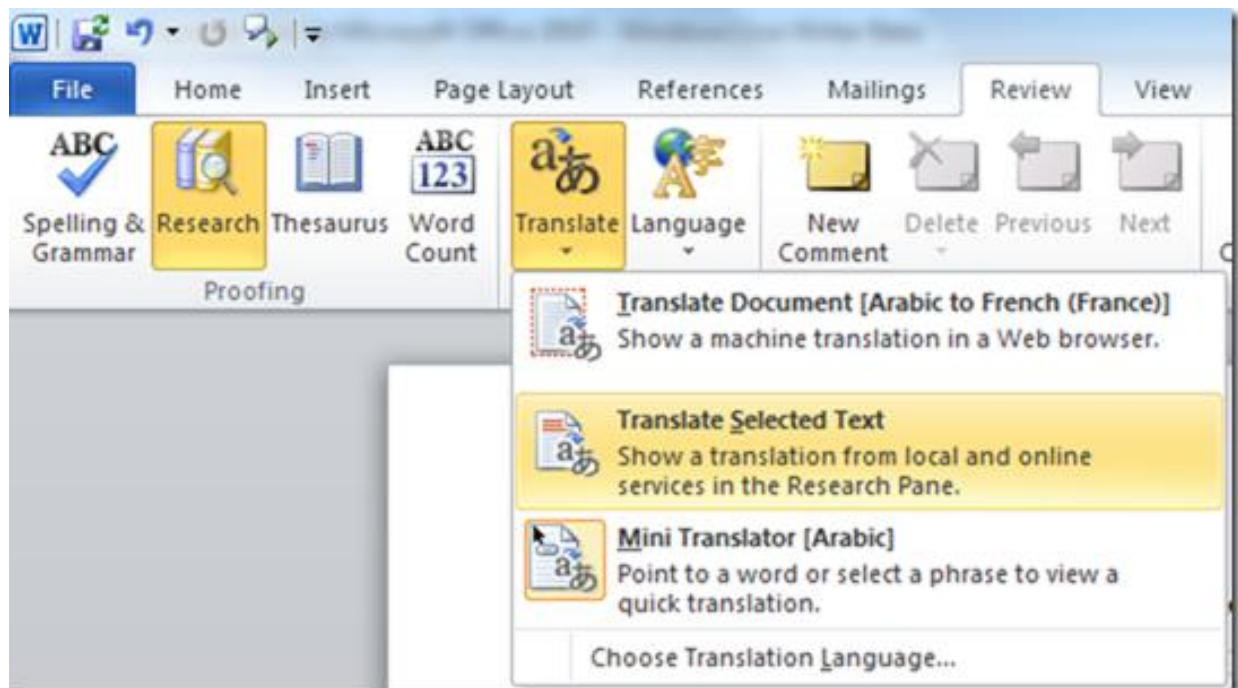
6. After, the selection of translation language, click **OK** & a dialog box pops up to confirm. Click **Send** to continue.



7. Thereafter, the translation result would be reflected in the web Browser.



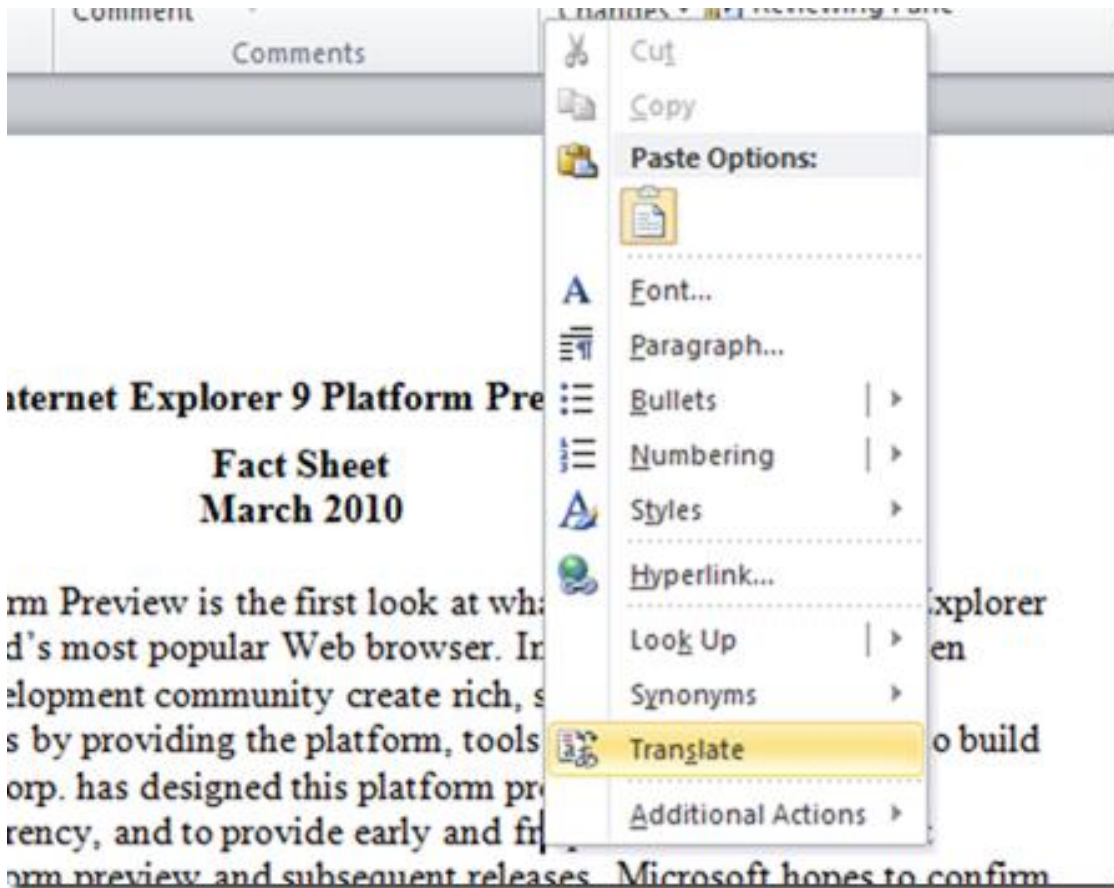
8. To translate selected text, choose **Translate Selected Text** option from the list that pops up on clicking the translate button in the ribbon.



9. On selecting the above option a side pane will open in right side of the document. Choose **Translation** and set up the language **from** and **to** from the dropdown list below.

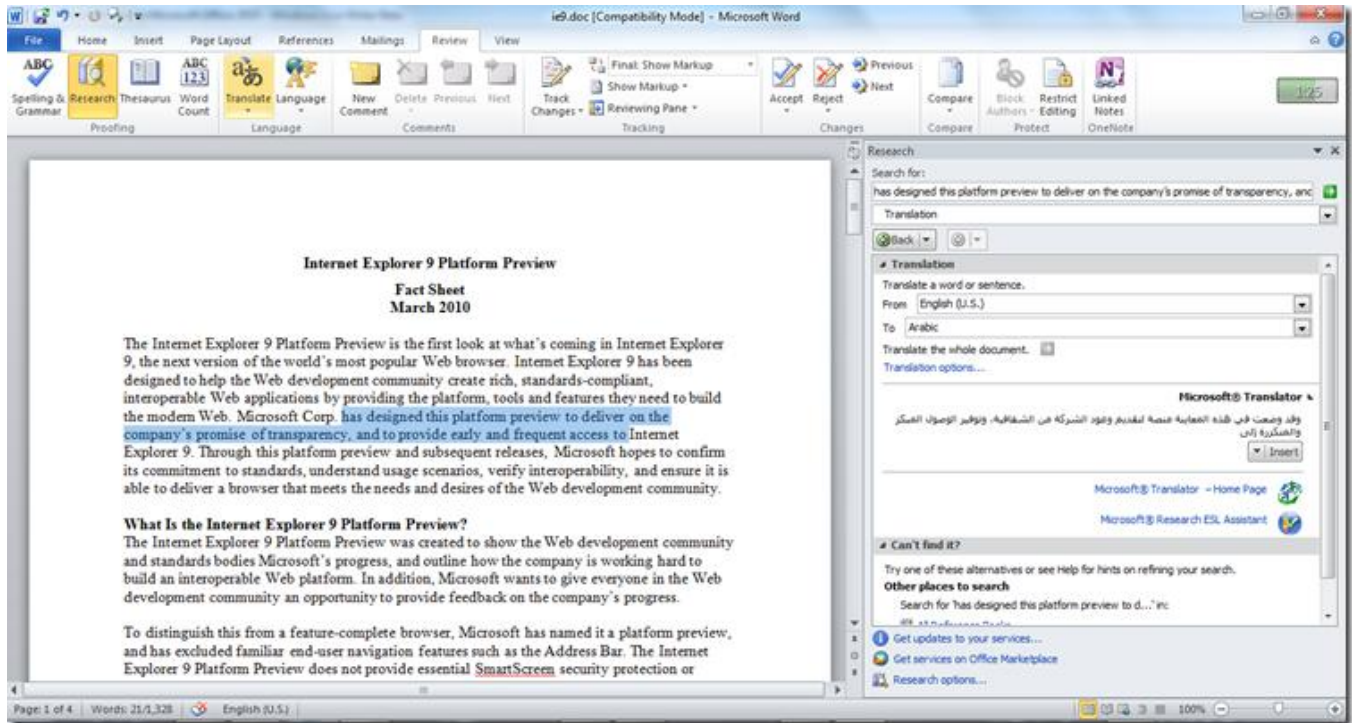


10. Phrases or sentences can be selected and Translated by right click on the text & then choosing **Translate**.



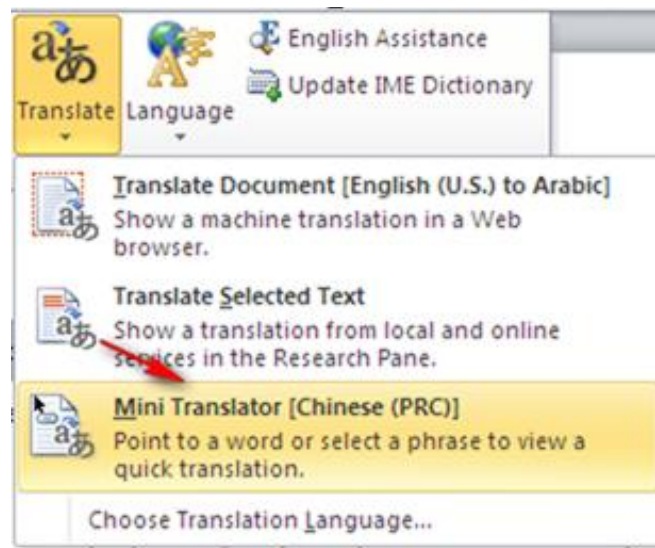
The phrase or sentence will be added to the translate pane on right side. Click **Go** to search. A few seconds later, you will see the translation results at the bottom of the pane.



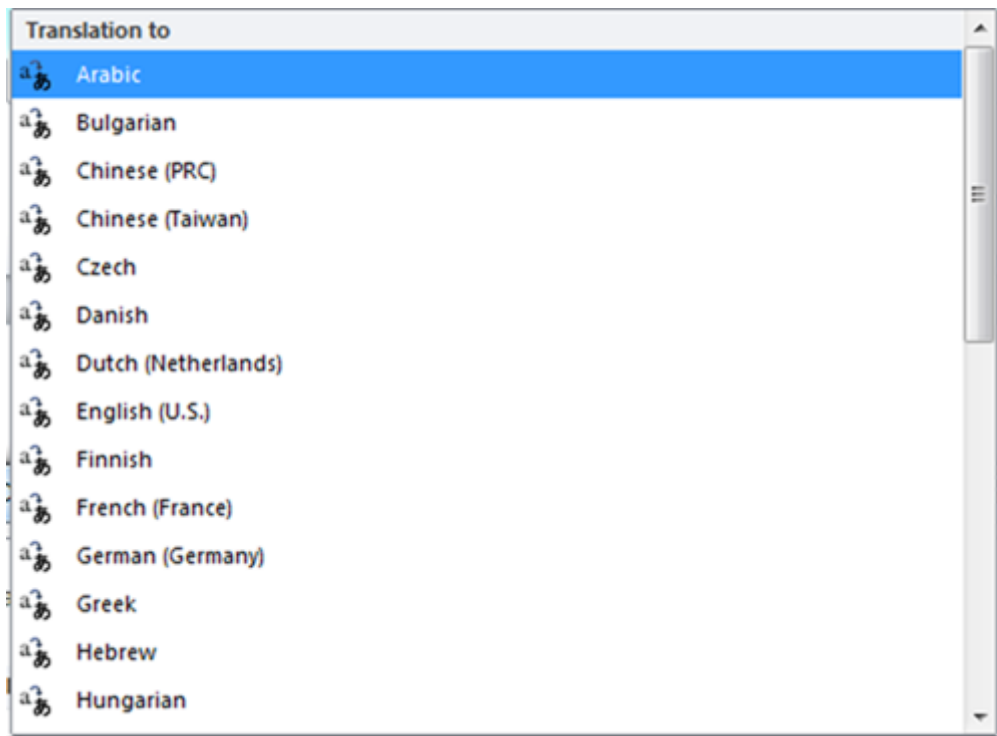
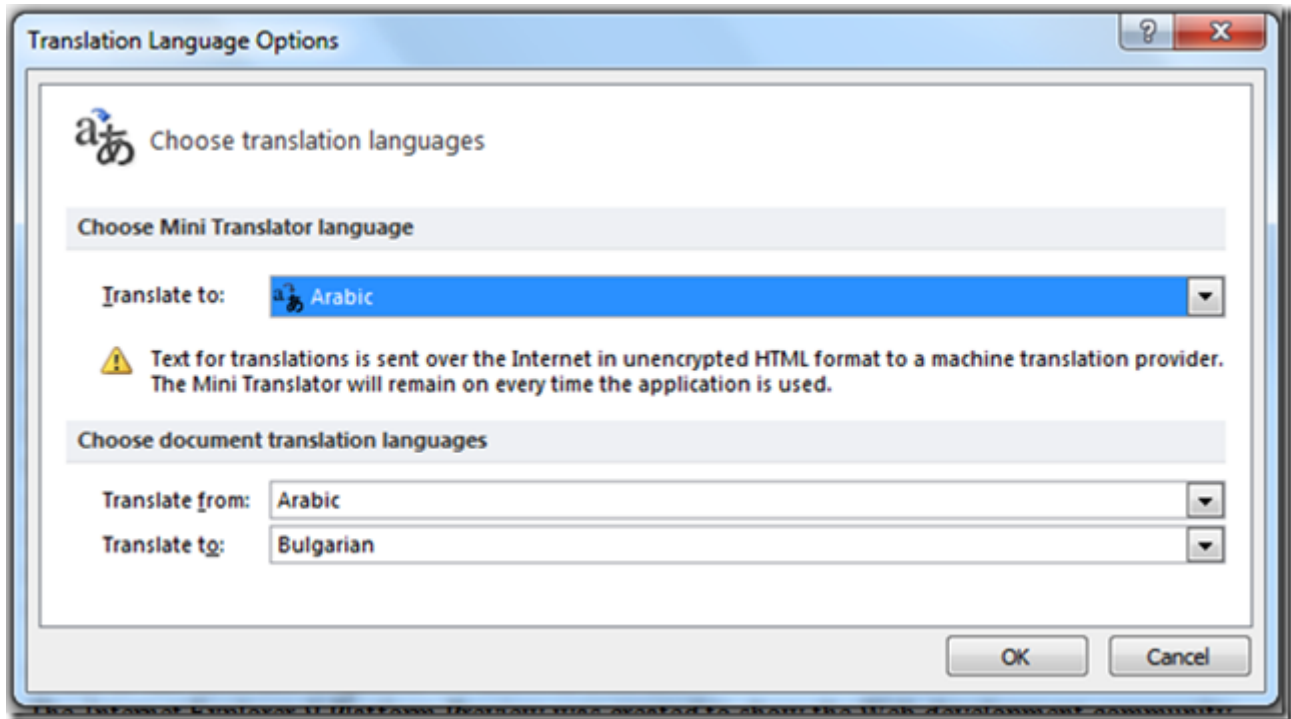


Whole file can be translated as well from here, by clicking the “translate the whole” option.

11. For quick translation you can select **Mini Translator** from the list that pops up on clicking the translate button in the ribbon to use this convenient translator.



12. Navigate to the Translation Language Options dialog box & Choose the to language and click "OK".



### *Languages to choose from for Quick Translation*

13. Hover your cursor on any word, and you will see the small translation window. At the bottom, there is a bar with options such as "Expand", "Copy", "Play", "Stop", "Help" and "Update".



This quick translator would translate the words much more conveniently and may be used when translation of complete document is not required.

**Note:** Stay connected to the internet while Translation in progress.

### [How to Remove Background from a picture in Office 2010](#)

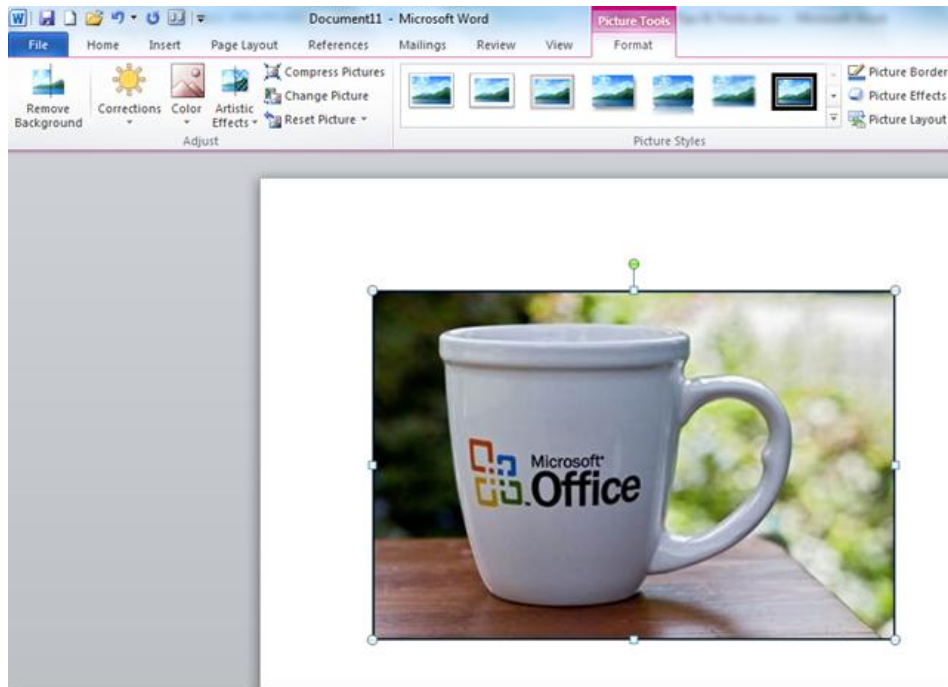
Background Removal is a new feature in Word, Excel, PowerPoint and Outlook that makes the process quick and easy for any picture. No expensive photo editing package required and no need to learn the cumbersome process of selecting and removing portions of the image. The Office Background Removal tool doesn't just select color ranges or trim to a border you draw. Background Removal uses new capabilities and algorithms from the Microsoft Research in Cambridge, UK to achieve better results automatically with very little effort or fine tuning from the user.

To Remove the background from an image, follow the steps :

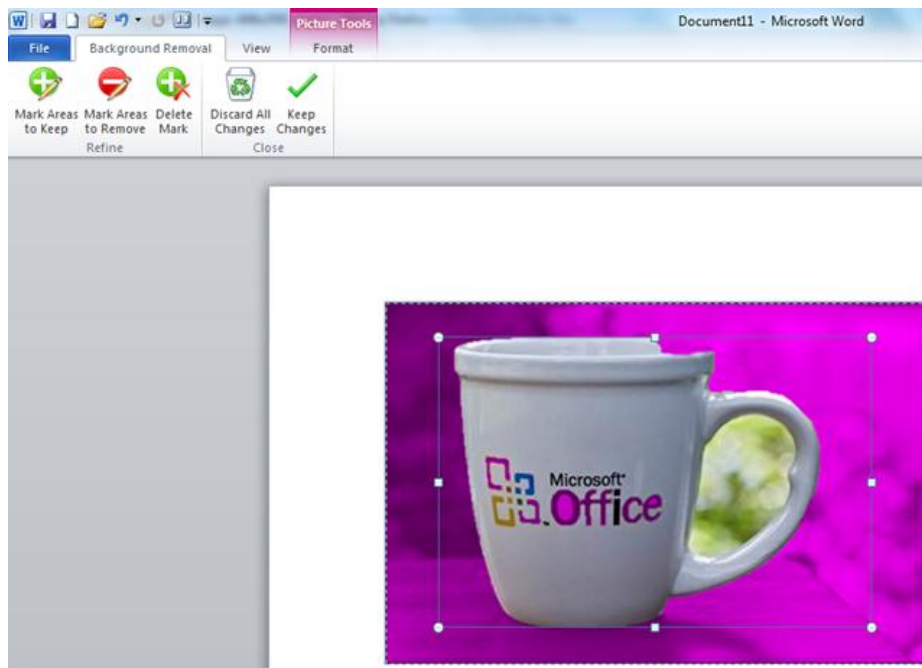
1. Open your Word document and select the picture background you want to remove.



2. Then Navigate to "Picture Tools" tab and click "Format" > "Remove Background".



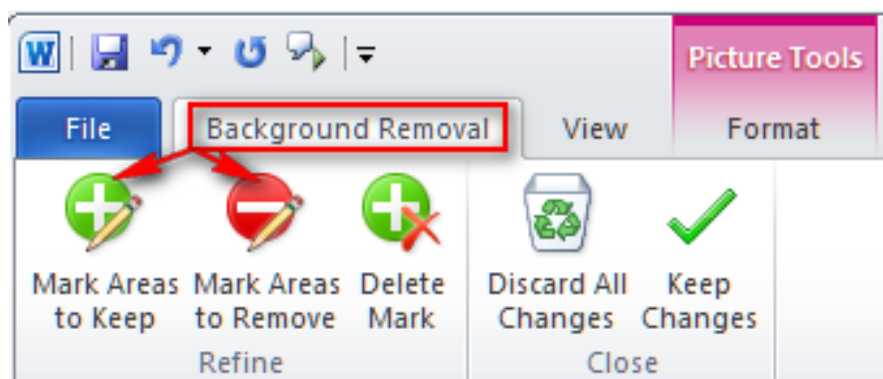
3. The moment you click the "Remove Background", automatically it trims the background.



4. You can click one of the handles on the marquee lines and then drag the line so that it contains the portion of the picture that you wish to keep and excludes most of the areas you wish to remove.



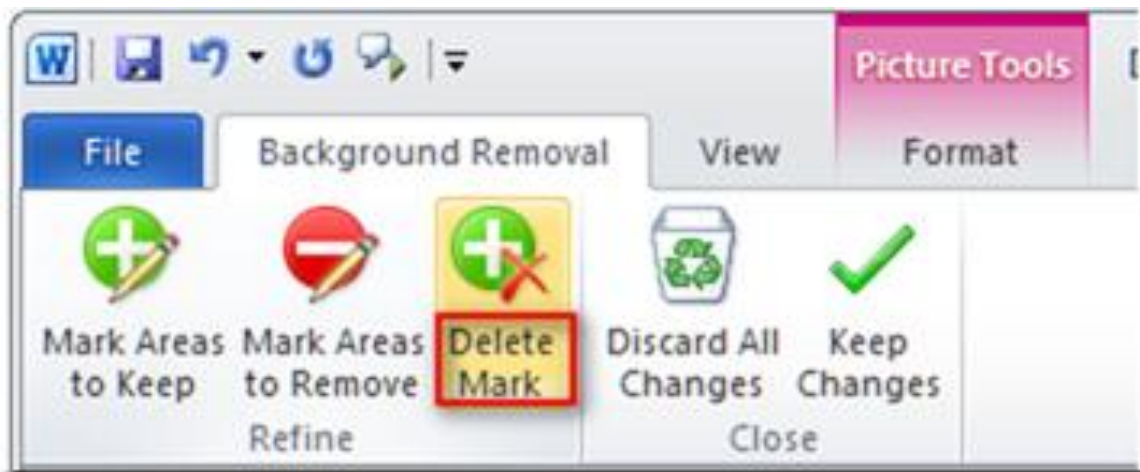
5. Under "Background Removal" tab, there are two options "Mark Areas to Keep", "Mark Areas to remove". You may select any of these to customize the background removal process..



6. Then click the mark on the picture like this. Here we choose "Mark areas to keep".



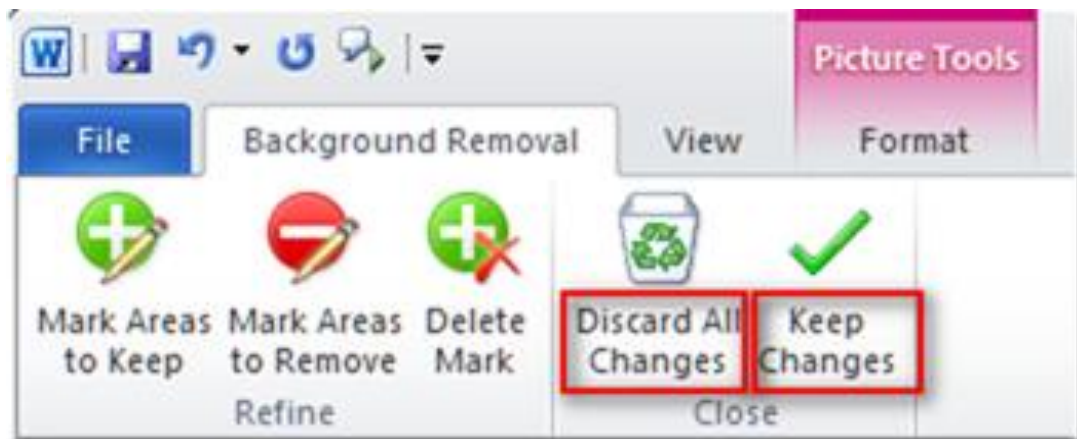
7. Also, you can select the mark and click "Delete Mark" to remove the mark that you added.



8. After setting a number of Mark areas to delete and mark areas to keep. + shows area to keep while – shows area to remove.



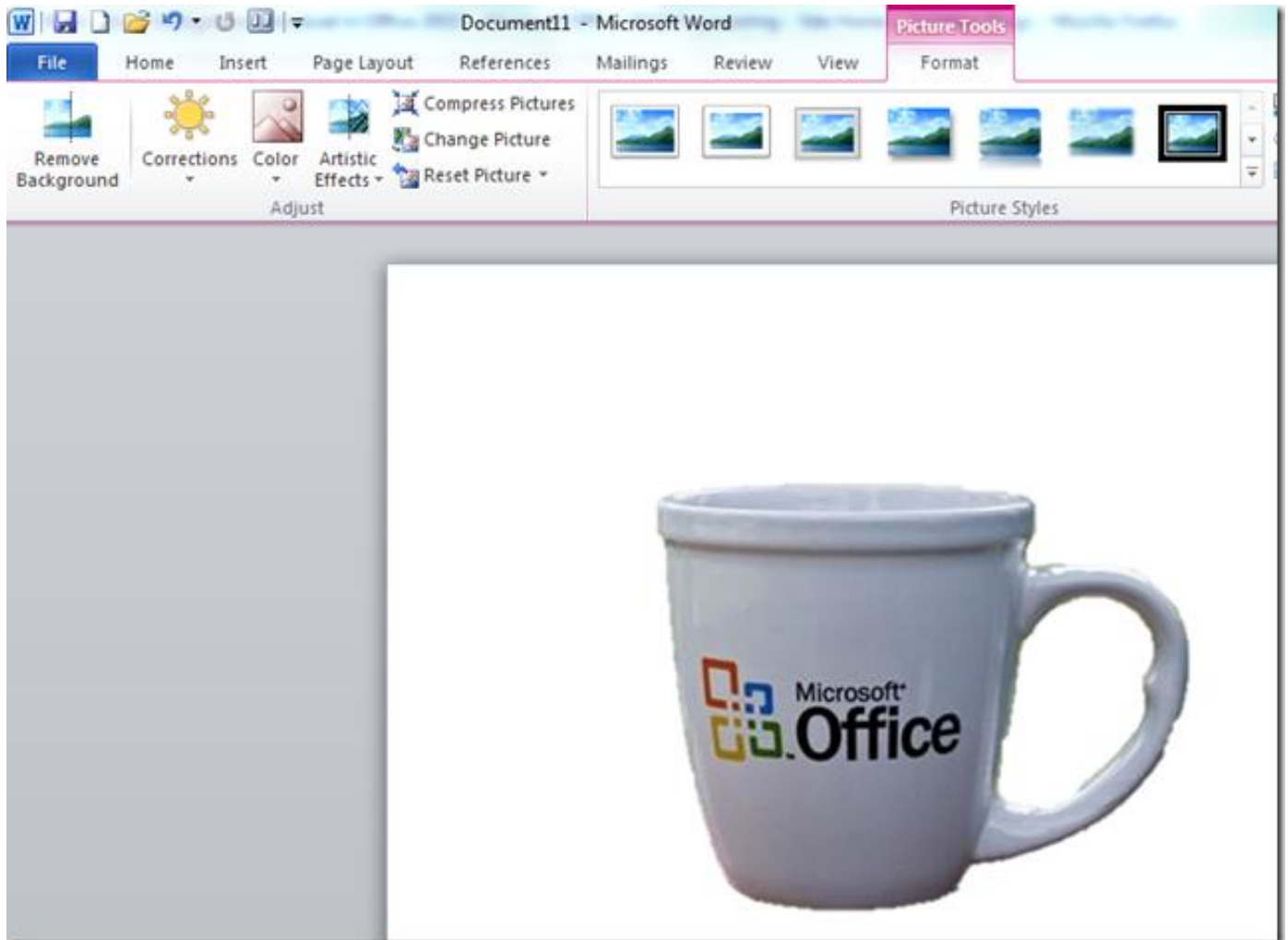
9. You may click "Discard All Changes" if you don't want to remove background and wish to revert back to original image. If you want to save these changes, click "Keep Changes" instead.



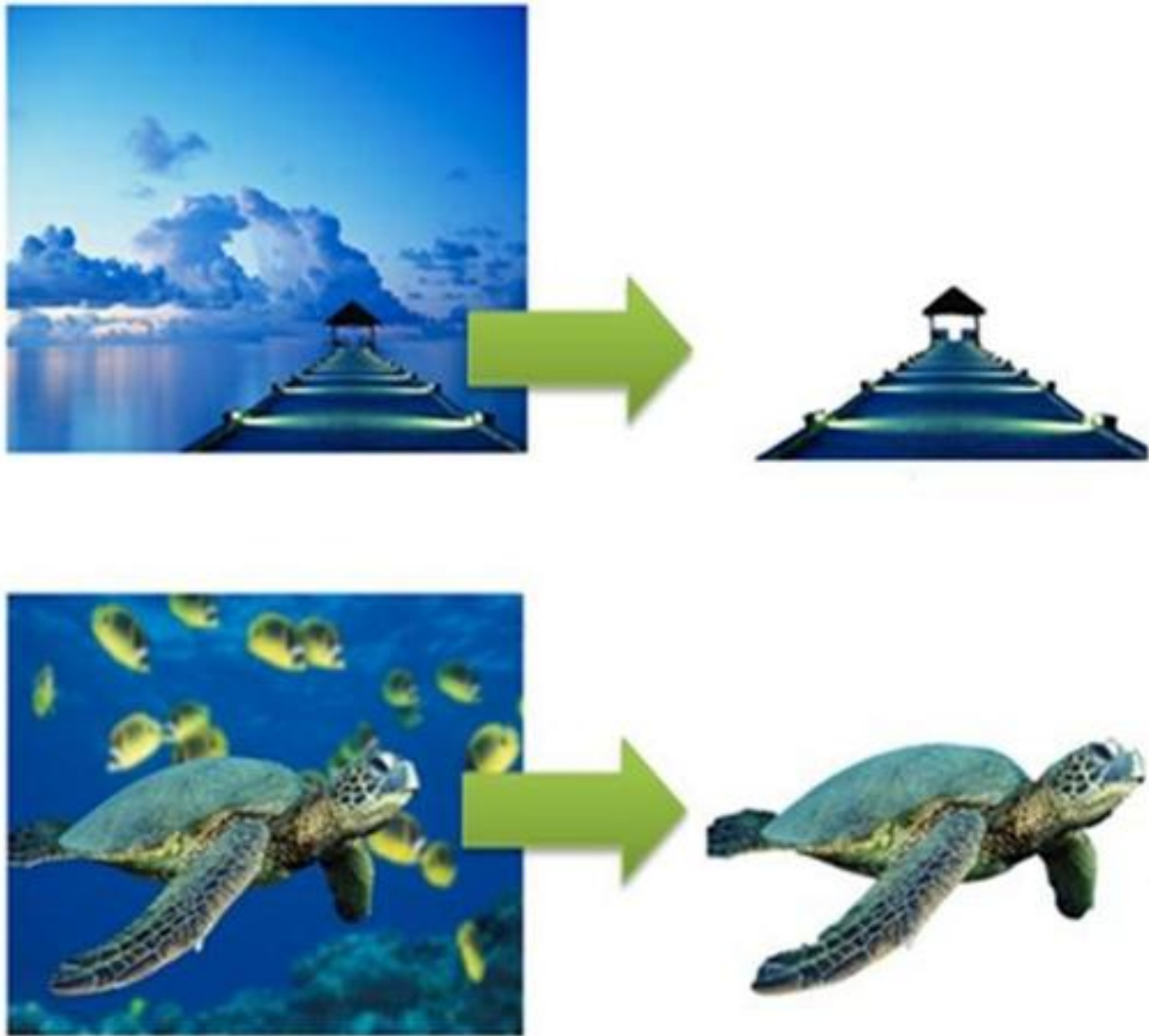
10. Well, the picture whose background you have already removed will be like this. So the Office 2010 Cup has lost its background.



## Office 2010: Tips & Tricks



This is how remove a picture background in Word 2010. No expensive & complex image editing software's required, and yeah time to learn those software's has also be trimmed. Here is another example where background from "Pictures bundled with Windows" is removed.



This method can also be used in other Microsoft Office 2010 applications, such as Excel, PowerPoint etc. to remove background from Images.

# Word 2010

## Special text selection using F8 Key in word 2010



Text selection via F8 key gives a different, unique way to select the text in a data. It encompasses multiple behaviors based on the number of keystrokes. Pressing it once would take you into this special selection behavior. Doing it for second time would select one complete word, third time would select the whole sentence, fourth time, it would select the whole paragraph, and the fifth time it would select the whole document.

Press the F8 Key 1 time to Initiate Special Copy Mode

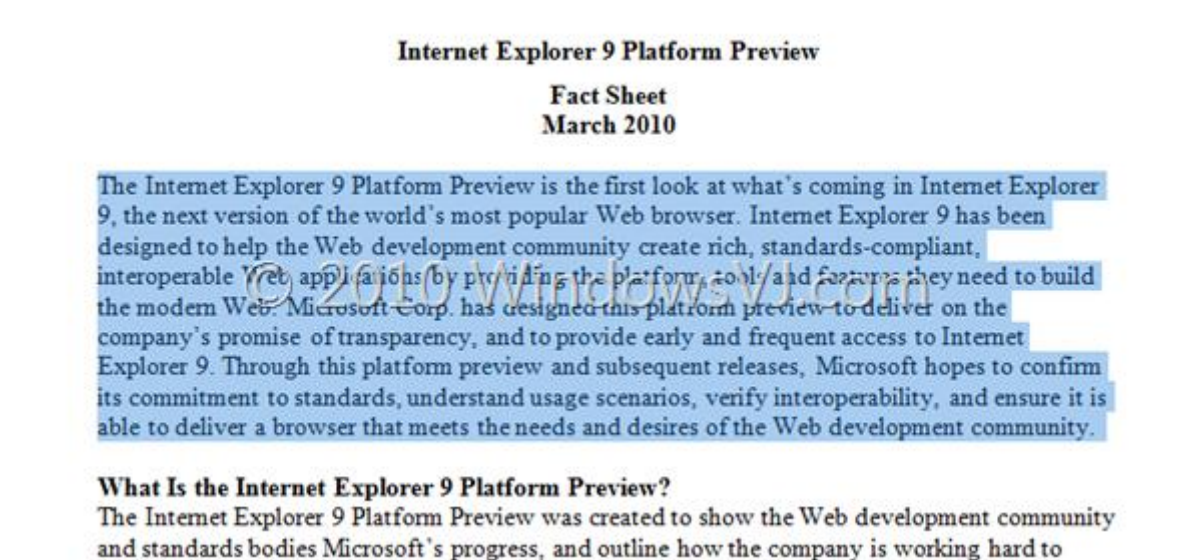
Press the F8 Key 2 times to select one Complete Word

development community create rich  
ons by providing the platform, to  
Corp. has designed this platform  
parency, and to provide early and  
tform preview and subsequent re

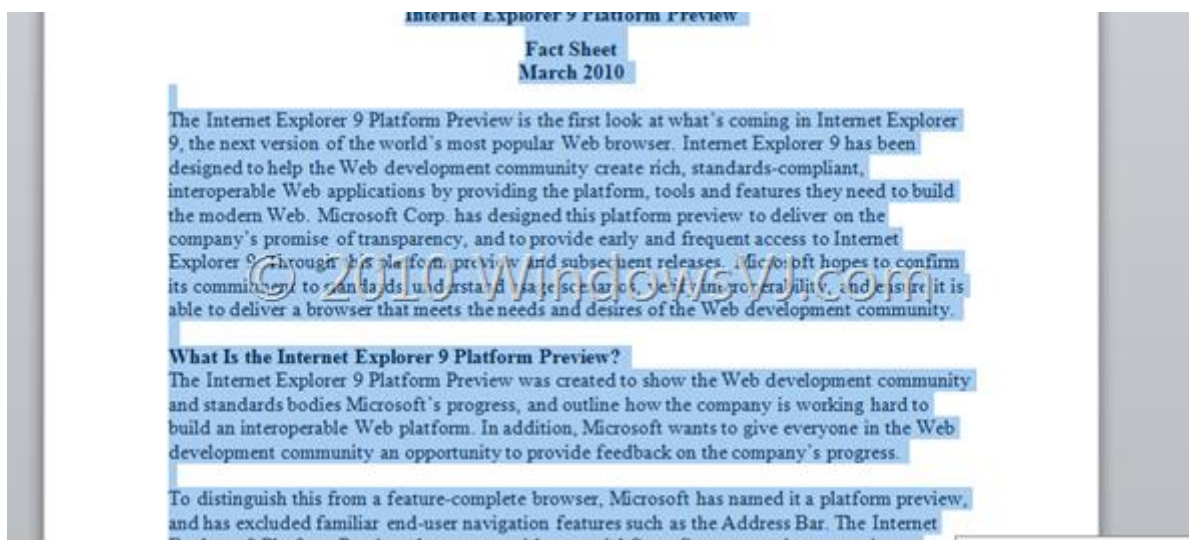
Press the F8 Key 3 times to select one Complete Sentence

designed to help the Web development community create rich, standards-compliant, interoperable Web applications by providing the platform, tools and features they need to build the modern Web. Microsoft Corp. has designed this platform preview to deliver on the company's promise of transparency, and to provide early and frequent access to Internet Explorer 9. Through this platform preview and subsequent releases, Microsoft hopes to confirm its commitment to standards, understand usage scenarios, verify interoperability, and ensure it is

Press the F8 Key 4 times to select one Complete Paragraph



Press the F8 Key 5 times to select Complete Document



Press Esc to exit the F8 mode at any stage.

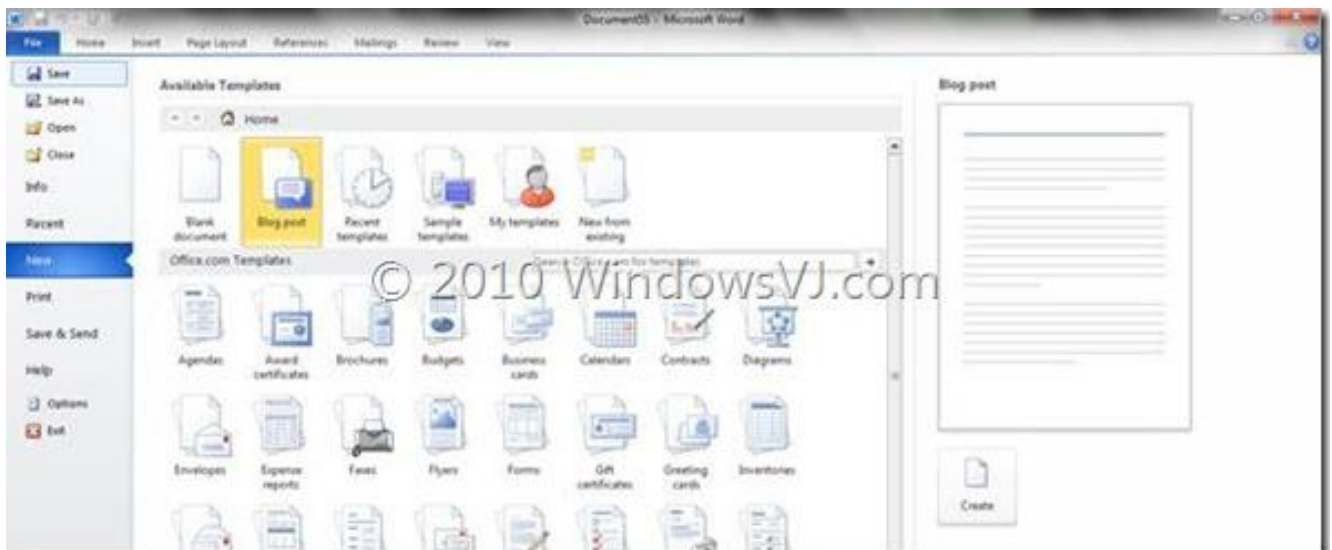
### [Make a Blog Post from Word 2010](#)

Bloggers can use Office 2010 to directly make a blog post to their Blog. Using Word 2010 blogging is as easy as creating a simple document in Word. To create & publish a blog post via Word 2010 you need to:

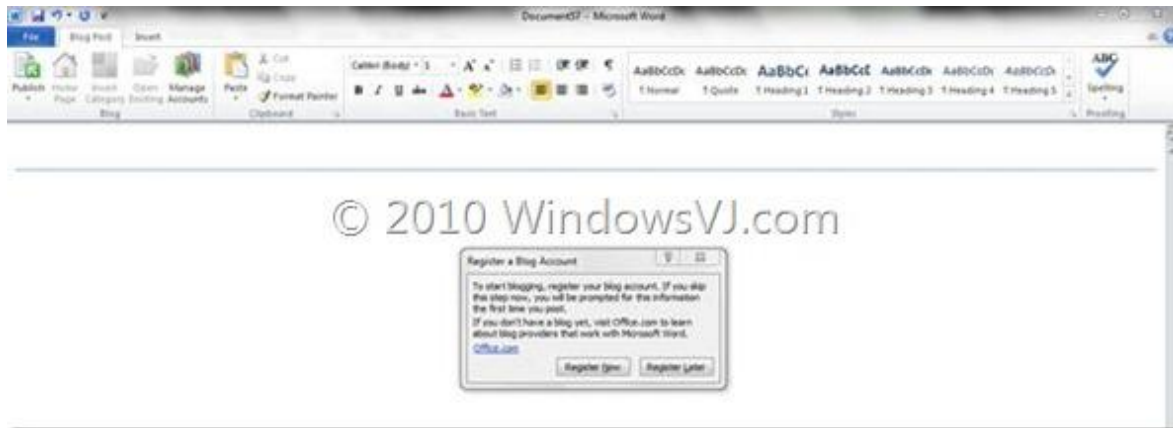
1. Navigate to Microsoft Word 2010's File Menu.



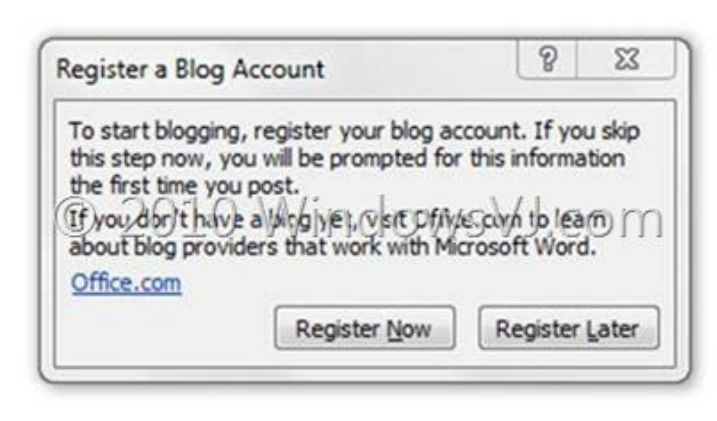
2. In the File Menu select New Document and **Blog Post** template from list of available templates by creating a Blog Document.



3. This would open the Template for blog post and a popup would appear simultaneously.



4. The pop-up asks the user to register their blog account before blogging. This option may be used later on as well after writing the blog post.



5. For registration, user needs to choose the Blog provider in the Blog Registration Wizard. Office Word supports several different blog service providers, including the following:

- Windows Live Spaces
- Microsoft Windows SharePoint Services
- Community Server
- WordPress
- Blogger
- TypePad



In case your Blog provider isn't listed, select other in the list of blog providers and select Application Programming Interface (API) and type in your blog post URL in the New Account dialog box which may be available from Blog provider.

6. Type your user name and password which are the credentials that you use to log on to your blog account and Blog Post URL (For WordPress it is an xmlrpc.php file generally found in root of the Blog). Picture options may be configured for posting the images with blog at appropriate place.





7. This follows Account Registration Successful. Settings can be changed for the account created or another account can be created by navigating in **Manage accounts** on the blog post tab.

8. Draft the Blog post and hit publish button to publish the post on the Blog.



9. The Blog post created gets published on the Blog and the document includes a tip which says "This post was published to <blog-name> at <time> <date>".

For the Ribbon fans blogging can be fun via Word 2010, until the next RTM for Windows Live Writer 2010 arrives which includes Ribbon interface.

The Tip Applies to Microsoft Office Word 2010 & Microsoft Office Word 2007 as well.

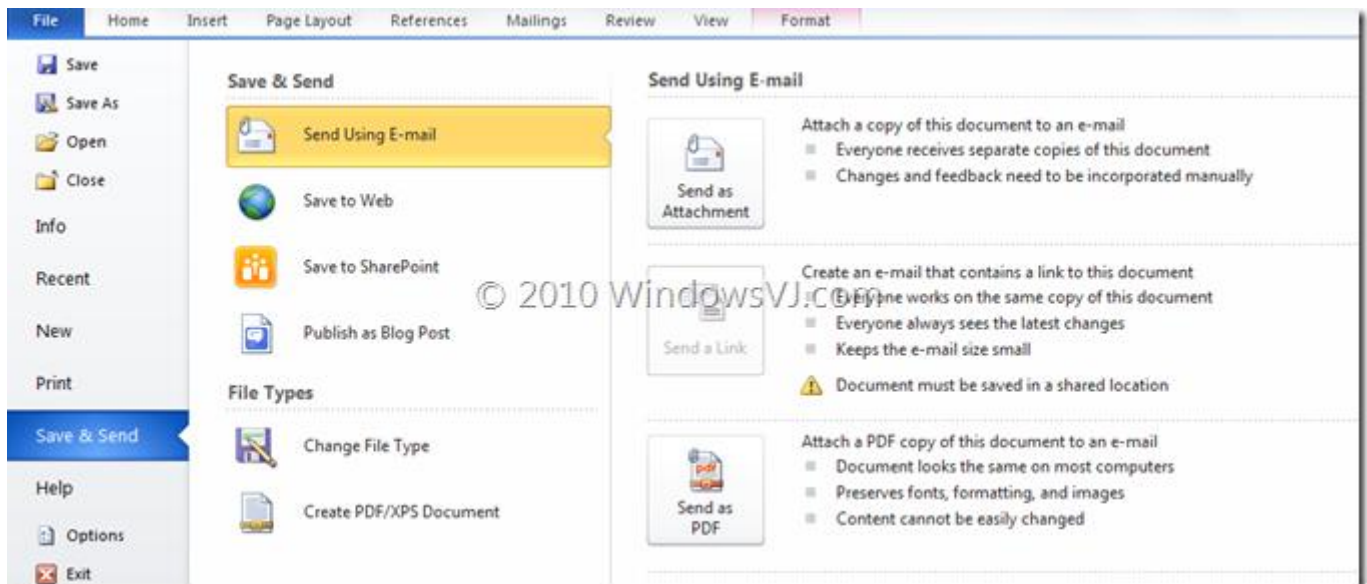
### [Save documents to Sky Drive directly from Office 2010](#)



Sharing a document has become much easier in Microsoft Office 2010. Now using Office 2010, office documents can be directly saved directly to SkyDrive. And with introduction of Office web apps, these documents can be used with Office Web Apps as well.

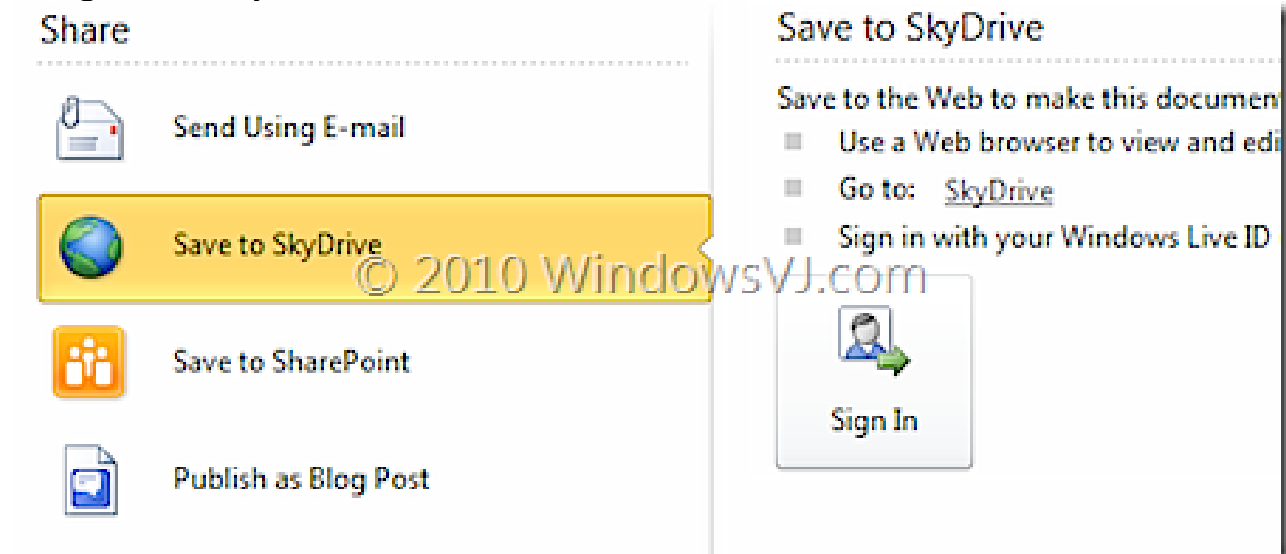
To save the document on SkyDrive from Office 2010,

1. Create a document in Office 2010 (Word/Excel/PowerPoint) & save it (Ctrl+S)
2. Click on **File** on left-top corner to Visit backstage
3. Click on **Save & Send** option below the Print



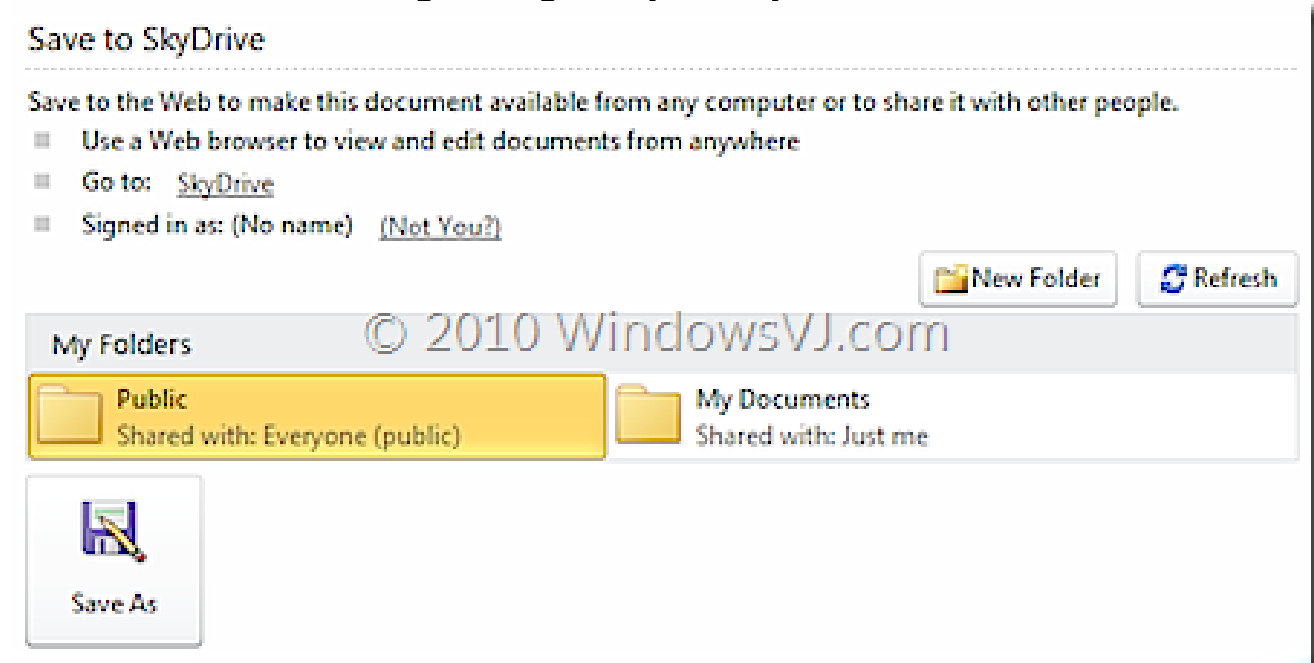
4. Now chose **Save on Web** from the options provided in Save & Send option.

### 5. Sign In with your Windows Live account

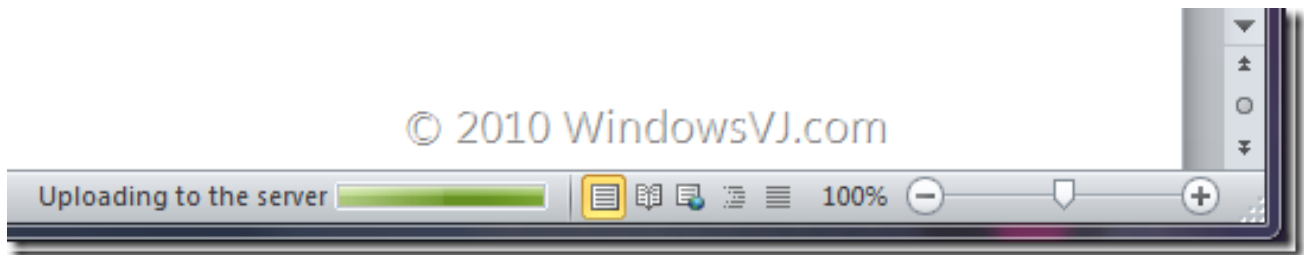


6. Enter your Windows Live account credentials, choose whether to save the credentials and hit OK.

7. Once you're logged in your folders from SkyDrive will appear. You can also add a new folder & go straight to your SkyDrive there.



8. Save and upload your document in a folder you wish to save to and click the **Save As** button. You can share the document with everyone using Public Folder or any other folder with that permission.
9. You can check the status of any uploading documents in the **Upload Centre** found in the Notification area of your Taskbar.



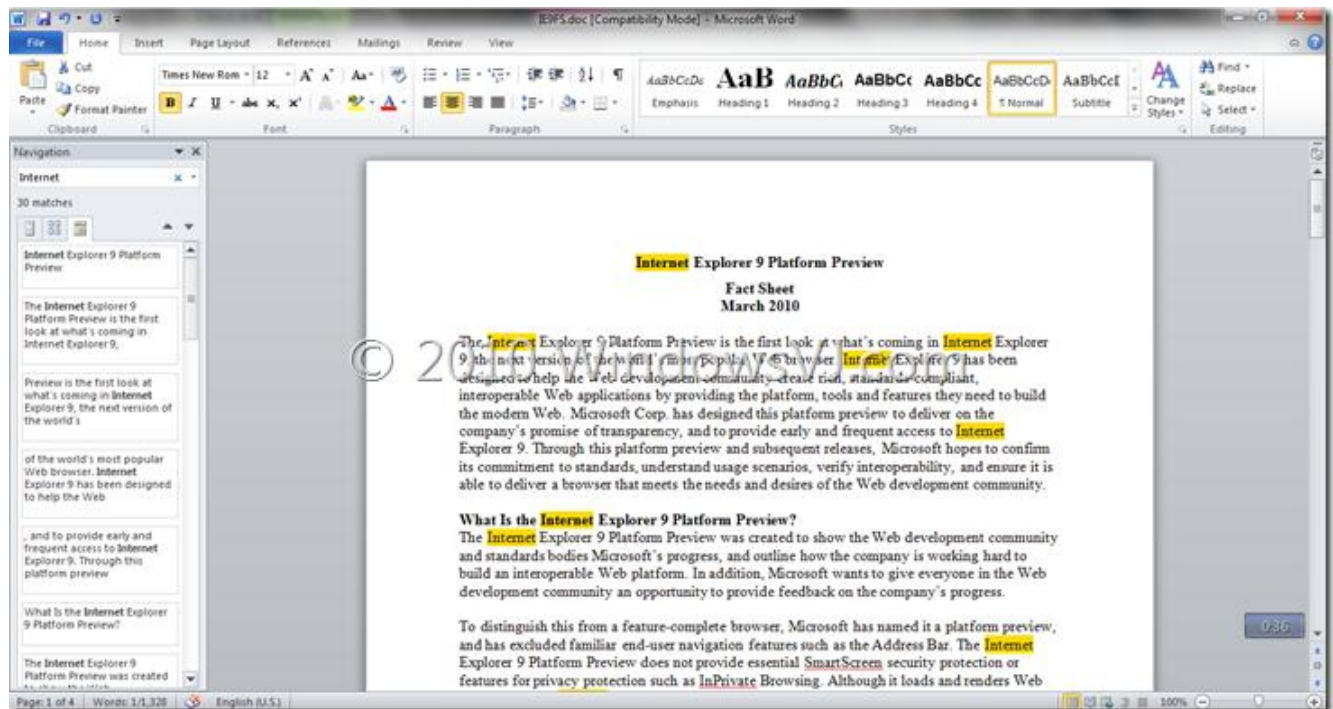
Once it's finished uploading, your document will be instantly available on your SkyDrive.

You'll of course need a Windows Live account to upload doc to SkyDrive. [Go here for an account](#) if you haven't already got one.

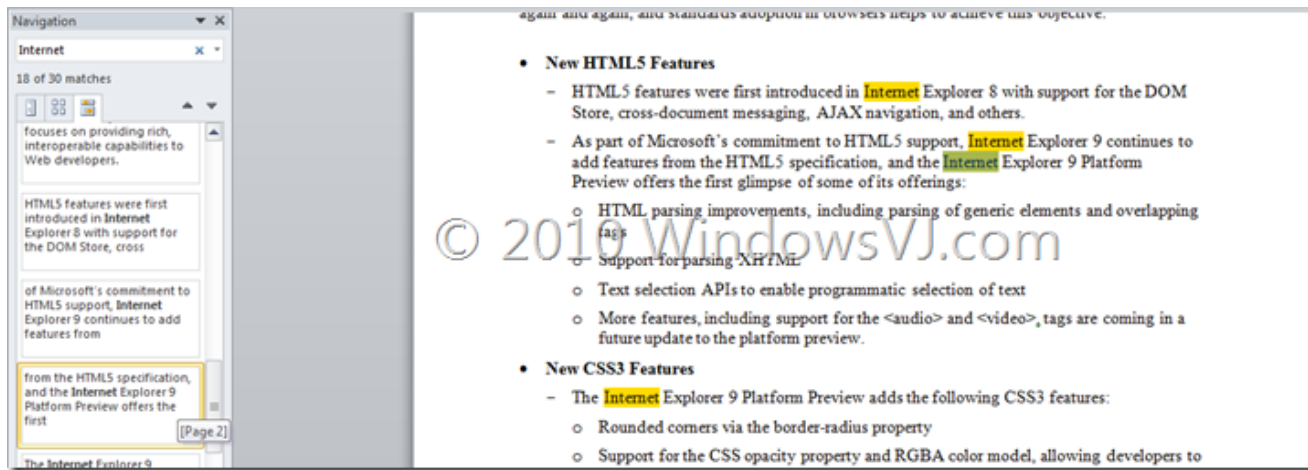
**Note:** SkyDrive on Windows Live provides users 25GB of free space online for storing their files, documents etc.

## Improved Search options in Word 2010

Office 2010 users can experience an improved search and navigation experience in word 2010. Finding information you need is easier and faster in Word 2010. With the new and improved Find experience, you can now view a summary of search results in a single pane and click to access any individual result. The improved Navigation Pane provides you with a visual outline of your document so you can browse, sort and find what you need quickly. Just like Inline searching in the Windows file system and in web browsers, Word and the other Office apps in Office 2010 suite will now have a next generation document searching instead of a previous-generation Find dialog.



In Word 2010, when you use the Find functionality (using CTRL + F ), a new Navigation pane opens on the left side of the Word window, providing a Search Document text box. When you enter text in this box, the search results appear in the pane, and each instance of the term you're searching for appears in the document itself.



The Search pane in Left hand side of the document provides captions as well for each search result which and as you hover over the search results in the Navigation pane, a pop-up window tells you which page the reference is from. And clicking a search results navigates immediately to the correct place in the text. (Selected search result in above screenshot is reference from Page 2, and takes the user to the search result when clicked.) When searching through a document, you can now see results as section headings, thumbnail previews, or as excerpts like Adobe's PDF does.

## Word 2010 Shortcut Keys



In order to work faster and improve your productivity, here is a compiled list of many shortcuts available in Word 2010.

Key	Behavior
CTRL+SHIFT+A	Converts the selected text to capital letters or vice versa
CTRL+SHIFT+F	Displays the Font dialog box.
CTRL+SHIFT+G	Displays the Word Count Dialog box.
CTRL+SHIFT+S	Displays the Apply Styles task pane.
ALT+R	Displays the Review tab
ALT+CTRL+1 heading 2	Apply Heading 1, Similarly ALT + CTRL + 2 will apply heading 2
CTRL+SHIFT+L	Applies Bullets
CTRL+SHIFT+F5	Bookmark
CTRL + B	Bold Text
CTRL + I	Italic Text
CTRL + U	Underline Text
CTRL+PAGE DOWN	Browse Next

CTRL+E	Navigate to the center Paragraph
CTRL+SHIFT+ENTER	Column Break
CTRL+SHIFT+C	Copy Format
ALT+SHIFT+F7	Dictionary
ALT+CTRL+S	Splits the Document
CTRL+SHIFT+D	Double Underline
CTRL+END	End of Document
END	End of line
CTRL+SHIFT+P	Font size select
SHIFT+F5	Go Back to previous state
ALT+CTRL+Z	Go Back to previous state
CTRL+SHIFT+.	Grow Font
CTRL+] ]	Grow Font one point
ALT+SHIFT+R	Header Footer Link
CTRL+K	Hyperlink
CTRL+M	Indentation
CTRL+J	Justifies Paragraph
ALT+F8	Inserts Macros
ALT+SHIFT+K	Mail Merge Check

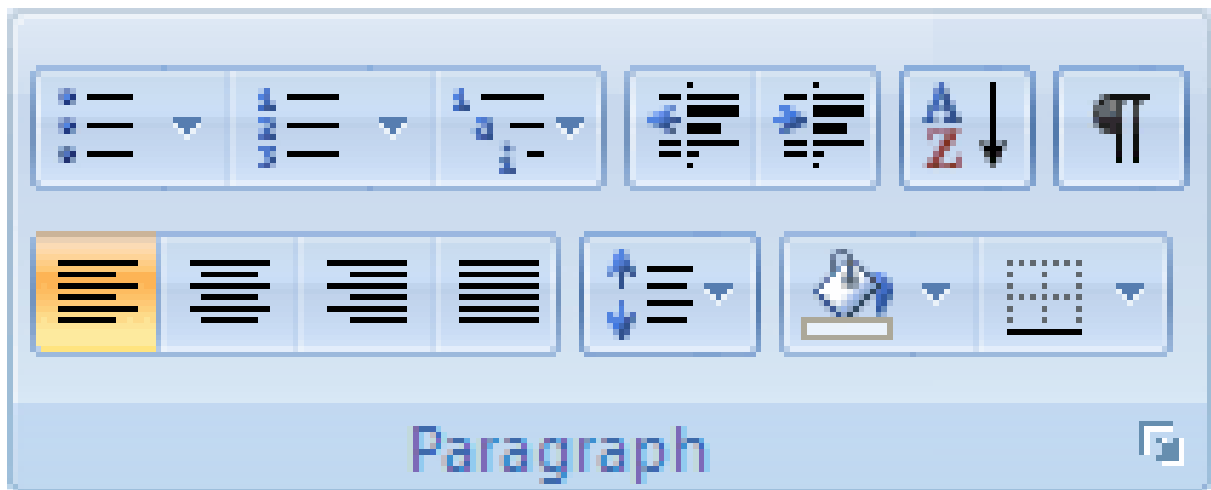


F10	Menu Mode
ALT+F7	Moves to the Next Misspelling
CTRL+H	Replace
CTRL+P	Print
CTRL+SHIFT+F12	Also launches Print
F12	Save As
CTRL+SHIFT+K	Small Caps
CTRL+SHIFT+S	Style
SHIFT+F7	Thesaurus
ALT+SHIFT+T	Time Field
CTRL+SHIFT+M	Unindent

## Sort a list alphabetically in Office Word

Text in a one-level bulleted or numbered list You can quickly and easily sort the text of a so that the text is in alphabetical order.

1. Select the text in a bulleted or numbered list.
2. On the **Home** tab, in the **Paragraph** group, click **Sort**.



3. In the **Sort Text** dialog box, under **Sort by**, click **Paragraphs and Text**, and then click either **Ascending** or **Descending**.

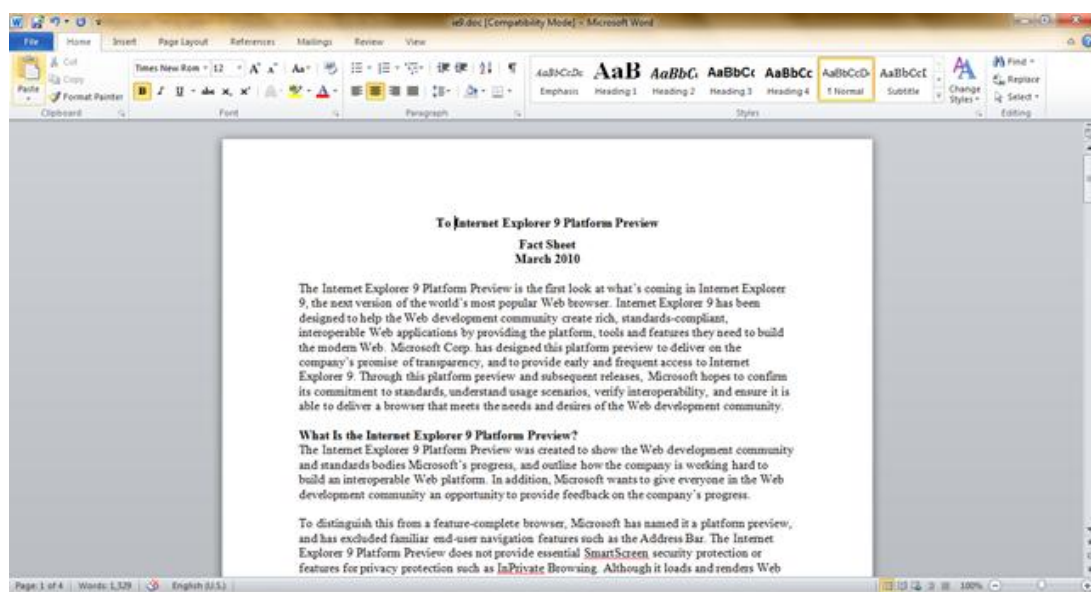
### [Enable and Add Text to Speech feature in Office 2010](#)



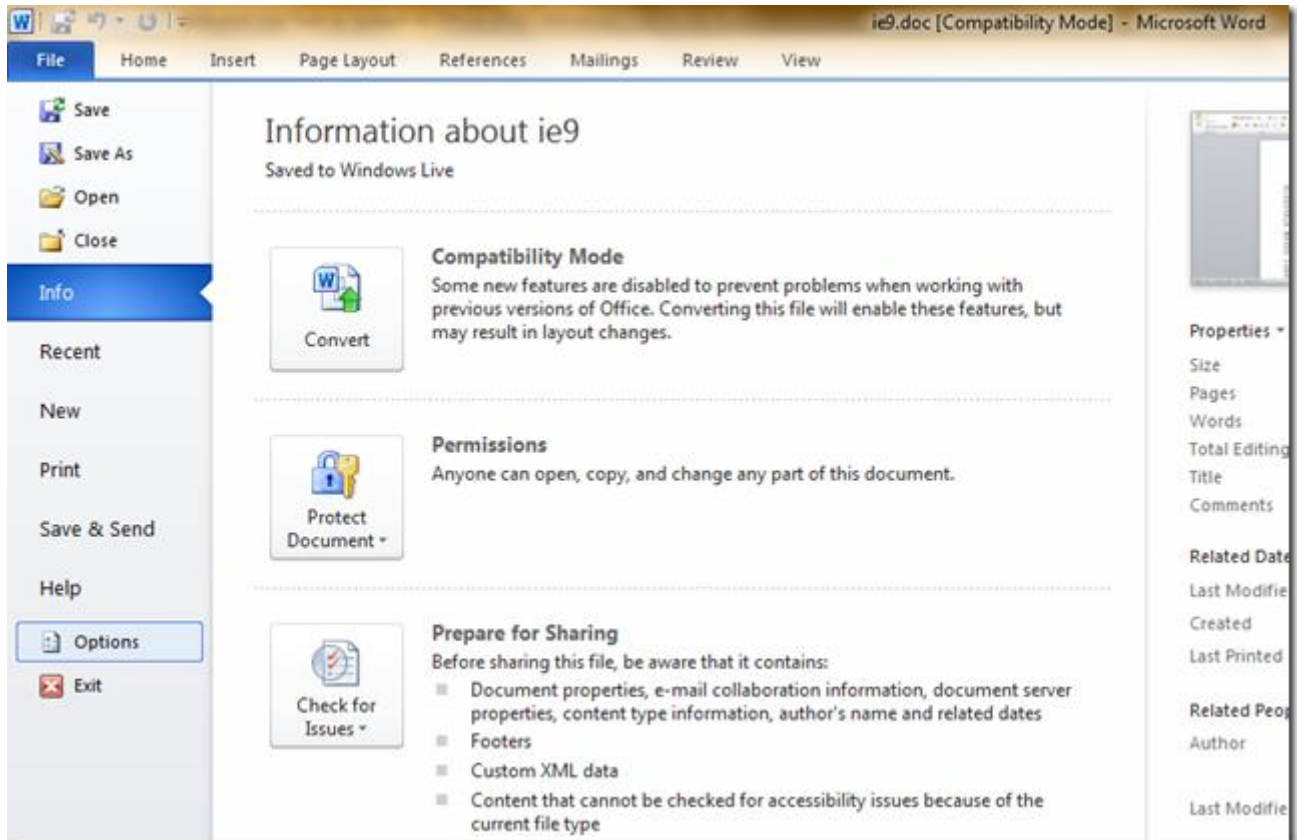
In Office 2010, one of the new features is an on-the-fly translation feature called Mini Translator. The Mini Translator allows you to translate single words or many paragraphs simply by hovering over the text that you want to translate. Mini Translator also includes the ability to Speak that text using Microsoft's Text-to-Speech (TTS) engine. Speak is enabled for Quick Access Toolbar and Customize Ribbon Options. Speak button can be added to either of these and quick access to Speak at any time can be made. Speak will recognize the language of the text you select and checks if you have that Text-to-Speech language, either from a built-in Windows TTS engine, 3rd party engine, or a TTS engine from the Download Center.

In Office 2010 "Speak" feature is present in Excel, OneNote, Outlook, PowerPoint, and Word. To enable it and add to tool bar or on the ribbon, follow the steps

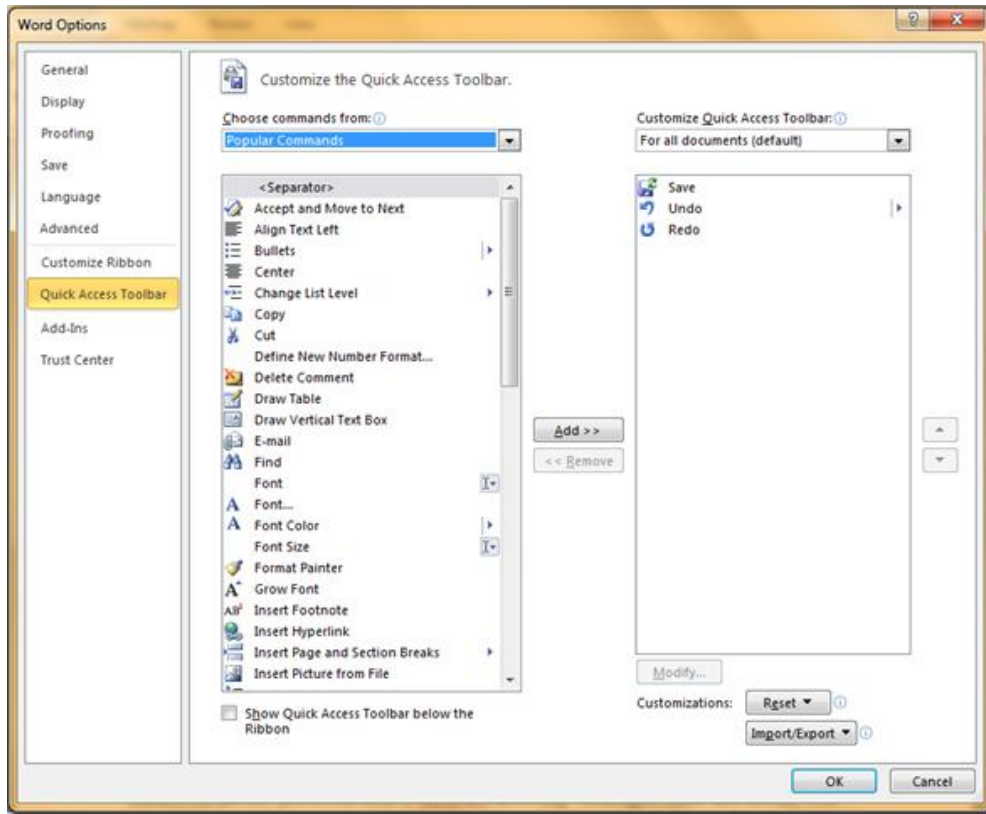
1. Open a Word or other application from the Microsoft Office 2010 suite.



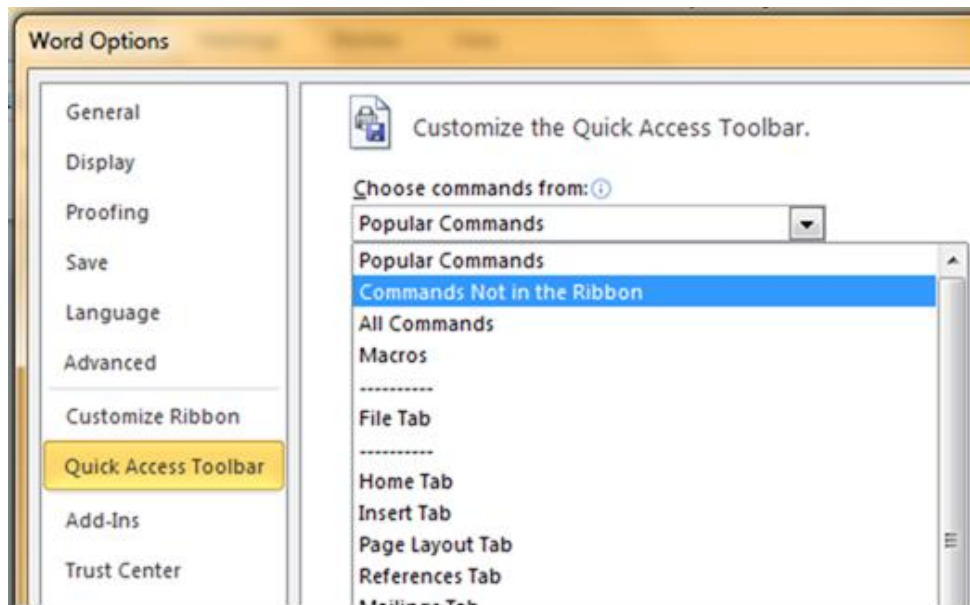
## 2. Navigate to Backstage menu by navigating to File > Options



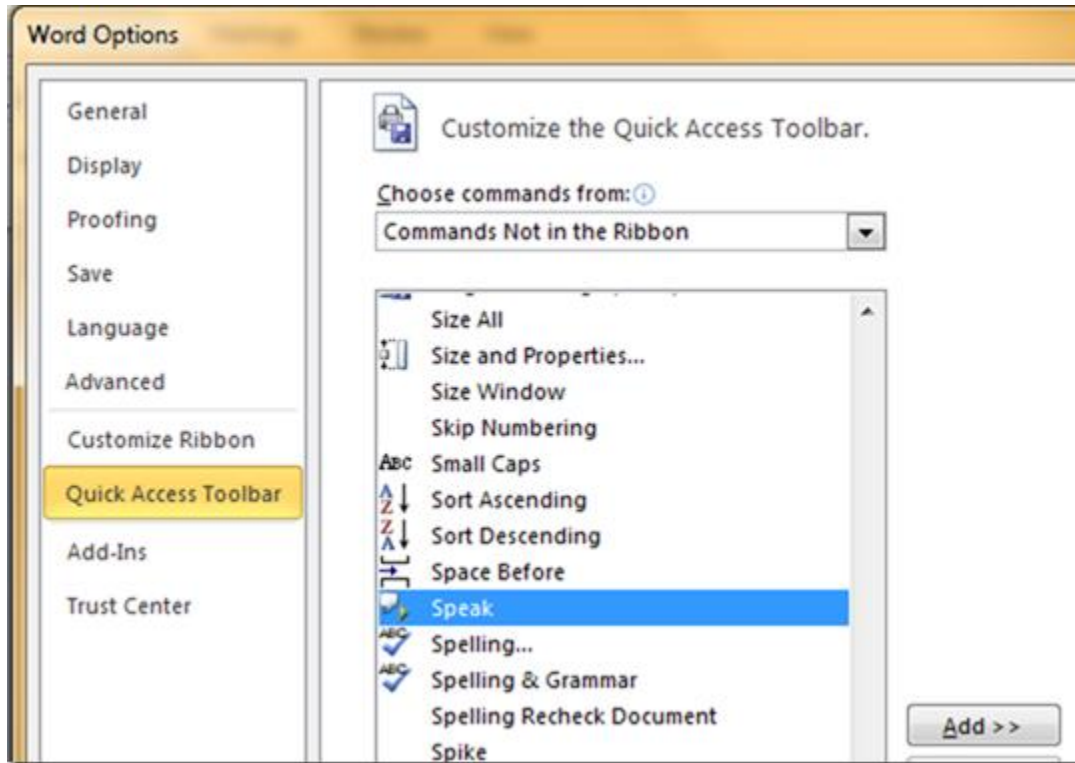
3. Options window will popup now, Select & click Quick Access Toolbar.



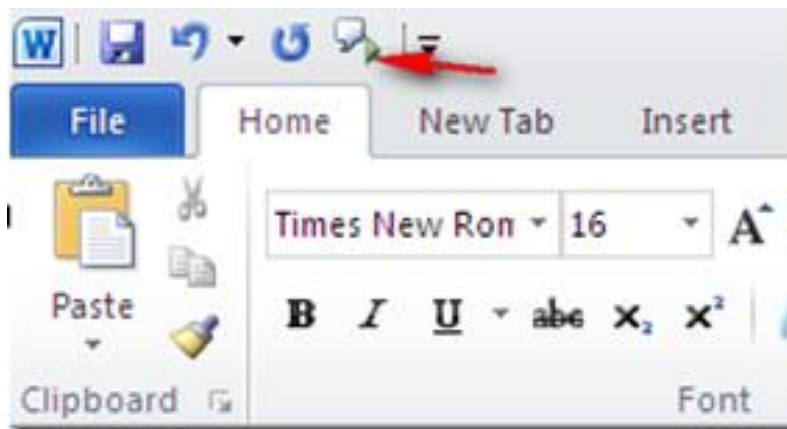
4. Choose **Commands Not in the Ribbon** option from the "Choose commands from" tab.



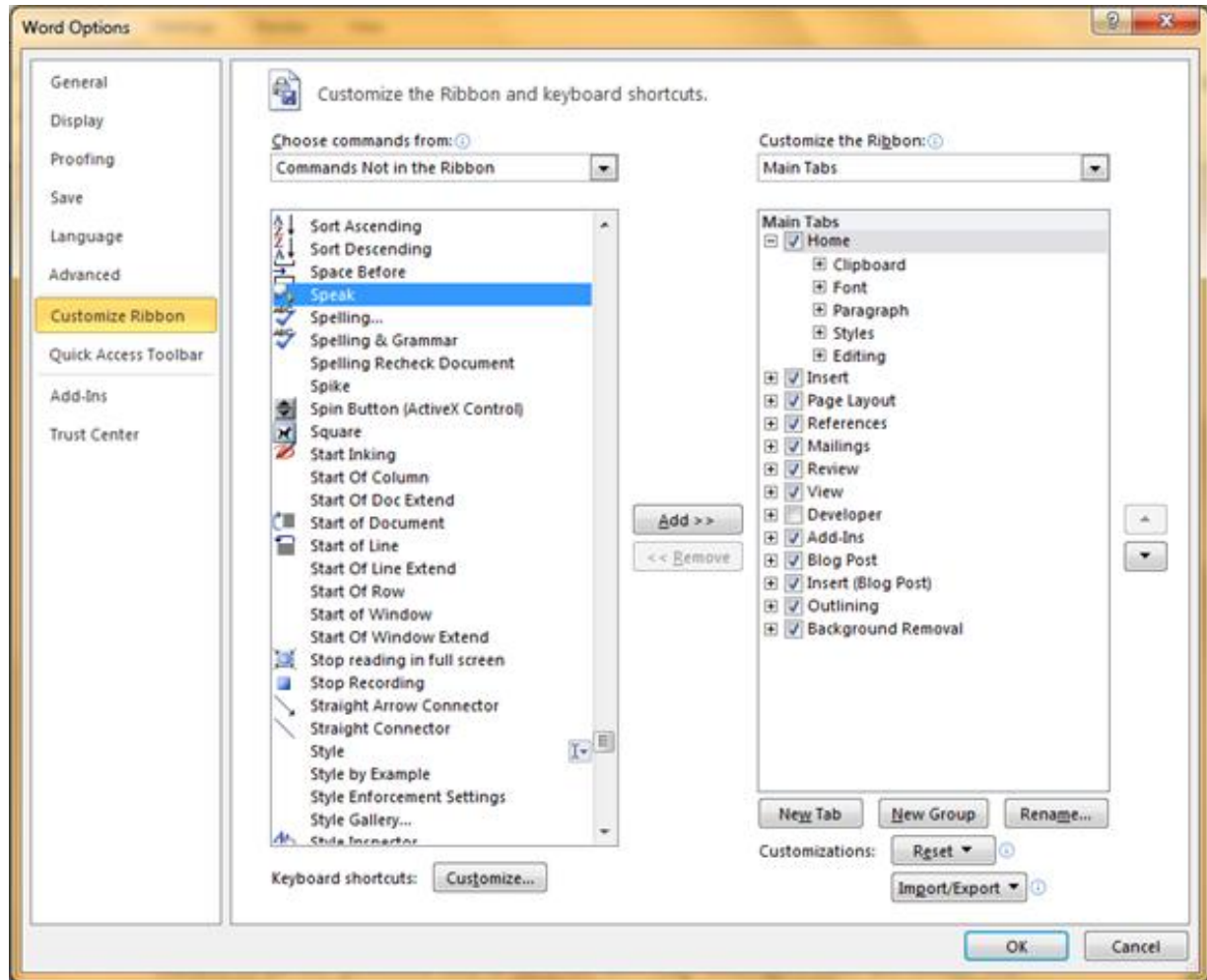
5. Select **Speak** in the scroll box after selecting **Commands Not in the Ribbon** from the drop down list. After selection of **Speak** click Add > OK.



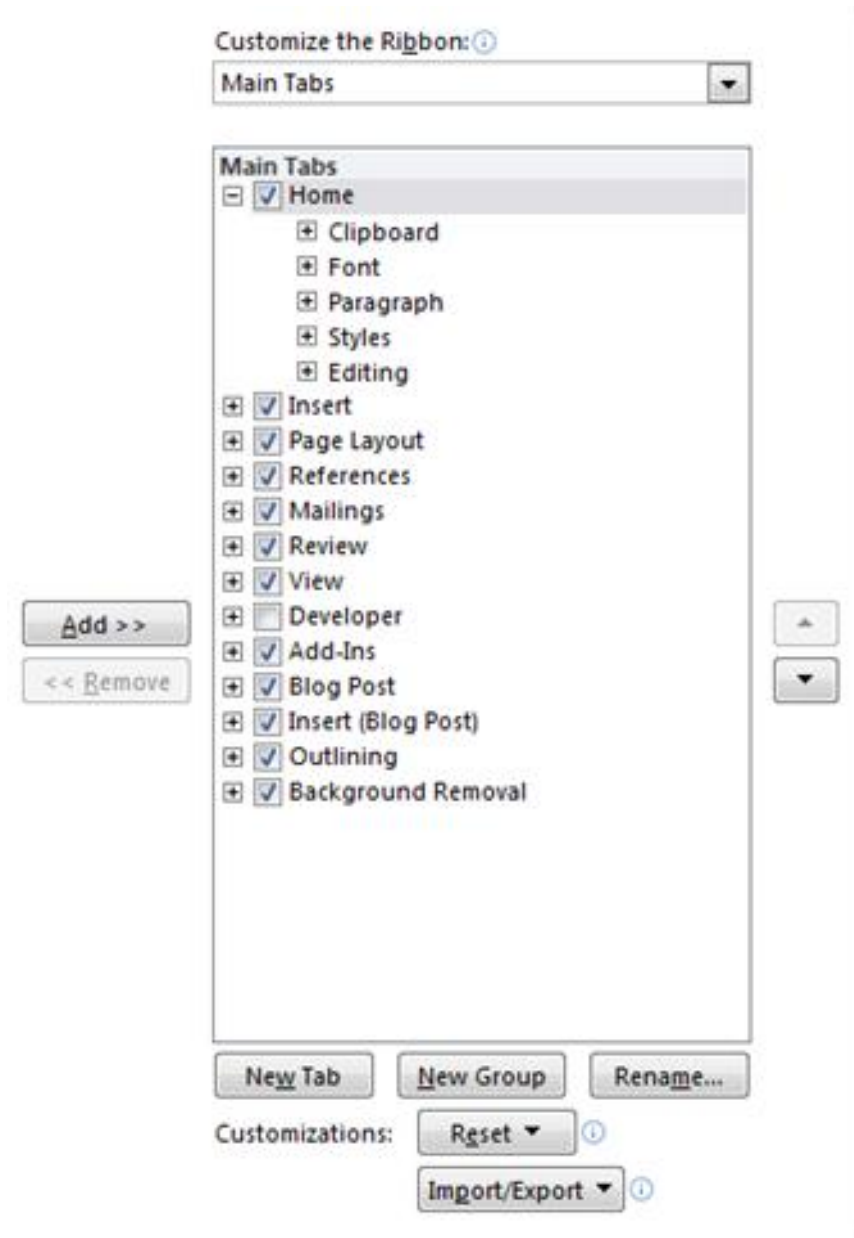
6. This will add the "Speak" button in the Title Bar.



7. To add the speak button on the Ribbon, Go to **Customize Ribbon** in the options window. Again Select **Commands Not in the Ribbon** from the drop down list & **Speak** from the list in the scroll box.

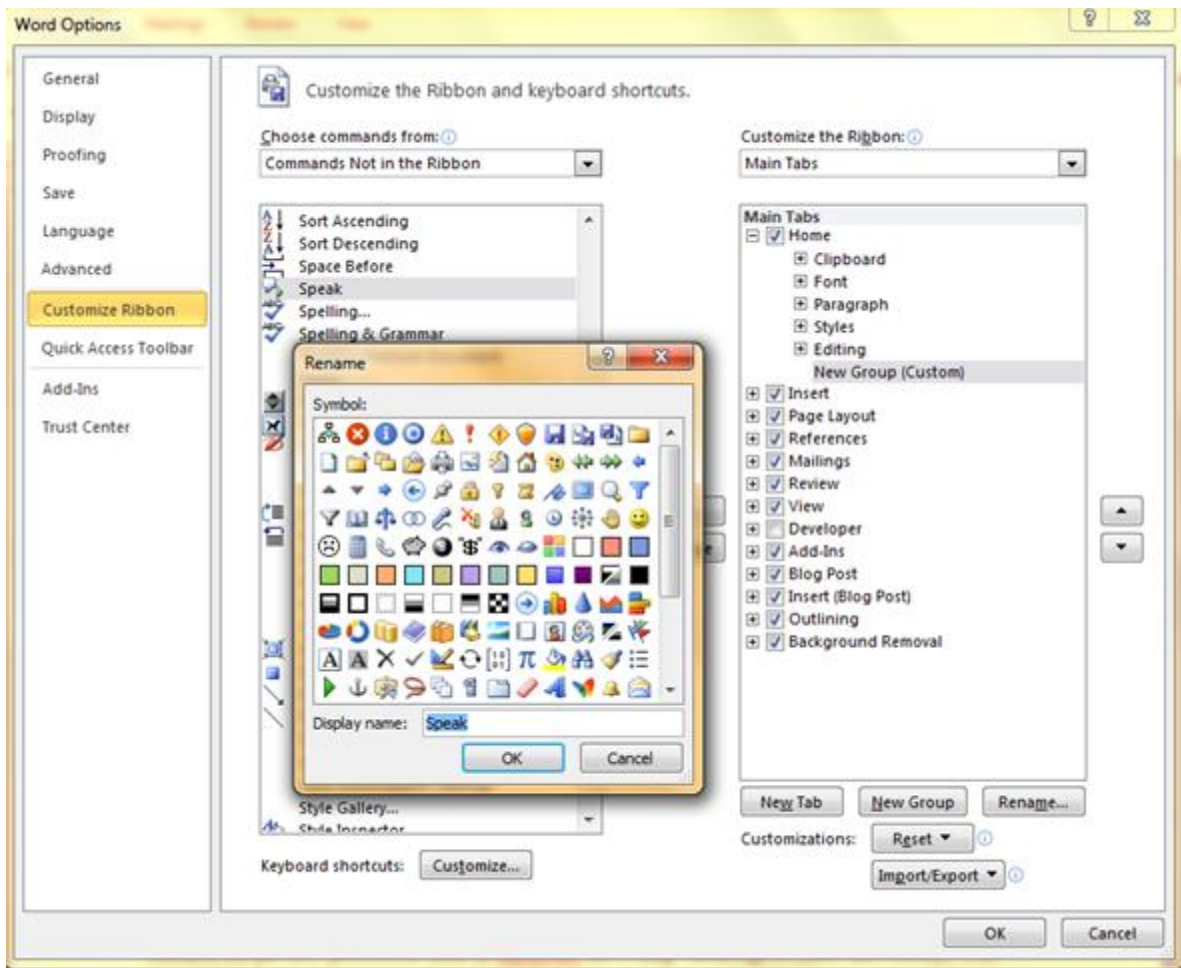


8. Either of "New Tab" or "New Group" button can be clicked as per requirement.

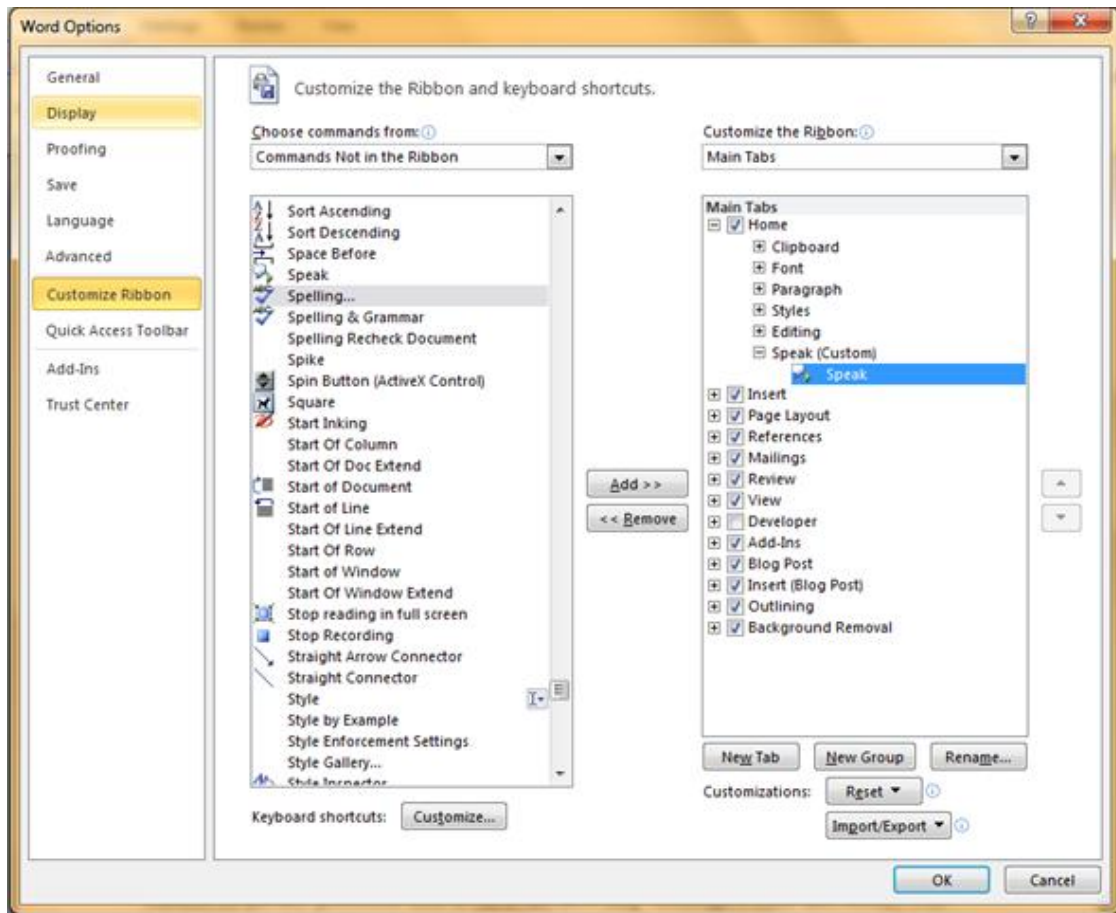




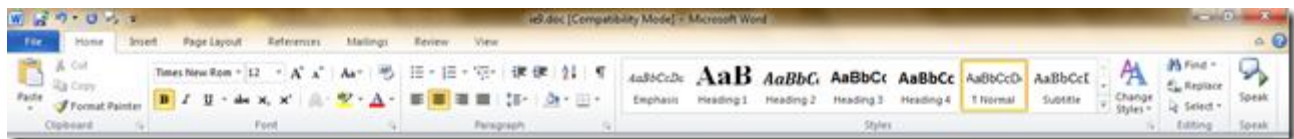
9. After selecting the **new Tab** or **new Group** (Selected here), the feature name to be appeared can be renamed and symbolized by an icon which can be selected from the icon list which pops up when **Rename** button is clicked.



10. From the **Commands Not in the Ribbon** tab, select **Speak** and Add it to ribbon by clicking **Add** followed by **OK**.

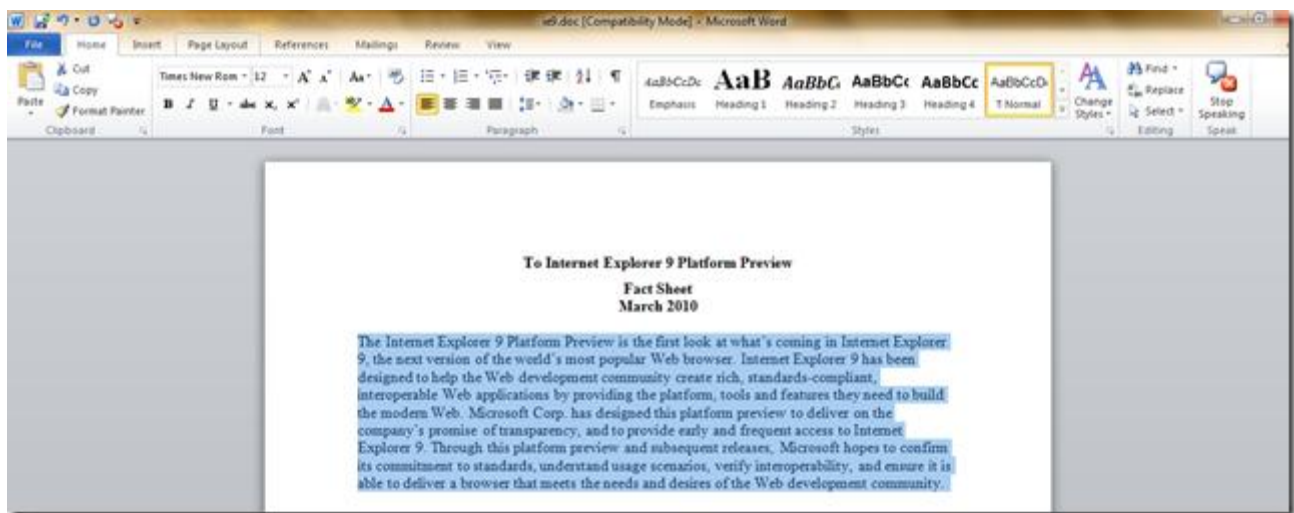


11. Now a new button would be added in the Ribbon at the place selected in previous step. The **speak** feature button is added at the last of Ribbon under **Home** Tab.

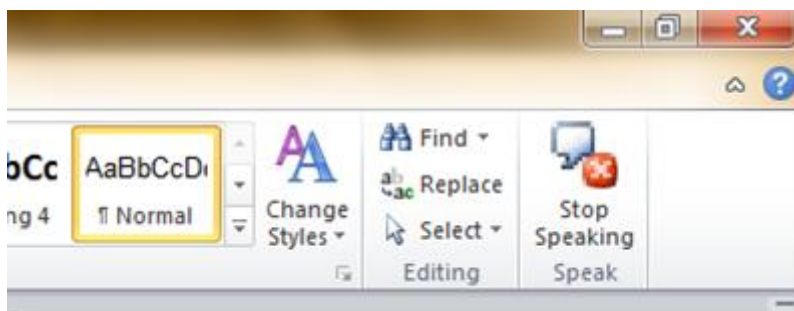




12. To use the text to speech feature, simply select the text and then click "Speak" button. And the text selected would be narrated by the Microsoft's Text-to-Speech (TTS) engine.



13. To stop or interrupt the Speech, click the ribbon button **Stop Speaking** which has been changed from **Speak** button after starting the speaking.



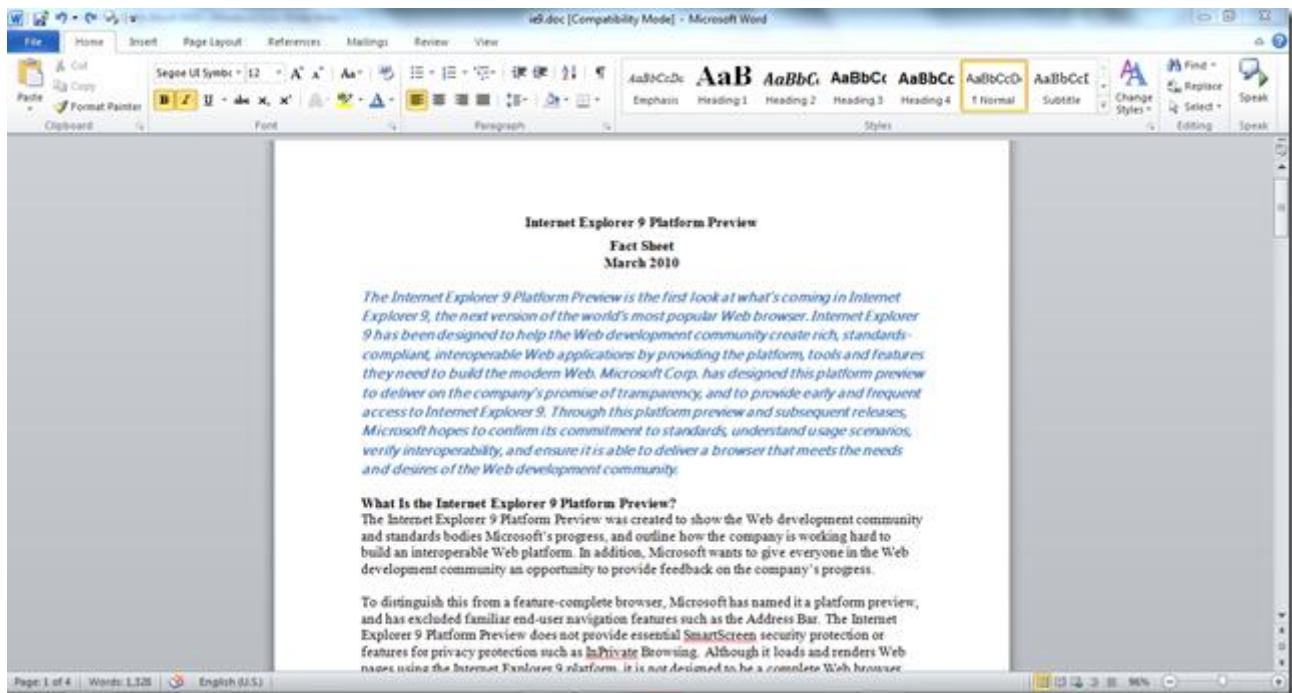
My experiences have been OK with this feature. It was not very clear but a recognizable speech. Microsoft needs to improve the TTS engine more. Still the feature is impressive.

### [Format Painter in Word 2010](#)

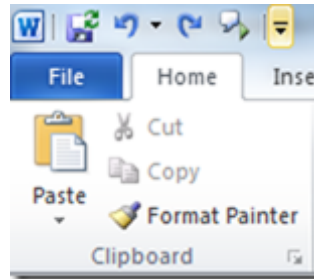
The format painter feature in Word 2010 allows copying formatting that is applied to a particular text and applying it to others. It just works like the way color picker in Microsoft paint do, i.e. to pick up a color applied to a particular pixel and apply it to others. This features works best when you spent some time trying different combinations of fonts, sizes and colors to a particular text until you get just the right combination. Instead of having to remember the precise formatting you applied, to apply the same to other text, you can simply copy the formatting using Format Painter.

Let's look at the procedure to use Format Painter in Word 2010 using an example.

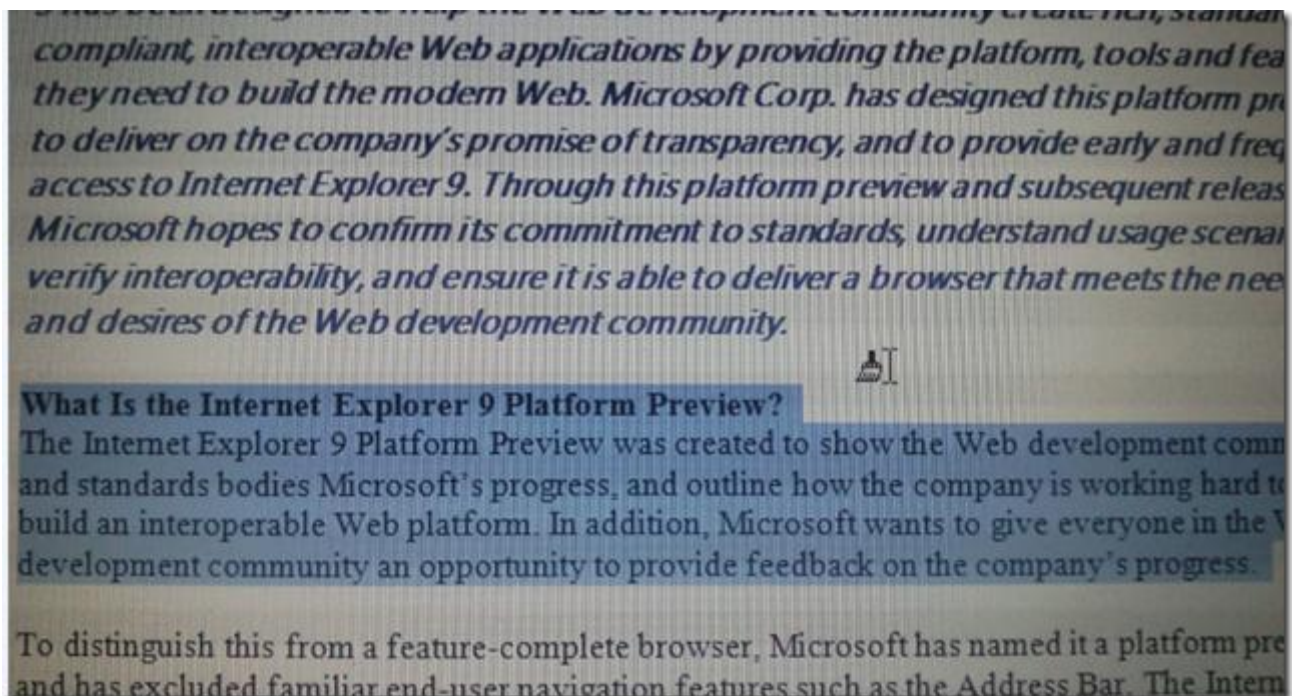
1. Open a word document, and select a piece of text and apply formatting to that piece of text. In the image, the first paragraph of the document has been formatted in the font "Segoe UI", Bold, Italics & Blue color.



2. Now, to apply the same formatting to the second paragraph, you need to remember the exact formatting to the first paragraph. This is the point, where format painter comes to rescue. Using the Format Painter option, to copy all the formatting of first paragraph to second is done by selecting that first paragraph and then copy the formatting by clicking Home > Clipboard > Format Painter.



3. The format painter brush will then follow your cursor around, letting you know that it's active. To apply the formatting, select the second paragraph.



Note: You can notice the cursor with the format painter brush is visible in the screenshot.

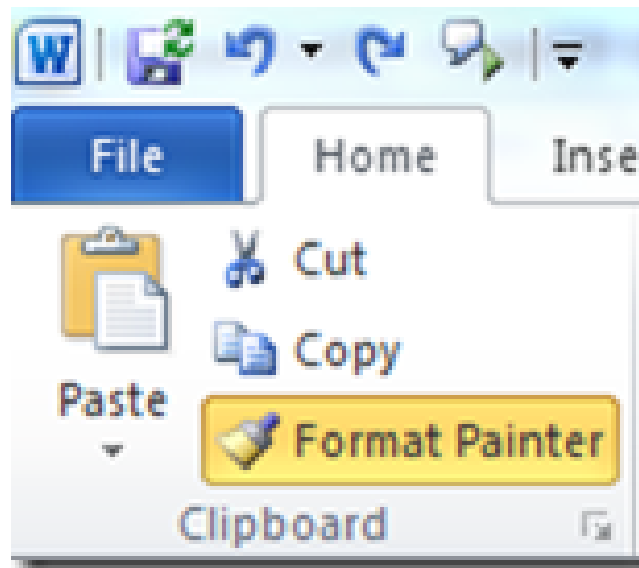
4. When you release the mouse, the formatting is applied to the second paragraph and the format painter tool is turned off again.

*The Internet Explorer 9 Platform Preview is the first look at what's coming in Internet Explorer 9, the next version of the world's most popular Web browser. Internet Explorer 9 has been designed to help the Web development community create rich, standards-compliant, interoperable Web applications by providing the platform, tools and features they need to build the modern Web. Microsoft Corp. has designed this platform preview to deliver on the company's promise of transparency, and to provide early and frequent access to Internet Explorer 9. Through this platform preview and subsequent releases, Microsoft hopes to confirm its commitment to standards, understand usage scenarios, verify interoperability, and ensure it is able to deliver a browser that meets the needs and desires of the Web development community.*

**What Is the Internet Explorer 9 Platform Preview?**

*The Internet Explorer 9 Platform Preview was created to show the Web development community and standards bodies Microsoft's progress, and outline how the company is working hard to build an interoperable Web platform. In addition, Microsoft wants to give everyone in the Web development community an opportunity to provide feedback on the company's progress.*

5. The format Painter would be activated till the formatting has been completely applied to another text.



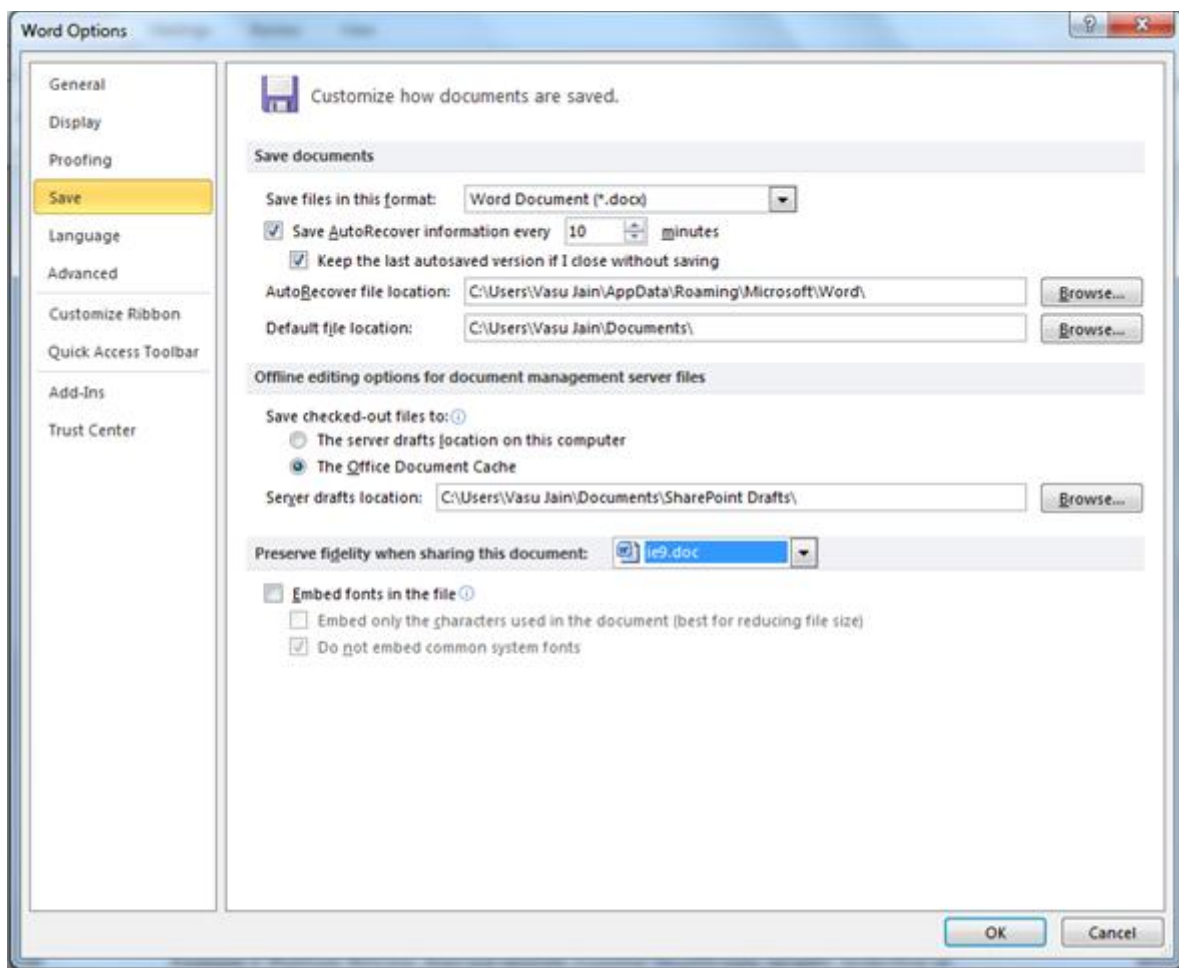
Clicking on the format Painter would activate it only for one instance. i.e. you can copy the same formatting to one piece of text.

However, to apply that formatting to several more pieces of text, select that first line of formatted text again. This time, double click on the format painter button. Then you can keep applying your copied formatting by selecting more pieces of text. To turn off the format painter, press escape or click the format painter button again.

### [Autosave a Microsoft Word Document](#)

Since Microsoft Word 2010, there is functionality to keep saving your changes periodically behind the scenes. This feature is pretty useful in case your system crashes or application crash or some other Windows issue that forces you to shut down the word document without saving. Using this feature, you will then be able to recover the last saved version of your Word document.

The Autosave options are now configurable in Word. In Word 2010, you can view the Autosave options by clicking the **File Menu > Options > Save**.

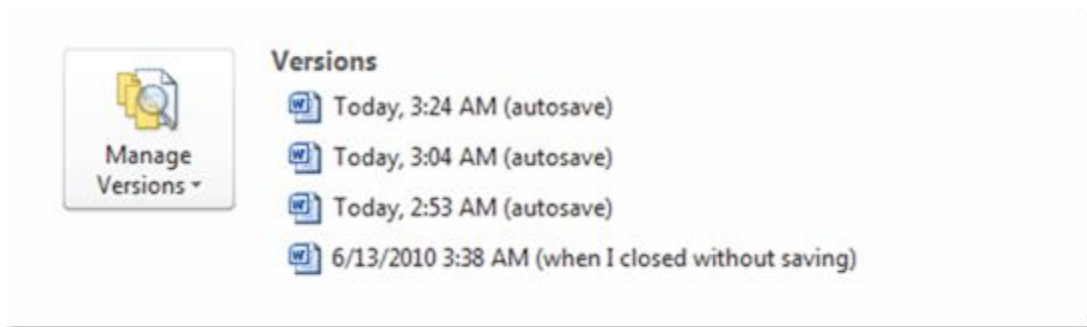


In this window you can change how frequently Word AutoSaves your document by selecting *Save AutoRecover information every* value. If it is set

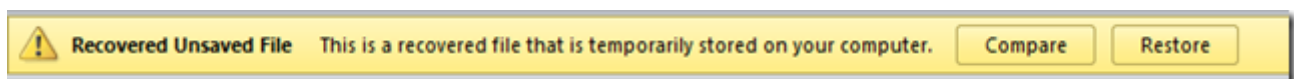


to 10 minutes, for example, a copy of the current state of the document is made every 10 minutes. The AutoRecover file location is where copies of your document are saved to, periodically. This feature pretty much works like the same way in Windows Live Mail, document gets auto saved as a draft.

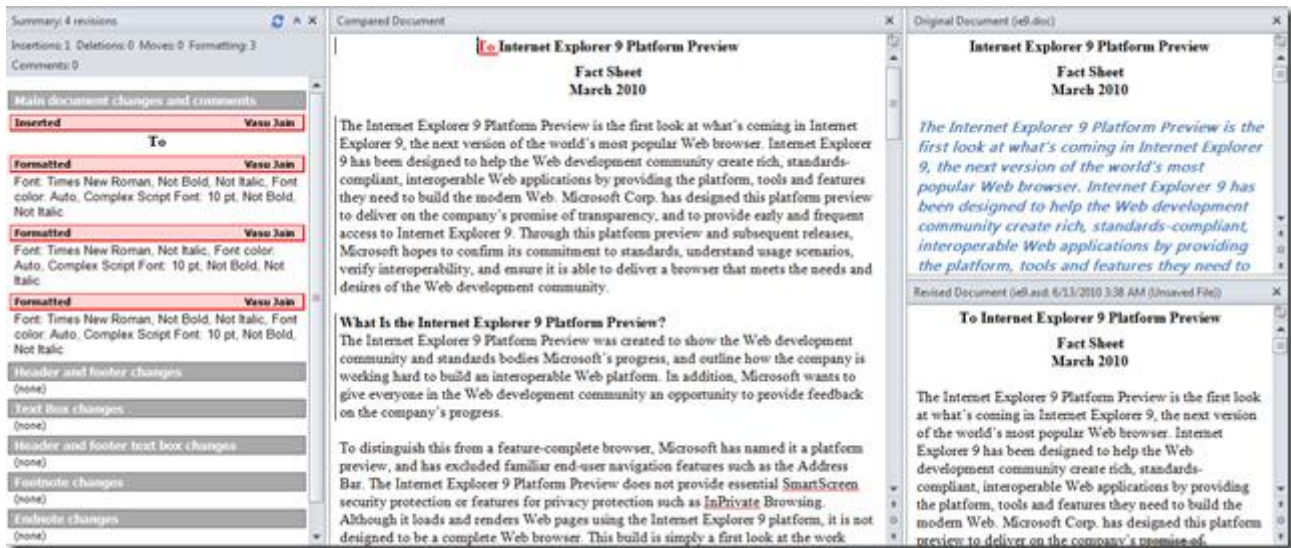
The AutoSaved copies of your current document are viewable in the Backstage View of Word 2010. When you click on the Office Button last few Autosave files are displayed with the timestamp and version info like Autosave, or save when "closed without saving".



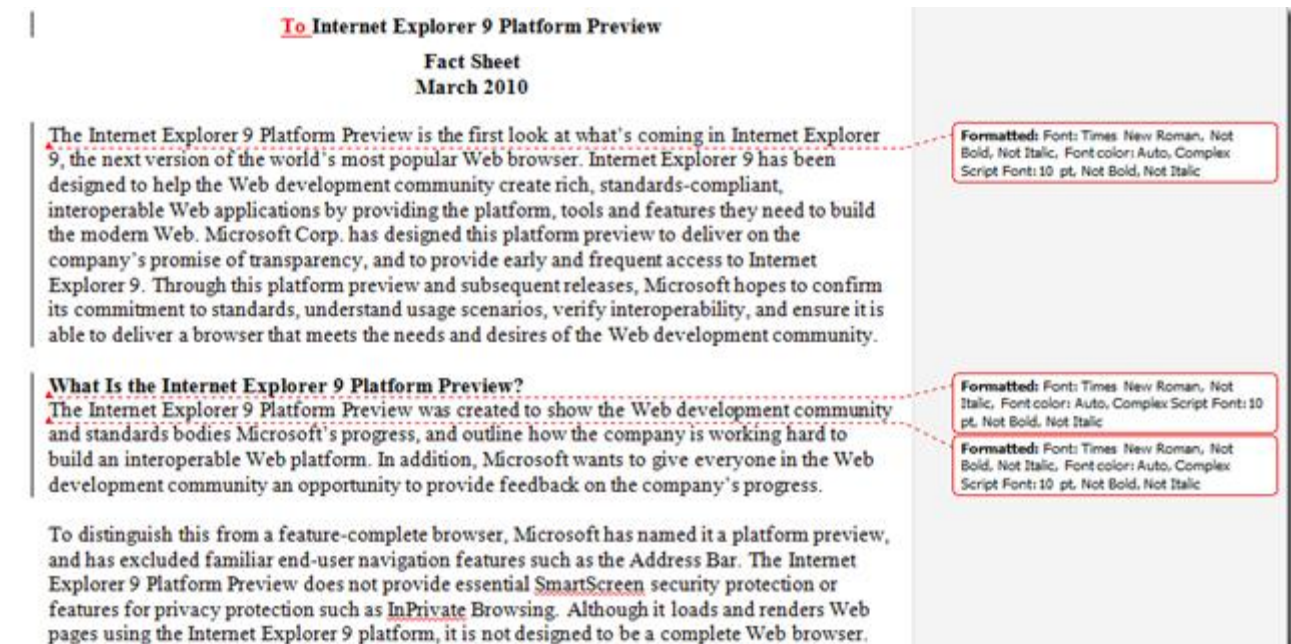
Each version is clickable, allowing you to view the version, compare it with the current version and restore it. When you click on a version, it will open in a new instance of Word and an alert would be displayed just beneath the ribbon:



If you click Compare, yet another instance of Word is opened (that's 3 now, including original document, previous Autosave version of document & compare file) with the Reviewing Pane (Review tab, Tracking group) open, allowing you to see the differences between the AutoSaved version and the current version of the document. If you decide that you do need the AutoSaved version, click Restore. You can close either of those extra instances of Word down if you decide you don't need them.



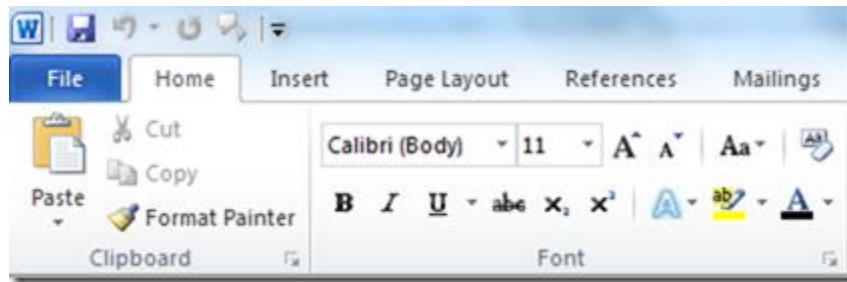
Closing the summary & other 2 panes in the compare document leaves you with a single frame in the Compare document where the changes made to the document are highlighted (using red dotted line) and any formatting changes are shown using a balloon that connects to the same red dotted lines.



The autosaved versions are deleted automatically when you save and close your document so that the feature doesn't kill space on your hard drive.

The feature is very useful for the people who save their document infrequently and if there were no auto saves, they would lose a lot of data in the event of an application crash or in case you've made lots of changes to a document, and then accidentally clicked 'No' when asked whether you want to save your changes.

## Customize the Default Font in Office Word 2010



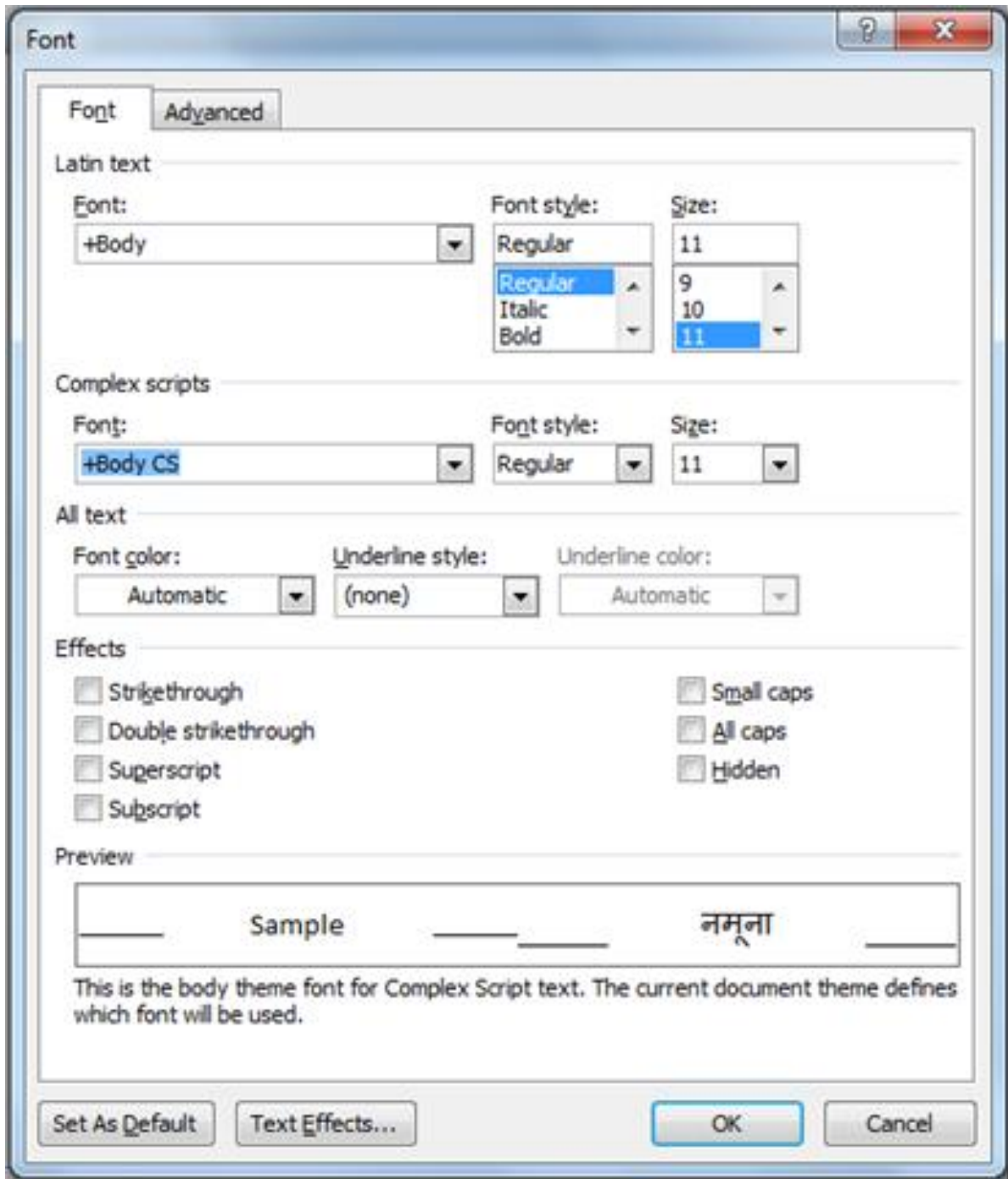
Microsoft Word 2010 comes with a default font Calibri (Body) with Font size 11 and no formatting like Bold, Italics etc. What if you need a different font of your taste to type every time you open word? Off course you can always change the font **every time** you open a Word document, but there is a way easier for the same. Word 2010 allows user to customize the default font. When you customize a default font, every new document you open will use the font settings that you selected and set as the default. The default font applies to every new Word documents Even, Templates can be created to use different default font settings.

To customize the default font in Microsoft Word 2010:

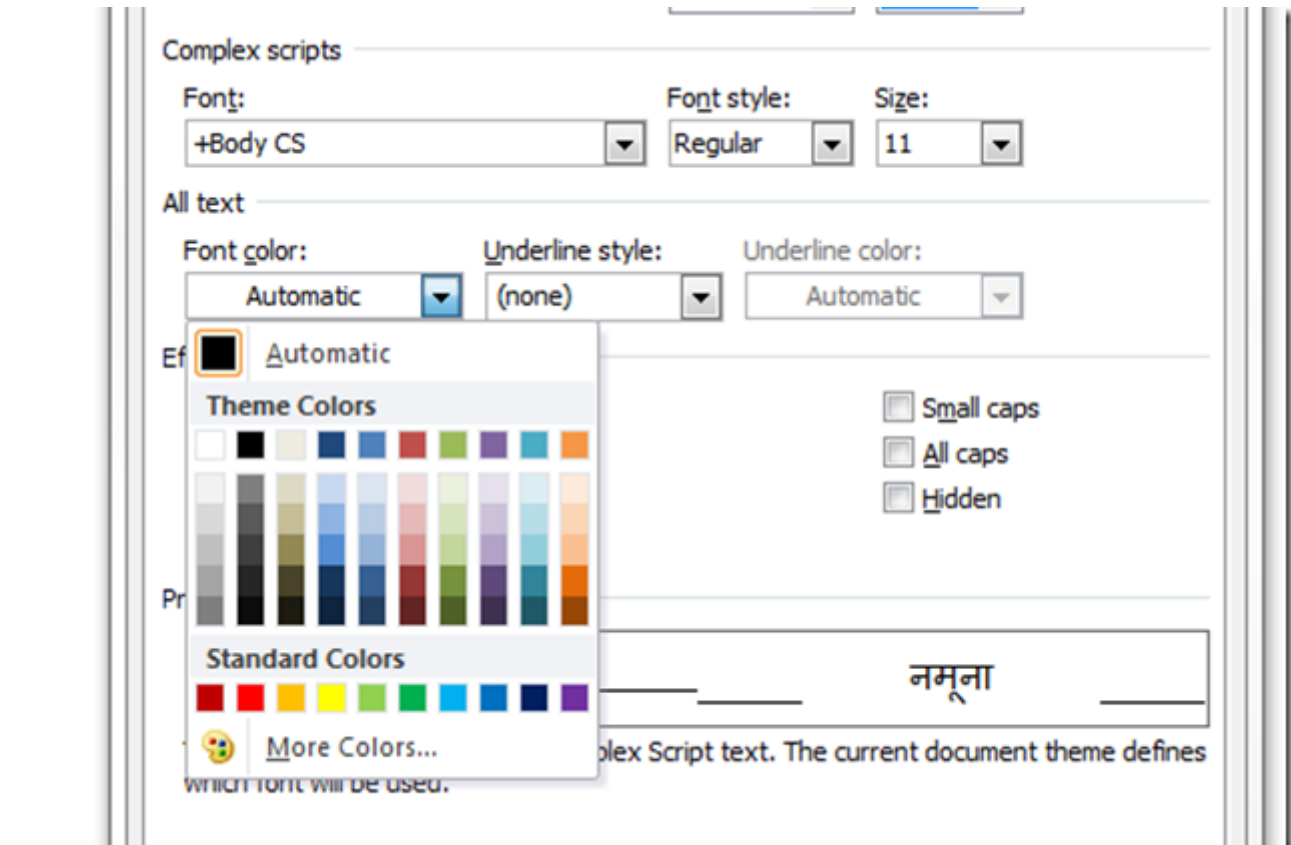
1. Click "**Home**" tab, and then in the "**Font**" group, click the arrow at right side bottom corner to open a dialog box.



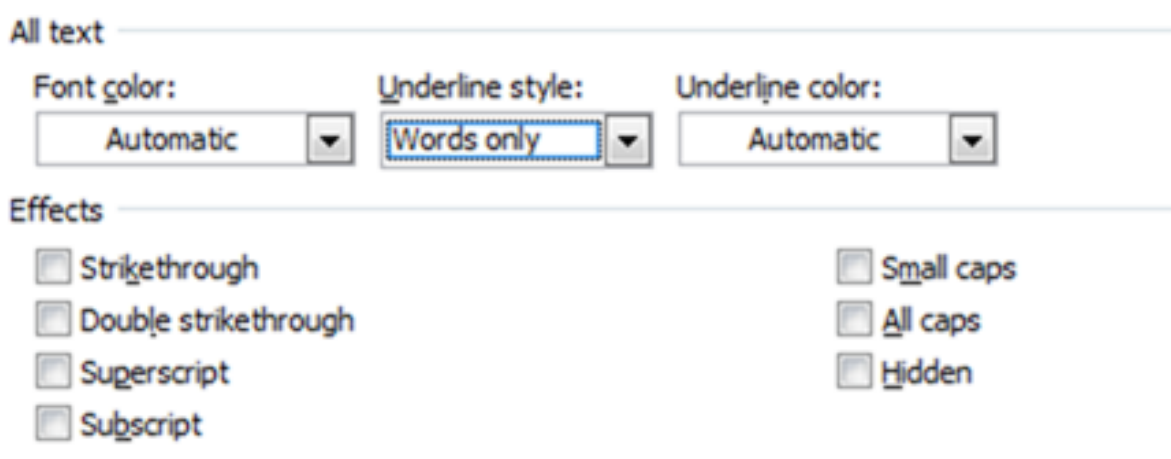
2. From the Font dialog box, font type, font style, size can be selected as default.



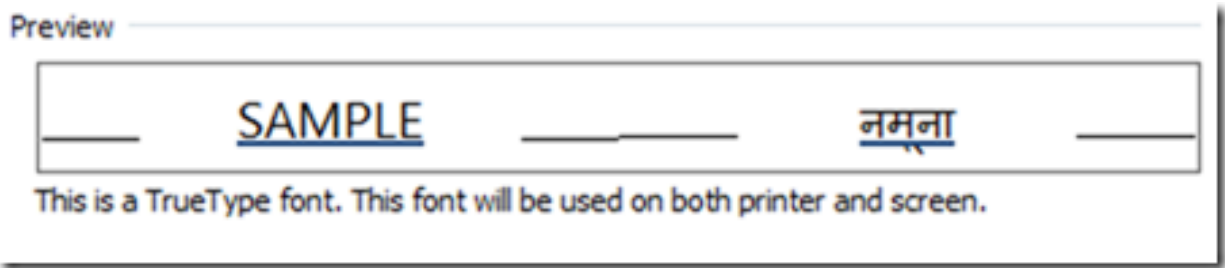
3. Color for font can also be chosen by clicking the drop down list below "Font color"



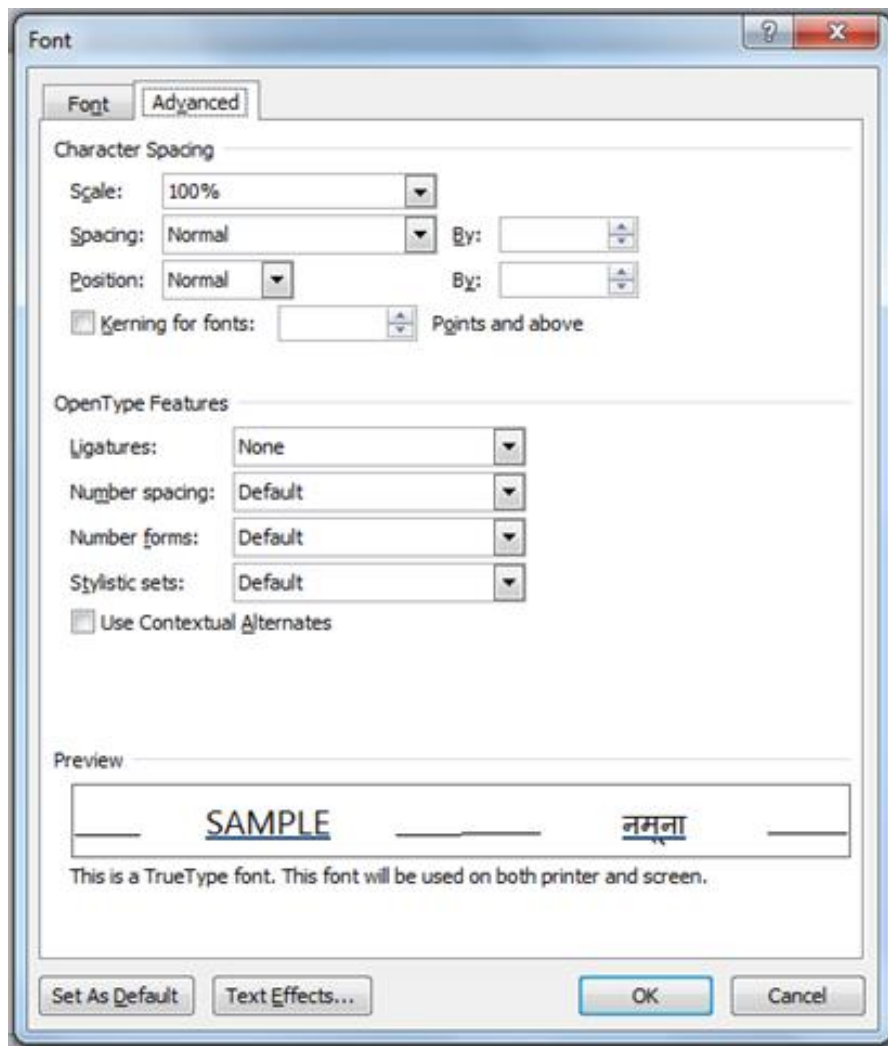
4. Select color for the underline if you choose one underline style also effects like Small Caps, All Caps, hidden etc. can be applied to the font.



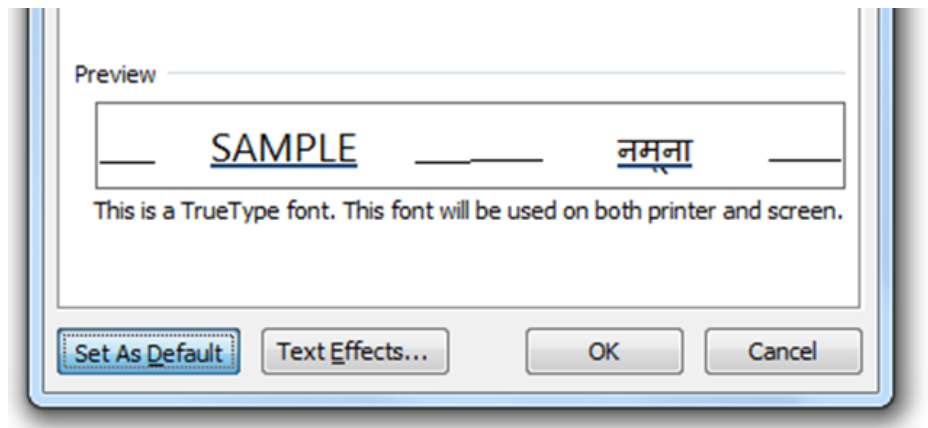
5. Live preview of the font can be seen in the Preview frame of the "Font" Dialog box.



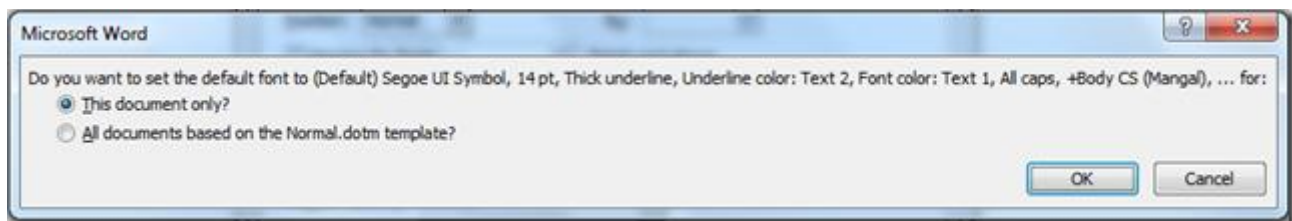
6. Once, font is selected, Click "Advanced" tab and customize the advanced font settings from Advanced Font Settings.



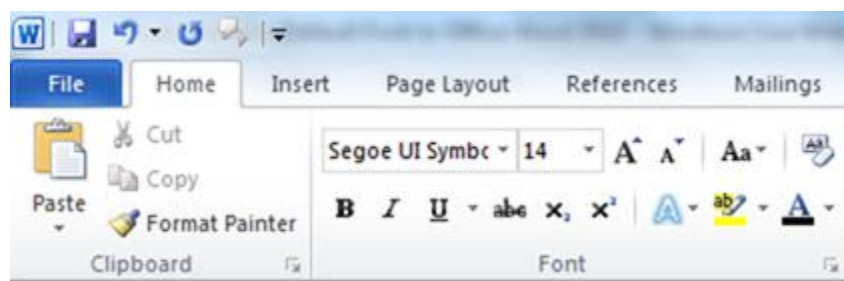
7. Click "Set as Default" button at the end of the dialog box from either of the "Font" or "Advanced" tab.



8. Then a dialog box will pop up to confirm the default font for the working document only or for all future documents. Select the Radio button 2, to set the customized font as default font for all word documents and then click "OK".



9. When finishing this font of the document has been changed now. Now every time a new document in word is opened it would have a default font as selected by you.



As in the screen shot, the font selected by me has been set as default and would be applicable to all future word documents.



# Excel 2010

Analyze data efficiently & quickly in Excel 2010 using Sparklines



Sparklines are a new kind of visualization in Excel 2010. They are small cell-sized graphics used to show trends in series of values by using line, column, or win/loss charts. Sparklines allow the viewer to see in a single cell information-dense graphics that greatly increase reader comprehension of the data. Sparklines display mini-charts that can be placed inside cells in order to view the data and the chart on the same table. Before office 2010 all versions of Microsoft Excel, used third party add-ins to serve this purpose, but the Excel 2010 versions have embedded this functionality for the user’s convenience.

Creating a Sparkline for data:

1. Populate data in the excel

	E	F	G	H	I	J	K
	30	45	43	21	67		

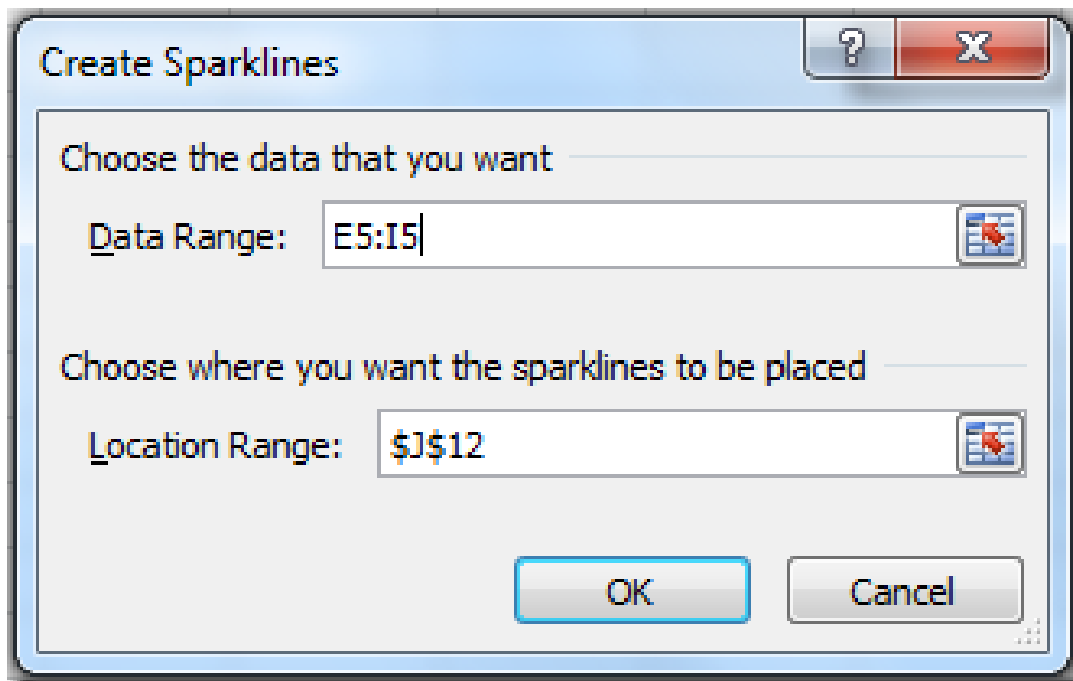
2. Go to the Insert option and choose your desired Sparkline from the Sparklines section. There are 3 types of Sparklines.

- Line
- Column
- Win/Loss



3. Select a type of Sparkline

4. Specify the Data Range (it includes the column which you need to include into the chart) and Location Range (where you wish to draw the Sparkline).



5. Desired Sparkline is created. Notice Line and column Sparklines respectively in the screenshot below.



Sparklines in this table below are displaying the win / loss record for a softball league.

League Standings

Team	W	L	Percent
QPB Ballers	9	1	90%
B&N Rockets	8	2	80%
Amazon Bats	8	2	80%
Brusing Borders	5	5	50%
Power Powell's	2	8	20%
Half Price Bases	2	8	20%
Comic Cruisers	1	9	10%

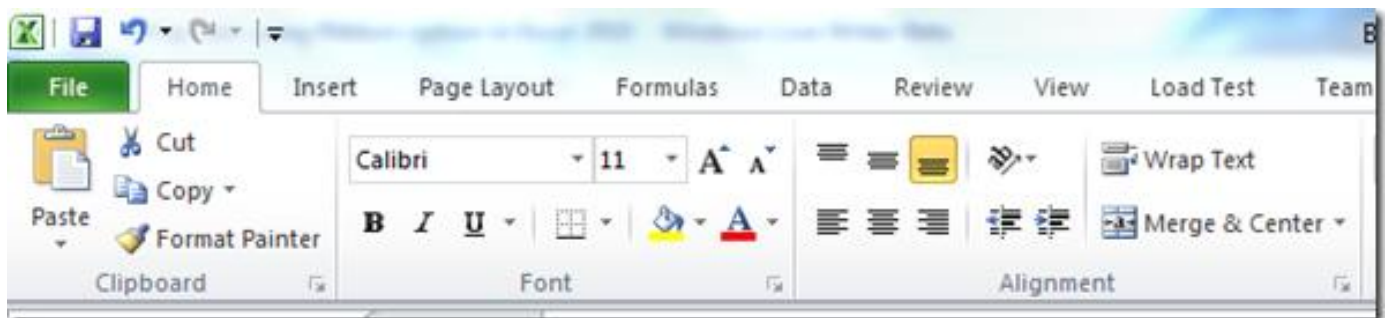
Team	W	L	History	Percent
QPB Ballers	9	1		90%
B&N Rockets	8	2		80%
Amazon Bats	8	2		80%
Brusing Borders	5	5		50%
Power Powell's	2	8		20%
Half Price Bases	2	8		20%
Comic Cruisers	1	9		10%

Sparklines provide data analysis in a much quicker way and as it is said a Picture is worth 1000 words this feature would help achieve the same.

### [Wrap text using Ribbon option in Excel 2010](#)

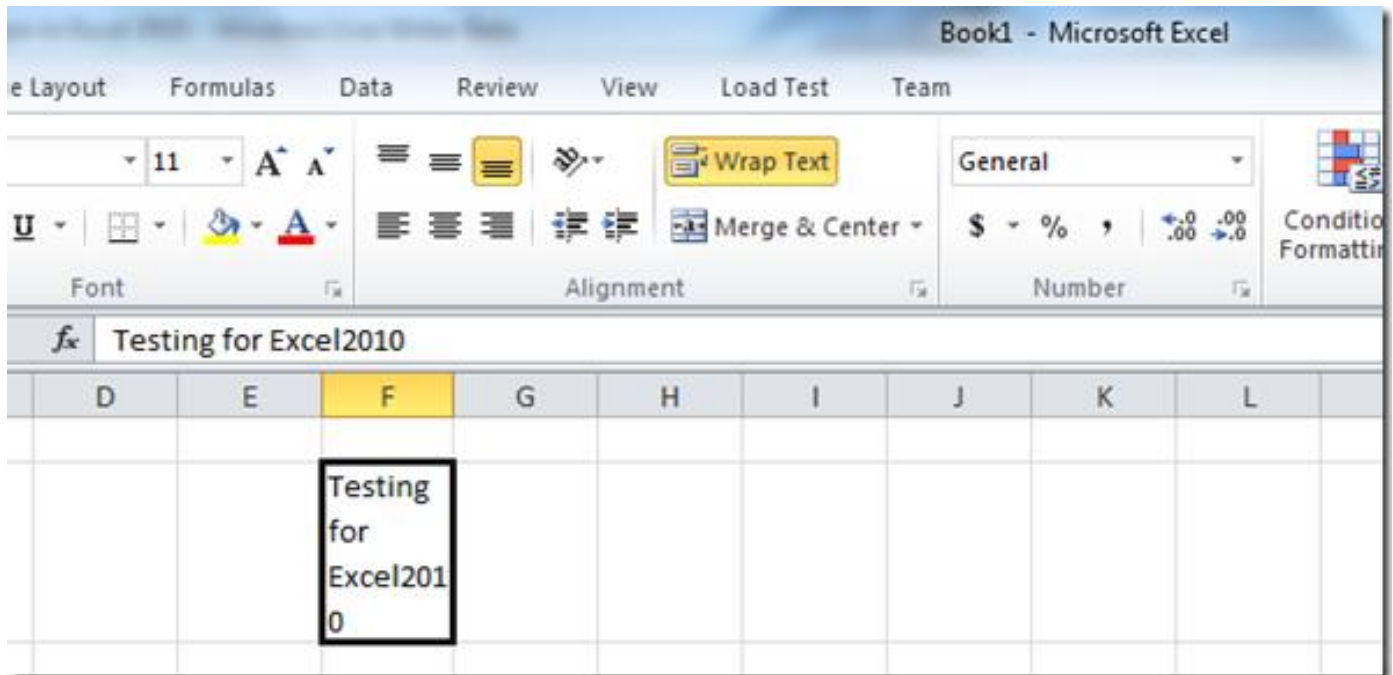
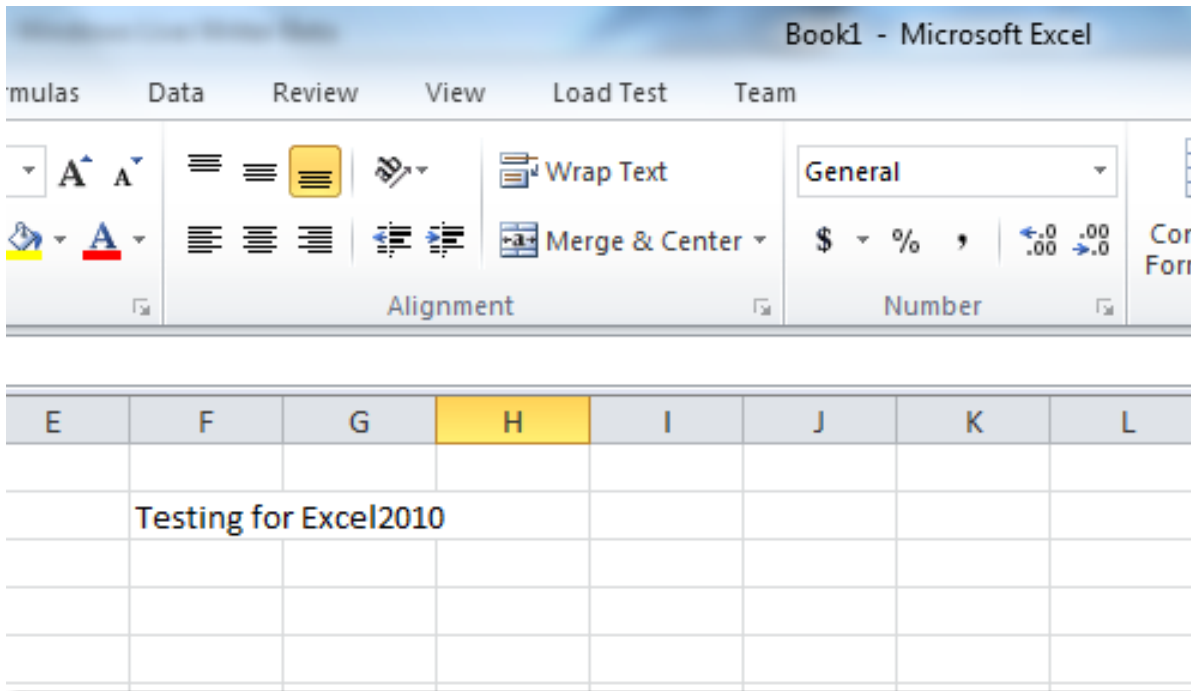
Microsoft Excel 2010 comes with another handy feature which is used to wrap text in long lines. However, this feature was present earlier as well, but with Office 2010, Microsoft has made this feature into ribbon and much more easily accessible.

Wrap text features makes all content visible in a cell by displaying it on multiple lines. Instead of pressing Alt+enter to move to next line every time, a single click do the trick.



Located in Ribbon, this feature can be used, by selecting a cell and clicking the same.

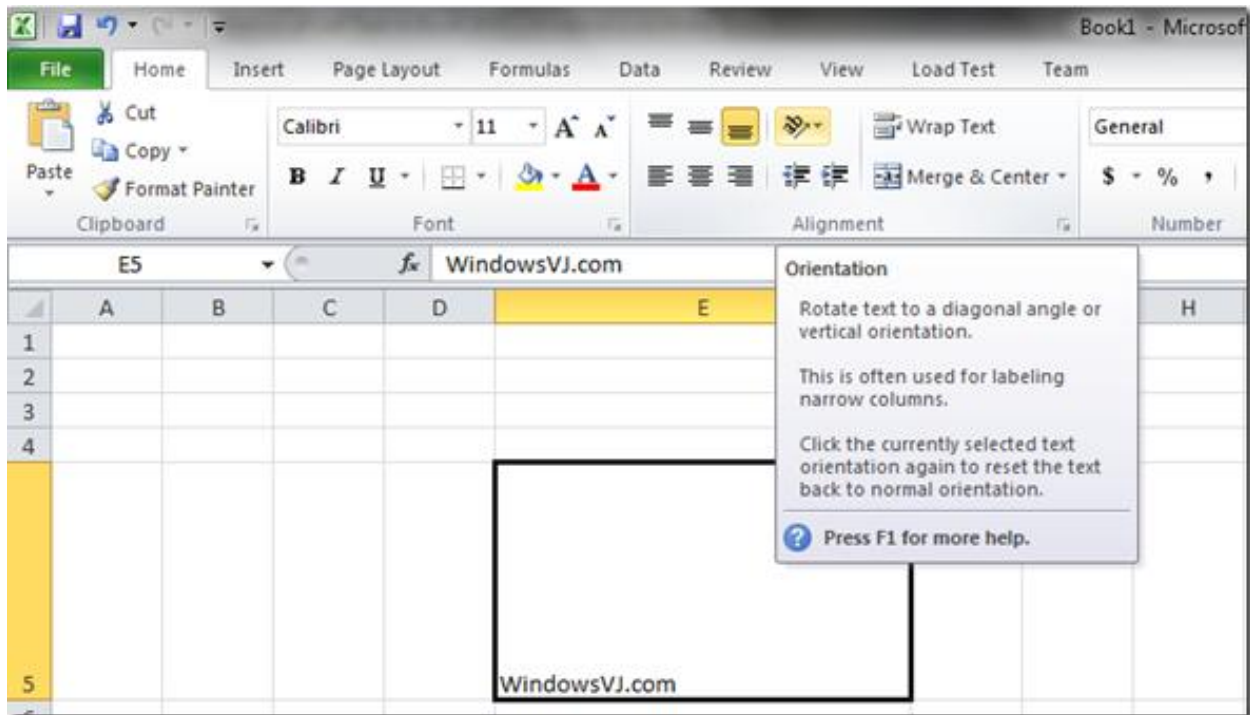
## Office 2010: Tips & Tricks



After clicking the text wraps into as many lines it needs keeping column width fixed. Clicking the same feature again resets back the cell text and unwraps it.

## [Change Orientation of cell Text in Excel 2010](#)

Excel 2010 comes with a handy feature known as **Orientation** that can rotate your text to a diagonal angle and vertical orientation and many others.



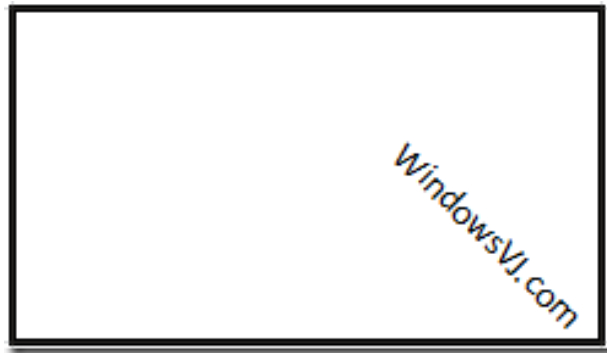
To change the orientation of a cell, click the selected text and click orientation and select any orientation from there. Clicking the orientation button again resets the text back to normal orientation

Text in a cell can be rearranged or realigned in different orientations like

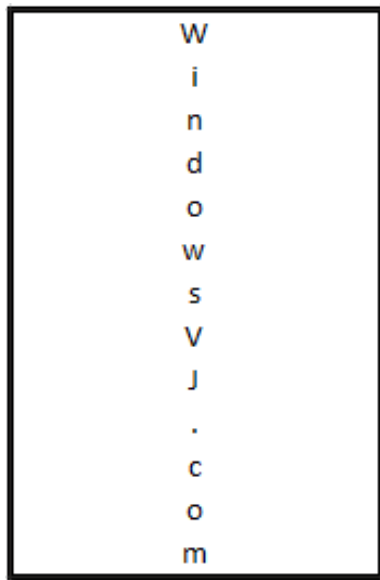
- Angle Counterclockwise



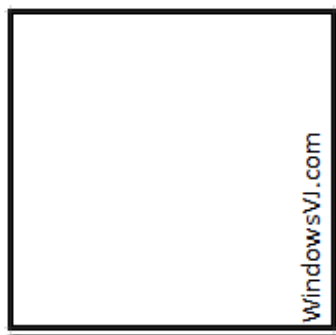
- Angle Clockwise



- Vertical Text

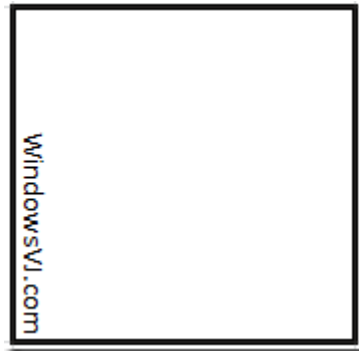


- Rotate Text Up

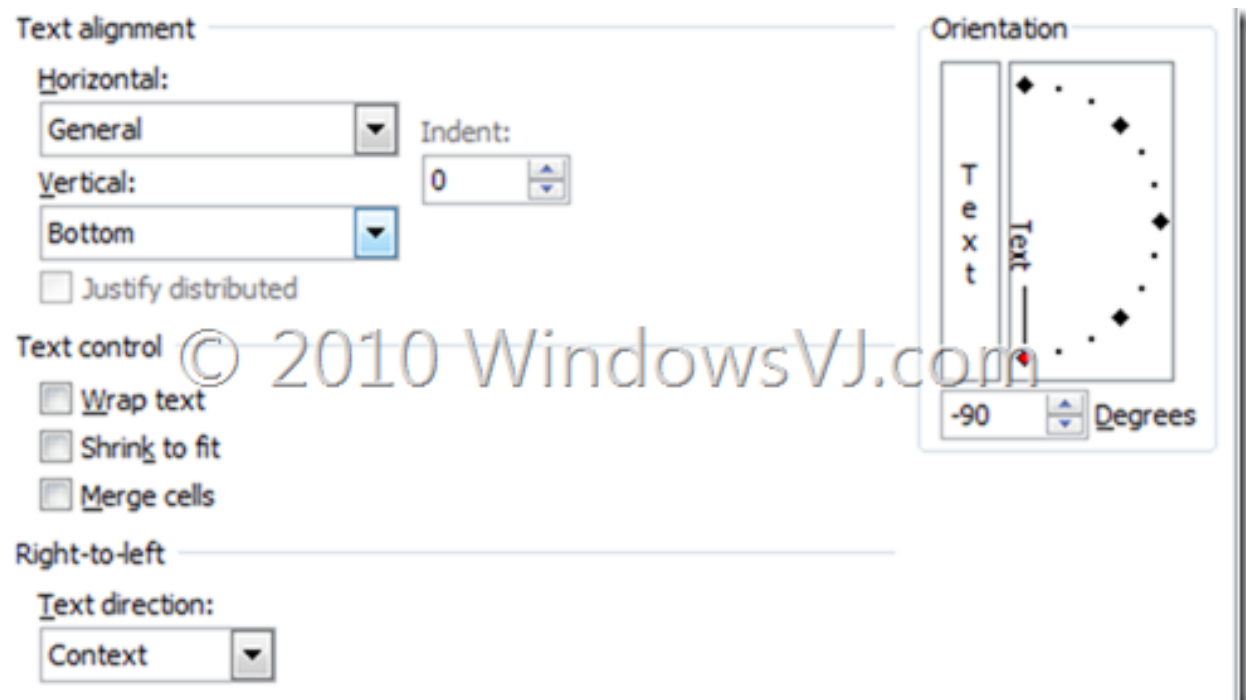




- Rotate Text Down



- Format Cell alignment



The Format cell alignment option gives the user flexibility to align the text and control the orientation angles, text direction etc. This feature is often used for labeling narrow columns in an excel sheet. Also this feature may prove useful for decorating & making creative excel sheets as well.

## Count the occurrences of a text in Excel

This article explains how you can use worksheet functions in Microsoft Excel to count the number of occurrences of a specific number or text string in a range of cells on a worksheet.

In the cell that you want the result to appear in, enter the appropriate formula from the following examples.

	Pending	
	Pending	
anetwork issue, it was advised ue.	Closed	
ow in A/c details and setting	Closed	
ot a software issue	Closed	
mitted.	Pending	
	Pending	
Jone,till the time solution not altering the field blank in	Pending	
er redirected to contact IBM.	Closed	
lid TAN must used to exit.	Closed	
ils_Redirected to IBM	Closed	

## How to Count the Occurrences of a Number

Use this formula

`=SUM(IF(range=number,1,0))`

Where *range* is the range that you want to search and *number* is the number that you want to count.

**NOTE:** This formula must be entered as an array formula. To enter an array formula, press CTRL+SHIFT+ENTER.

## How to Count the Occurrences of a Text String

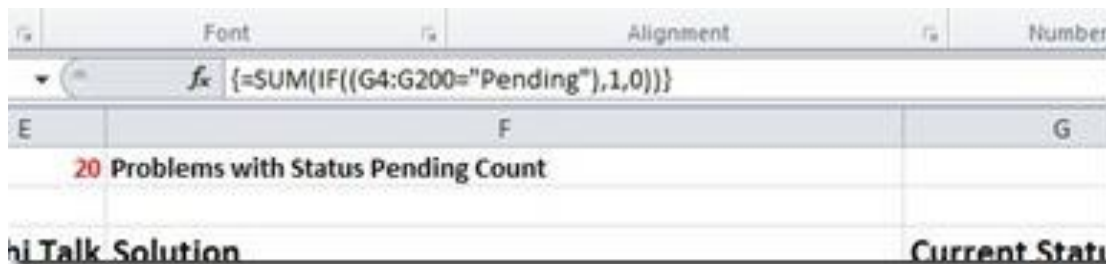
### Method 1

Use this formula

```
=SUM(IF(range=" text",1,0))
```

where *range* is the range that you want to search, and *text* is the text that you want to find (the text must be enclosed in quotation marks).

**NOTE:** The above formula must be entered as an array formula. To enter an array formula, press CTRL+SHIFT+ENTER.



In the screenshots we have calculated number of occurrences of text "pending" in column 'G'

### Method 2

Use the COUNTIF() function to count the occurrences of a text string. For example, use the formula

```
=COUNTIF(range," text")
```

Where *range* is the range of cells that you are evaluating, and *text* is the text string that you want to count instances of (note that *text* must be enclosed in quotation marks).

**NOTE:** This formula must be entered as an array formula. To enter an array formula, press CTRL+SHIFT+ENTER.

Wildcard characters can be used within the COUNTIF function.

The asterisk character (\*) represents more than one character. For example,

to count all the cells in the range a1:a10 that contain an "x," you can use the following formula:

```
=COUNTIF(a1:a10,"*x*")
```

The question mark character (?) can also be used to represent one wildcard character — for example, to count all cells in the range whose second character is the letter, such as "ax" or "bx."

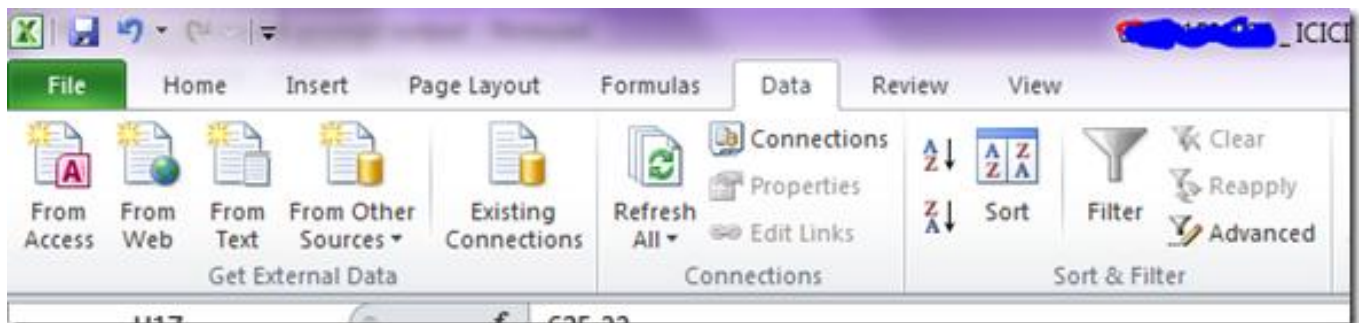
```
=COUNTIF(a1:a10,"?x*")
```

### Sorting Excel file by Column Attribute

Recently while working on an Excel sheet i required a need to sort a particular column by an order. At office i was working on Office 2003 and it made me nuts while figuring out the exact thing. Office 2010 has this thing in pretty much simple and easy mode.

For Office 2003:

- 1.Select the cells of a particular column which you want to sort.
- 2.Go to Menu->Data->Sort
- 3.Select Sort by "Column name" & "Order" Ascending or Descending
- 4.Press OK

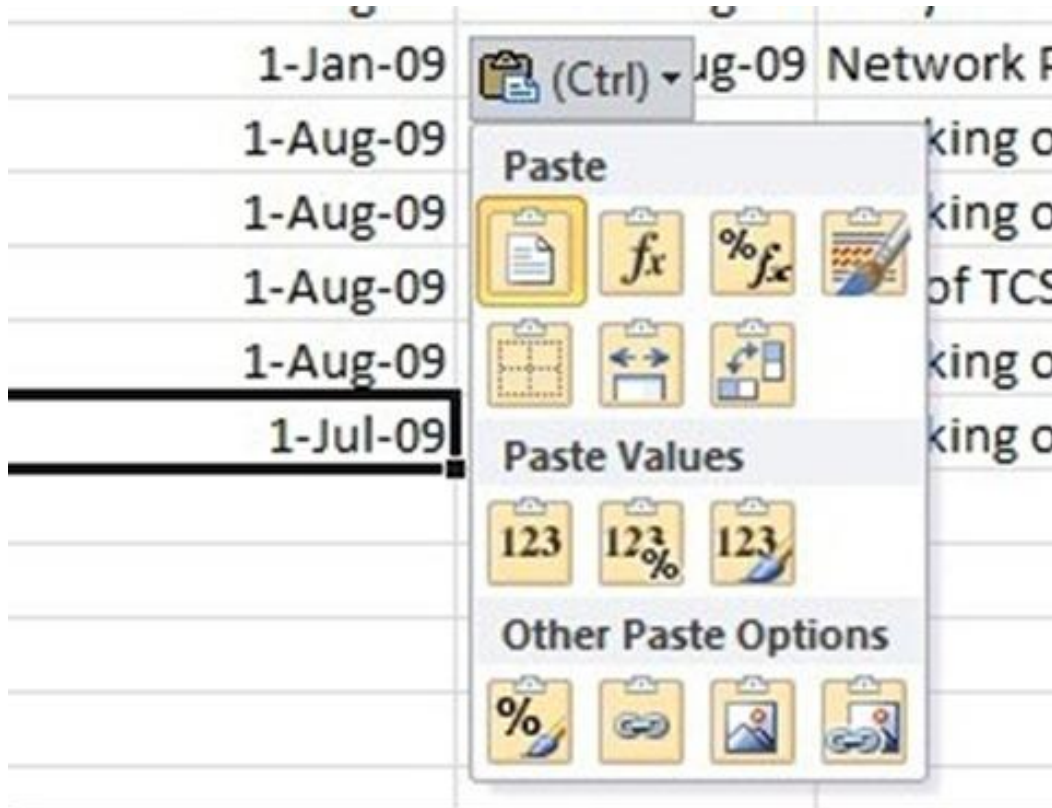


For Office 2010:

- 1.Select the cells of a particular column which you want to sort.
- 2.Go to Menubar->Data->Sort
- 3.You can either select direct sorting (Ascending or Descending) or you can select more options
- 4.For more options you can Sort on "Cell data,Color,icon" Sort by "Column name" and "Order" Increasing or decreasing.
5. Press OK.

## Excel 2010 Paste Options

Paste options in Office 2010 which have been upgraded to show a paste preview and it provides different types of pastes with formatting or without. In excel the paste preview has few more options.



In the screenshot above i have copied a cell and then tried to paste it in some other cell. These are all paste options i had:

Under Paste we have the following pastes available:

- Paste
- Formulas
- Formulas & Number formatting
- Keep Source formatting
- No Borders
- Keep source Column widths
- Transpose

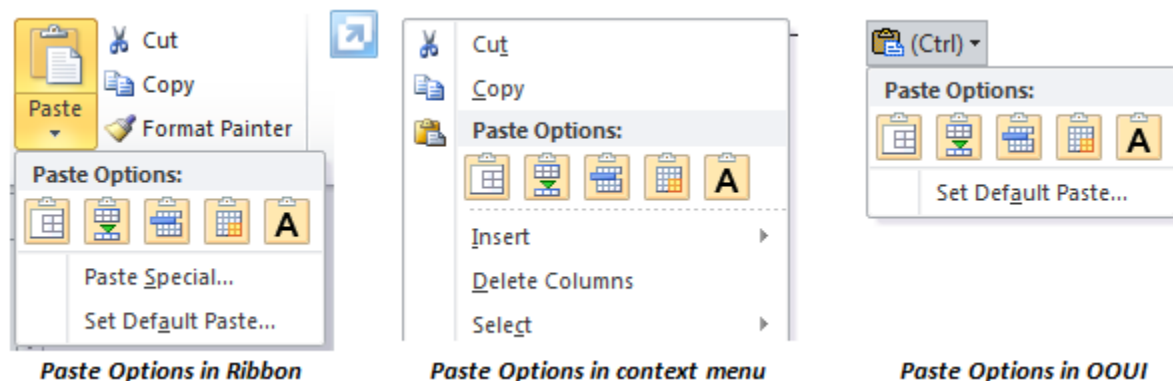
Under Paste Values we have the following pastes available:

- Values
- Values & Number formatting
- Values & Source formatting

Under Other Paste Options we have the following pastes available:

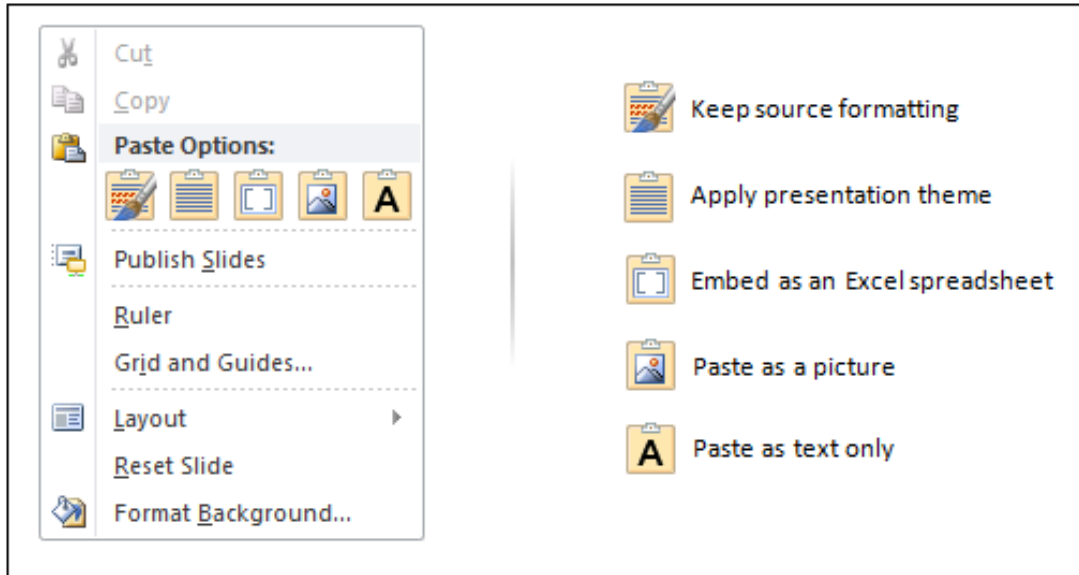
- Formatting
- Paste Link
- Picture
- Linked Picture

You can also have a paste preview of any of the above option, just mouse over that option & paste preview would be shown in the excel sheet itself.



The Paste Options gallery shows up in three places– in the Ribbon, on the right-click context menu and in the Paste Recovery on-object UI (OOUI) that appears near content you have pasted in your document.

When you paste some Excel data into PowerPoint presentation, the Paste preview works a bit differently or rather with a few more options in PowerPoint 2010.



*Paste Preview in PowerPoint 2010 when data from Excel is copied.*



## Handy Shortcuts in Excel 2010



Covering a few of Excel keyboard shortcuts and a few other little tricks that helps work faster.

### F9 – Partial formula evaluation

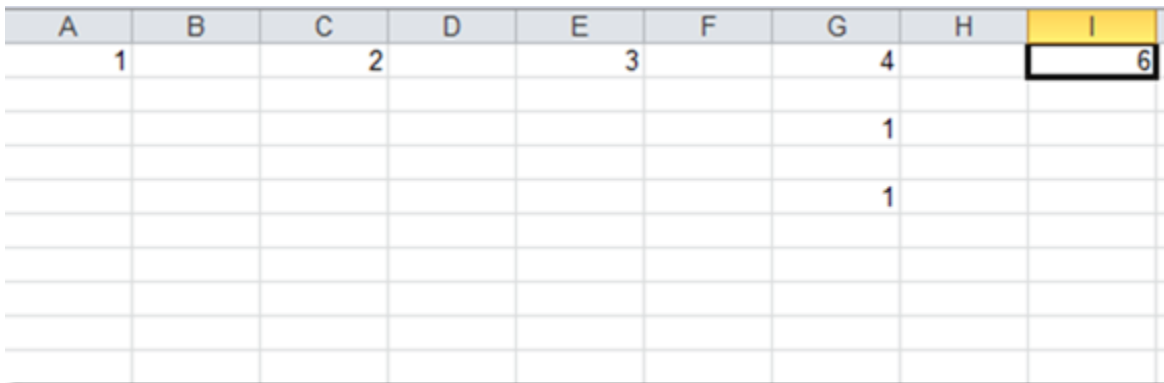
F9 is really helpful for debugging complex formulas, because it allows you to select smaller pieces of your formula and evaluating just that highlighted part. To try it out, just select the portion of the formula that you want to evaluate:

and press F9:

Be careful because any changes that are made in the formula bar will be committed to the cell if you press ENTER. It's a good idea to press ESC to preserve the original formula.

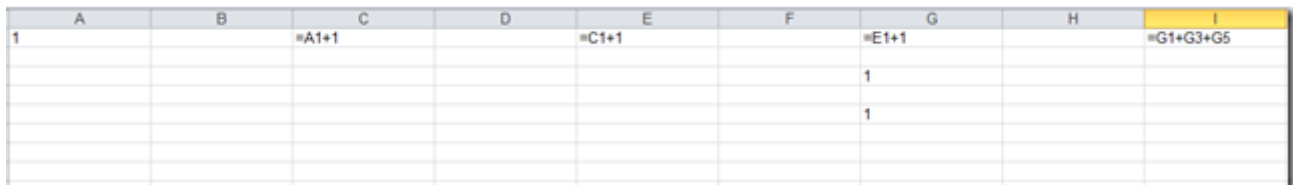
### CTRL + ` – Show formulas

If I want to get a quick understanding / review of all the formulas in a sheet, instead of selecting each cell individually and examining the formula bar, I can use Show Formulas. Here is what my workbook normally looks like:



A	B	C	D	E	F	G	H	I
1		2		3		4		6
						1		
						1		

And after pressing CTRL + ~ I see the formulas in the cells, not the values:

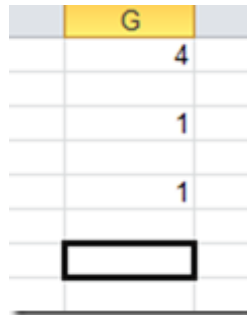


A	B	C	D	E	F	G	H	I
1		=A1+1		=C1+1		=E1+1		=G1+G3+G5
						1		
						1		

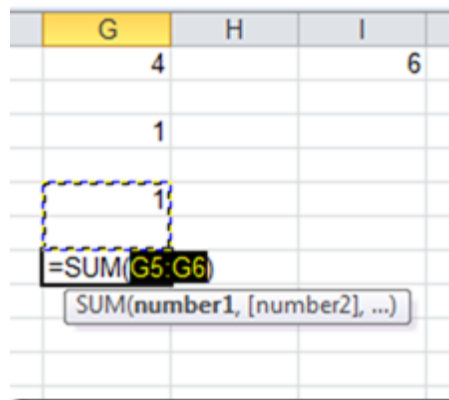
### ALT + = for AutoSum

If your active cell is at the bottom of or to the right of a range of data, typing ALT + = will automatically put the SUM function into that cell, along with the range reference for the data above, or to the right (respectively).

Before ALT + =



After ALT + =



Incidentally, if Excel doesn't know what range to put it, you'll just get =SUM(), which is better than typing it all out, right?

### CTRL + [ and CTRL + ] to select direct precedent & dependent cells

In a complex spreadsheet with formulas that build on and reference each other, you may want to know which cells are precedents of or dependent on a particular cell. For example, consider this spreadsheet (in show formulas mode CTRL + `):

	A	B	C	D	E	F	G	H	I	J
1	1		2		3		4		=G1+G3+G5	
2										
3							1			
4										
5							1			
6										
7										

## Office 2010: Tips & Tricks

Cells A1, G3, and G5 contain a fixed value of "1", and C1 depends on A1, E1 on C1, G1 on E1, and i1 on G1, G3, and G5.

	A	B	C	D	E	F	G	H	I
1	1		2		3		4		6
2									
3							1		
4									
5							1		
6									
7									
8									

Selecting cell i1 then typing **CTRL + [** shows me:

	A	B	C	D	E	F	G	H	I
1	1		2		3		4		6
2									
3							1		
4									
5							1		
6									
7									

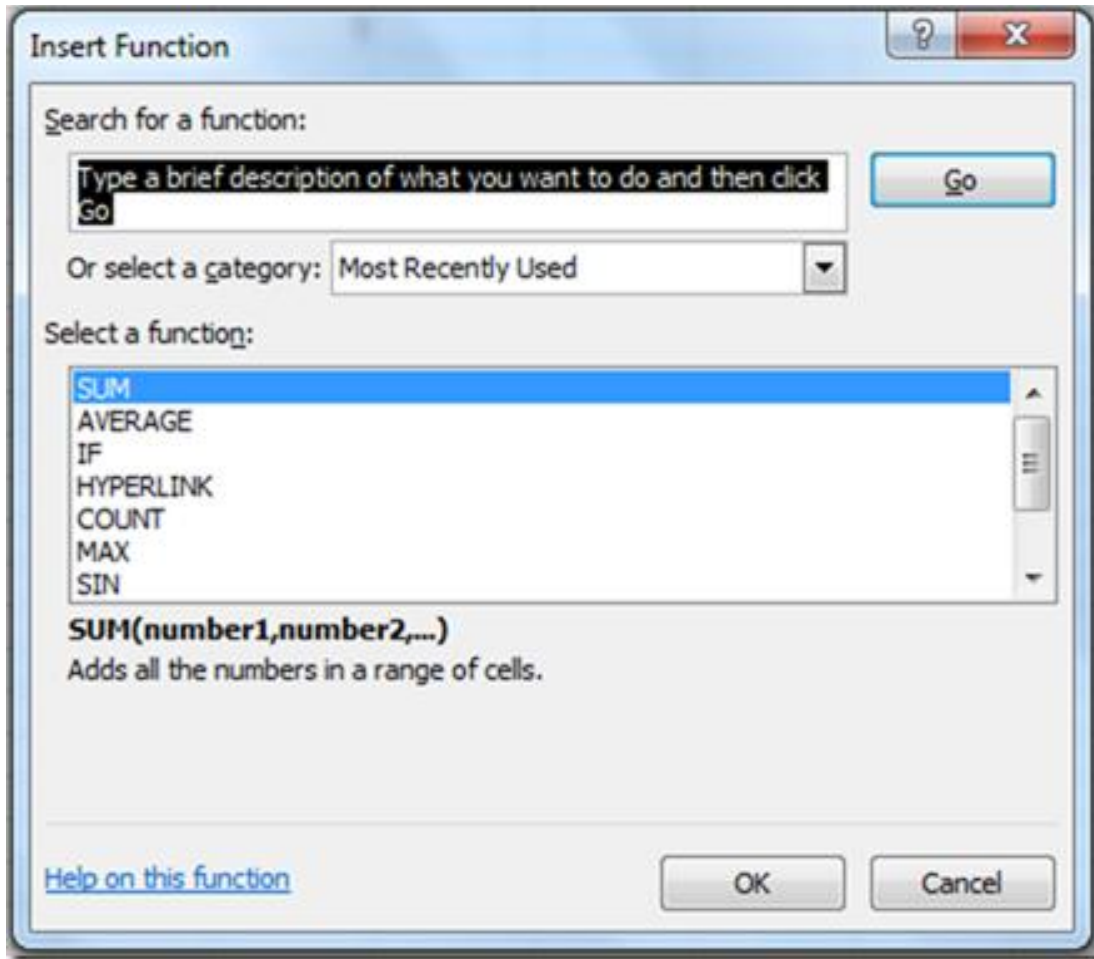
To select *all* cells that are precedents of i1 (several levels of formula reference), type **CTRL + SHIFT + {**

	A	B	C	D	E	F	G	H	I
1	1		2		3		4		6
2									
3							1		
4									
5							1		
6									
7									

The converse works as well, for formula cells that are dependent on the active cell. Use **CTRL + ]** and **CTRL + SHIFT + }** for that functionality.

## Shift + F3 – Insert Function

Use Shift + F3 to insert a function from the dialog box..



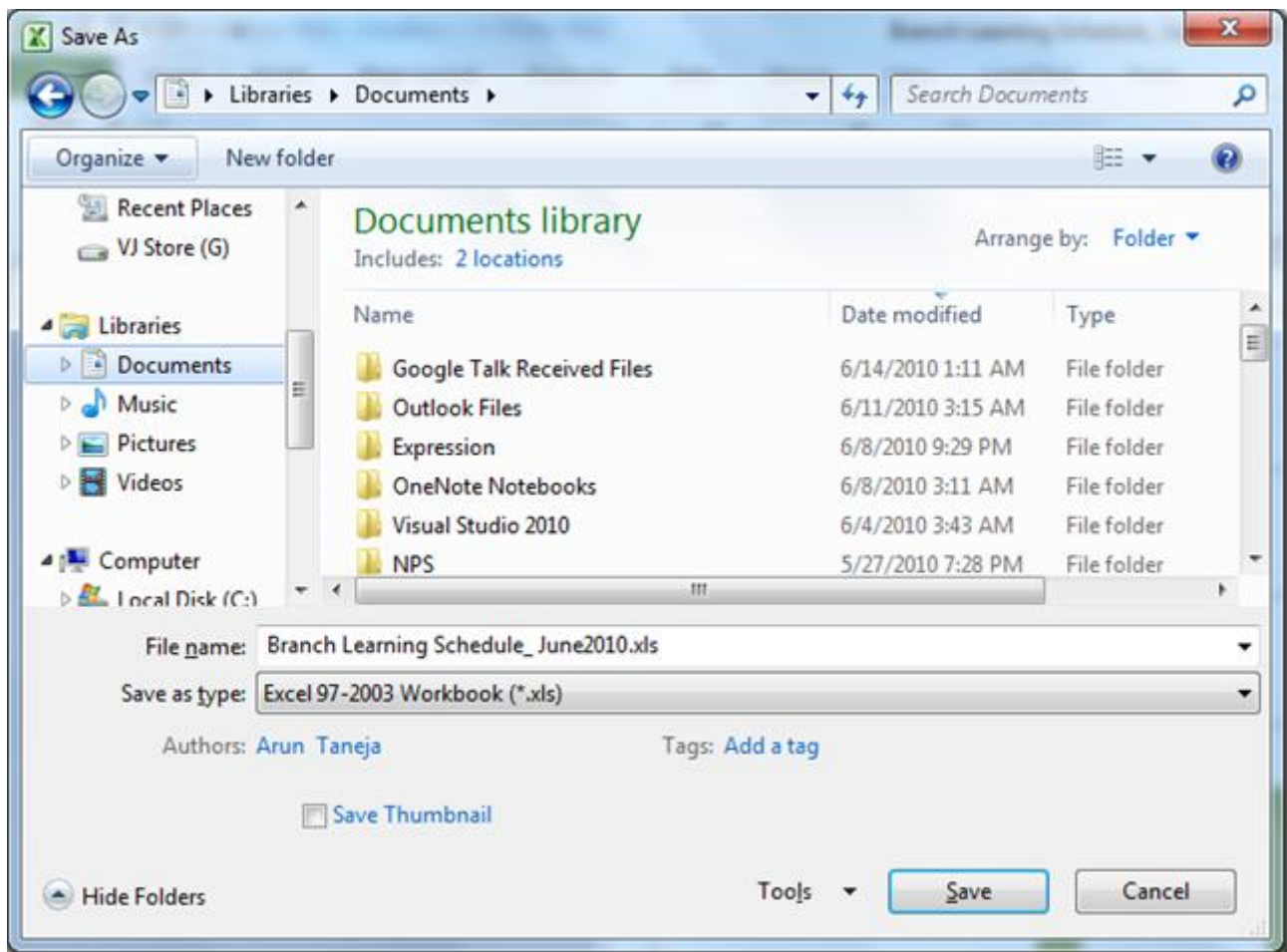
## F4 – Repeat

Use F4 to repeat the last thing you did, a great shortcut especially if the action just took several clicks. For example:

- Inserting cells to the right
- Applying complex formatting to a cell (could also use the format painter)
- Inserting more rows or columns (after the first insert, see Part 1 of this series for an example)

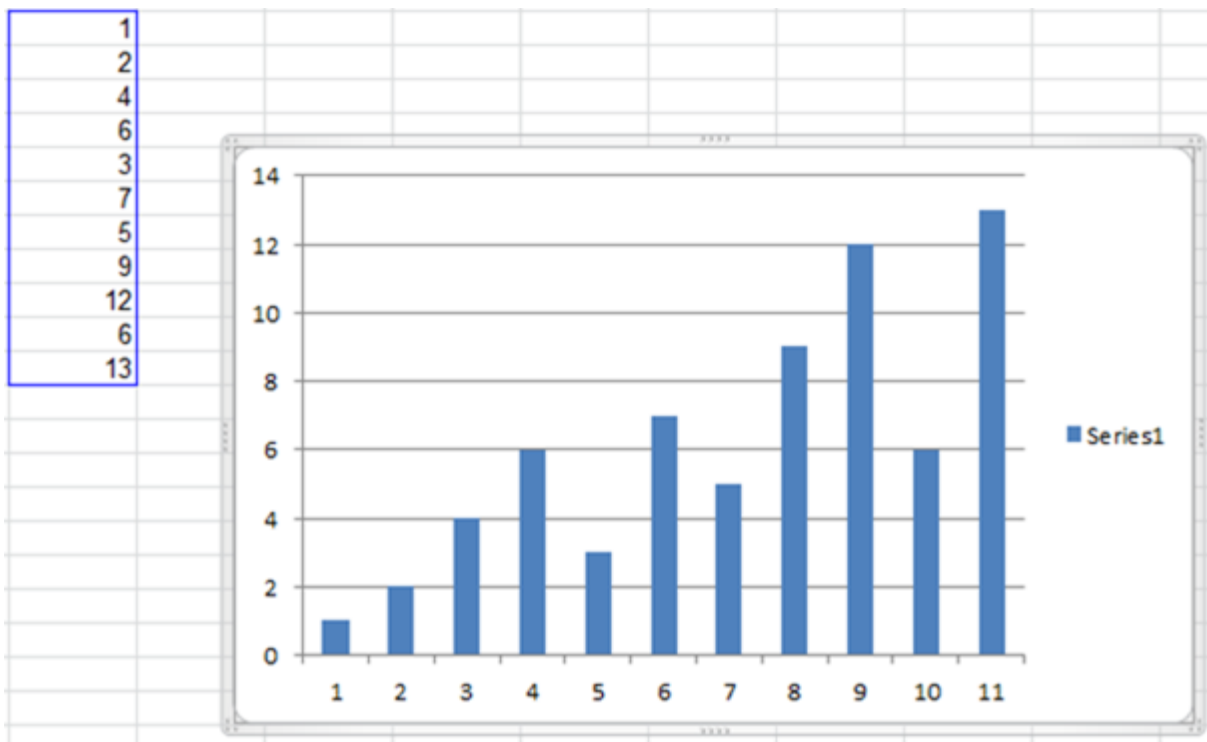
### F12 – Save As

The Save As dialog will come up when typing CTRL + S *as long as the book you're working on has never been saved*. But if you're working on a workbook that's already been saved, and now want to save it with a new name it's useful to be able to quickly bring up the Save As dialog. F12 or ALT + F, then A (if you like the file menu) will automatically bring up the Save As dialog.

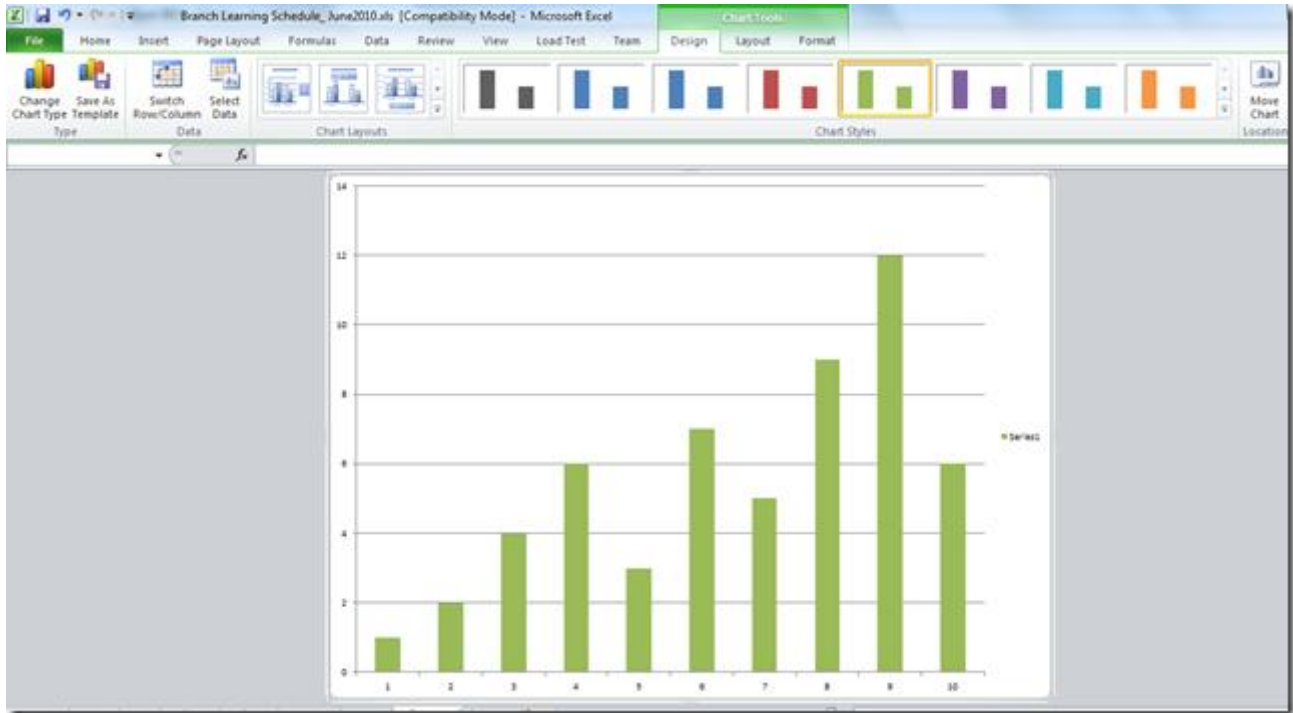


### ALT + F1 – Insert a Chart

Just highlight some data in the grid and type ALT + F1 to get a chart inserted onto the same sheet you're working with. If you don't like the default column chart that gets inserted, notice that on the Insert Chart dialog there is a button named "Set as Default Chart", so all you need to do is pick the chart type you like and click that button:

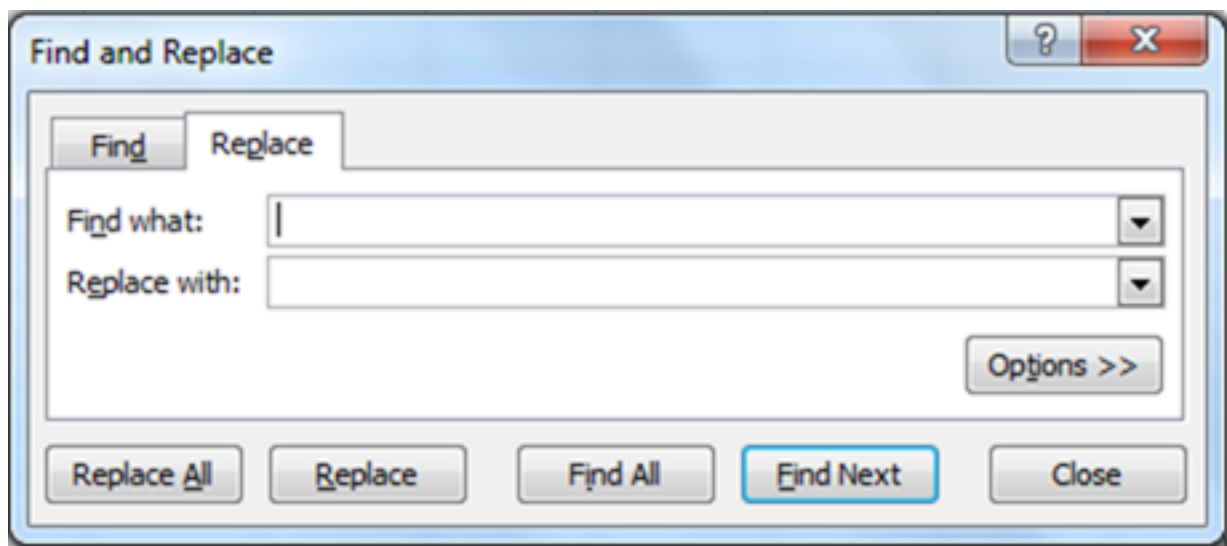


If you wanted a chart sheet instead of a chart object on a worksheet, type F11 instead.



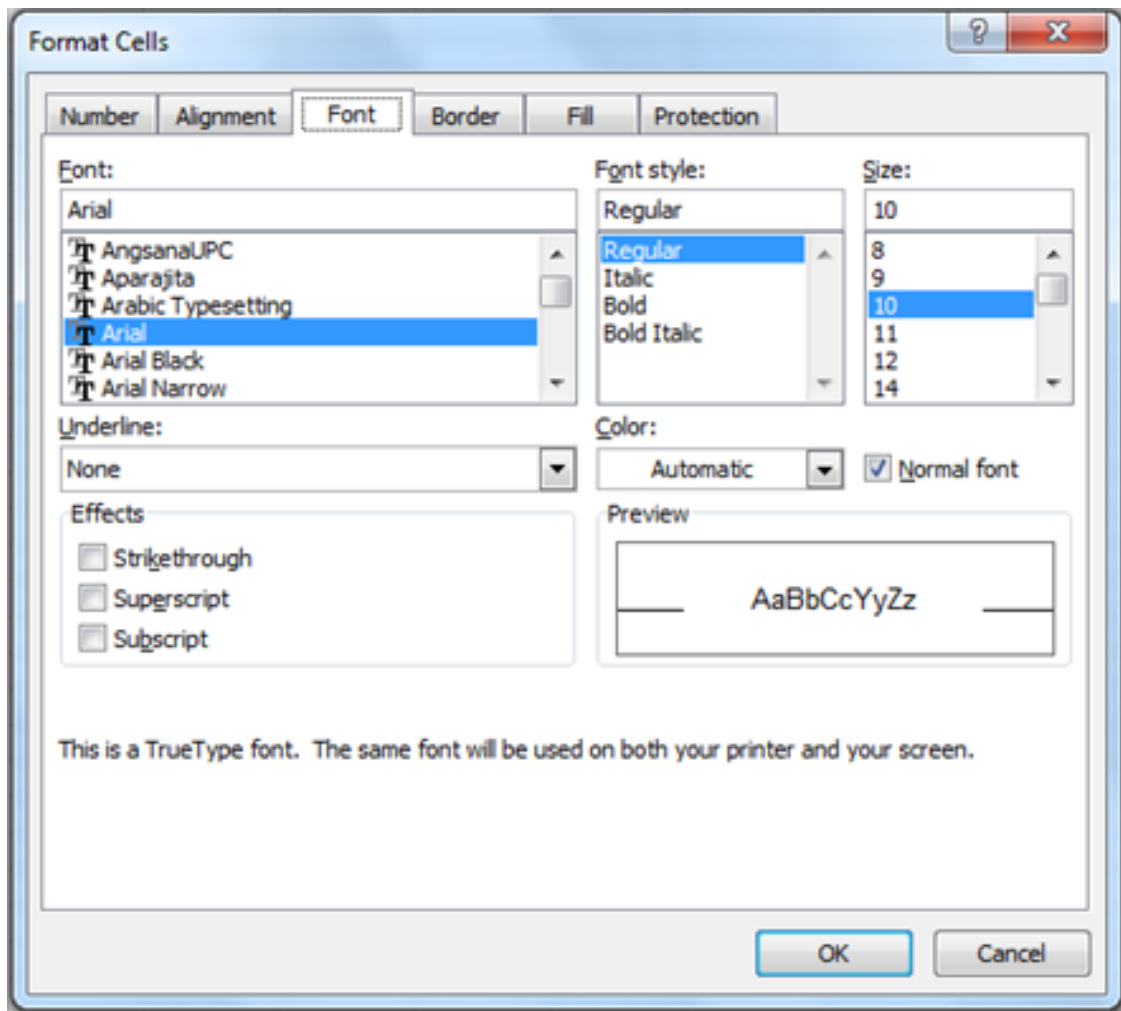
## CTRL+H – Find & Replace dialog

Use this shortcut to invoke Find & Replace dialog box.





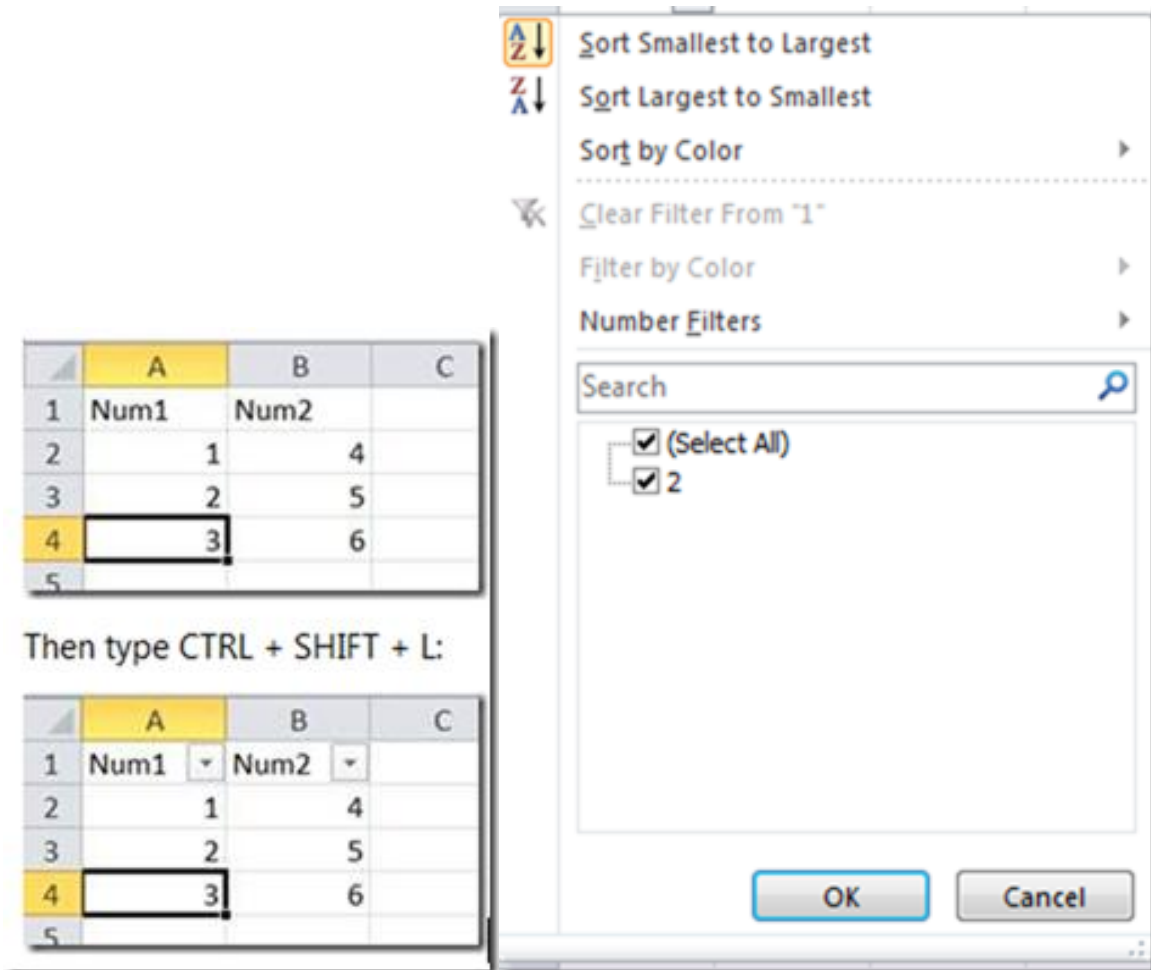
CTRL + SHIFT + F brings up the Format Cells dialog, with the Font tab active.



### CTRL + SHIFT + L for AutoFilter

As long as the active cell is in a range of data, typing this keyboard shortcut will turn on AutoFilter for that range, putting filter dropdown arrows at the first row of data.

Select a cell in the range you want to filter:



## CTRL + ALT + F5 for Refresh All External Data

Just open a workbook and type this keyboard shortcut to trigger a "Refresh All", which refreshes all external data connections.

## CTRL + P for Print

This shortcut is simple enough; it brings up the Print dialog / user interface.

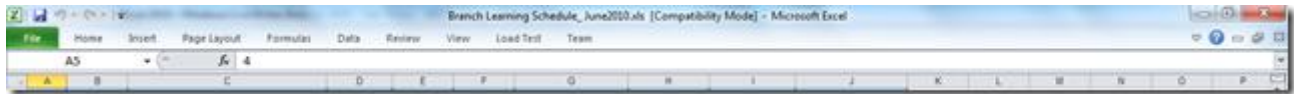
### CTRL + F1 for Collapse / Expand Ribbon

Use this to get more of a “full screen” effect in Excel (and when reading Word documents).

Expanded ribbon:



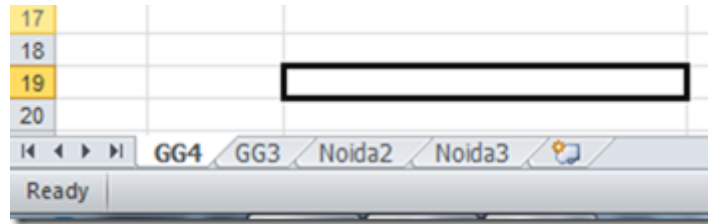
*Before CTRL + F1*



*After CTRL + F1*

### CTRL + Page Up/Down for Sheet Navigation

Use these shortcuts to navigate through sheet tabs in the current workbook.



*Before using Ctrl + Page Down*



*After using Ctrl + Page Down*

## [Disable Read-Only Protected View in Office 2010](#)

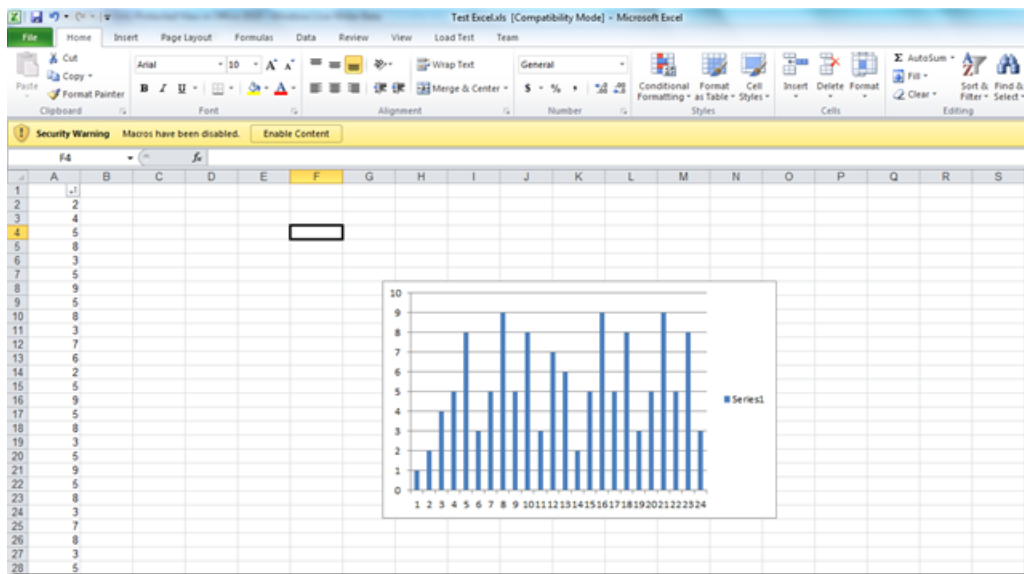


Office documents, presentations or spreadsheets being downloaded from Internet are open to any form of Macro viruses that may harm the system. Microsoft Office has always been susceptible to a variety of security threats, ranging from macro viruses to exploits of embedded vulnerabilities. Generally frequent updates, patches, and third-party security products was what used by Users and administrators to keep their systems safe from these open threats embedded in office documents, presentations or spreadsheets. Thus Microsoft has introduced a security measure “**Protected View**” in Office 2010.

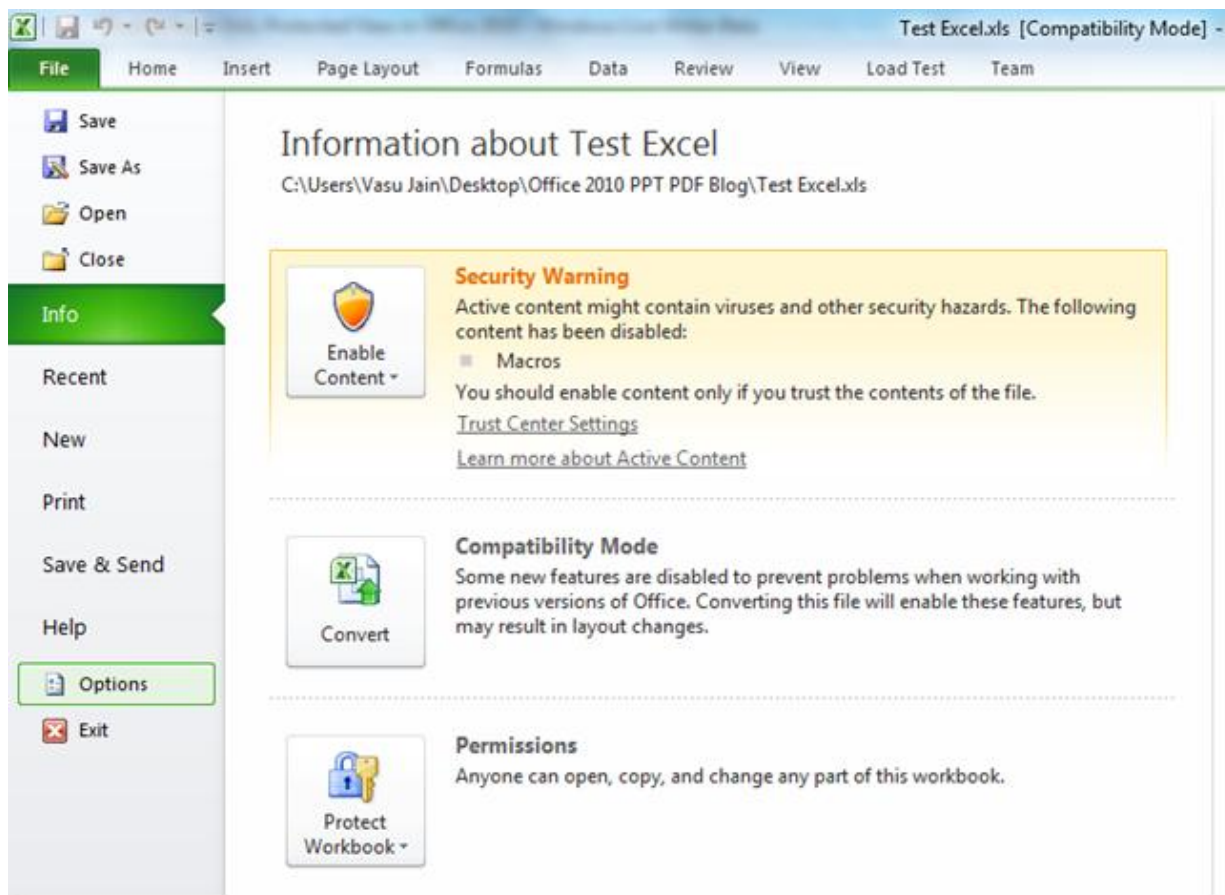
Protected View, works by opening new documents from unknown sources or any file from Internet in a "digital sandbox" that prevents a user from editing the document or executing macros or other embedded features. Therefore a user can review the document without invoking any harmful or malicious attachment or code with the office document, the risk to the system is mitigated and the user may later decide whether they want to trust the document.

Protected View is one of the features in Office 2010 that has made the Office suite much secure. Since in a Protected View, file is a read only view, no changes can be made over the file. This feature was to only use in high risk scenarios where macros contain harmful scripts or malicious code. So if you want to disable read-only protected view in Office 2010, you can do the same.

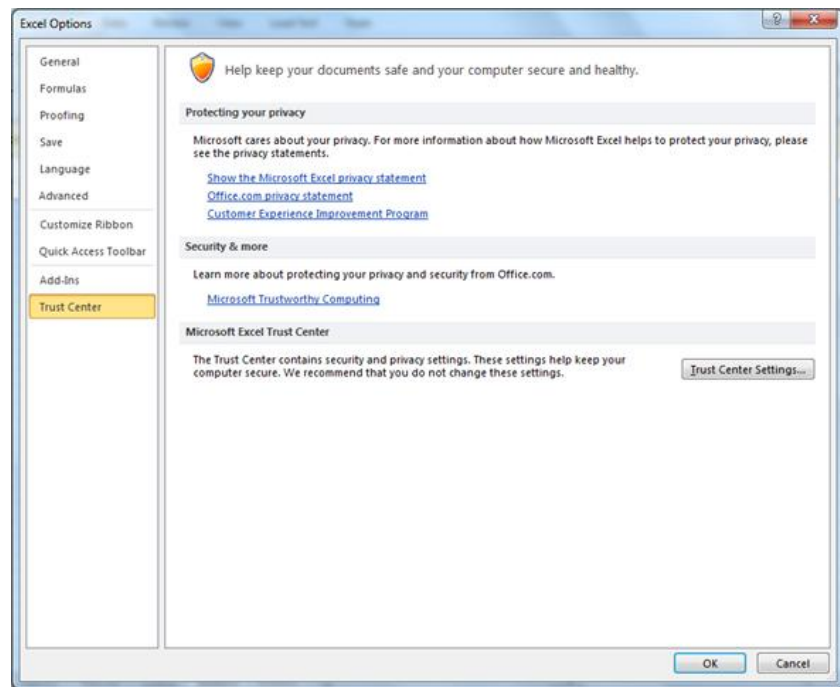
1. Open a Word/ Excel file. (We would take an excel file in this scenario)



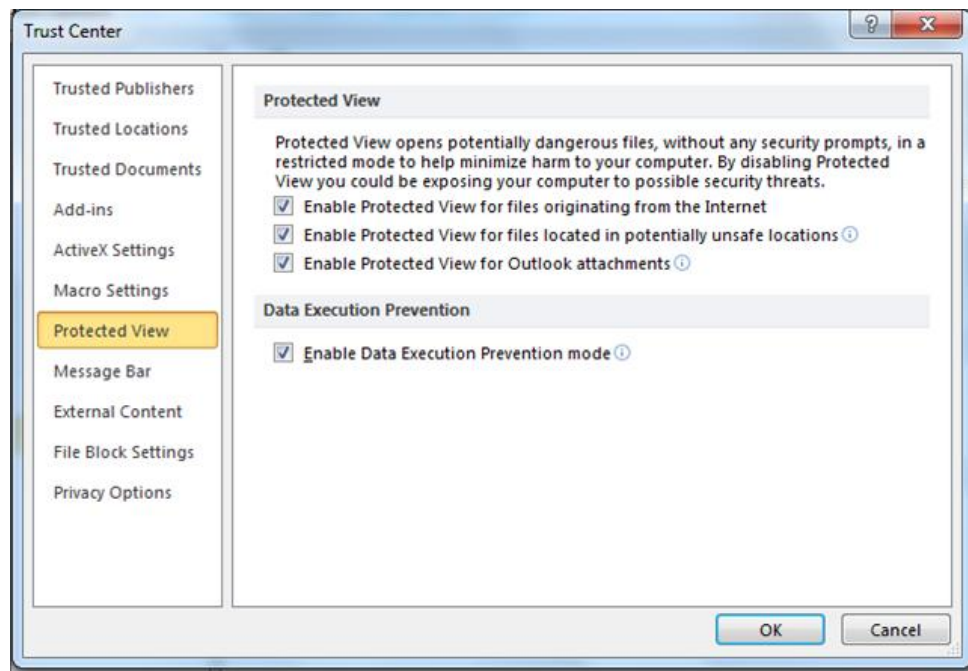
2. Launch Excel application. Navigate to "File" > "Options" in the menu.



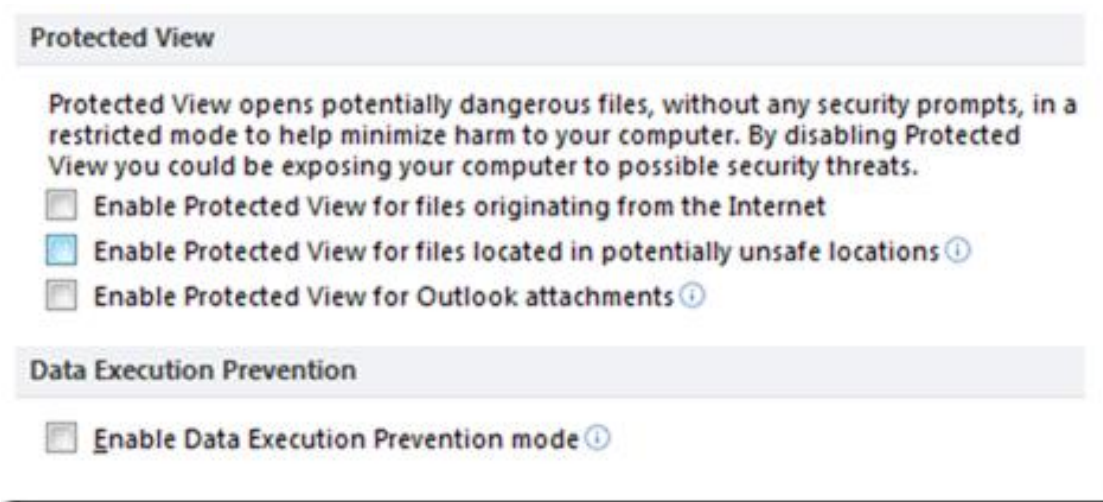
3. In "Excel Options" dialog box, select "Trust Center" from the left pane. Then click "Trust Center Settings".



4. Select "Protected View" option from the left side pane in "Trust Center" dialog box.



5. From the "Protected View" option, there are several options which are all checked, Disable all of the checkboxes and then click "OK" to save changes.



This triggers off the read-only protected view in Office 2010. To enable this feature, just check these options.



The above procedure disables the protected view for Excel 2010 only. To disable the Protected view for each and every Office 2010 applications , such as, Word 2010, Excel 2010, PowerPoint 2010 and Outlook 2010 it need to be done individually for every application.

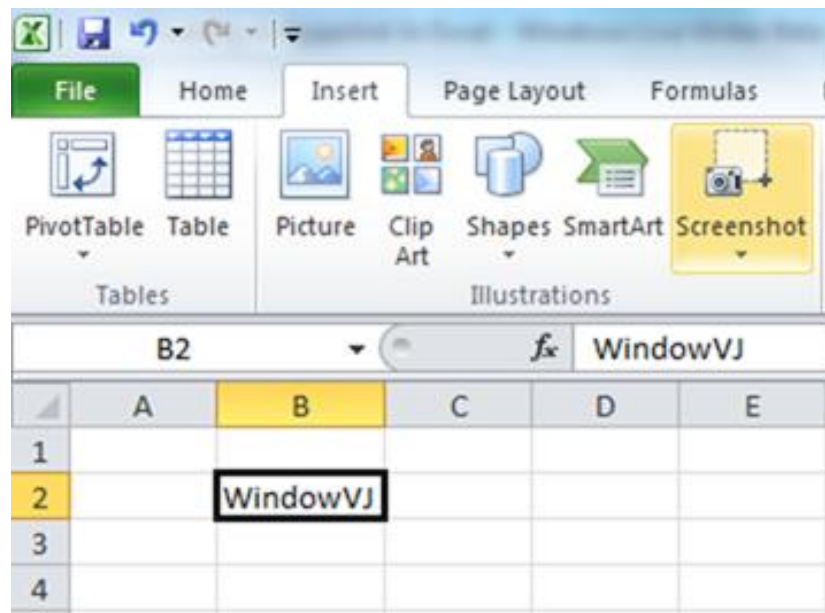


### Creating a Hyperlink in Excel

An Excel hyperlink gives the reader quick access to related information in another file or on a Web page. In addition to being able to insert hyperlinks into cells, you can also insert them into specific chart elements. Links usually open web pages, but they can also lead to pictures, email addresses or programs. The hyperlink itself can be text or a picture.

To create a Hyperlink in Excel:

1. Select the object where you want to create a hyperlink. This object can be a cell, an object (such as a picture or an element in a chart) or text.

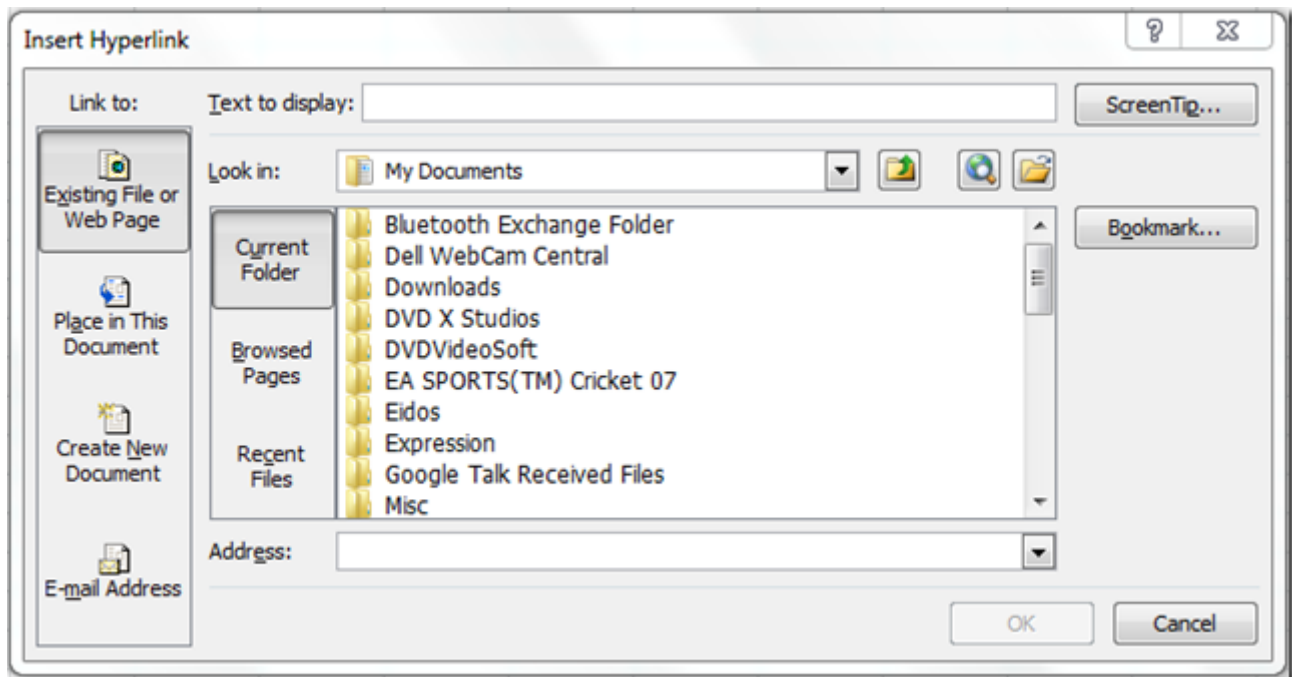


2. Click Insert > Links > Hyperlink.



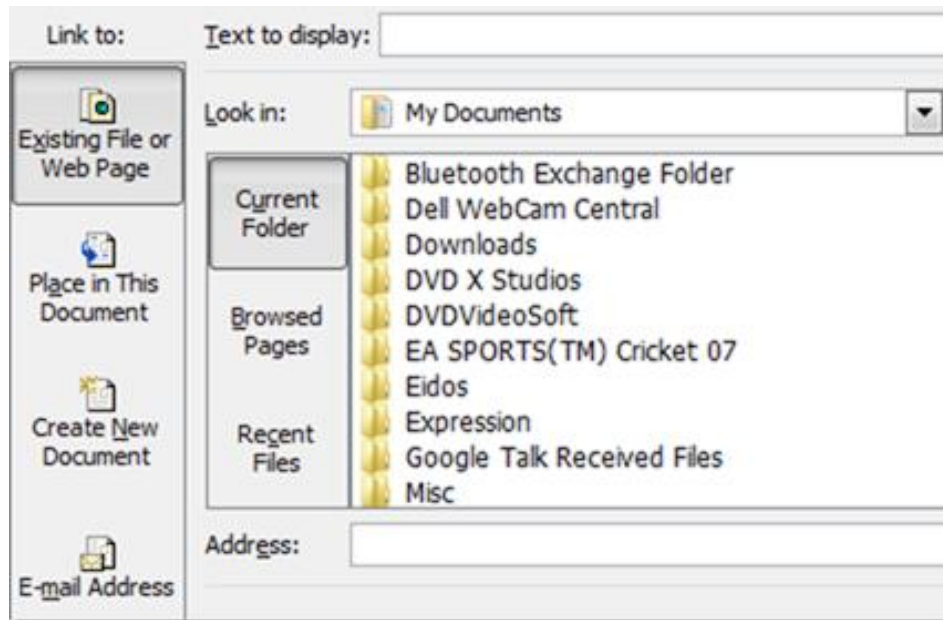
3. The shortcut for inserting a hyperlink is **ctrl-k**. Excel gives us the option of selecting the following as a destination for our link: (Very similar to creating hyperlinks in Microsoft Expression Web)

- an existing file or web page
- a location in the current workbook
- a new document
- an email address

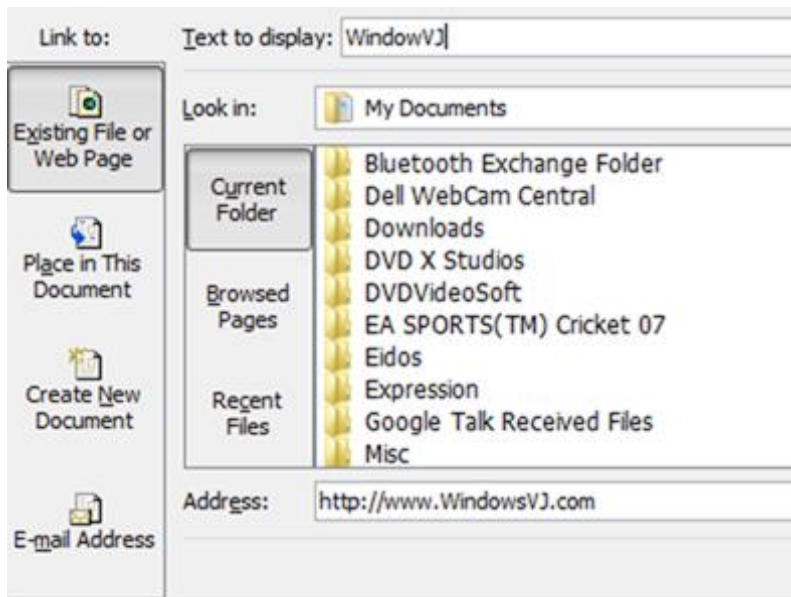


These options work in almost the same way.

4. To insert a hyperlink to a web page, Click the Existing File or Web Page button and you should see something like this:

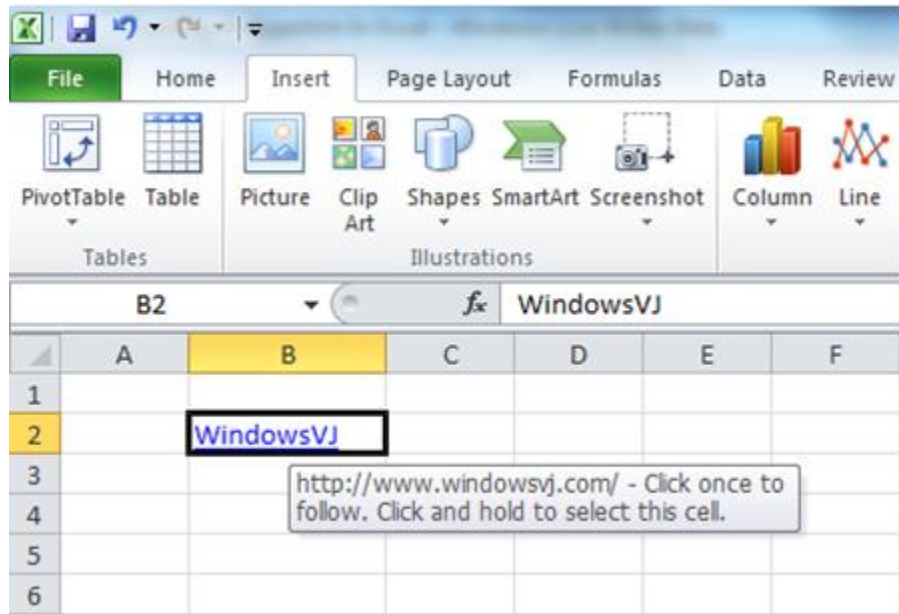


5. In the top box you can type some descriptive text for the link (Anchor Text) . Also, you can click the screen tip button and type in some text to supplement anchor text.

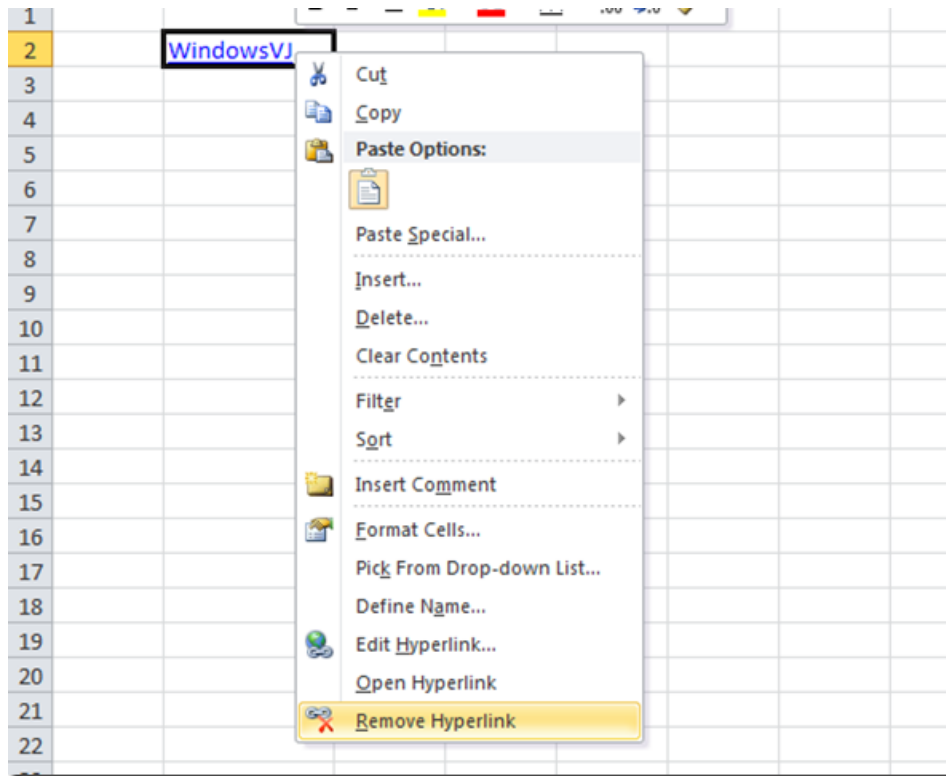


Type the URL of the web page you want to link to, in the address box at the bottom of the window.

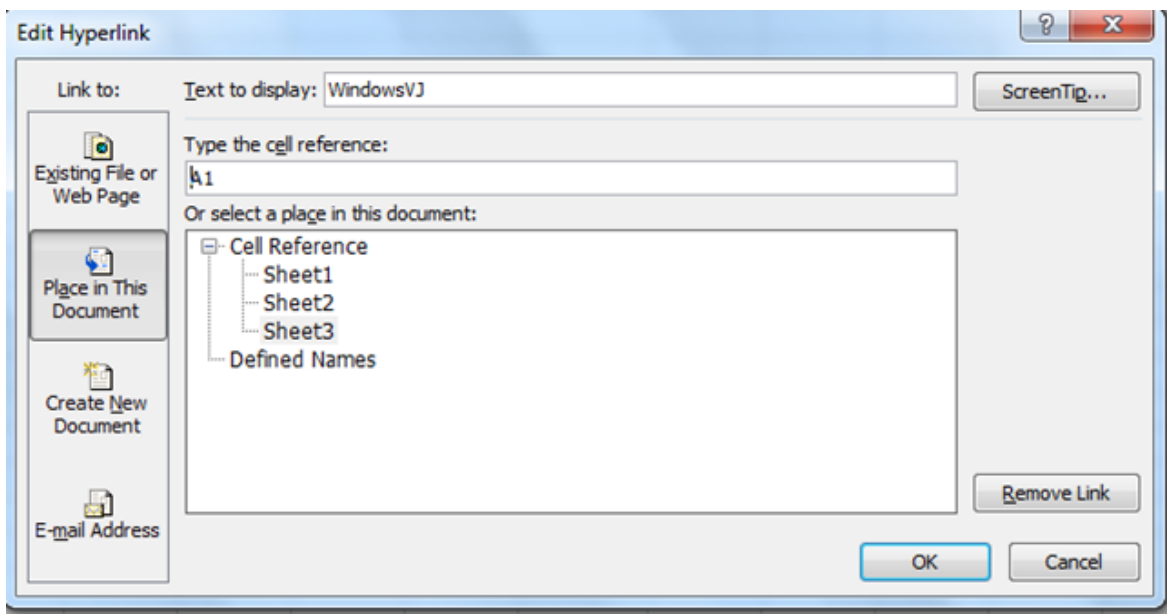
6. Here's an example of a link to a web page, the URL of the web page appears as hover text when you hover over it.



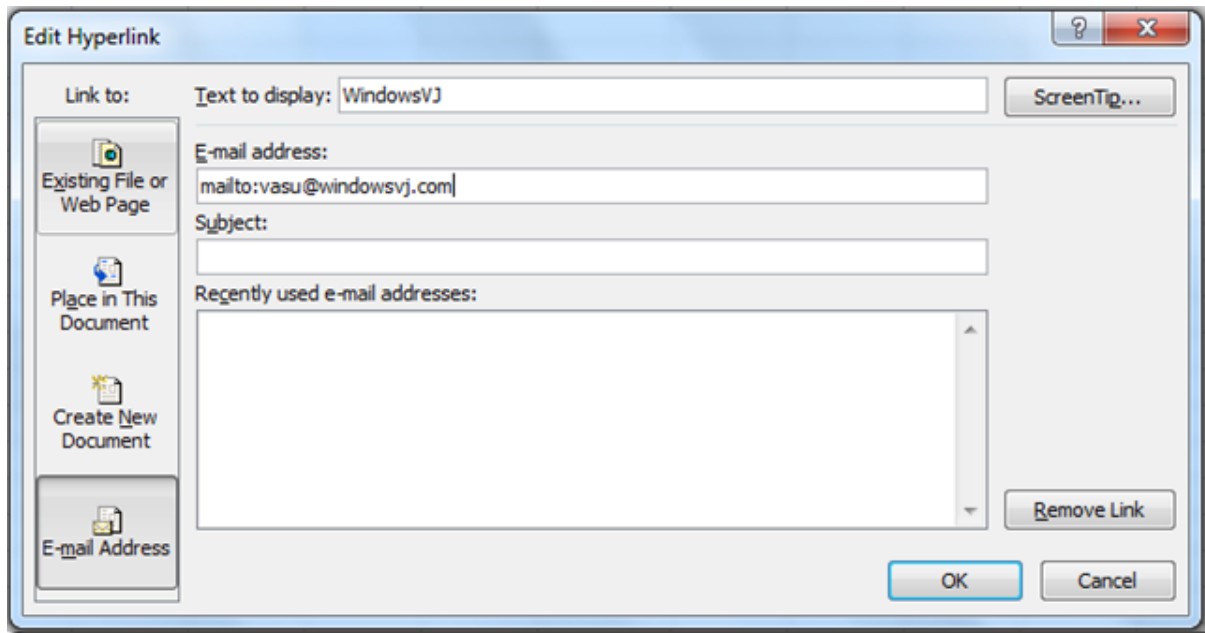
7. If you wish to remove the Hyperlink, it can be removed by right clicking on the link and selecting Remove Hyperlink.



8. To place the hyperlinks in the excel document to any cell reference in any of the Sheet. Press Ok after entering the Cell Reference to hyperlink the object.



9. To hyperlink a cell/object to an email select the email Address Link to option, and enter the email you wish to link your object to.



Press Ok after entering the values to hyperlink the object.

## Data Filtration in Excel 2010 using Slicers

Slicers are Visual controls added to Excel 2010 that allows you to quickly and easily filter your data in an interactive way. The slicer feature provides user with a rich visualization of the pivot table on which dynamic segmenting & filtering can be applied to display the required data. Using the search filter, time taken to search a record in the large data set has been significantly reduced.



Slicer can be found under the Insert tab in the Ribbon. A slicer acts like a report filter, so you can hook it up to a PivotTable, PivotChart, or CUBE function to filter them and create an interactive report.

In the example illustrated below, there is a slicer in three different Countries. One or more or all countries can be selected. This would reflect a filtered data corresponding to the number of selected Countries.

*Shows data for all countries*



*Shows data for Canada*



*Shows data for Australia, Canada, and Germany*



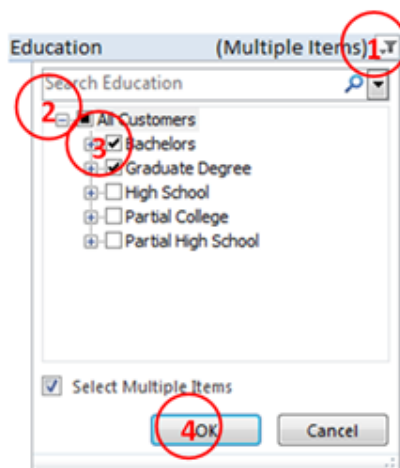
### Another Example to illustrate Usefulness of Slicer:

In the example illustrated below, Analysis of the profit generated by customers with 1 or more children who also hold a Bachelor's degree or higher is done.

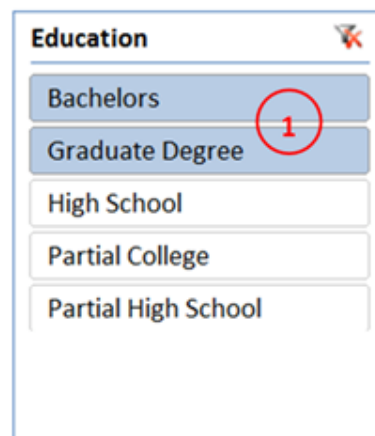
To filter, "Number of Children" and "Education, in **Excel 2007**" to the report filter in PivotTable and select the corresponding items, the report filter displays as "multiple items," which is not very helpful.

Filtering the required data in Excel 2007 was pretty cumbersome. First, you click on the drop down list or filter icon, expand any items as necessary, check/uncheck items until you get what you want, and then click OK.

*Report Filters: Four Steps*



*Slicers: One Step*



In contrast, selecting a tile in a slicer in **Excel 2010** is easy – it takes just one click. To select multiple tiles, use combinations of **ctrl+click**, **shift+click**, or **click+drag**.

Using slicers to create your reports will invite interaction, enabling you and your collaborators to spend less time sifting and more time analyzing. Slicers also works with Excel Services 2010 and Excel Web App too, so you can work and share on the web as well.



# PowerPoint 2010

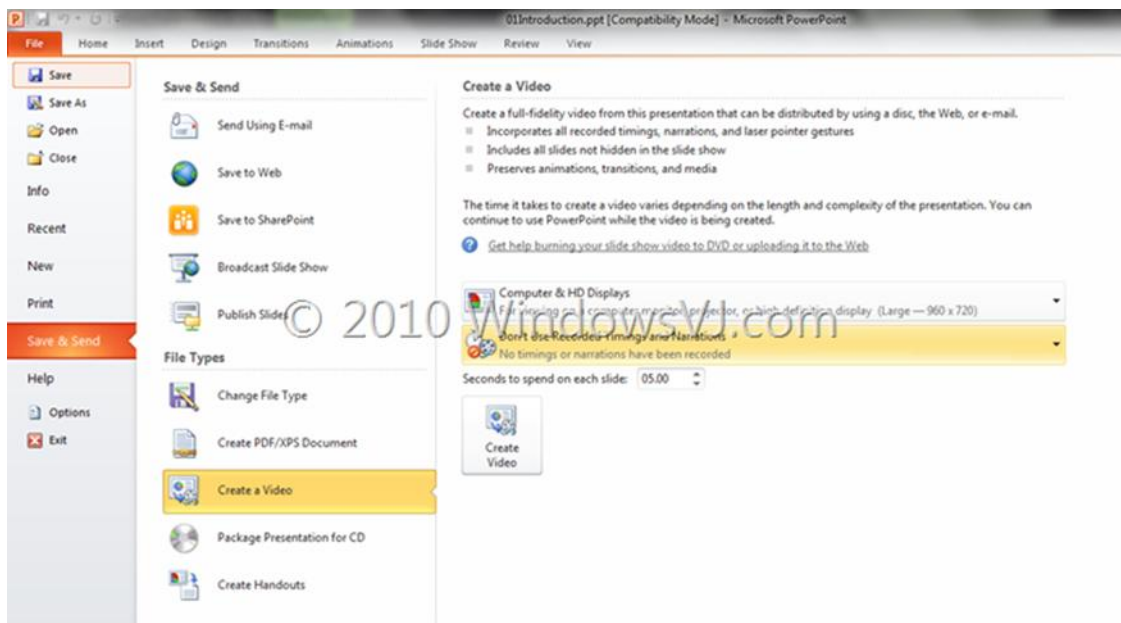
### Save PowerPoint Presentations as Movies in PowerPoint 2010

Sometimes a requirement for converting a PowerPoint presentation as a movie occurs to export the presentation. PowerPoint 2010 comes with a lot of handy features and one of such feature is export presentations as movies while maintaining all effects and animations. The videos exported will be in Microsoft's proprietary WMV format. However the videos can be exported in different resolutions keeping in mind the need to transfer the same over bandwidth restricted channels or on portable handheld devices. Videos can be exported in three predefined resolutions:

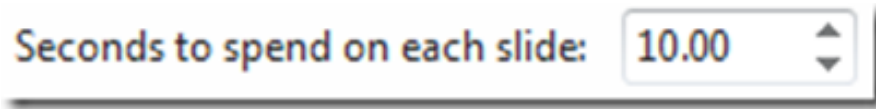
1. Computers or HD screens (960×720)
2. Internet or DVD (640×480)
3. Portable media devices (320×240)

To convert and save a PowerPoint presentation as a Video:

1. Navigate to Backstage view of PowerPoint.
2. Select **Save & Send** option from the File menu.
3. Select **Create a Video** in File Types.



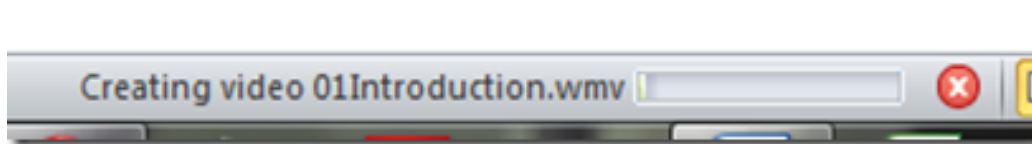
4. Seconds to spend on each slide can also be set while creating a Video.



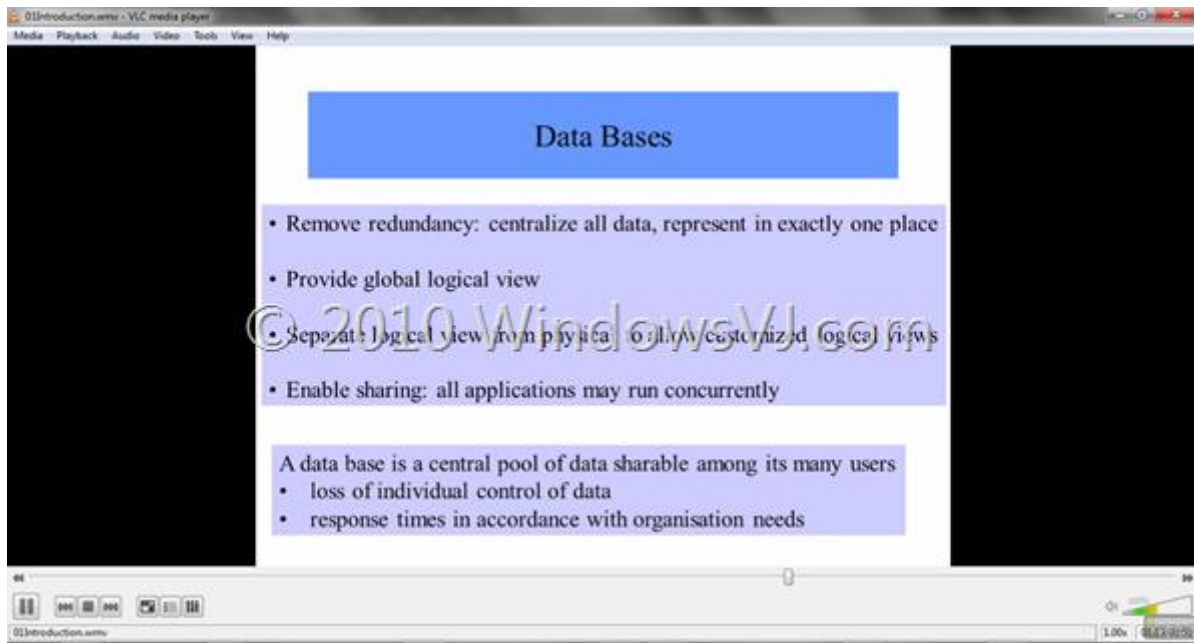
5. Press Create Video button to start the Video generation.



6. Video creation progress can be monitored in the status bar.



7. Finally presentation is ready to export as a Video.



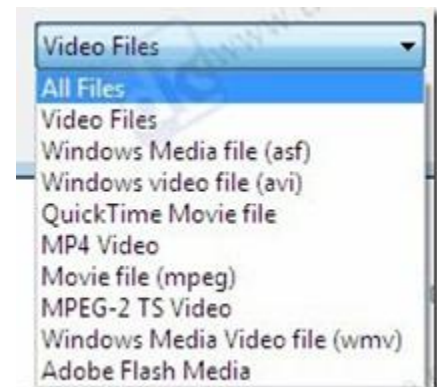
A snapshot of Presentation turned Video being played in a Media Player.

This feature is one which was demanded since long time and although a third party plug-in can always do the needful but doing it from the PowerPoint menu makes the things much more easier & convenient.

### [Edit Videos inside a Presentation in PowerPoint 2010](#)

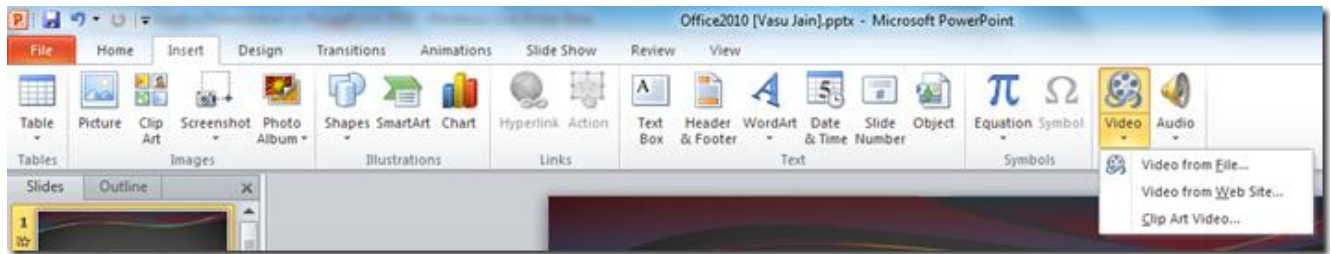
Microsoft PowerPoint 2010 is the powerful formatting and editing of embedded videos in slide shows. PowerPoint has long been able to embed video clips in presentations, but unlike previous versions of the product where an external application was required to edit a video inside a presentation, with PowerPoint 2010, you can edit the video right in the application and then compress it so that the underlying presentation isn't oversized by irrelevant portions of the video. Most of the artistic effects that can be applied to images in Office 2010 can be applied to the embedded videos too. You can also embed video from file as well as online videos. It will automatically compress and optimize the embedded media for improved playback in presentation. It supports the following formats for embedding:

- Windows media files (ASF,WMV)
- Windows video file (AVI)
- QuickTime movie file (MOV)
- MP4 video
- MPEG
- MPEG-2 TS
- Adobe Flash (SWF).



In order to embed video into a slide, click on **Video** on the **Insert** ribbon. You can also embed video by clicking on the **Insert Media Clip** icon in the newly created slide's text panel.

## Office 2010: Tips & Tricks



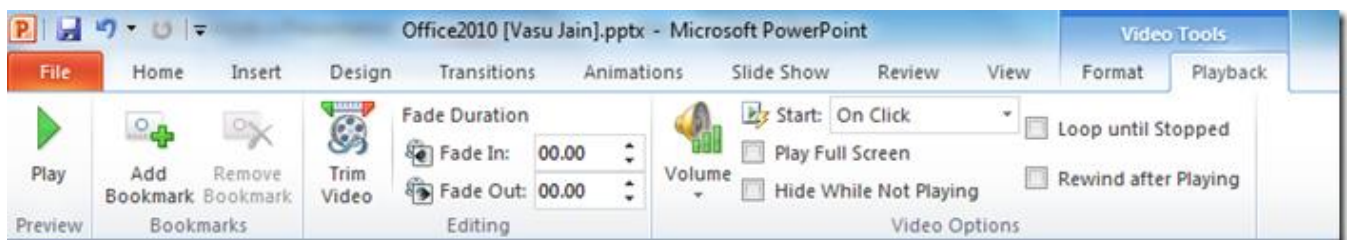
Once you have embedded the video in the slide, start using the built-in Video Editing features of PowerPoint 2010 to enhance your embedded videos and make them look better. When you insert a video, you get two new tabs in the ribbon toolbar,

- Video Tools – Format &
- Video Tools – Playback

The Format tab includes controls for changing the brightness, contrast, color, and poster frame of the video, as well as a gallery for various video styles like borders and shapes, essentially, as well as numerous effects, like shadows, reflections, and glows.

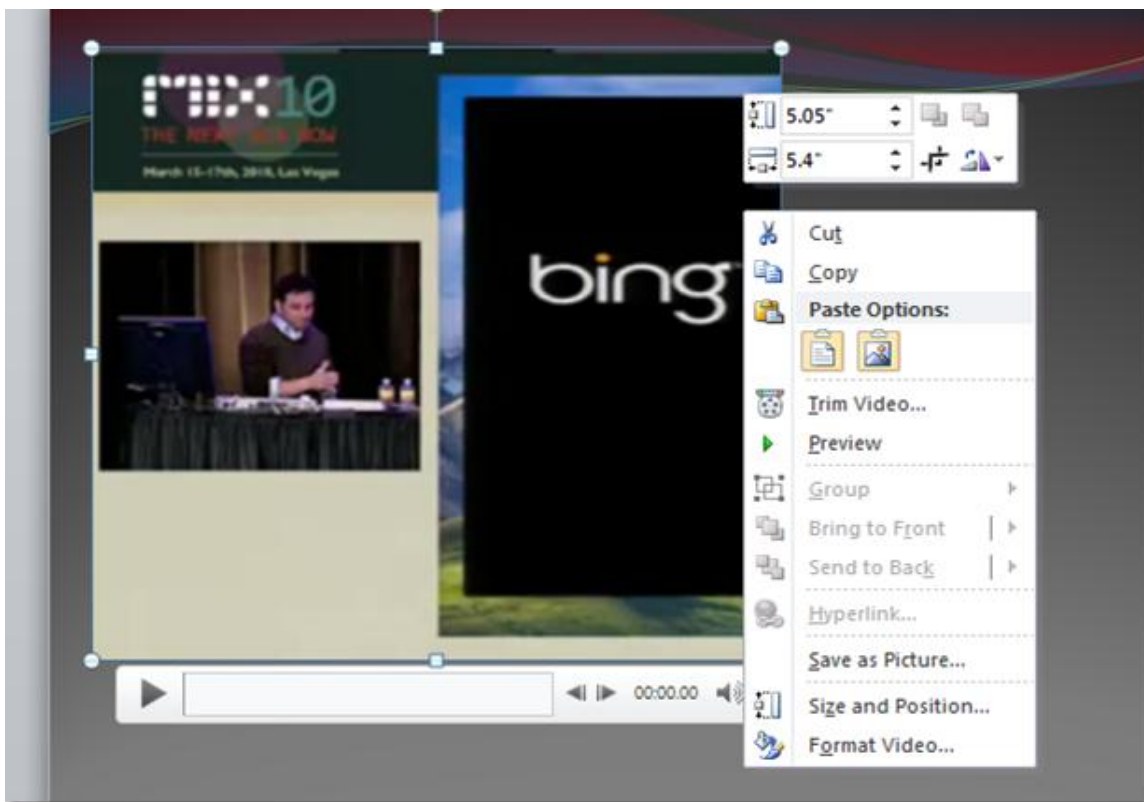
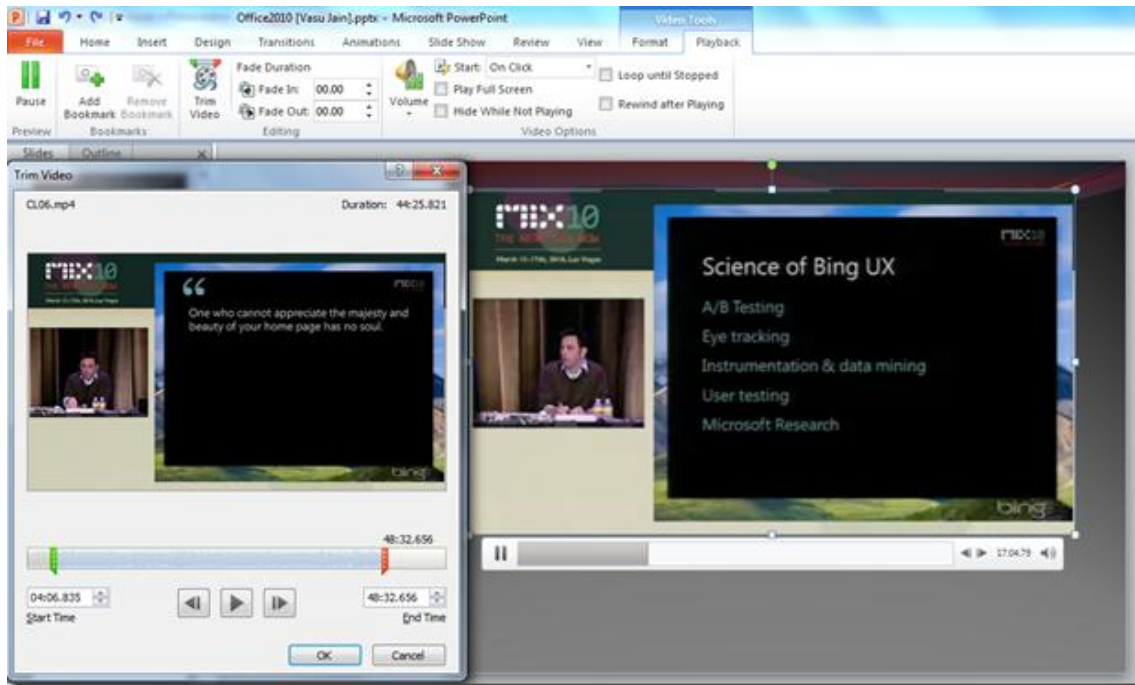


The Playback tab features actual video trimming tools, fade controls, and various playback-related configurations.

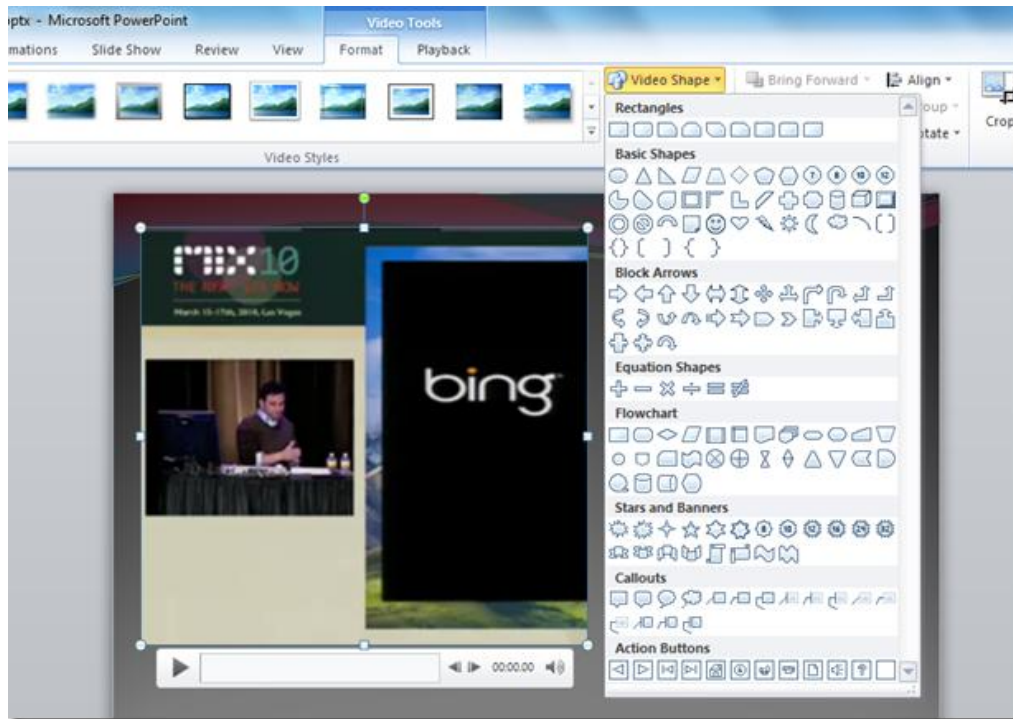


You can configure video settings to make precise changes in your presentation. You can trim video, download it from sites like YouTube, and convert it into other formats. Videos can easily be trimmed, users can apply different styles like fading edges, 3D rotation, live reflections, etc. to your

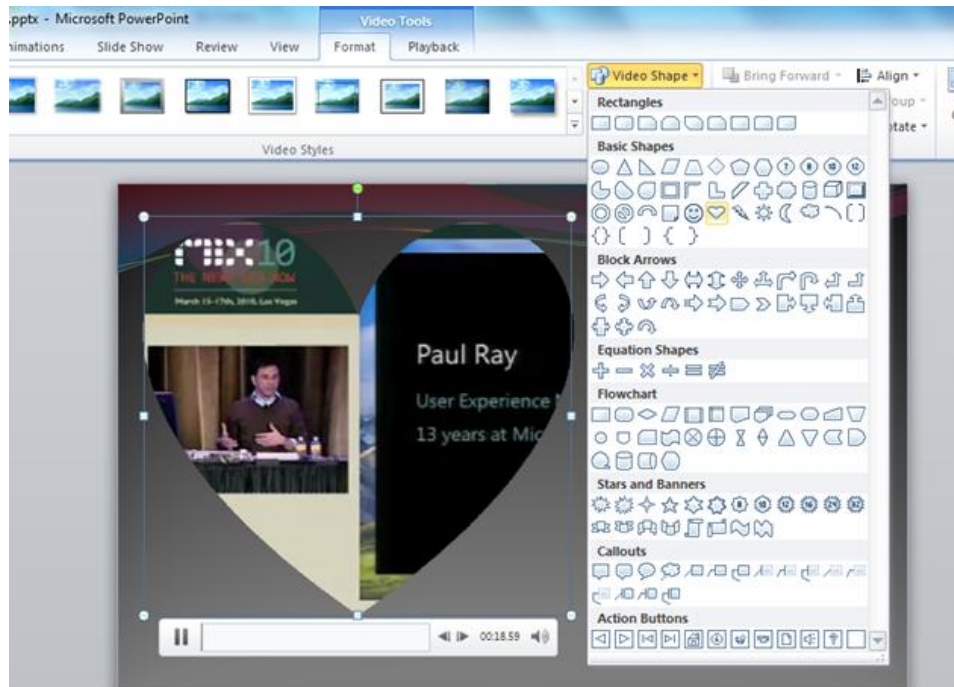
videos, and can also color the video if it is not matching the background of slide.



Videos can be cropped to a particular predefined shape as well using Video shape option:

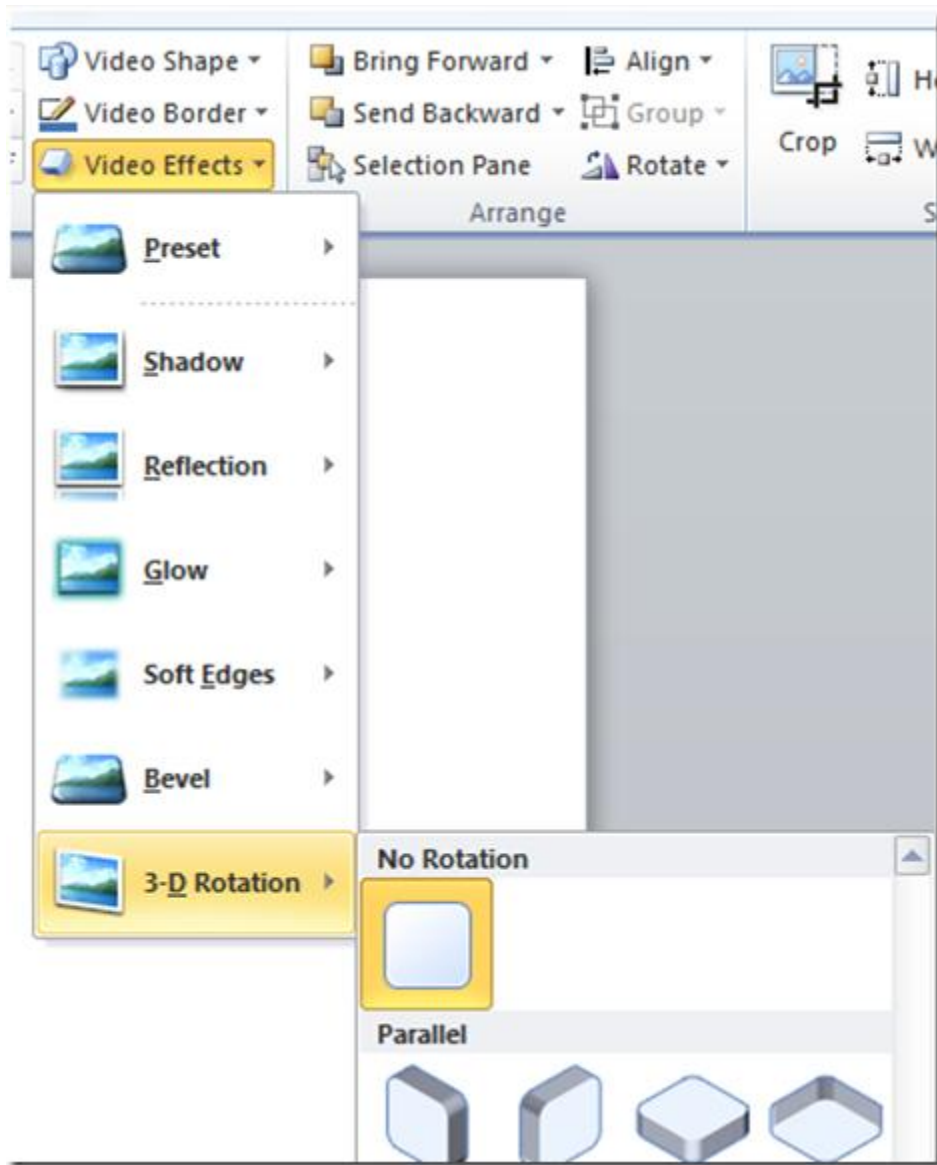


That's how a heart shaped cropped video plays like:





Also Video Shape, Video Border, and Video Effects can be applied to video:

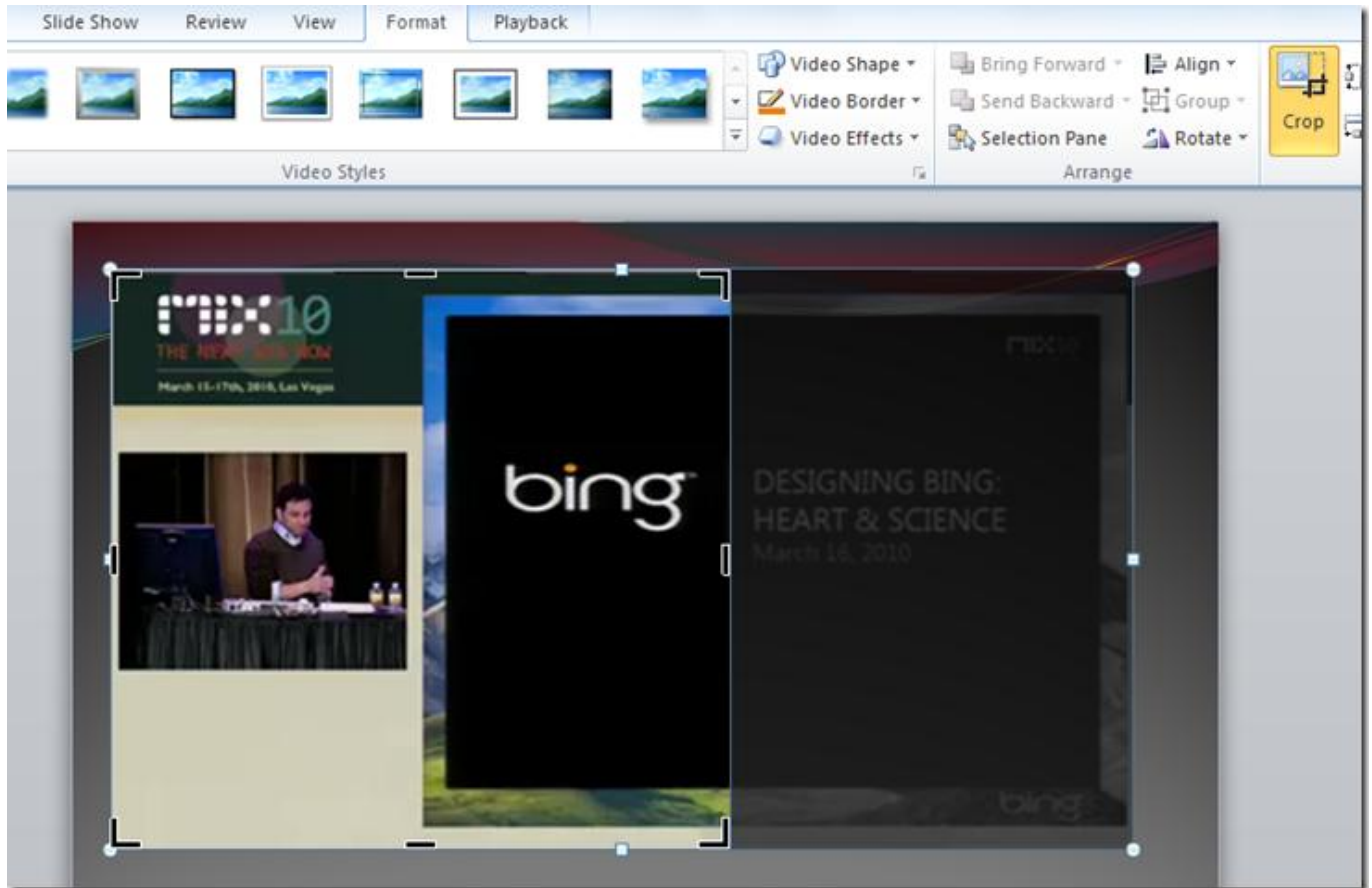


## Office 2010: Tips & Tricks

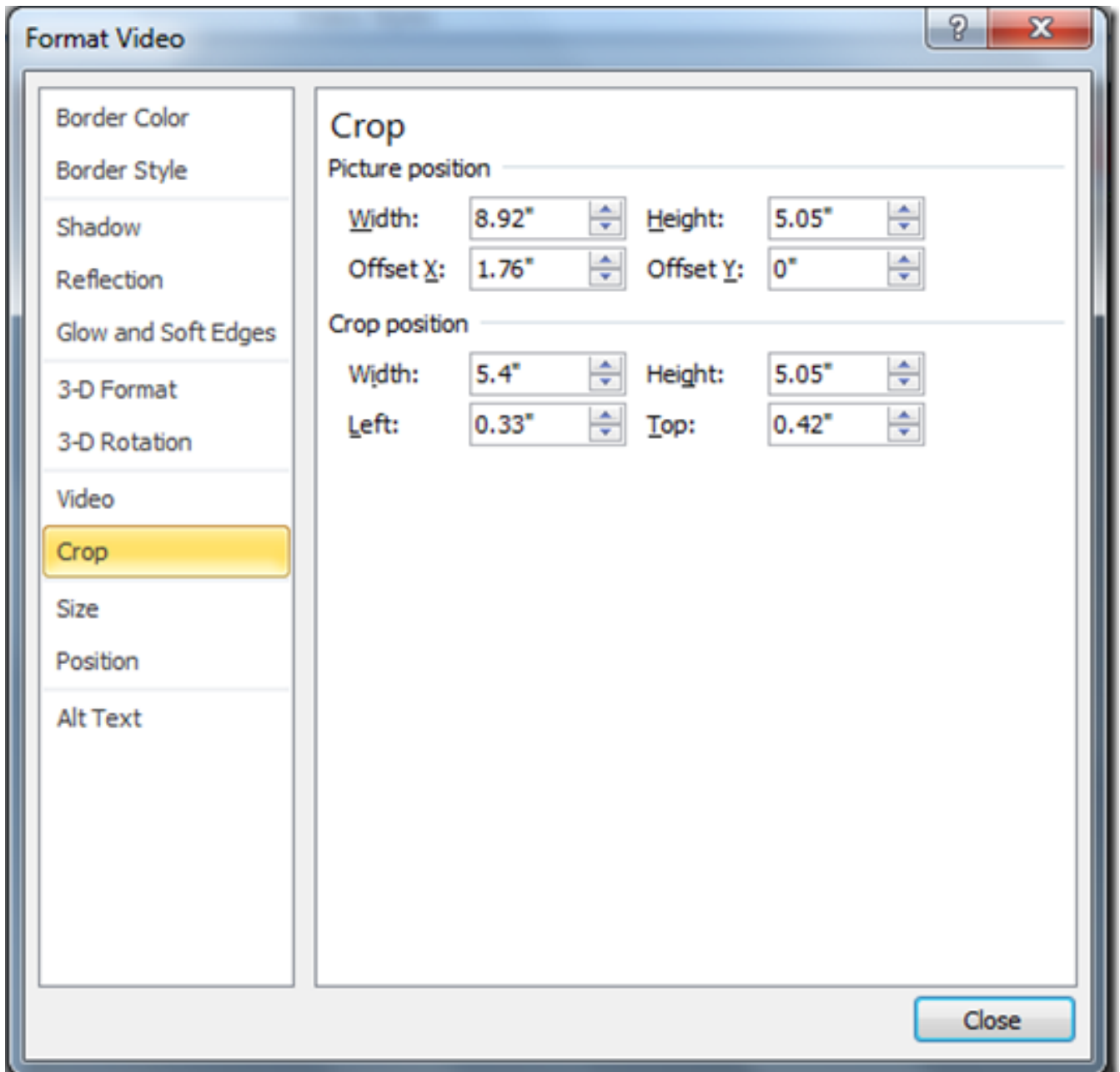
Under *Corrections* you can adjust Bright and Contrast of the video by choosing the desired value. Click the *Video Correction Options* and a new window will open which contains tons of options that can be performed on the video.



Another edit feature which is quite impressive is Crop the video feature. It takes a bit time (as much as time taken to insert the video) to crop & save the video inside PowerPoint 2010.



The *Crop* option under the corrections window also lets you crop portions of the video. Simply specify the video position and other crop parameters like Width, Height, Left and Right etc and you are done.



The *Size* and *Position* options let you adjust the exact size and position of the video. You can add the Video's Title and description from the *Alt Text* option.

Apart from these playback features you can edit the border color and style of the video, shadow and reflection effects can be added from the *Shadow* and *Reflection* options. You can perform 3-D operations on the video using the *3-D Format* and *3-D Rotation* option.

The ton of edit features added to PowerPoint 2010 would surely help you make rich & much more effective presentations.

### [Broadcast PowerPoint Presentations over the web using PowerPoint 2010](#)

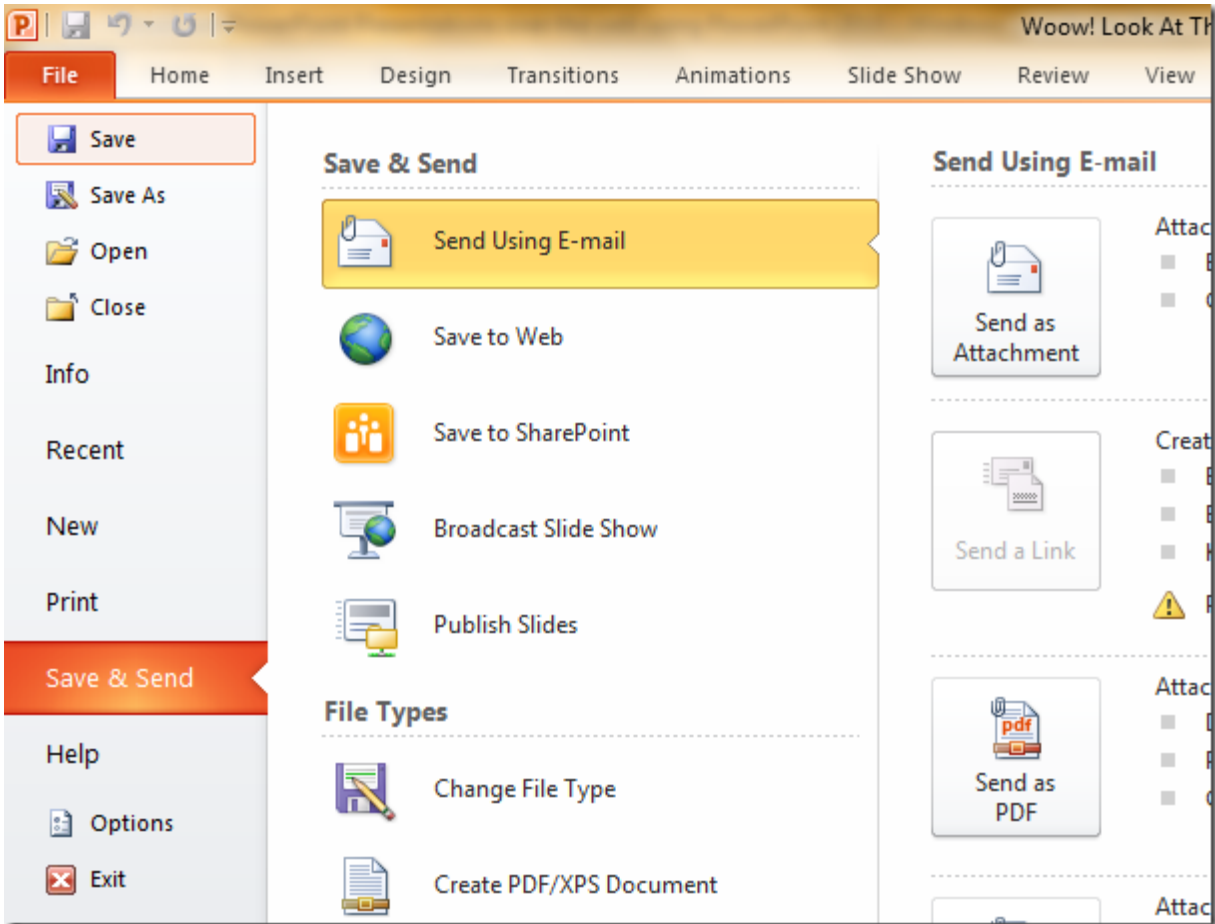
Microsoft PowerPoint 2010 includes a feature to instantly broadcast your PowerPoint 2010 presentations by sending out a URL so people can view your presentation on the Web. The presentation shared over the web can be seen even if the viewer does not have PowerPoint installed, all they would need a web browser like Internet Explorer, Firefox, or Chrome. The "Broadcast Slide Show" is the feature in PowerPoint 2010 delivers live presentations to audience over the Internet.

To broadcast a Presentation over web:

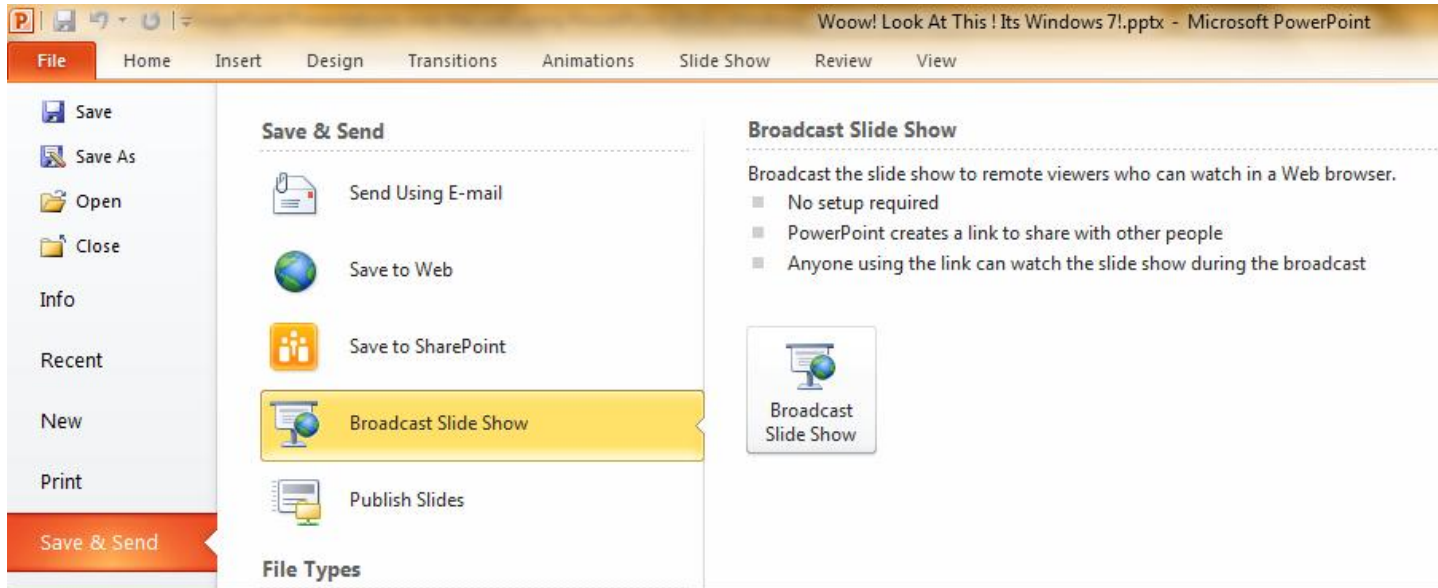
#### 1. Open the Presentation



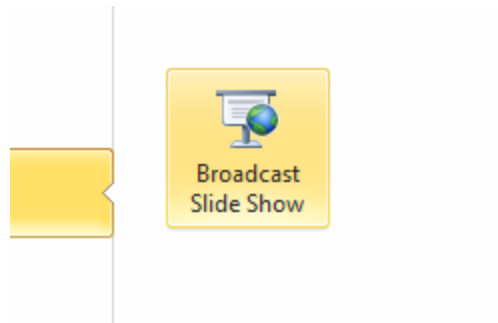
2. Navigate to "File" > "Save & Send" in the menu



3. Select "Broadcast Slide show" from the Save & Send tab.

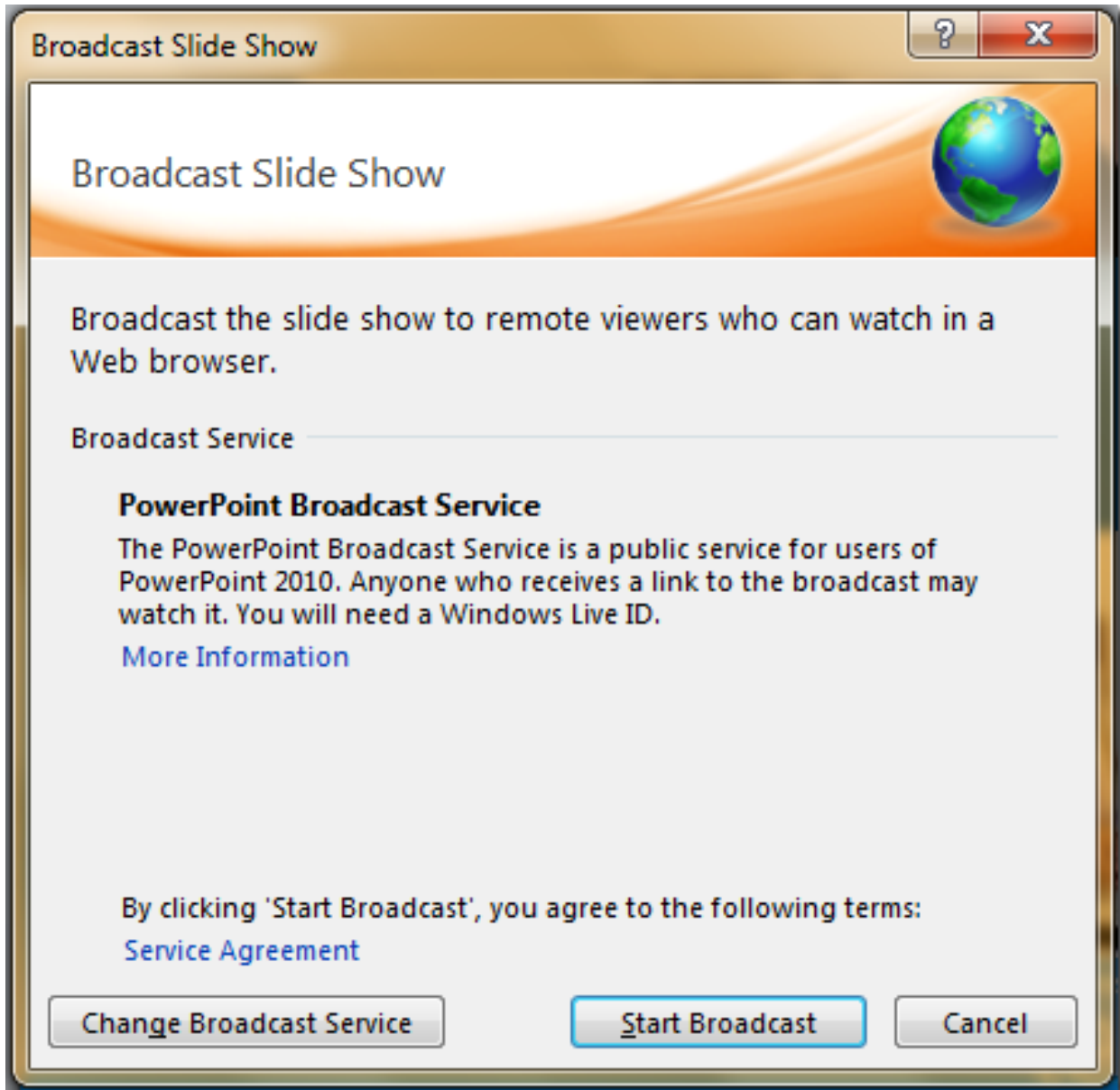


4. Click the Broadcast Slide show button in extreme right side.

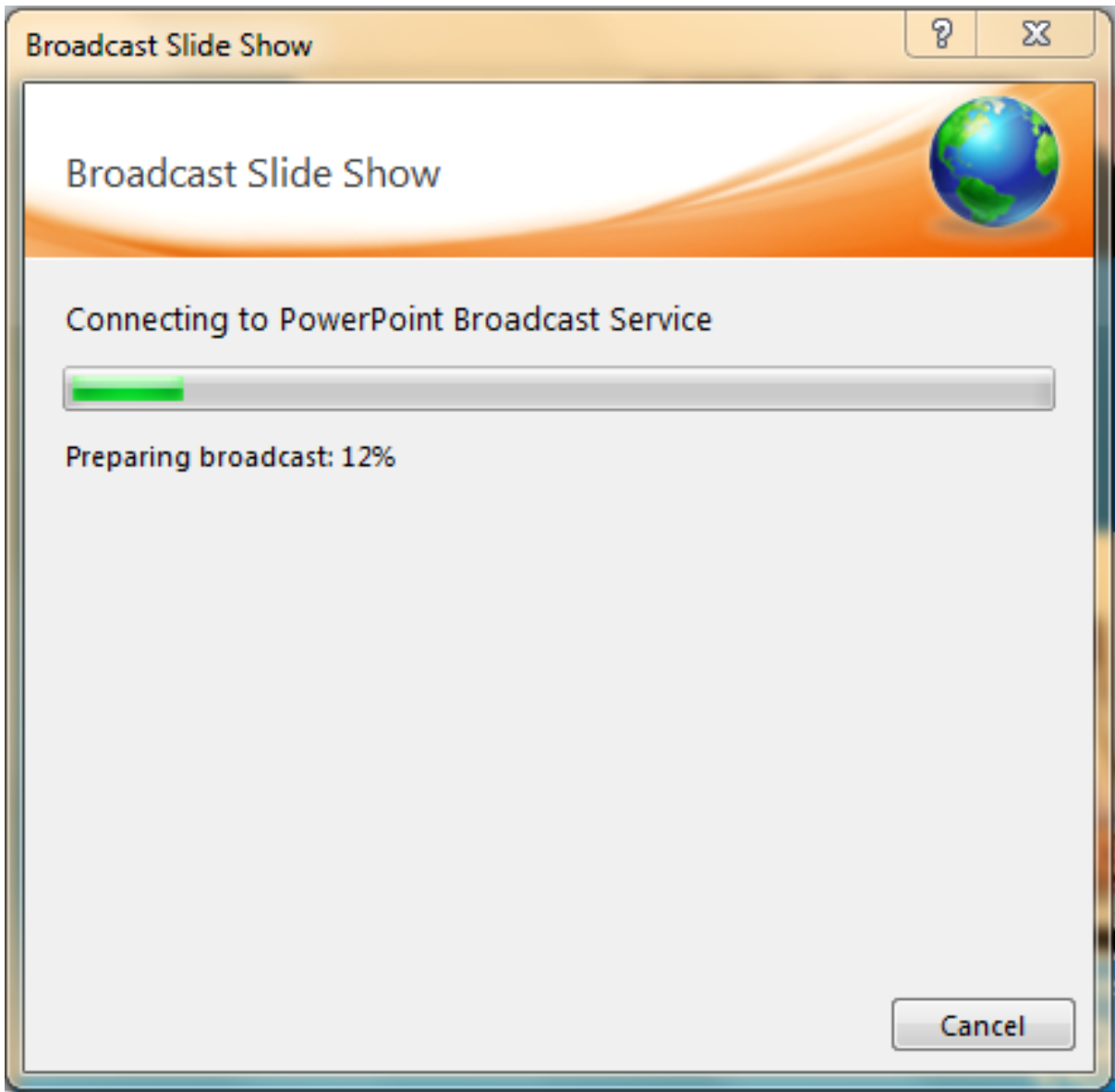




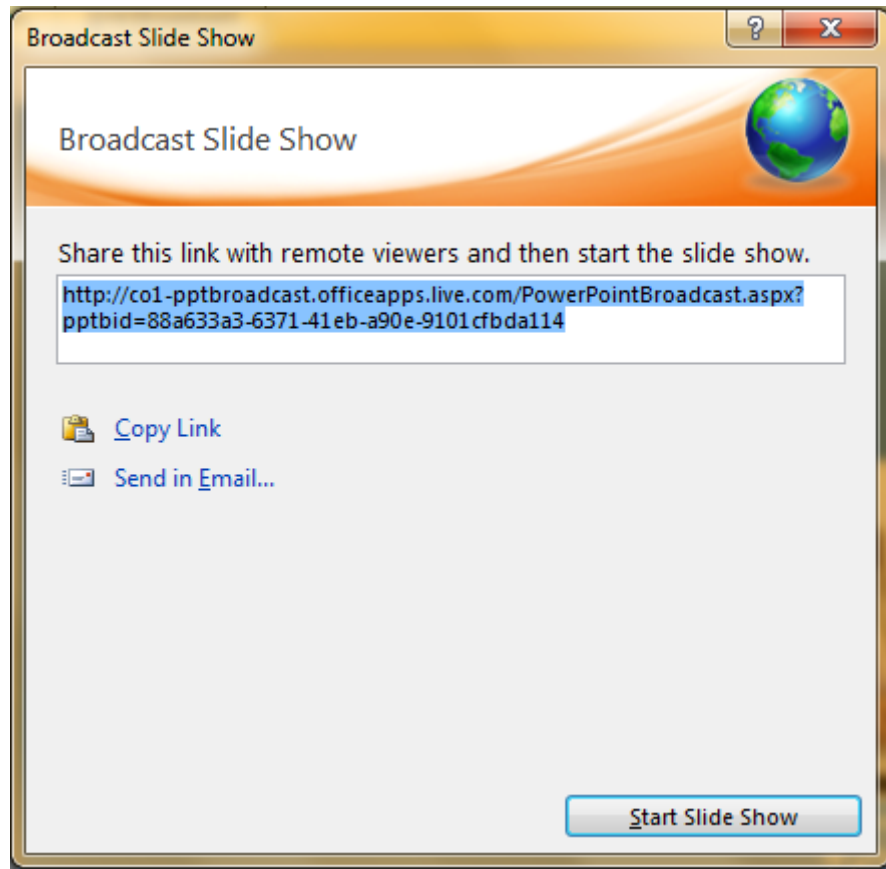
5. Click start broadcast button on the "Broadcast slide show" Window.



6. PowerPoint 2010 would connect to PowerPoint broadcast service & would prepare Broadcast of the presentation.



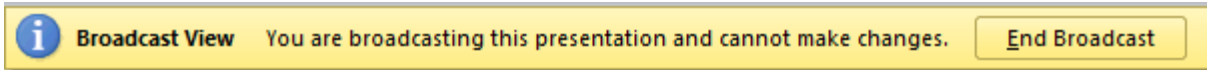
7. After the broadcast is prepared a Windows with presentation link would be created. You may distribute this link to all remote audience with whom you wish to share the presentation.



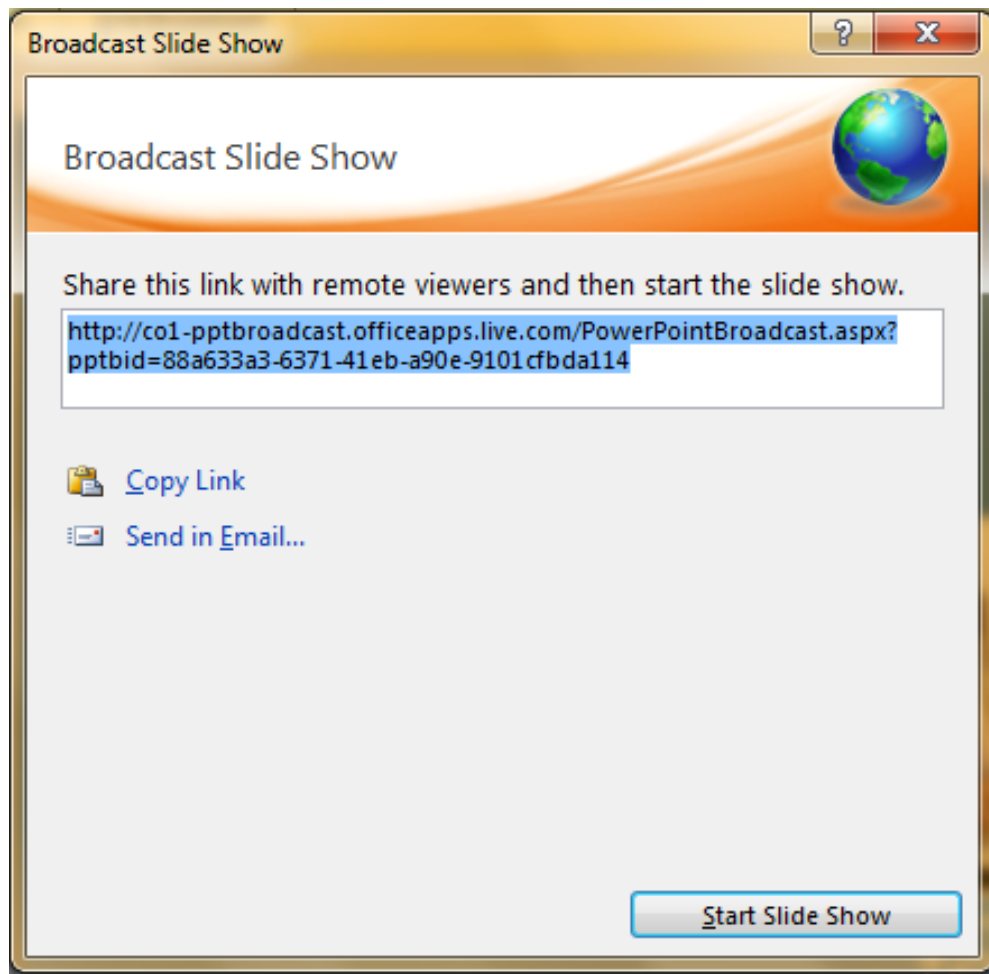
8. Clicking Send in email link would bring up Microsoft Outlook 2010 in 'Compose mail' mode with the Slide Show link included in the message.



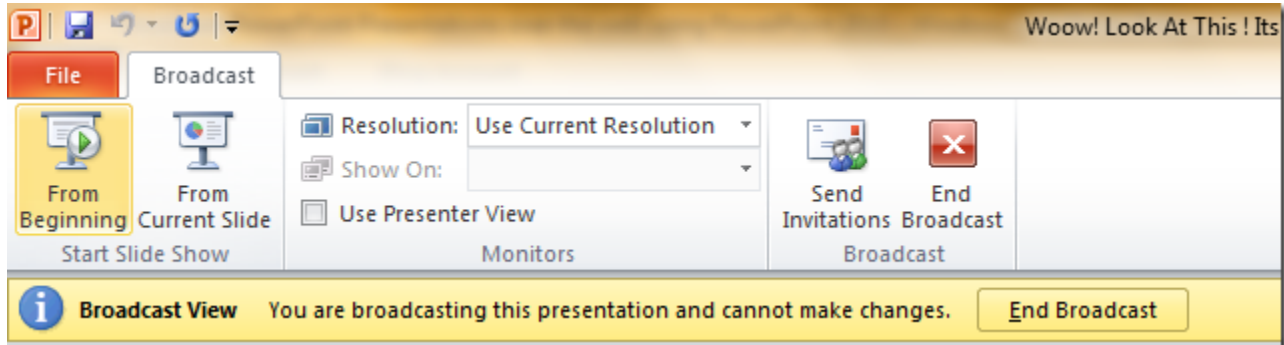
9. Once you have started the broadcast of presentation, no changes can be made to it. An alert would be popped in PowerPoint to warn.



10. Click Start **Slide Show** button to start the presentation. Now play the presentation on your local computer in full screen mode and as you change slides locally, the same will happen on the screens of your remote audience.



11. To end the broadcast use the end broadcast button in the ribbon or in the alert which warns "You are broadcasting this presentation & cannot make changes".



To view a PowerPoint broadcast, Remote Audience would require a browser like Internet Explorer, Firefox, Chrome or Safari. The Broadcast link given for the Slide Show is session based and so it exists *only* till your Slide Show lasts. Once you stop broadcasting the Slideshow by clicking on 'End Broadcast' icon on the Broadcast ribbon, a "Service Unavailable" message is shown. At any time during the presentation, you can send invitations for more people to join from the 'Send Invitations' icon in the Broadcast ribbon

### [Copy PowerPoint effects in single click using Animation Painter](#)

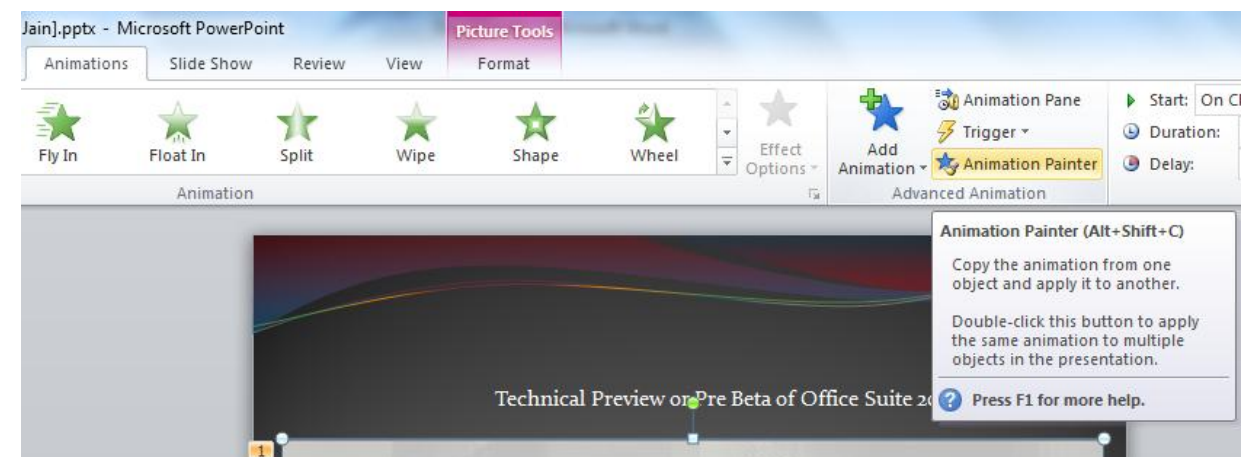
PowerPoint slideshow can be made dynamic and animated using various animation effects. You can add animation to different elements on a slide including text, images, charts etc. Many a times there is need of replication of exact animation from one slide to another slide. Adding each animation individually consume more time, however starting PowerPoint 2010, The animation capabilities have been also been improved, and you can now copy animation effects from object to object using a new Animation Painter that works much like the Format Painter in Microsoft Word 2010. Animation effects can be applied to all elements in single click using 'Animation Painter' feature in PowerPoint 2010.

#### Use Animation Painter for quick PowerPoint effects

1. Open PowerPoint slideshow and add animation to a slide.



2. Select the object over which animation is done. Then navigate to 'Animation' tab and click 'Animation Painter' option.



3. Clicking the Animation painter would copy the animation from the slide object and, the animation painter brush will then follow your cursor around, letting you know that it's active.
4. To apply the formatting, **Open** another slide over which animation is to be copied down.
5. Click the object in the new slide and the animation is applied to the second slide and the animation painter tool is turned off again.

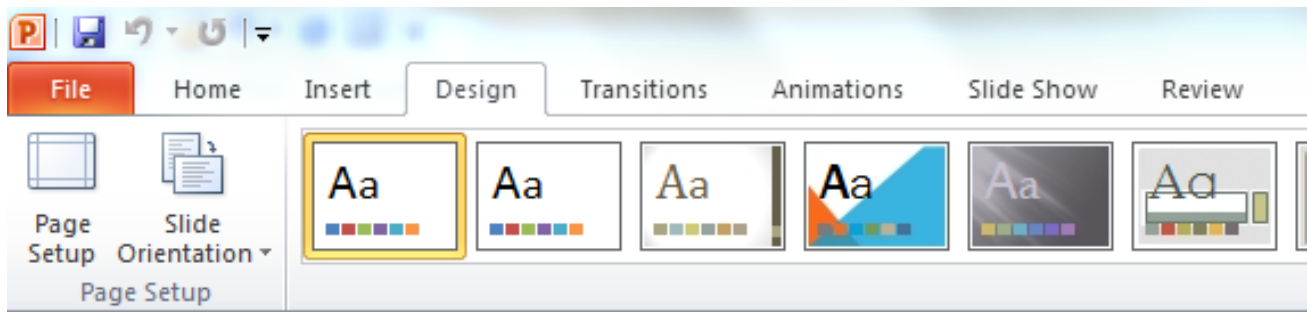
Clicking on the animation Painter would activate it only for one instance. i.e. you can copy the same formatting to one piece of text. However, to apply that formatting to several more slides, select that first slide again. This time, double click on the animation painter button. Then you can keep applying your copied animation by selecting more slides. To turn off the animation painter, press escape or click the animation painter button again.

### Preview & Apply PowerPoint Themes to Presentations

PowerPoint 2010 comes equipped with a wide variety of themes that provides a way of applying a set of colors, fonts and effects to presentations to achieve stunning presentations.

To access and apply themes in Office 2010 follow the steps:

1. Navigate to **Design tab > Themes**.

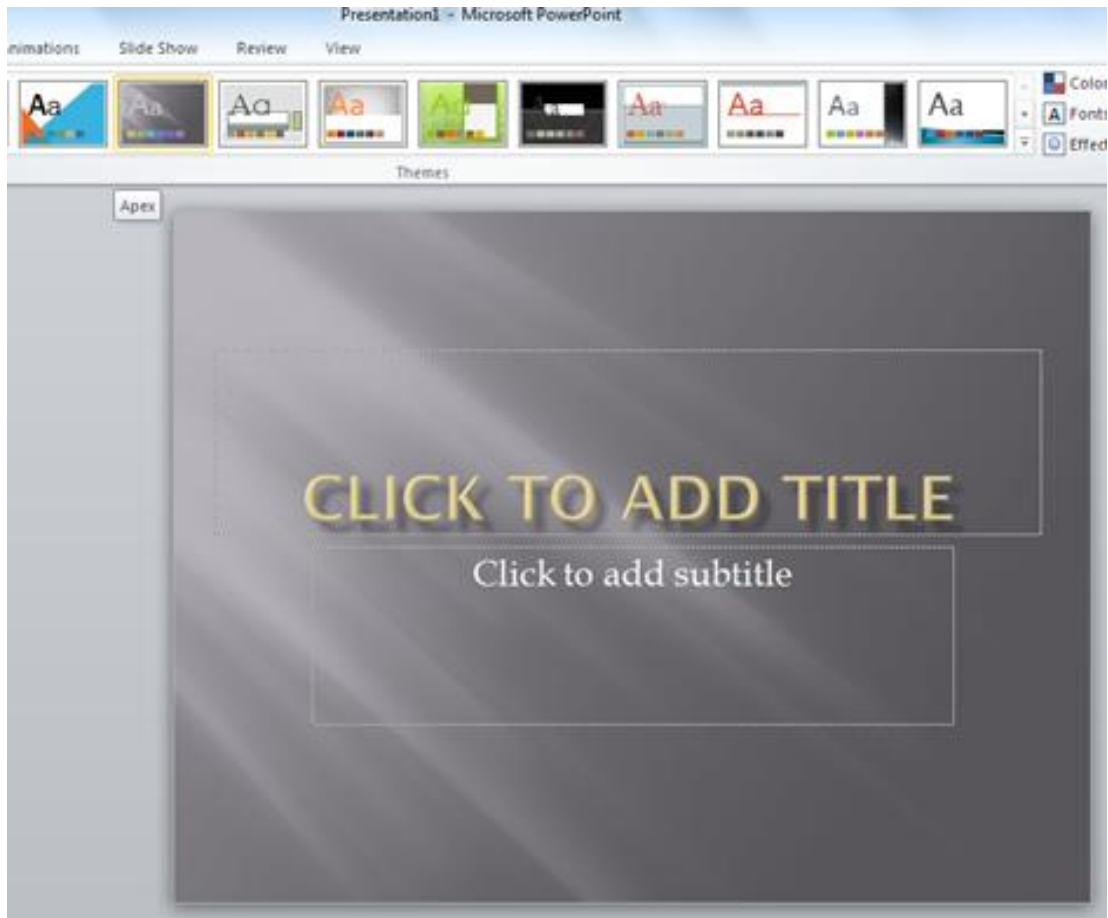


2. Click the dialogue box launcher to see the themes that come with PowerPoint 2010 by default.





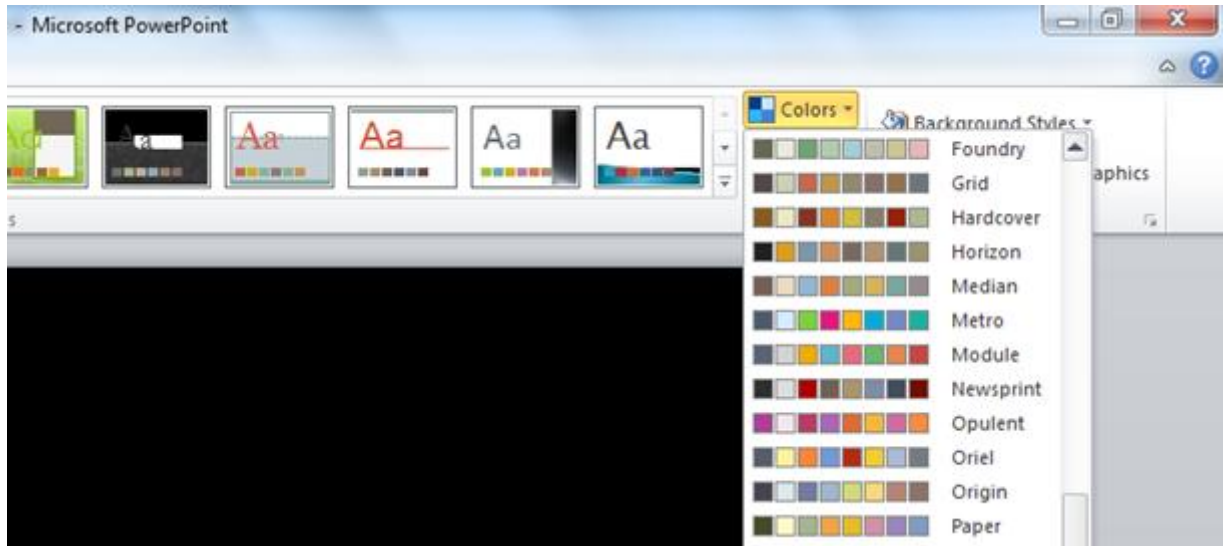
3. Hovering mouse over any thumbnail temporarily to preview the theme as a *Live Preview* so you can see how the presentation looks like once theme is applied.



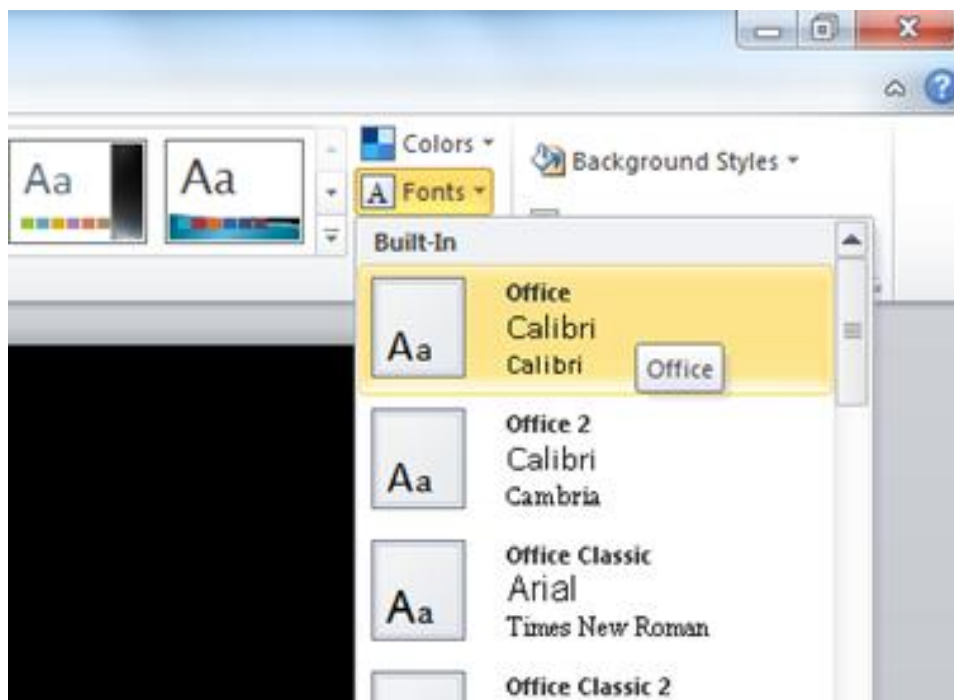
4. Click the theme Thumbnail, once theme is finalized after previewing how well it goes with you content of presentation.

5. While you have selected a theme you can always change properties for a theme like Colors, Fonts, and Effects & Background Styles.

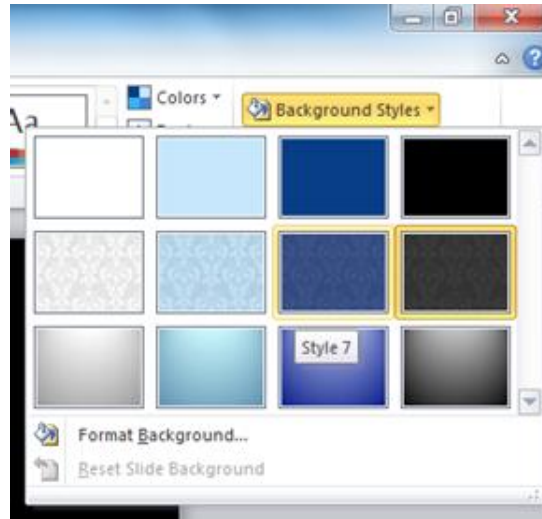
## Office 2010: Tips & Tricks



*Change Color Theme from the number of available for the layout.*



*Change Fonts for the presentation.*



*There is a number of background styles that can be applied to the theme selected*



*Even the effects for the Presentation theme can be configured.*

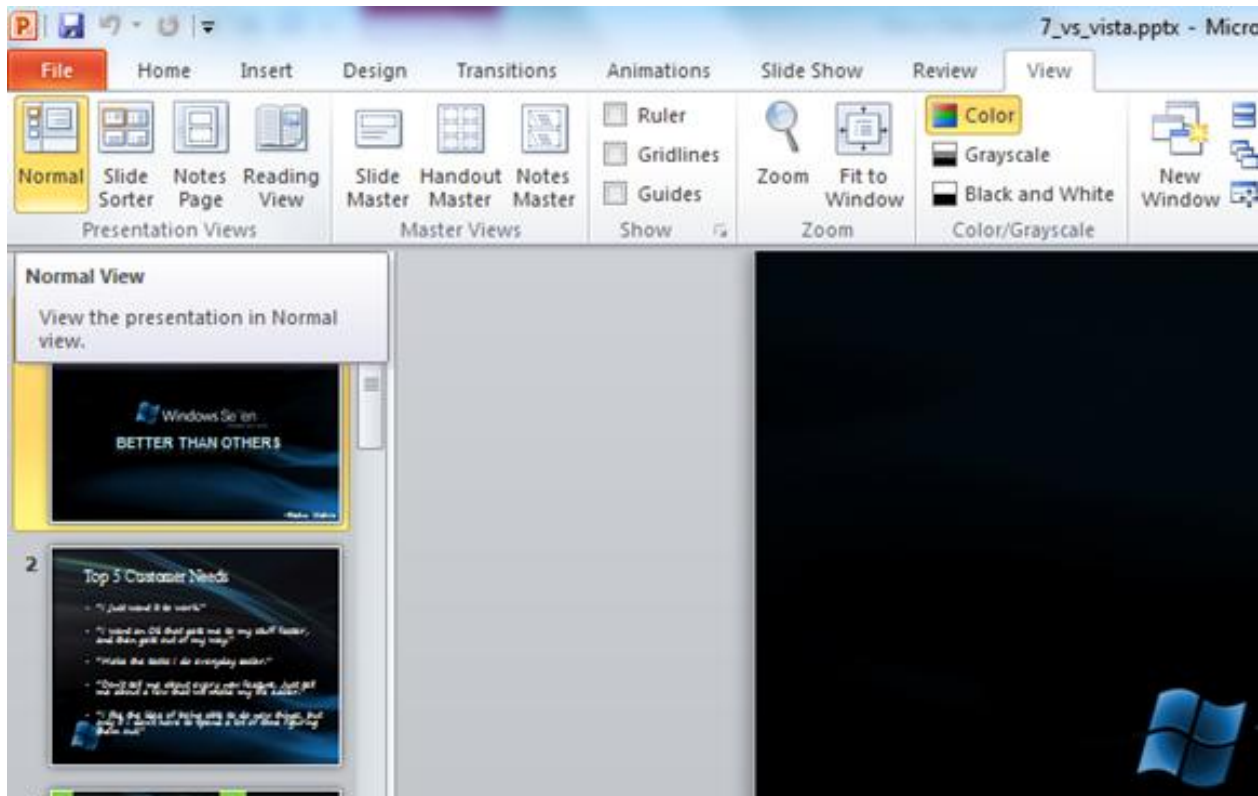
There are 40 themes available and a number of customizations available for every theme, believing permutations & combinations we can have a wide number of unique Themes in PowerPoint 2010. And yes, you can download PowerPoint themes from the Internet as well!!

### Show Date and Time on a Slide in PowerPoint 2010

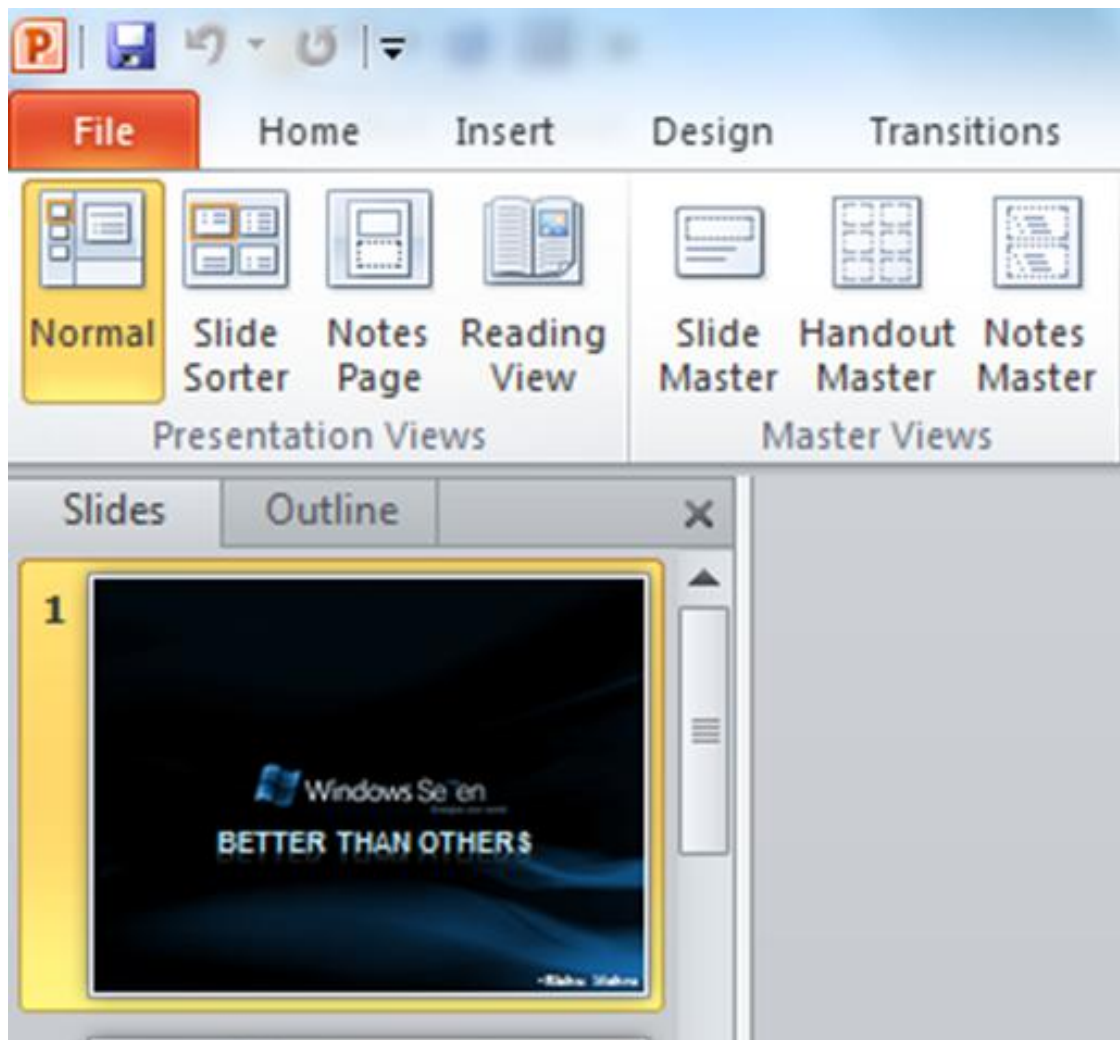
Adding Date & time to PowerPoint slides in your presentation, will make your presentations more informative for both speaker as well as audience when the presentation is delivered. There is a simple way to add date and time to PowerPoint slides.

To Show Date and Time on a Slide in PowerPoint 2010 follow the steps:

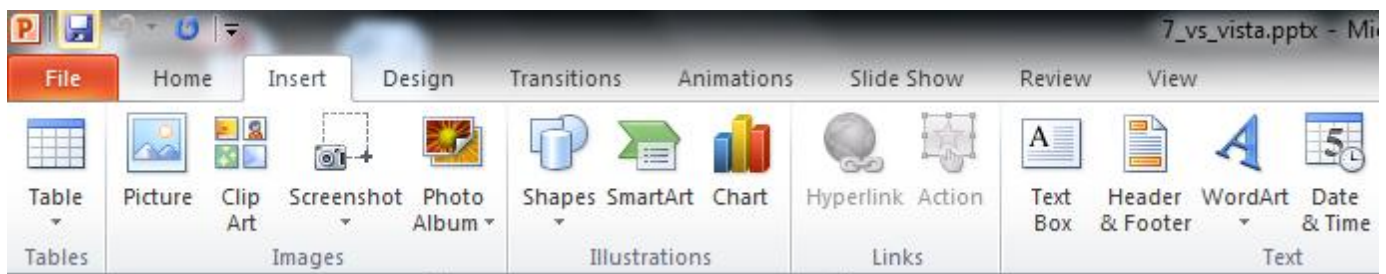
1. From the Ribbon, click *View* tab, and choose *Normal Presentation view* from Left Hand side Corner.



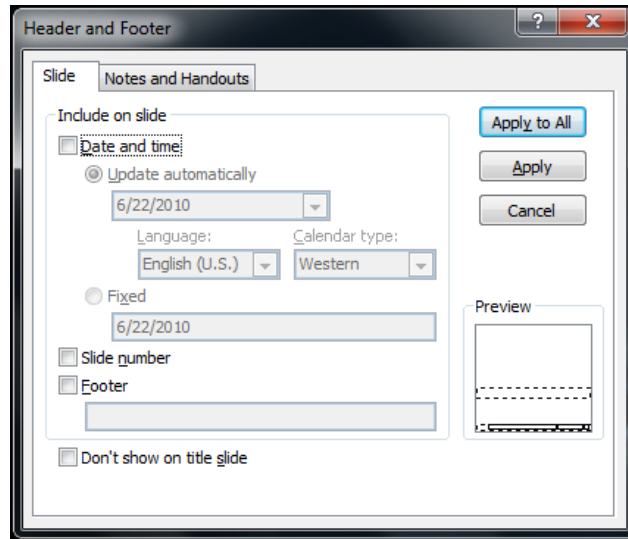
2. From the left side pane, click the *Slides* tab, and select the first slide below. Selected slide will be highlighted.



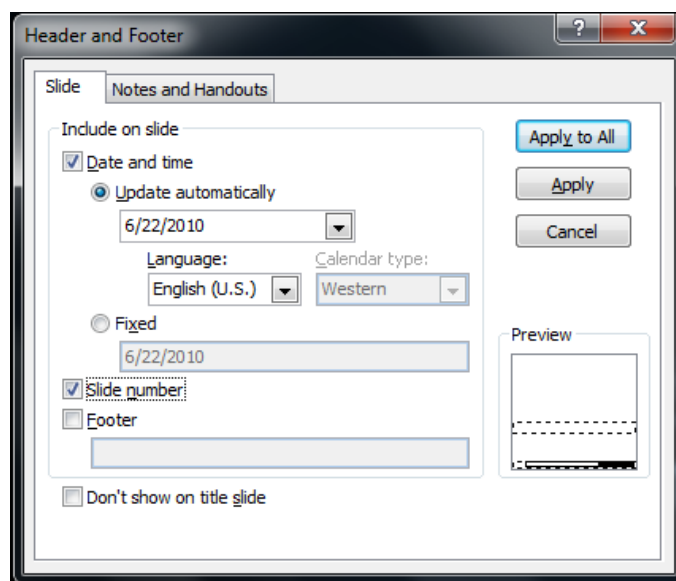
3. Then click the *Insert* tab and go to *Text* group section and *click Date and Time* icon.



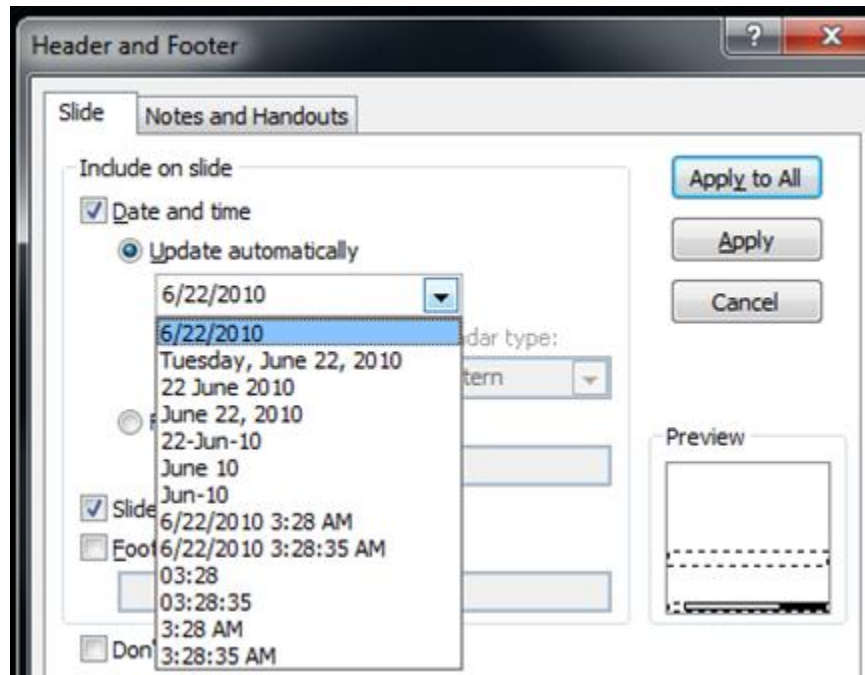
4. This will launch another dialog box with two tabs *Slide*, *Notes* and *Handouts*. To add the date and time to your slides, click the *Slide* tab. To add the date and time to your notes pages, click the *Notes* and *Handouts* tab.



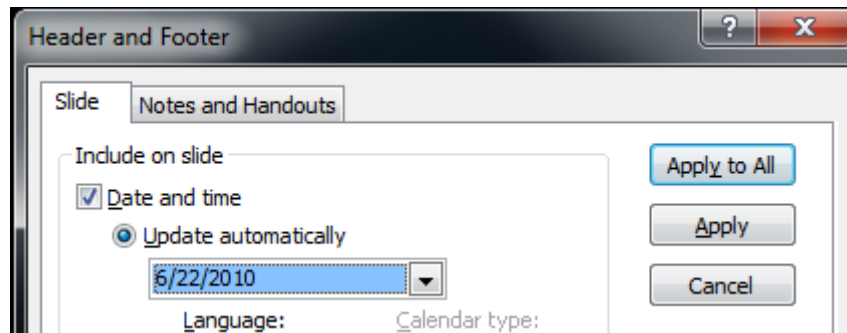
5. Select the *Slide* tab to add the date and time to your slides. Check *Date and time* box, and select *Update automatically* or *Fixed* options to include the date in slides. Update automatically would make the date dynamic, changing and updating automatically while fixed, sets a particular date to be displayed every time in the slides.



If you choose Update automatically, you can select the format of date and time from the drop down list.



6. To add date and time to all the slides, click Apply to All button. Alternatively, to add date and time to only the current slide, click Apply.



Now, the dates are set in the presentation and can be seen on slides in PowerPoint 2010.

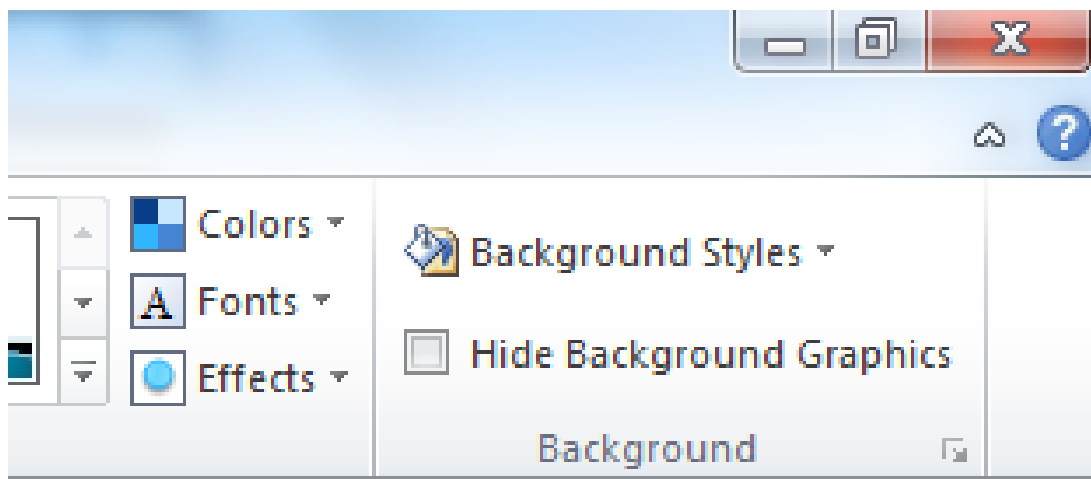
**Tip:** By setting a fixed date on your presentation, you can easily keep track of the last time that you made changes to it.

## [Creating a theme in PowerPoint 2010](#)

PowerPoint 2010 includes a number of themes that provides a way of applying a set of colors, fonts and effects to presentations to achieve stunning presentations. Apart from using the bundled themes, user can customize them and can create new Themes in PowerPoint as well. To create themes in PowerPoint 2010 follow the steps:

### The Components of a PowerPoint Theme

A theme consists of a set of colors, fonts, effects & background styles. Blend of these components works together to create effective & interesting presentations. These components can be seen in the ribbon under Design tab. Click on the Colors button, for example, and it will display all the theme color combinations in the dialog box that can be used by the themes available for use.



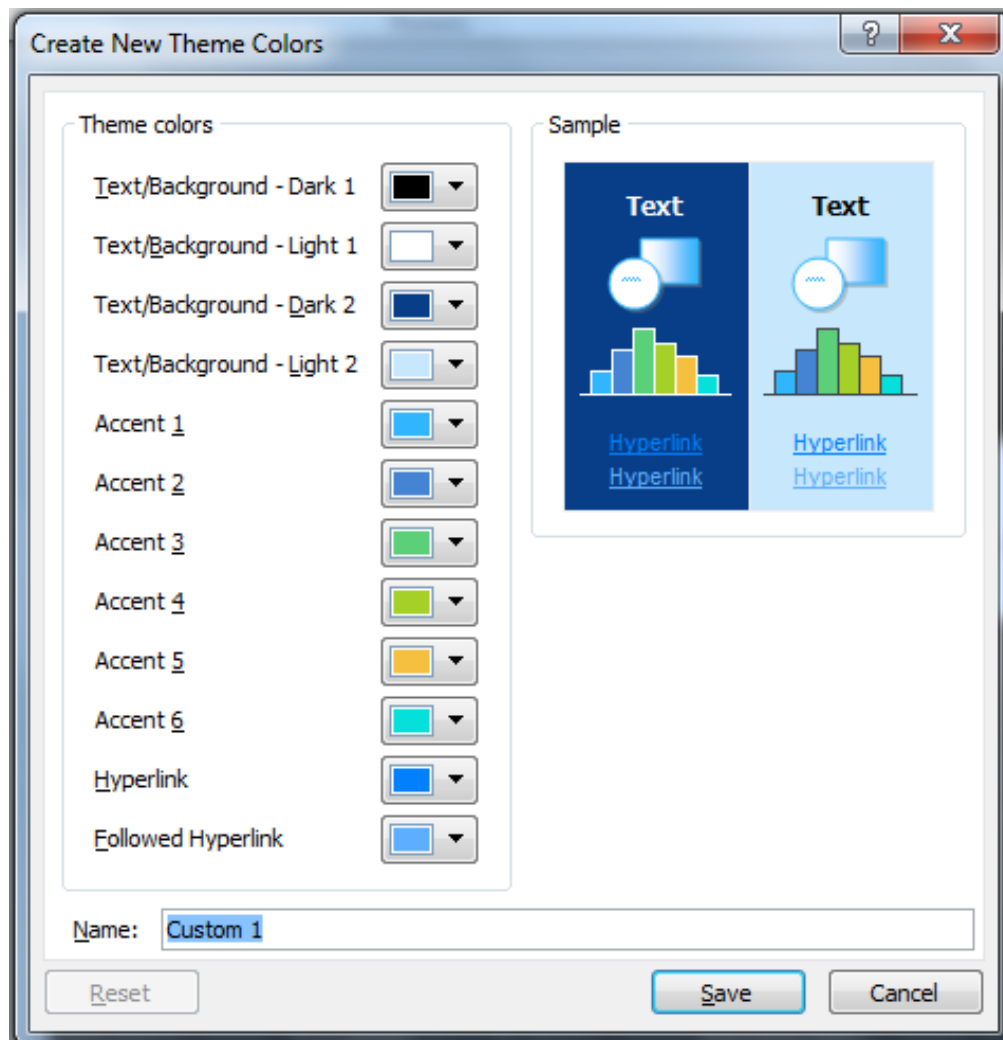
Follow the steps below to create a new color scheme, create a combination of fonts, select an effect and then save all those settings as a new PowerPoint theme.



### Theme Colors

To create a new color scheme:

Click Design > Themes > Colors > Create New Theme Colors. In the *Create New Theme Colors* window there are a number of different attributes we can assign colors to.



You can assign those colors by clicking on the color selector from the drop down list to the right of each element. At the bottom of the dialog box you can assign the color scheme a name.

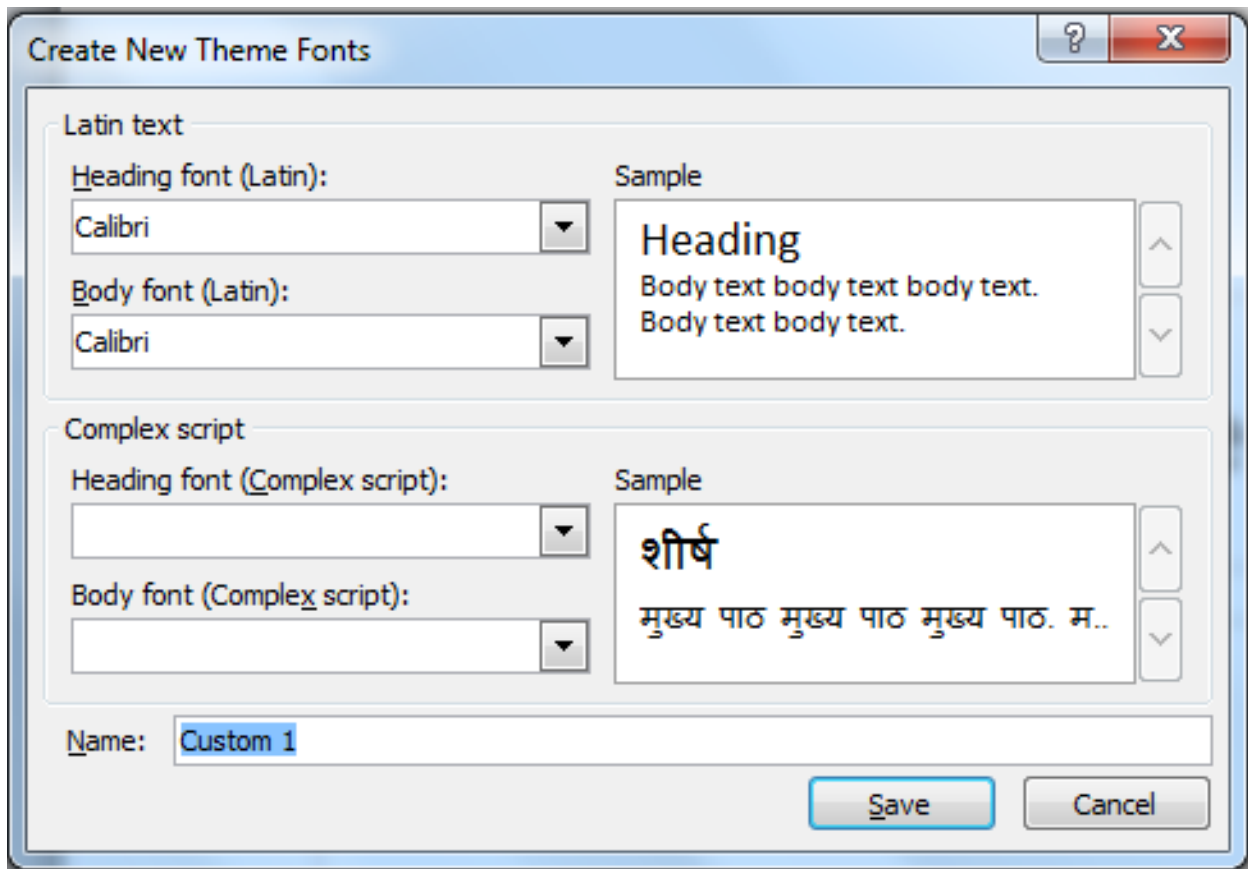
Click save once you have configured the color for different attributes.

## Theme Fonts

After Colors, next step is to create a combination of fonts. We can select the fonts that we want to use in our new theme.

To select a new Theme Font:

Click Design > Themes > Fonts > Create New Theme Fonts.



Select the font for the headings and the font to appear for the slides' body text. Font selection can be saved by a custom name.

Click save once you have selected the font settings.

### Theme Effects

Theme effects are sets of lines and fill effects. You can select one of the forty pre-made effects to apply to the PowerPoint theme.

Click Design > Themes > Effects, and click on the effect you want to use.



### Saving Your PowerPoint Theme

Now that we have created all components of a PowerPoint theme, it's time to assemble them all i.e. to integrate these components as a theme and save it. Staying in the Themes group on the Design tab, click the arrow button at the bottom right of the themes gallery to pop up another dialog box and then click Save Current Theme from the options available there.



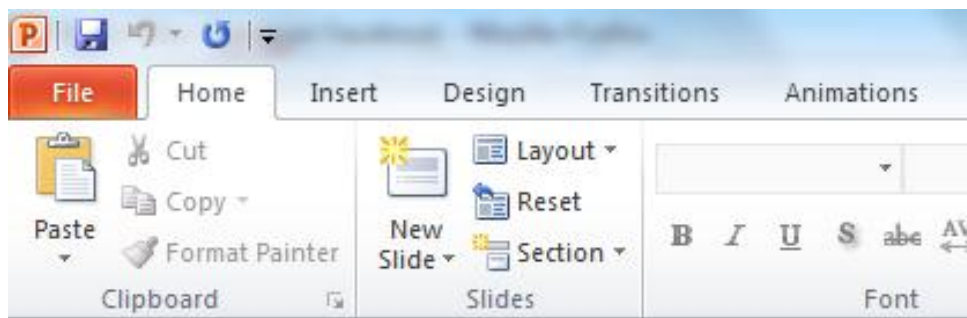
Save the theme by a name in the File name box. By default location to save it is the Document Themes folder. All Theme files are saved in a file extension .thmx. This is the file extension used for PowerPoint themes.

### Equation Editor Tool in PowerPoint 2010

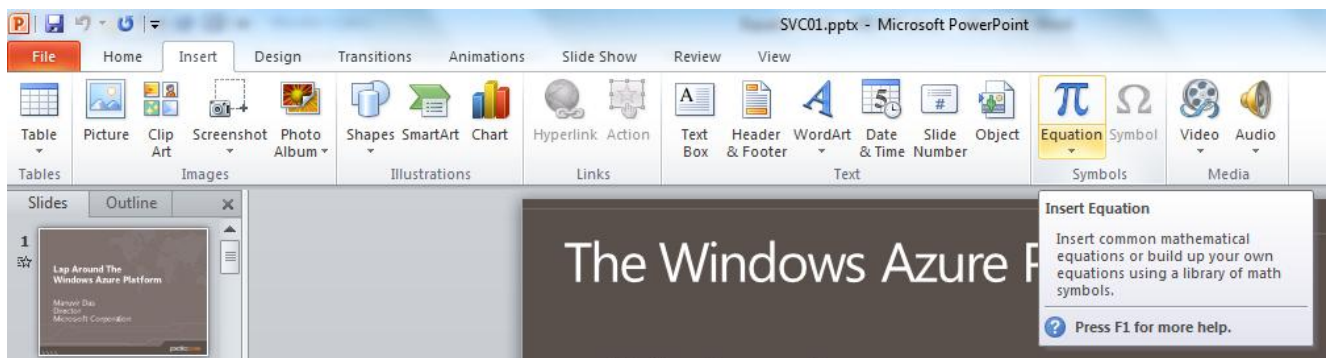
**Equation Editor** in Microsoft PowerPoint 2010 is an editor formula that lets users demonstrate and draw mathematical and scientific equations to their documents. One can also use it to create his own custom equations with the help of inbuilt library of mathematical functions. The Equation Editor formula tool was made available in older versions of Microsoft Office as an add-on and not as a default. Later on it was included as a part of Office 2007 but then it was only limited to MS Word. Now considering the necessity of this tool, MS Office 2010 extended this feature into PowerPoint as well apart from other Office applications like Word, OneNote and Excel.

#### How to use Equation Editor in PowerPoint 2010:

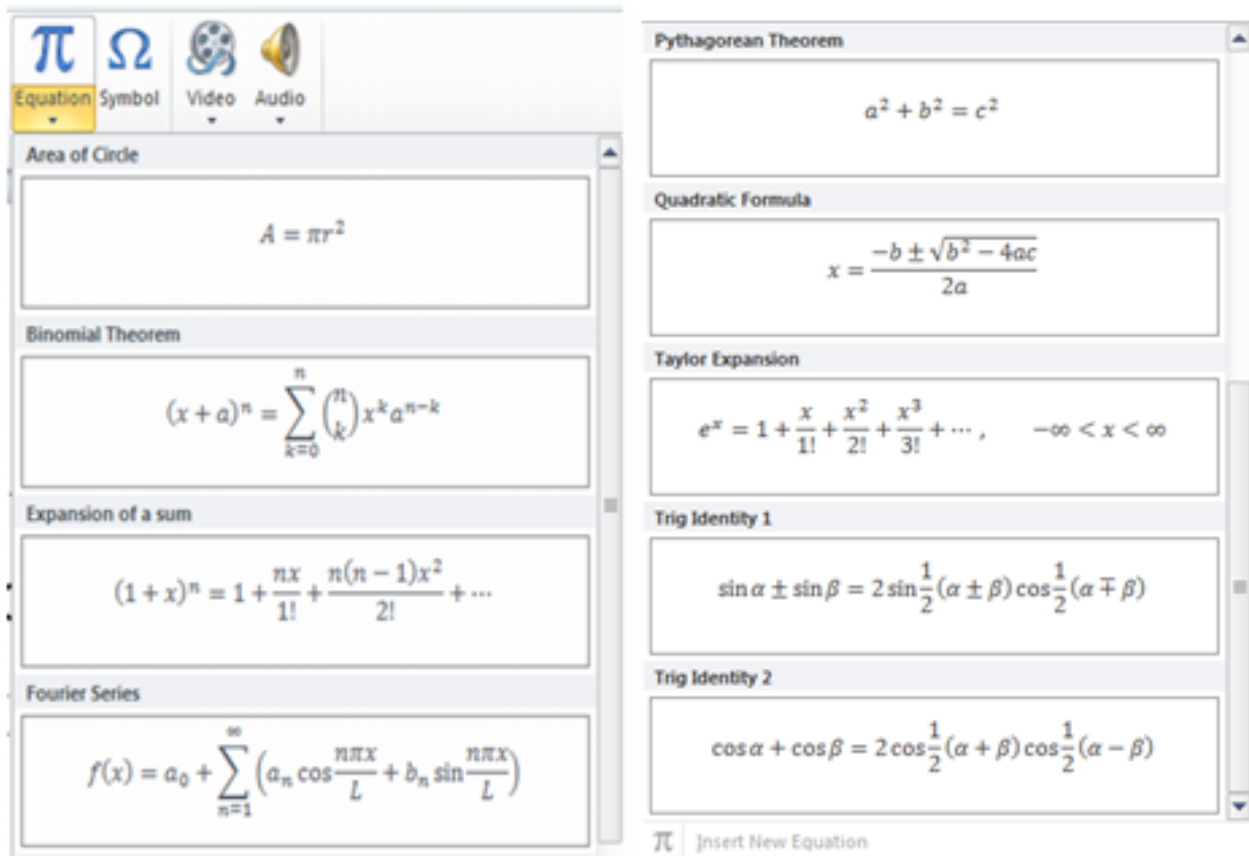
1. Launch MS PowerPoint 2010 and click **Insert** tab from the Ribbon.



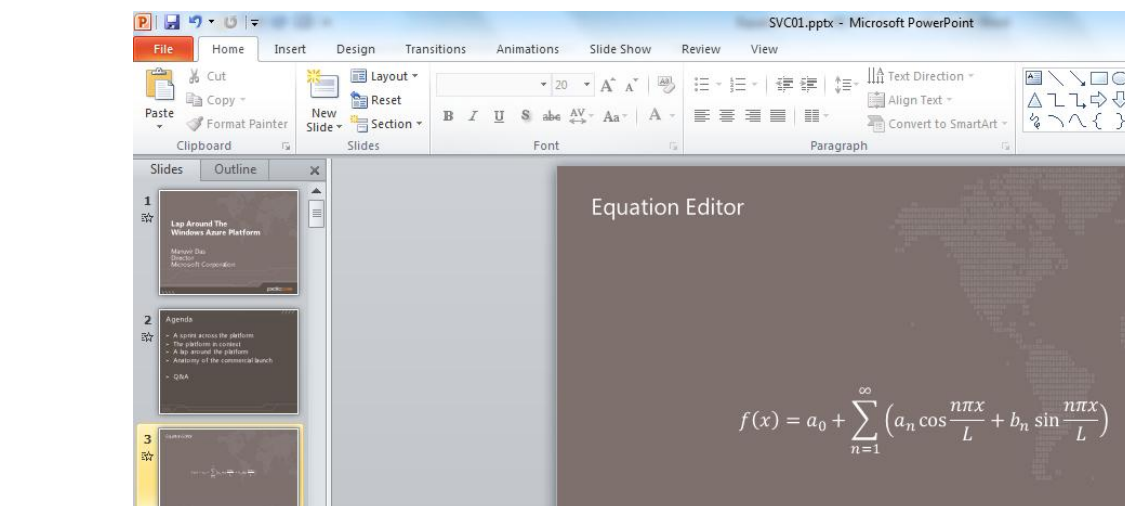
2. Ribbon will populate with options under Insert Tab. Equation editor tool option can be noticed in the Screenshot.



3. Click on *Equation* option and a drop down box will pop up including different types of formulas and equations.

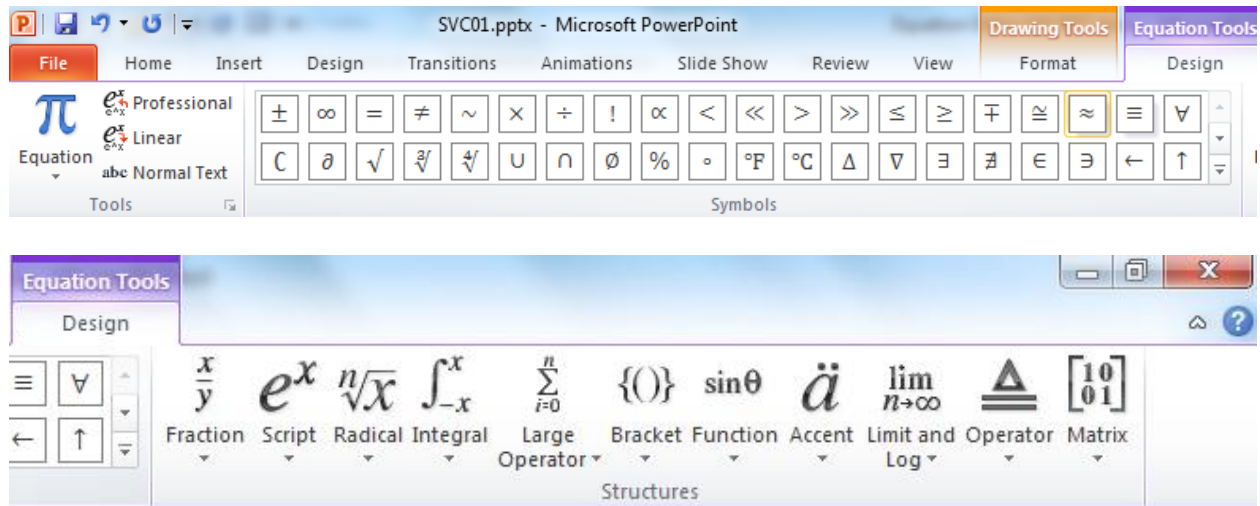


4. Select any equation from the list and it will appear in the PowerPoint 2010 document.



Ofcourse, this equation is editable and you can make changes or alter it as per your need.

5.A new equation can be inserted by clicking the option at the footer in the drop down box that will pop up on clicking Equation Editor.



A New tab named **Equation Tools** is inserted in the Ribbon. The new options to insert an equation can be selected from there.

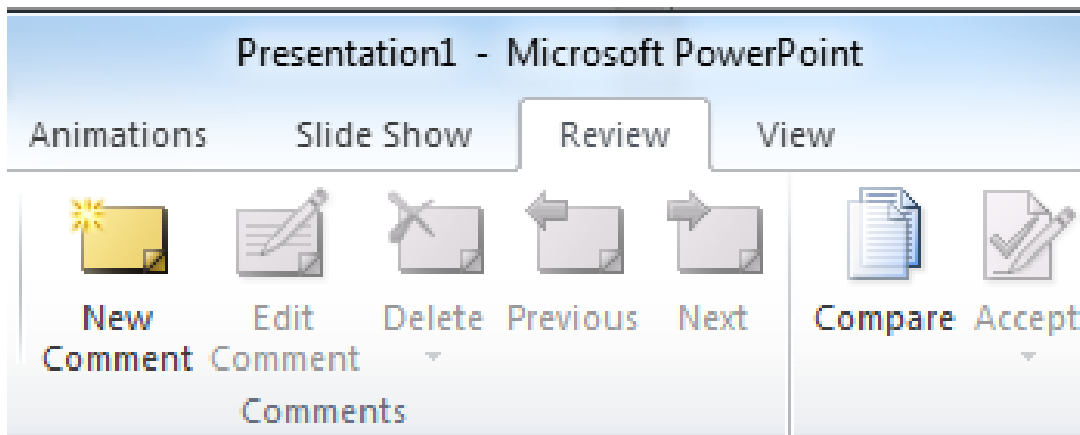
While working over a presentation which primarily deals with mathematical equations and signs, using PowerPoint 2010 built-in Equation feature works in a great deal to complete the required task. It is made so user friendly interface that anyone with the minimum knowledge can avail the benefits of using this powerful tool.

## [Compare Two Presentations in PowerPoint 2010](#)

Many a times while working over different versions of a document, user loses track of changes and need to compare the two versions of the Document. In case of a PowerPoint document, PowerPoint 2010 includes a document **Compare** feature, which enables you to compare two different versions of a presentation. This feature lets user view changes in different versions of presentation in a very interactive manner and also allows inserting changes and merging the revisions in the presentation.

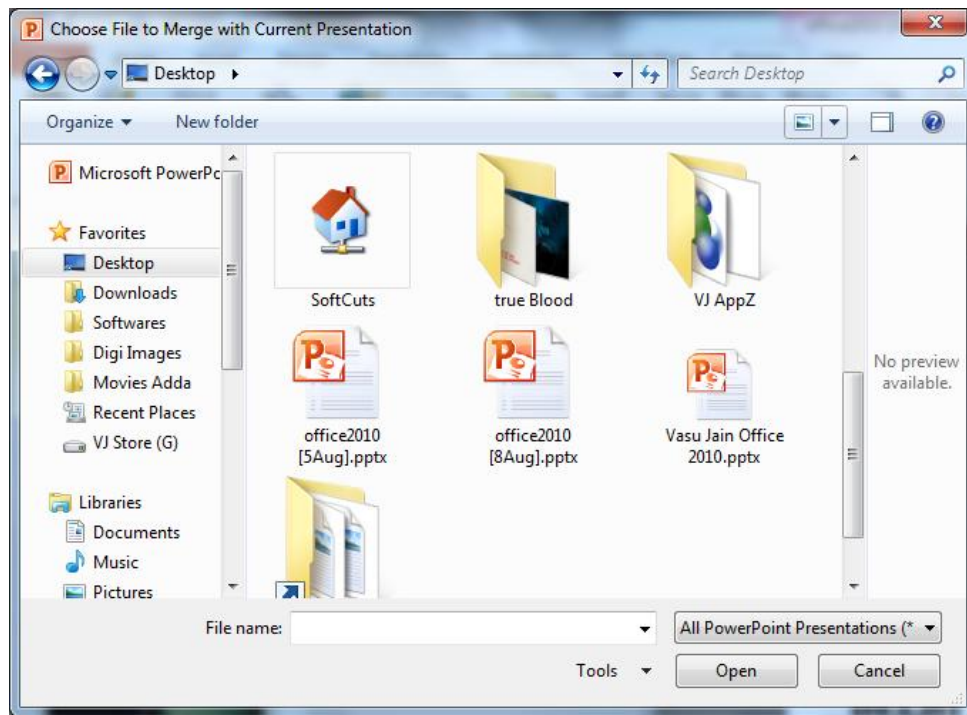
To compare two presentations in PowerPoint 2010:

1. Launch PowerPoint 2010 presentation, navigate to Review tab, and click Compare.

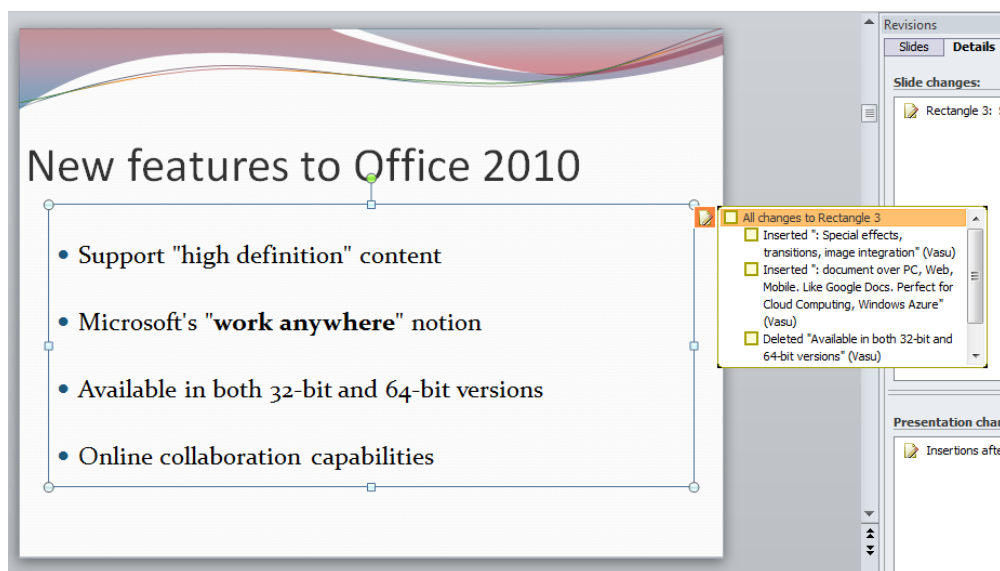




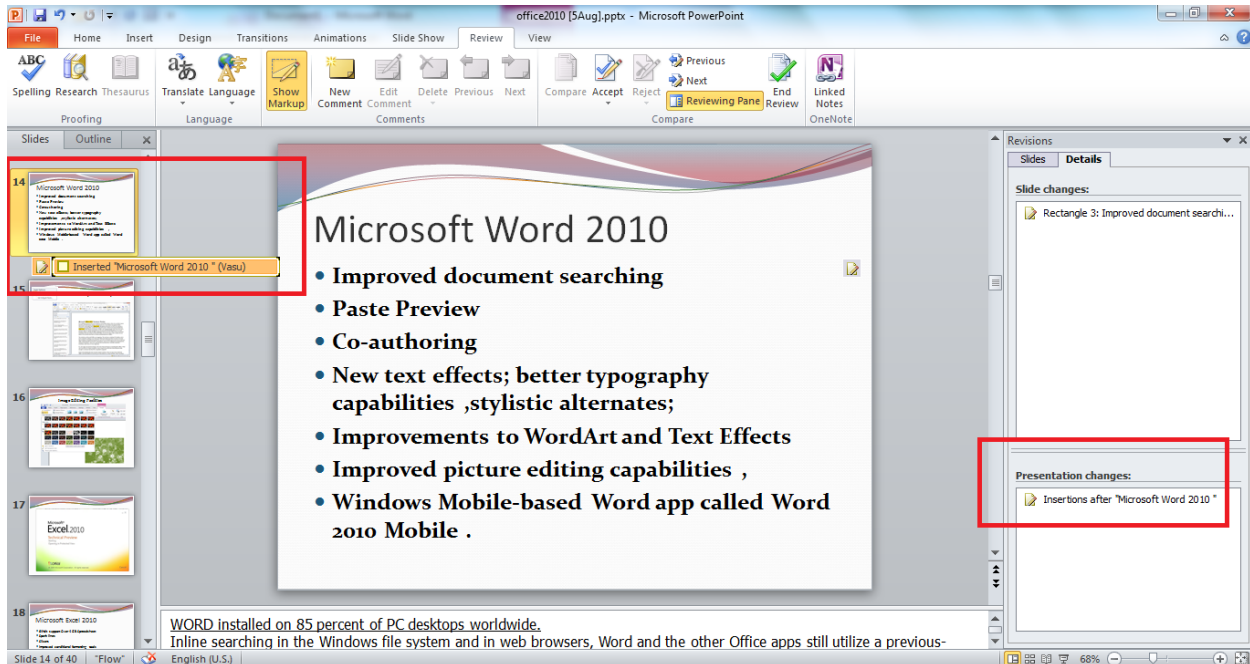
2. Select a presentation to compare & Merge with the current presentation..



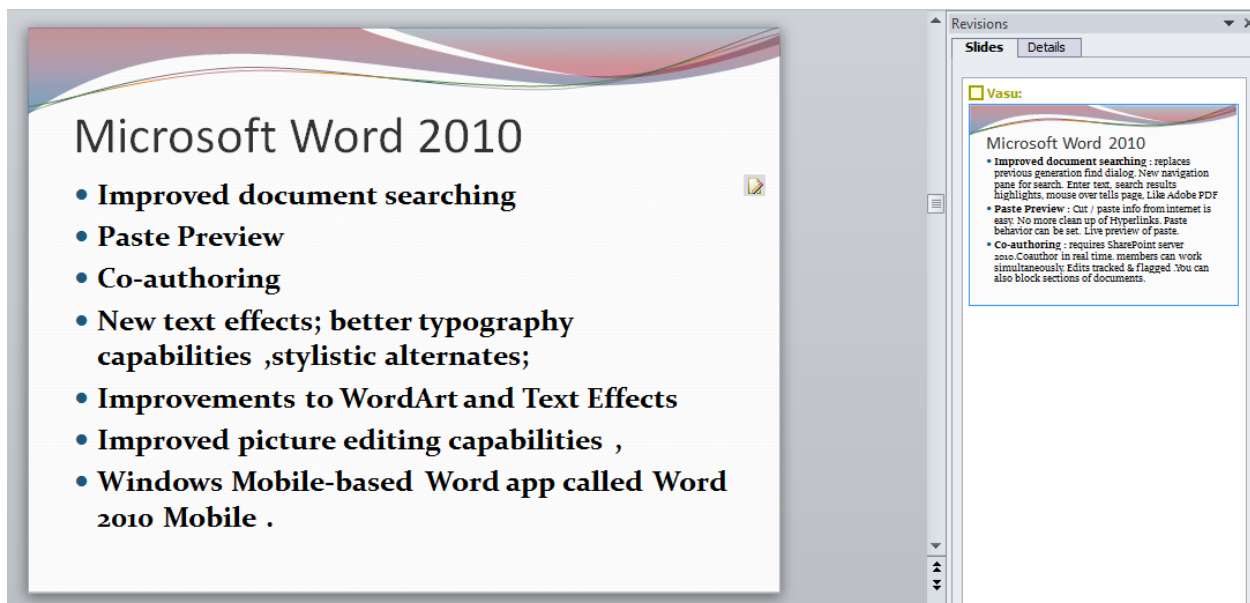
3. Selecting the second presentation will open Review pane at the right side of the presentation window. Under review pane, there will be two tabs, **Slide & Details**. From the *Slide Changes*, click one change from the list of changes and it will show the description of that 'change' in the main window.



4. From the Presentation changes in the right side Review pane, select one change from the list to view respective change description, and a pop-up with slide describing changes in detail.

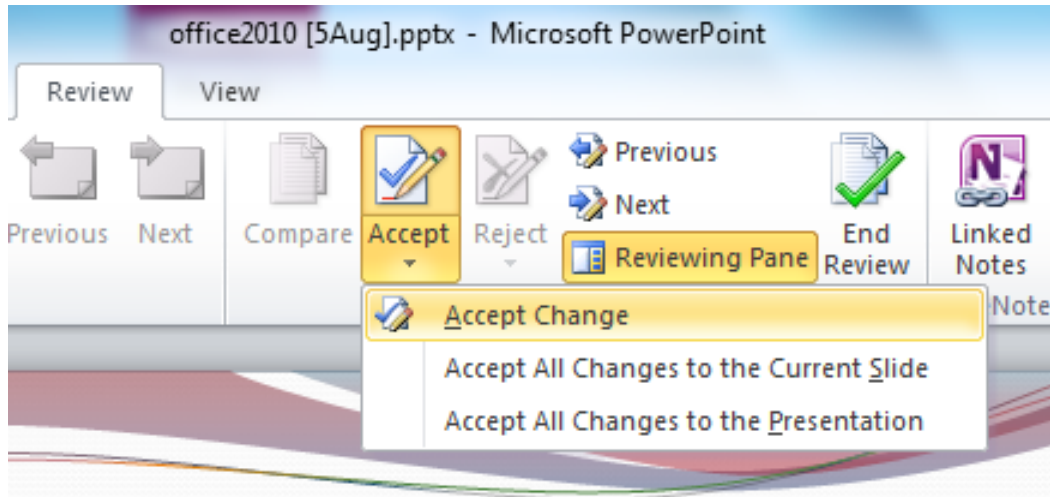


5. To view the both presentation slides side by side, Switch to Slides tab in Review pane. Visual comparison to the slides can be done here easily.



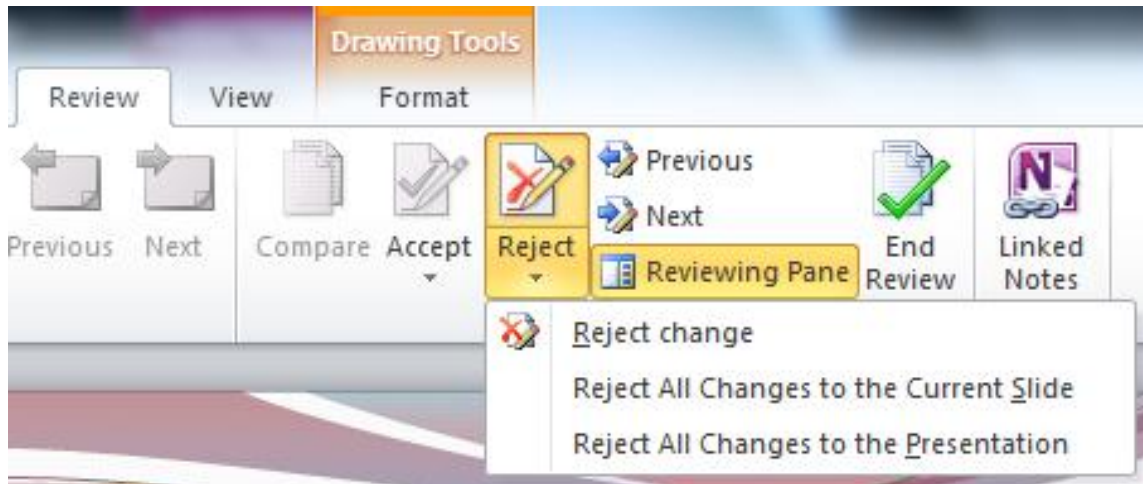
6. To accept the changes, select a slide from the Review pane and navigate to Review tab and select Accept button. From Accept options, select either of:

- Accept change
- Accept all changes to the current slide
- Accept all changes to the presentation.

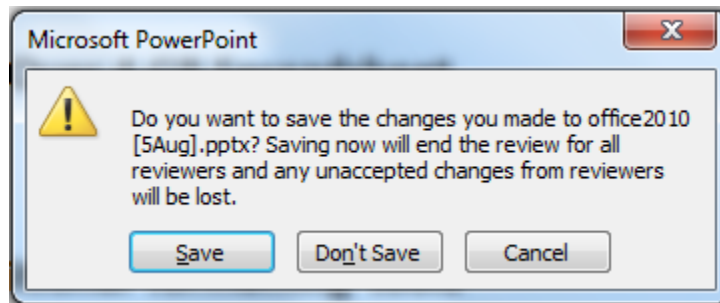


7. Once you apply any changes to a slide, the **Accept** option in Review tab changes to **Reject**. From Reject options, you can select a few options like:

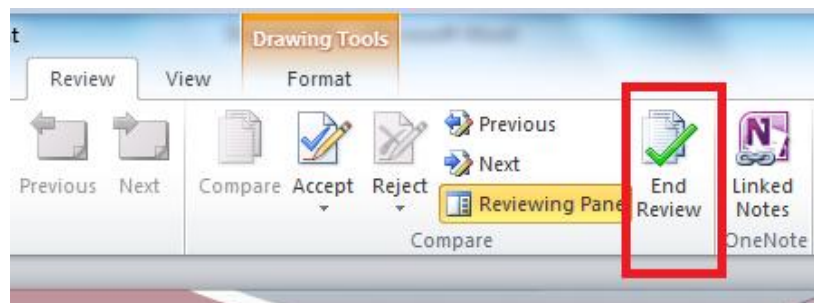
- Reject change
- Reject all changes to the current slide
- Reject all changes to the presentation.



7. Click Save to save all changes & close the presentation.



8. To end Review at any time, click End Preview from the Review Options.



Thus, if you miss the track of changes while working over presentation in PowerPoint 2010, this feature will prove to be very handy.

### Co-Authoring Presentation in PowerPoint 2010

Co-authoring provides the capability for multiple users to open the same presentation file and simultaneously edit and save changes over that file. Co-authoring solves a lot of problems with the current models of collaboration, where multiple versions of files are stored at multiple locations, not to mention the proliferation of presentations circulating via e-mail amongst multiple contributors which causes loss of information sometimes or heavy investment of time in managing the different versions.

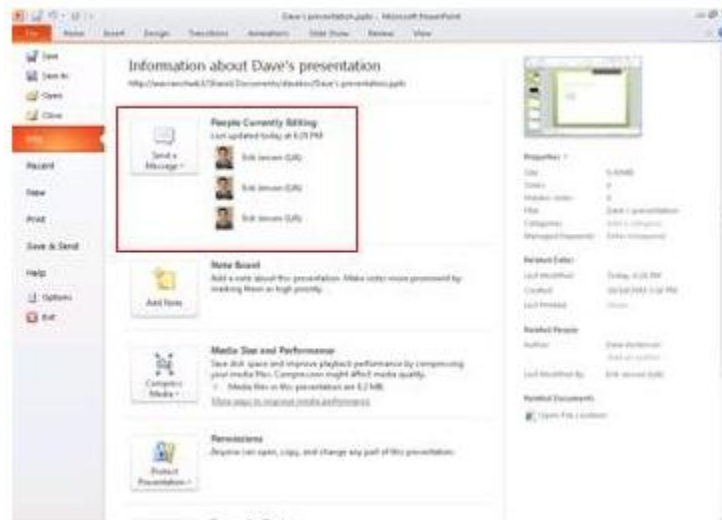
PowerPoint 2010 has made a significant investment in document co-authoring for the Office 2010 release. Now, one version of the file can exist in a shared network location, and users can edit, save, print and present from that one location. A PowerPoint 2010 presentation can be simultaneously edited with colleagues and instantly a conversation can be initiated with them while editing, without leaving the program

*Step by Step to Co-Author a Presentation:*

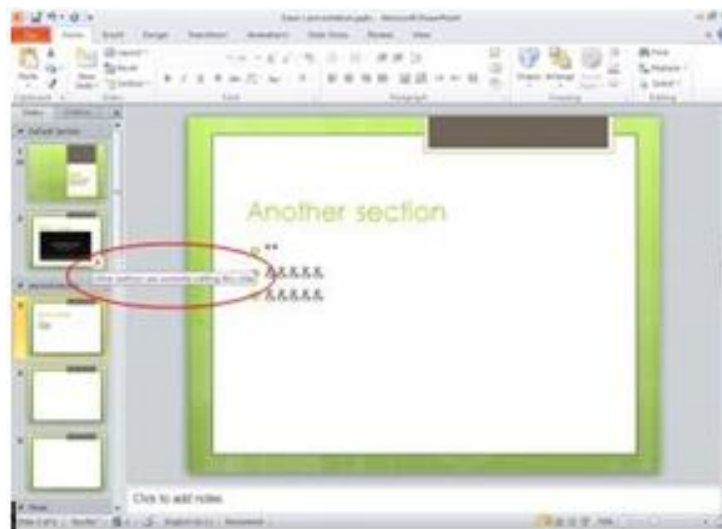
1. Post your Word or PowerPoint 2010 content to a SharePoint 2010 site.
2. Co-authoring is automatically enabled when multiple individuals open the document for editing at the same time.
3. In a document in Office 2010, you can see the names of other people where they are editing, as shown here.



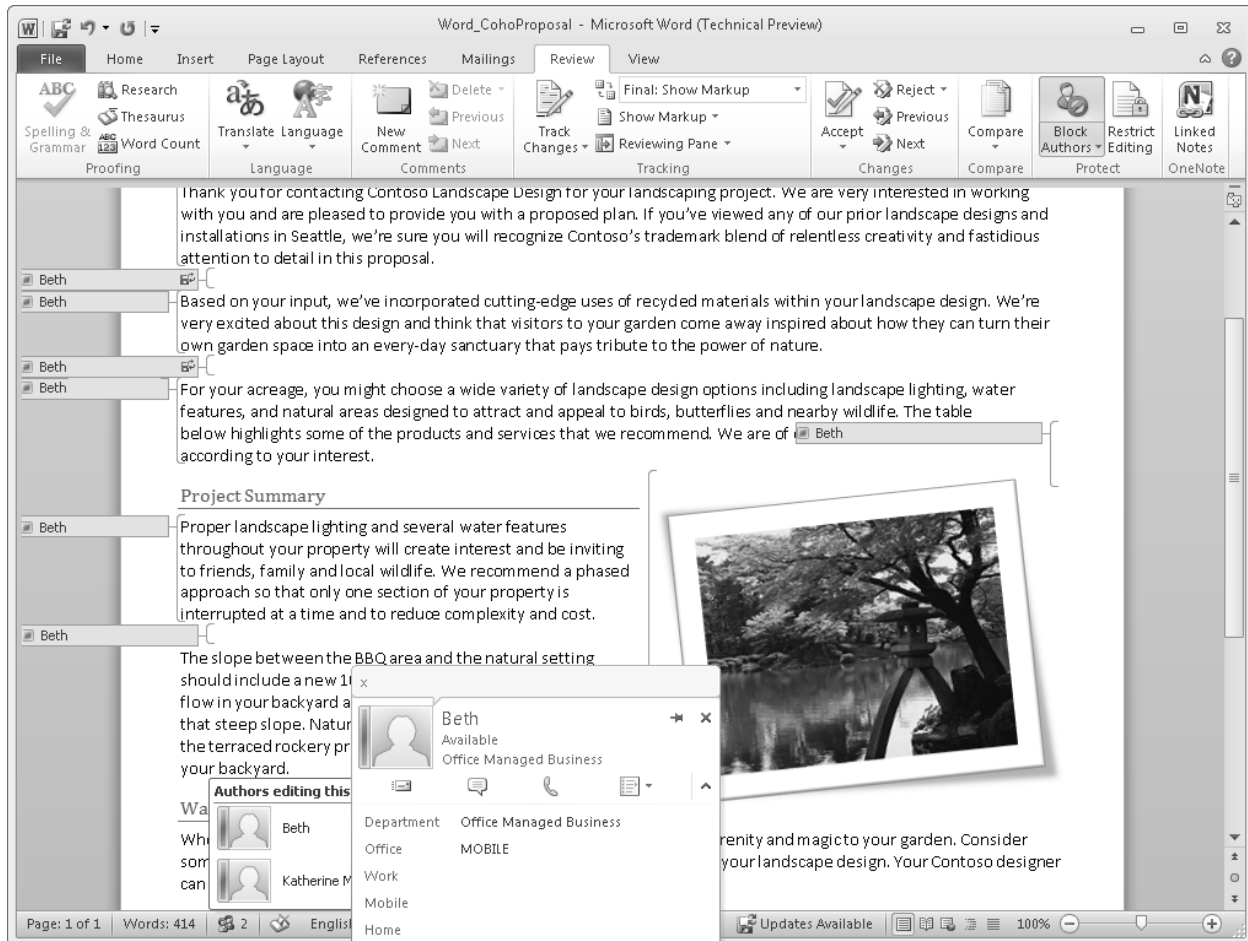
4. You can also find the list of current editors on the Status bar at the bottom of your screen or, on the Info tab in **Backstage** view. The names of the co-authors appear in the middle pane



5. Hover your mouse on an editor's name to begin an instant messaging or phone conversation.



At each instance a change is made in the document, the author's name can be seen and a presence indicator shows the author's online availability.



Co-authoring enables you to see who else is working on the current document.

**Note:** When using co-authoring in Word 2010 and PowerPoint 2010, you see the changes that others have made after you save the file.

Co-authoring requires Office Communicator 2007 R2 and Office Communications Server 2007 R2. For Office 2010 users in a business environment, SharePoint Workspace 2010 is also needed for co-authoring capability. Home users can use Windows Live as the co-authoring platform for file collaboration.

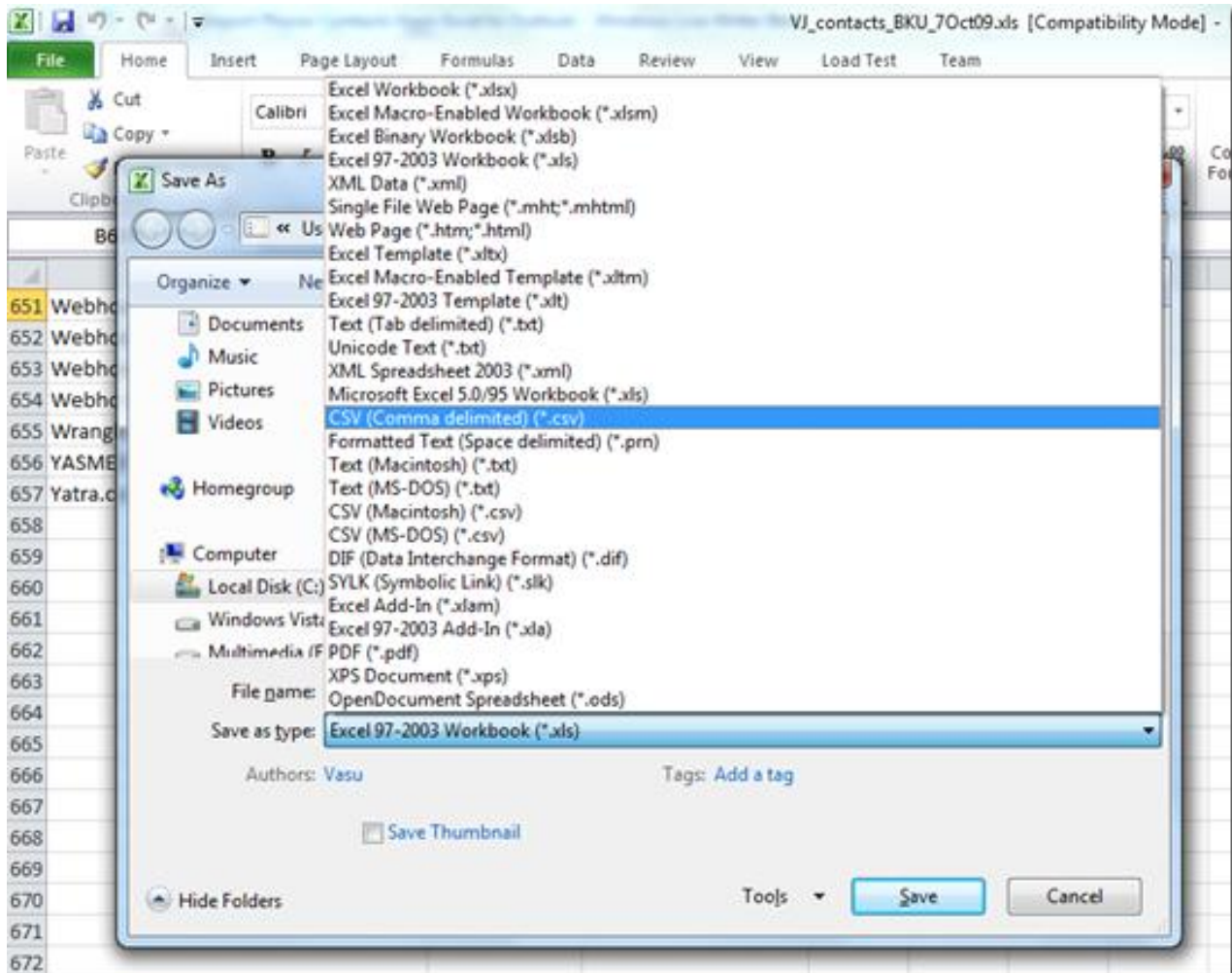
# Outlook 2010



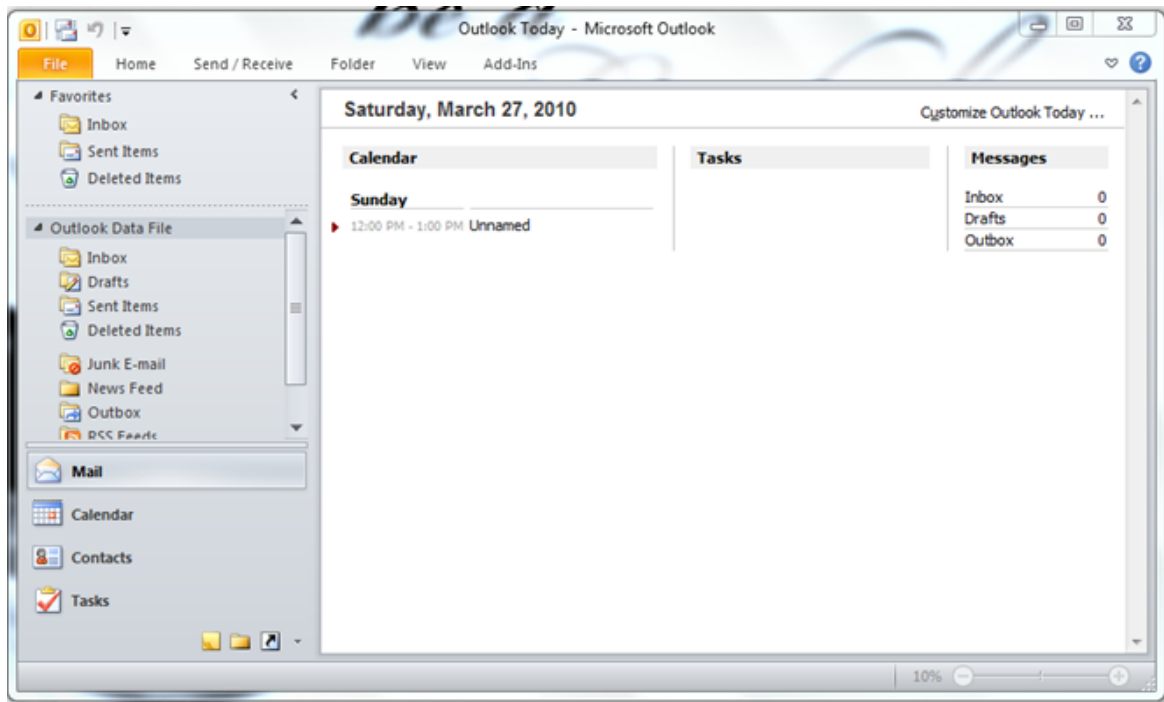
### [Import Phone Contacts from Excel to Office Outlook 2010](#)

Many of Phone manufacturers provides an option to save mobile phone contacts in a CSV (comma separated value) format or an excel sheet. If you are moving to a Windows phone you may have all your contacts in outlook. So here is a guide how to convert your mobile phone contacts from an excel sheet and finally move them to Outlook.

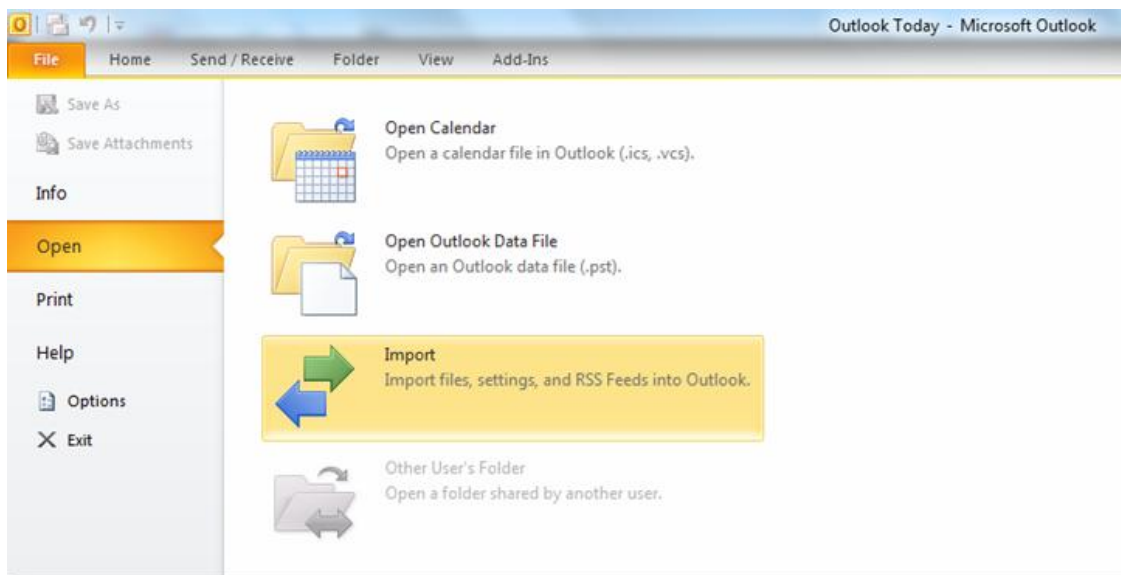
1. Open the Excel File and save it as a CSV file. If it is CSV file already you may move to step 2.



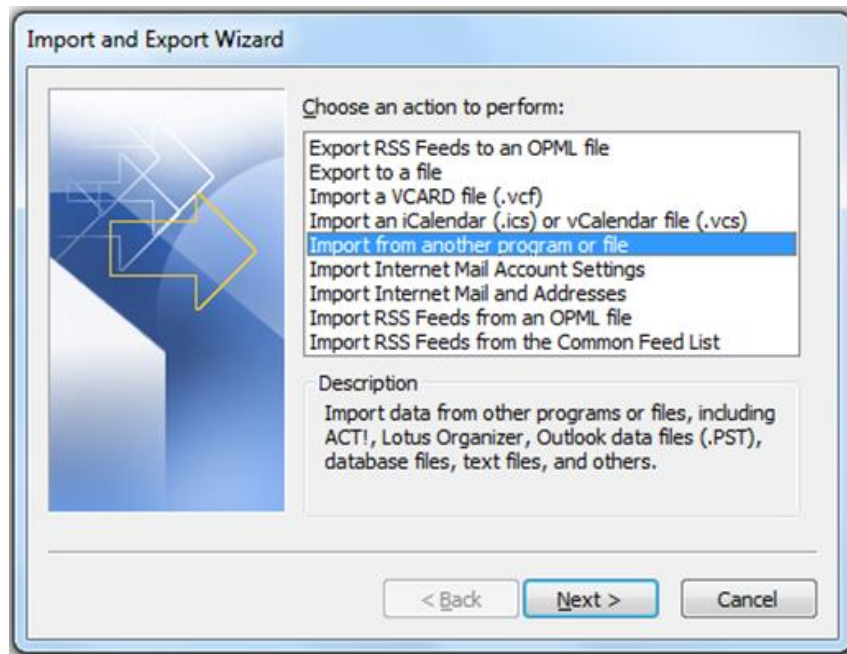
2. Now that you have converted the file in CSV, move to next part and open Outlook.



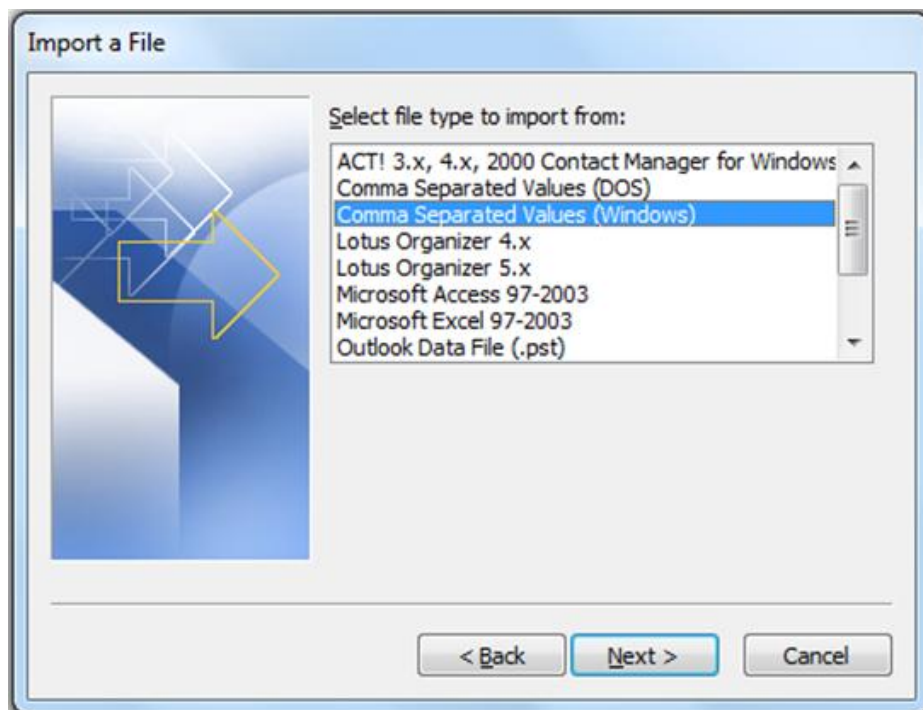
3. To import contacts from the CSV file go to File menu and select open submenu in the backstage view to bring options to "open calendar" "open outlook data file " and "Import". Select Import option here. This option has gone in the backstage view as compared with Office 2010.



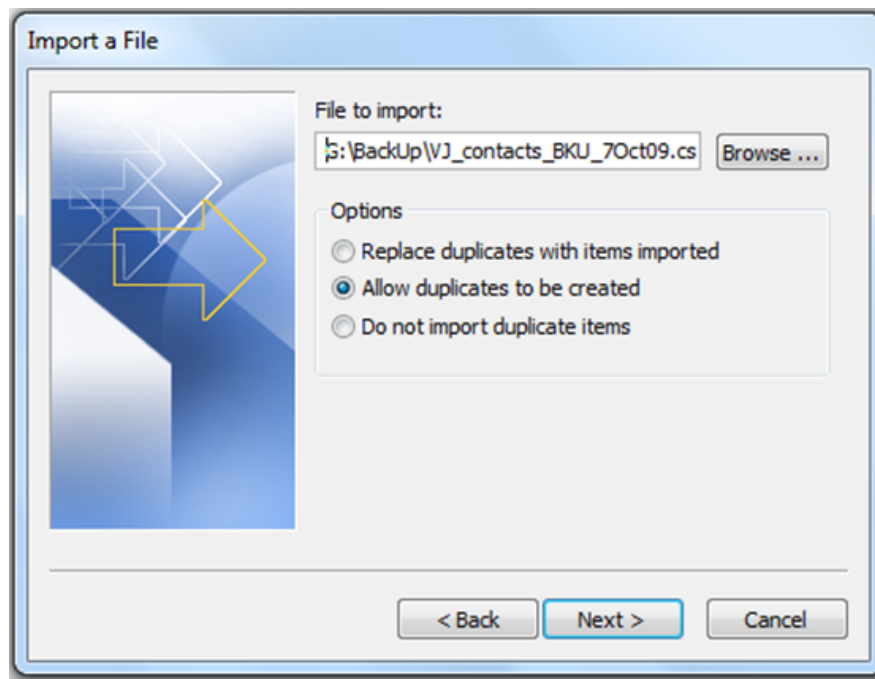
4. This will pop up Import & Export wizard. Select the option "Import from another program or file"



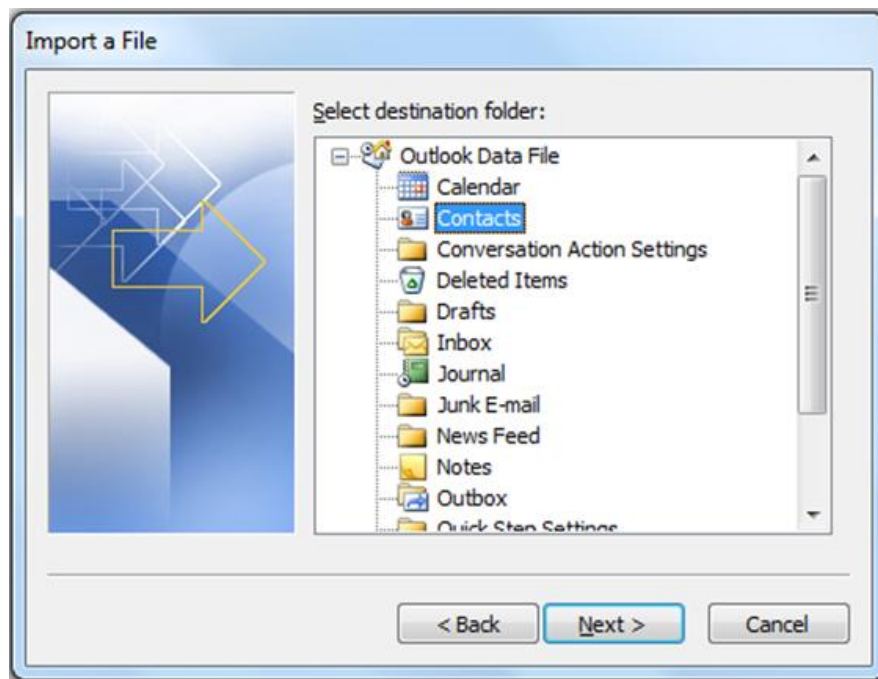
5. Select file type to import from as "Comma Separated Values (Windows)".



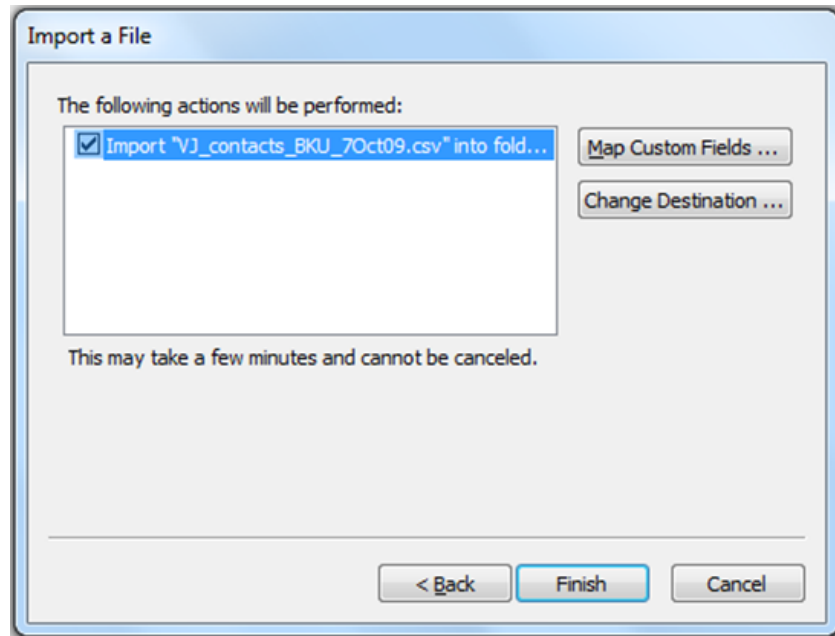
6. At the next screen browse the CSV file we created in the first step and let the option in the radio box "Allow duplicates to be created" selected.



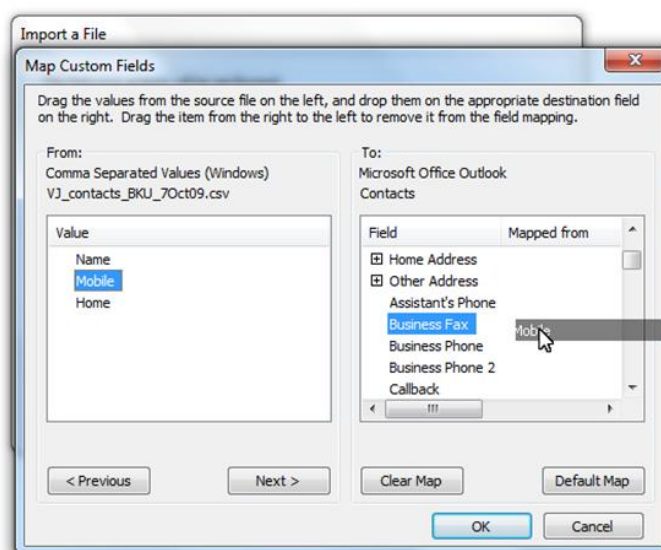
7. Destination folder where all imported values would be saved can be selected on next screen, preferably the Contacts folder.



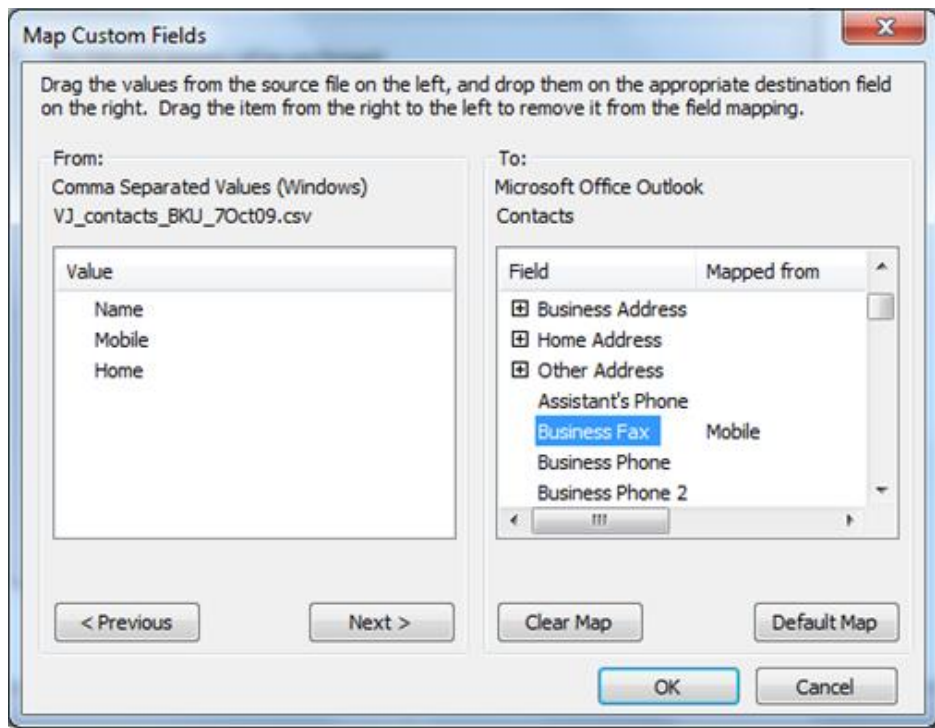
8. Next screen would list the actions to be performed. Here you need to Map Custom fields if you wish to map a particular column of CSV into specific Titles in outlook.



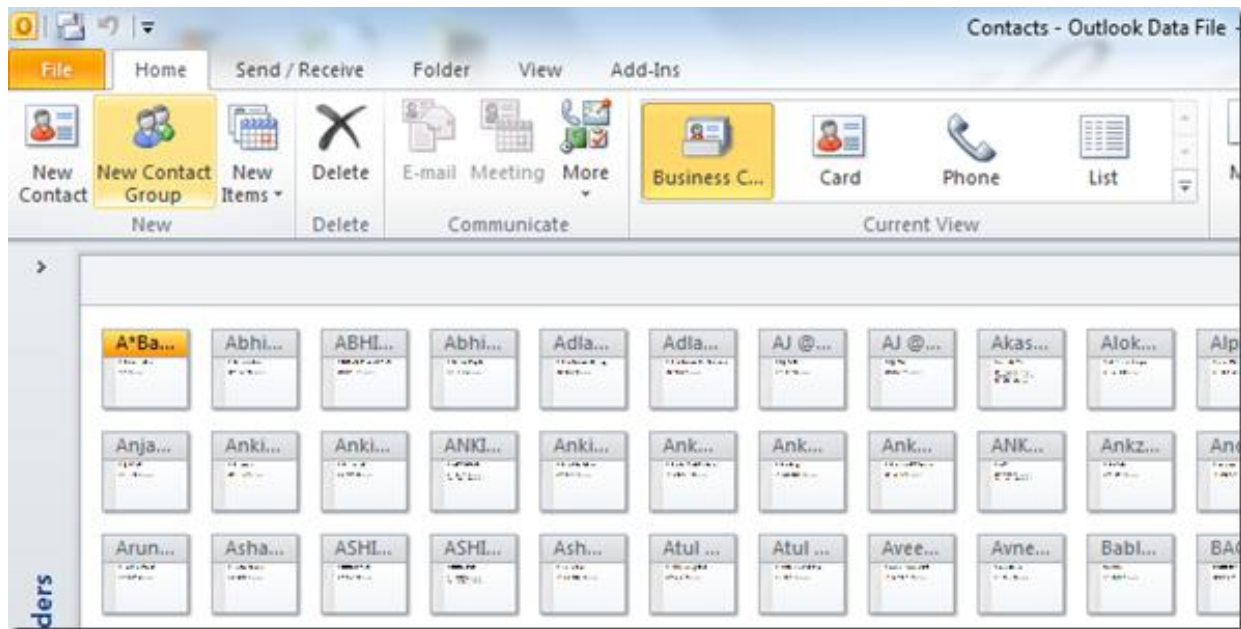
9. Mapping of values from the CSV to the fields in Office Outlook can be done here. By default only Name mapping was done. And the CSV had 3 fields Name, mobile & Home. To include other two you can drag and drop them next to a relevant field in the Office Outlook contacts.



10. After mapping custom fields, you may proceed further.



11. Navigate to Contacts and you may find all of your contacts are imported to outlook. Here they can be sorted, edited, deleted etc.



12. Finally, if you wish to have these contacts in your Windows Phone, simply connect your Windows Mobile with your computer & synchronize it.



It took me 2-3 Hours to figure out the correct way to do this, but it just took 10 minutes to transfer all my Phone contacts in my Phone from Computer which was in some other format.

**Note:** The following software products have been used while performing this Tutorial.

Microsoft Office 2010 Excel RTM

Microsoft Office 2010 Outlook RTM

Windows Mobile Device center for Windows Mobile 6.1

## [Key Tips in Outlook 2010](#)

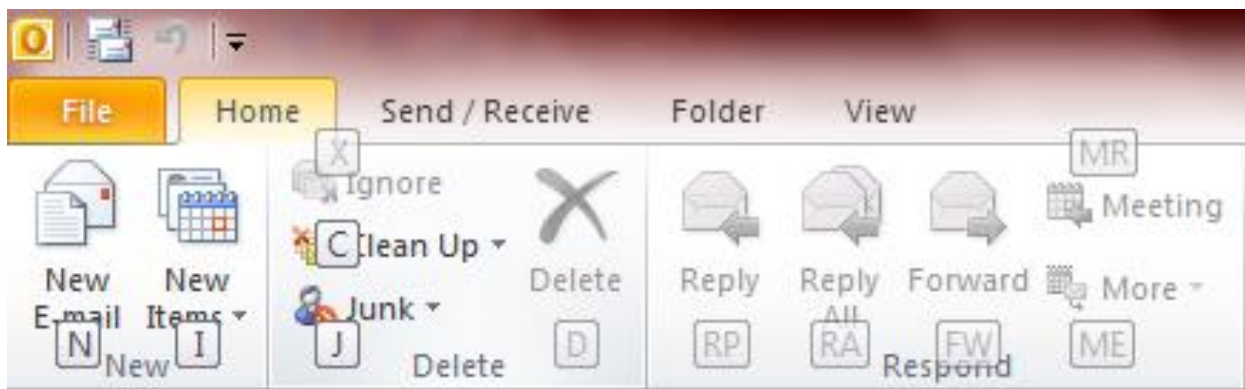
Shortcut Keys of older version of Office suite are now called **Key Tips**. Key Tips in Outlook 2010 make it easier to use commands by providing a way to perform them using only the keyboard. This improves the speed to perform any of the command.

To use the Key Tips in Outlook 2010:

1. Press the ALT key on the keyboard to display the Key Tip badges for all the tabs on the ribbon, the Office Button and commands that appear in the Quick Access Toolbar.



2. Pressing the key on the keyboard that represents a tab will open that tab and display all the commands within, along with their Key Tips too. To activate any command you need to use, press its Key Tip.





With the Office 2010 suite, Microsoft has tried to use the letters that you would intuitively associate with their function. For example, 'H' is for the *Home* tab, 'A' is for *Animations* etc

So for an e.g. to send a new mail using KeyTips in Outlook, Press the following combination of keys:

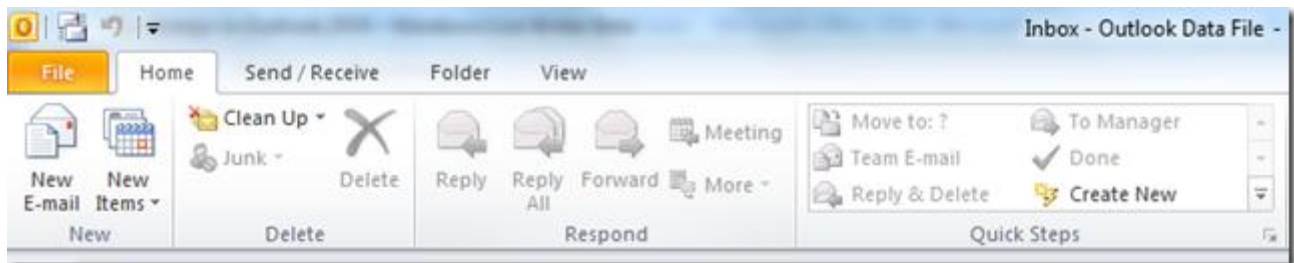
**ALT > H > N**

**Alt** would activate the key tips, while **H** would take you to home tab and finally **N** would open **New** mail.

**Note:** The feature KeyTips is available in all other programs of Office 2010 suite as well including Word, Excel, PowerPoint, OneNote.

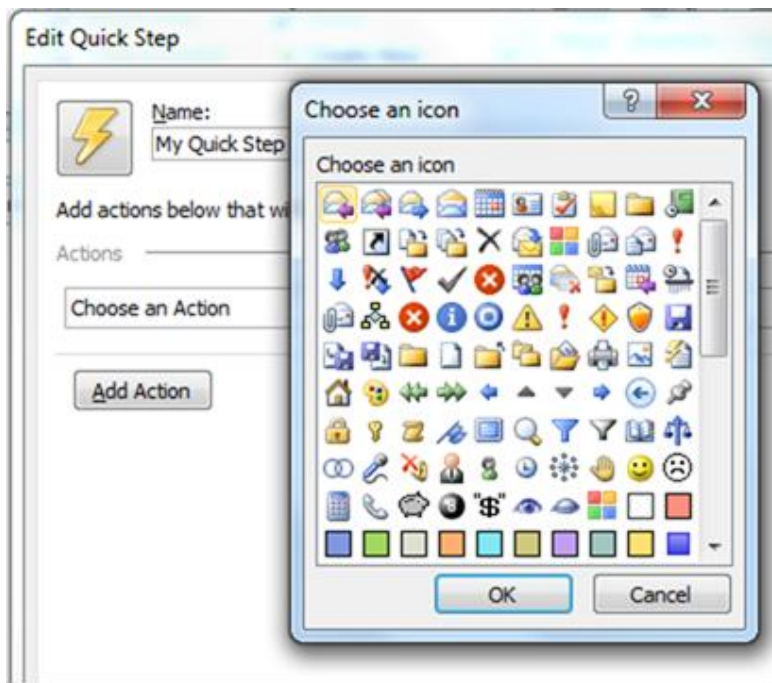
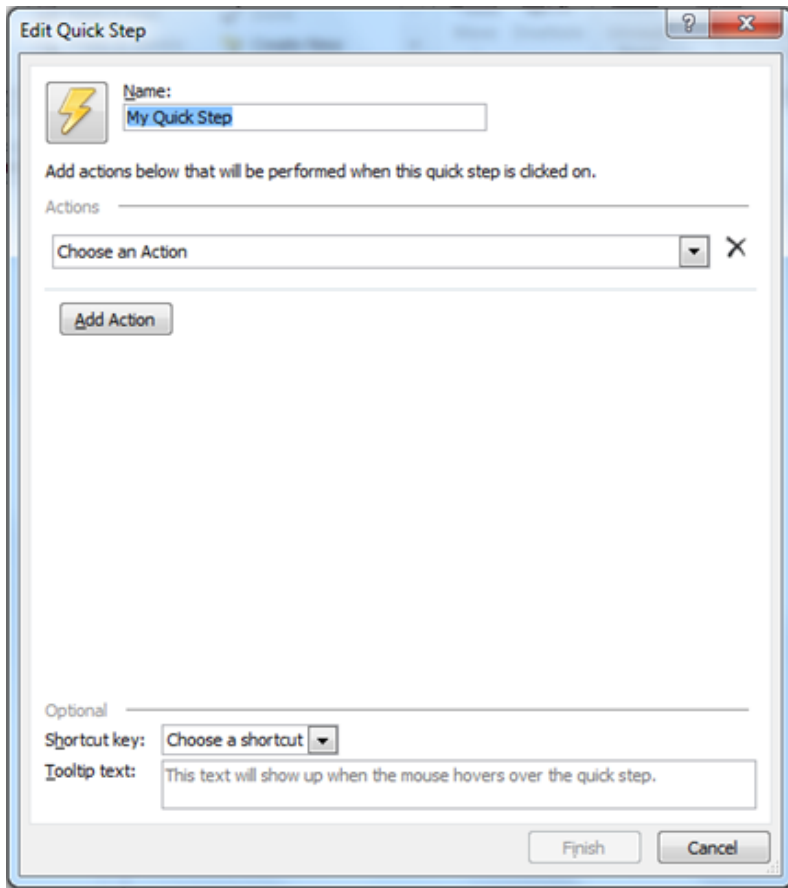
### [How to create Quicksteps in Outlook 2010](#)

Ever had an experience where you had to follow several steps over and over again every time when you need to forward an important email? Outlook 2010 has introduced a new feature Quick Steps to allow users to perform several actions quickly and easily. You can create and save custom actions in a new way with Quick Steps in Outlook 2010 & can save time by creating and defining multistep tasks that you can execute with a single click, including reply and delete, move to a specific folder, create a new e-mail to assigned groups, and more. With this feature in Outlook, you can create a sequence of commands (Send & Archive is just one example) and apply them to any Outlook item with a click.



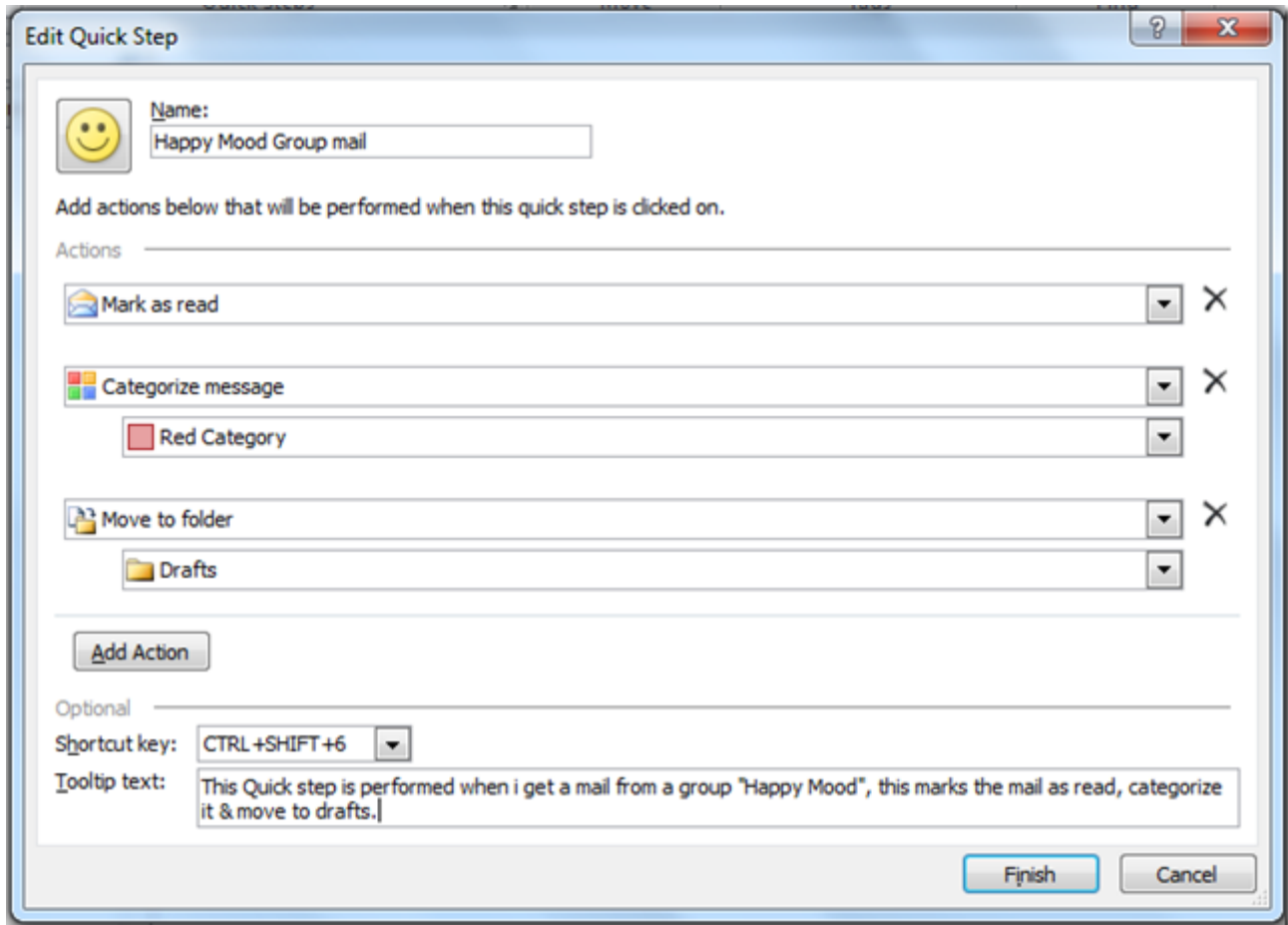
To create a set of Quick steps:

1. Click **Create New** from the Ribbon (or drop the gallery to use a template from **New Quick Step** fly out) and you'll be able to pick from a list of actions.

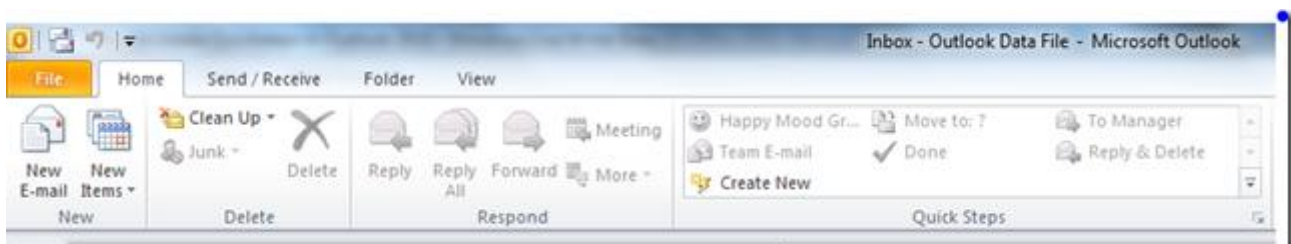


*Set of icons to choose from.*

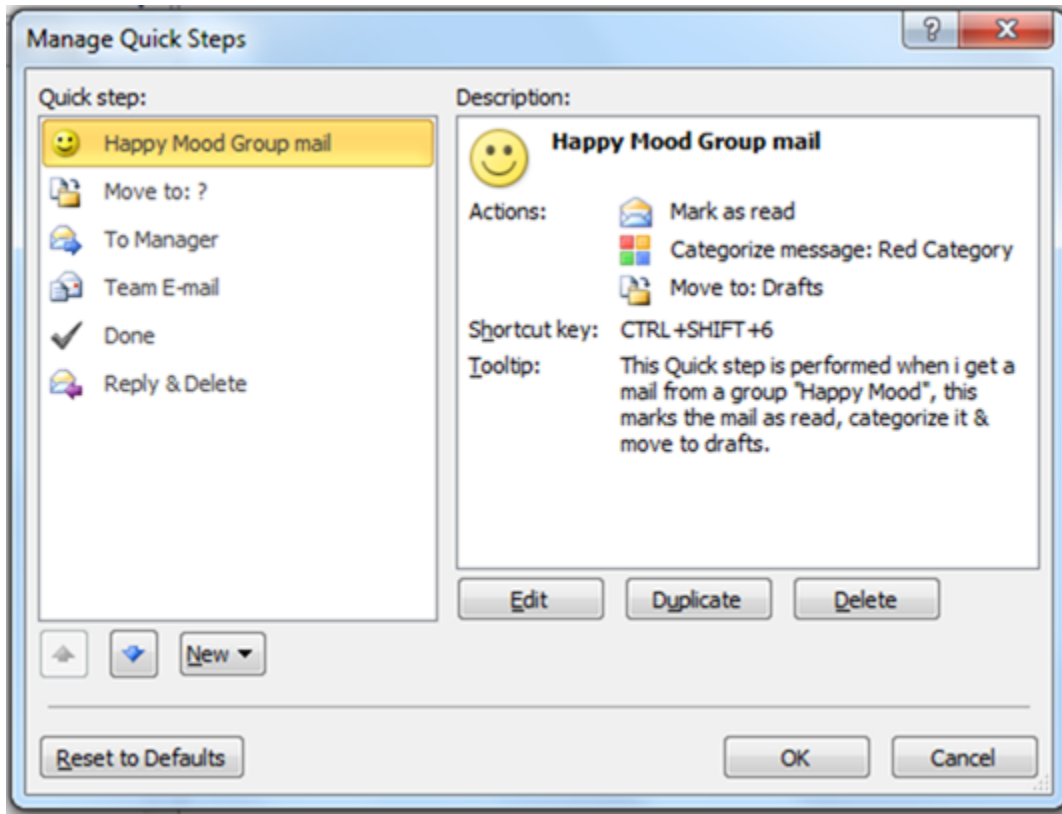
2. You can name the Quick step, change the icon of the quick step by clicking on the bolt button, pick a shortcut key, and write your own custom tooltip that can help you remember what this Quick Step is for. You can select a number of actions (or steps) to perform using the quickstep.



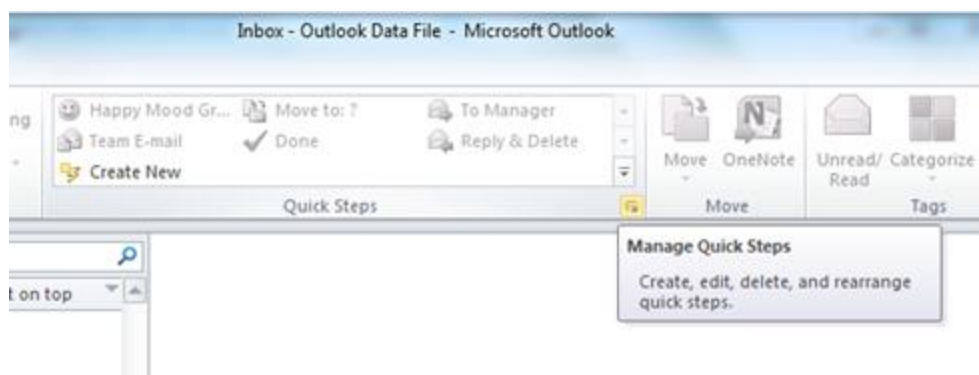
3. Press Finish to save the Quick step. It will be added to the Ribbon.



4. You can rearrange, duplicate, modify, and delete any Quick Step from the **Manage Quick Steps** dialog. Also Quick Steps can always be reset back to the defaults.



To get to this dialog quickly, just click on the small arrow in the lower right corner of the Quick Steps group in the Ribbon.

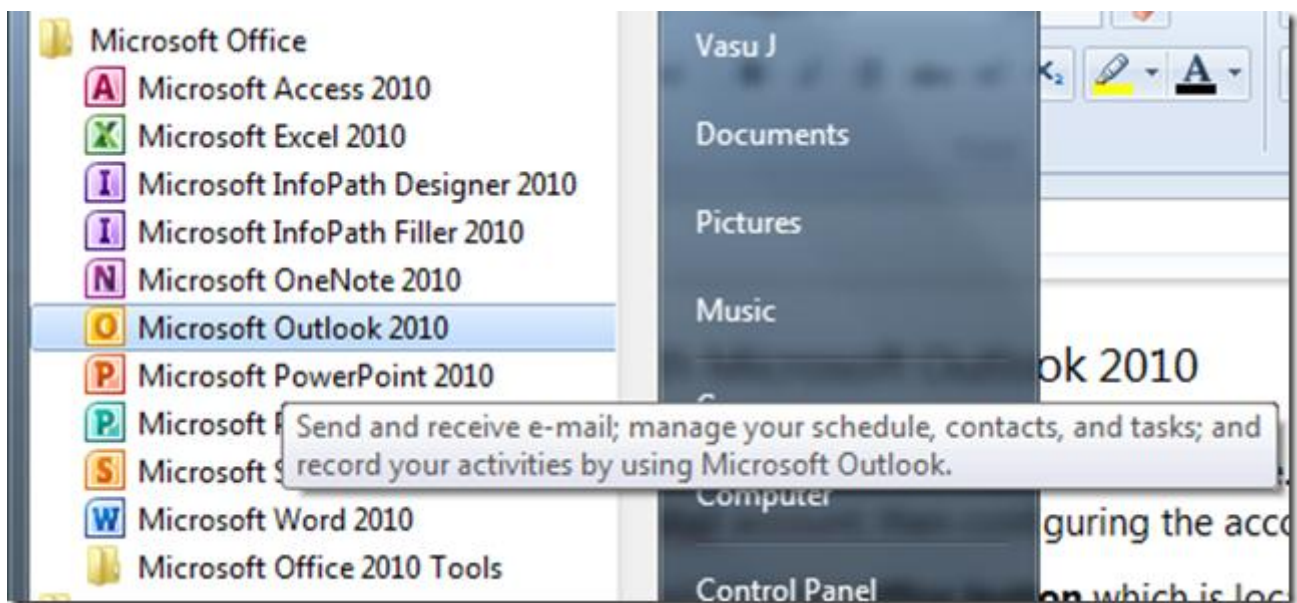


As you already see, if a task on an email requires a lot of steps and actions, then the Quick Step feature can great simplify the process and make your life easy. Next time you get a mail from the "Happy Mood" groups as illustrated above all you need to do is press **Ctrl+Shift+6** (shortcut key assigned to the Quick step) and rest would be taken care by Outlook .

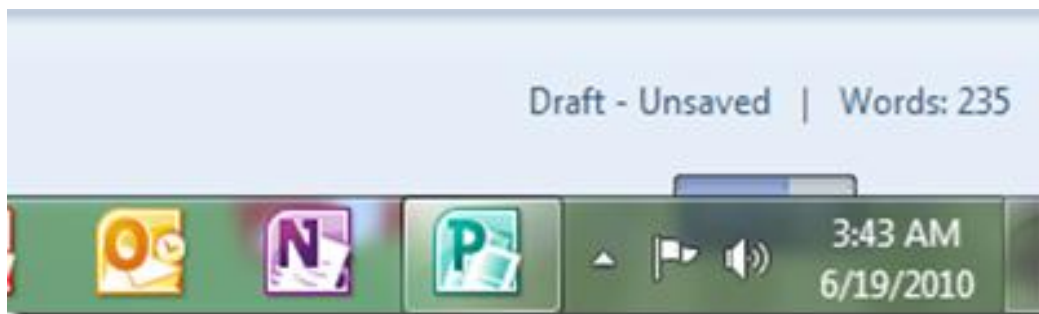
### [Configure Email Account with Microsoft Outlook 2010](#)

Microsoft Outlook is the a powerful and intuitive e-mail client software from Microsoft that provides a rich set of e-mail management tools to send, receive mails, manage your schedule, contacts, tasks & record activities and to help you better manage your emails. External email clients like Gmail can be configures to Microsoft Outlook 2010 so that these users too can enjoy the features of it. To configure an email account with Microsoft Outlook 2010: (For illustration, I have taken Gmail as an example)

1. First of all launch MS Outlook 2010 application from the start button.



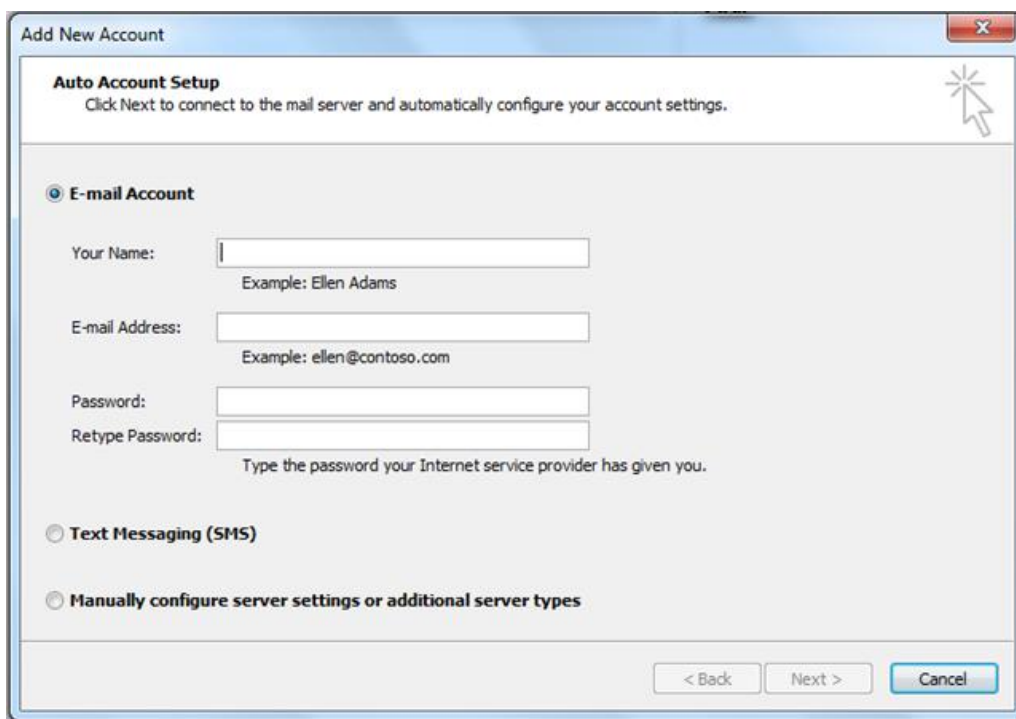
Application can be invoked from the taskbar in case you have pinned the same over there.



2. Navigate to **File > Info** category, here from the **Account Settings** option, click the drop down button and choose **Add Account** button.

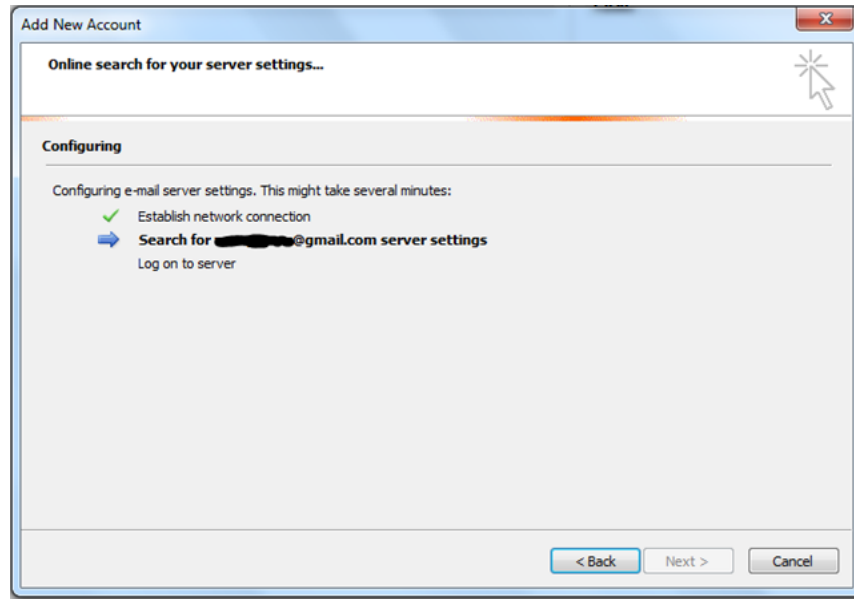


3. In the next step, select **Email Account**, enter **Your Name**, **Email Address**, and **Password** and click **Next**.

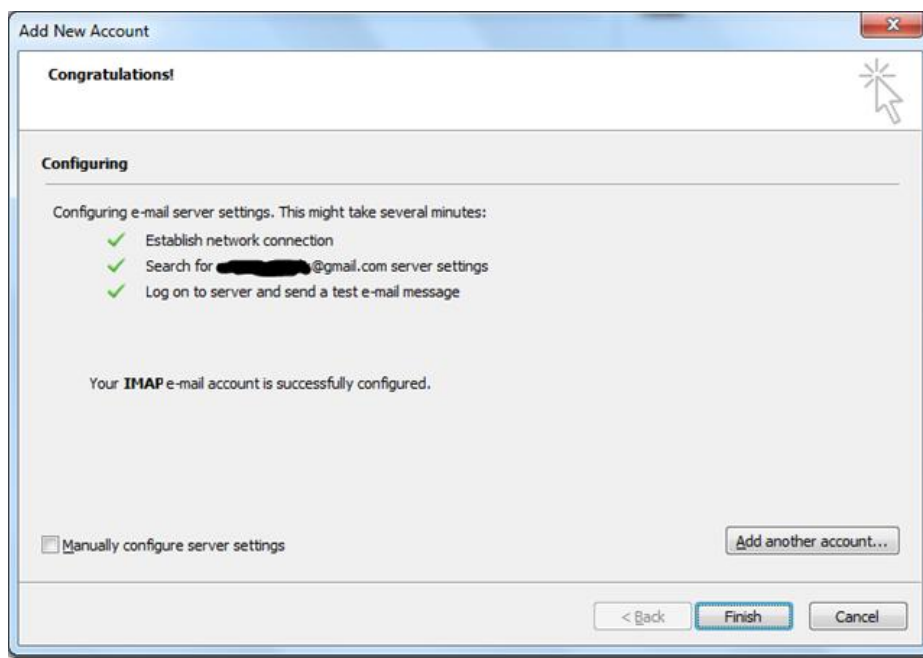




4. Outlook 2010 will now establish a connection to the relevant network, search for Email server settings (in this case, Gmail server settings) and log you on to the server automatically.



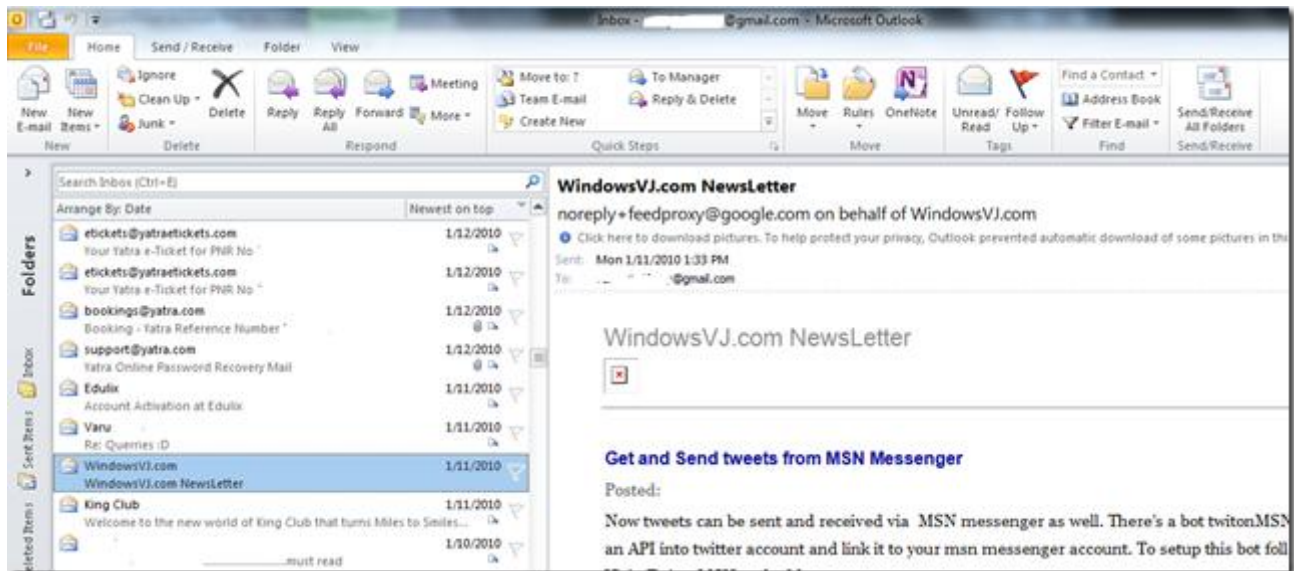
5. Within a couple of minutes, Outlook 2010 would configure email server settings. However, you can select the check box at the bottom of the dialog box and manually configure the server settings too.



## Office 2010: Tips & Tricks

You would receive an email in the mail box that would be a **Microsoft Outlook Test Message**.

6. Click **Finish** button and you are done. You have successfully configured your email account to outlook.

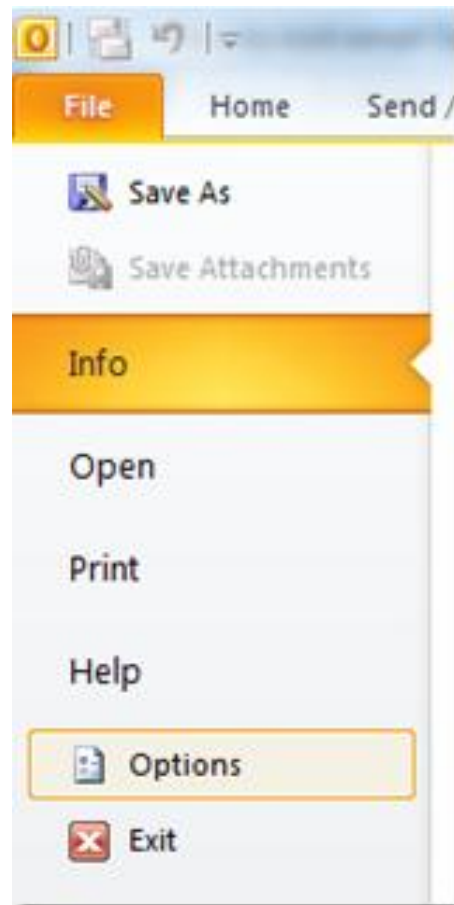


**Note:** It may take a while to download your emails.

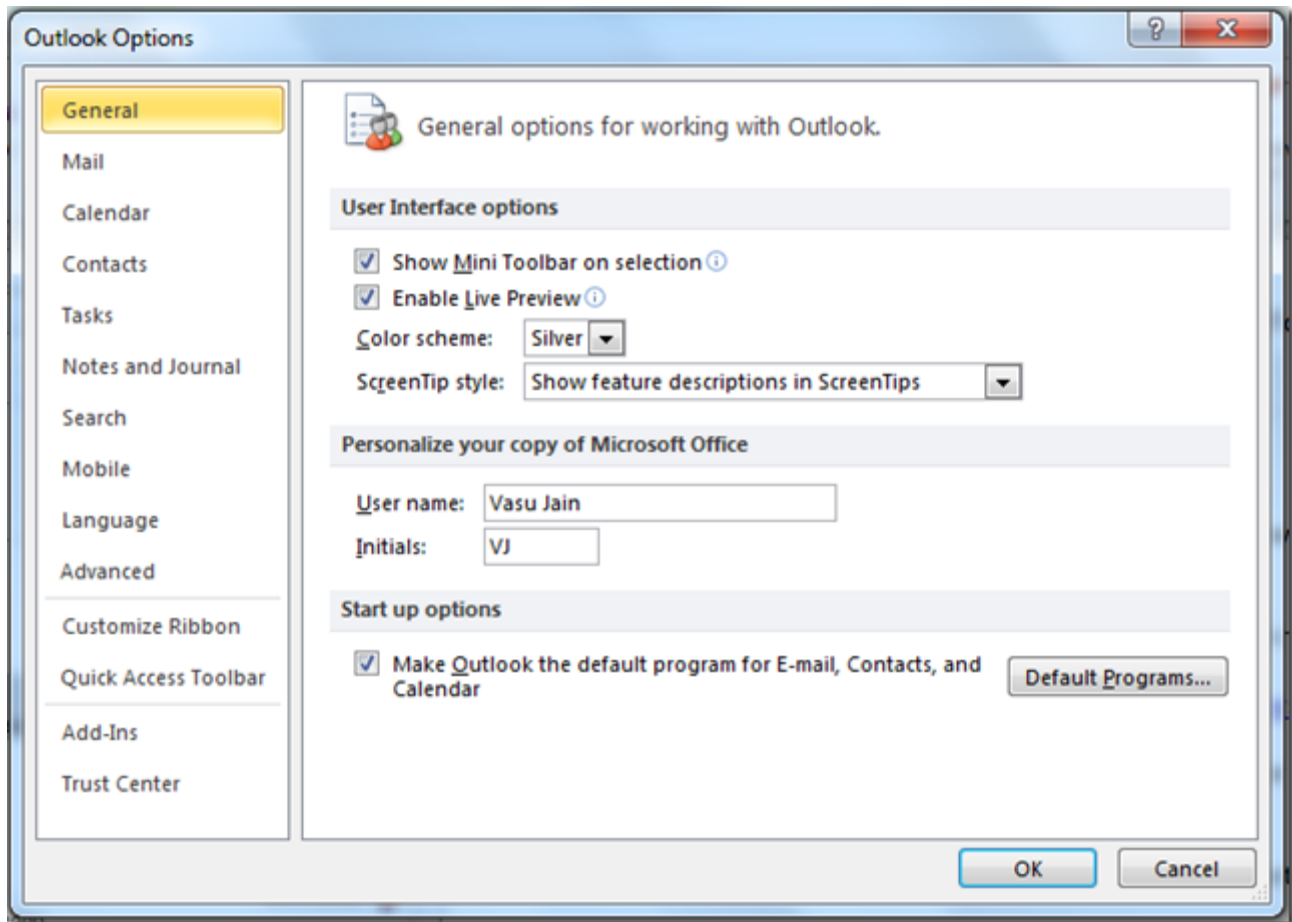
### [How to Add email Signatures in Outlook 2010](#)

One of the most important feature in an email is a Signatures that can be appended at the end of the email and contains contact information, salutation etc. Signatures can be set in an email client so they don't need to be retyped every time a new mail is drafted. Microsoft Outlook 2010 too provides the ability to integrate and save email signatures. To create a signature & save it for future use in Microsoft Outlook 2010, follow the steps:

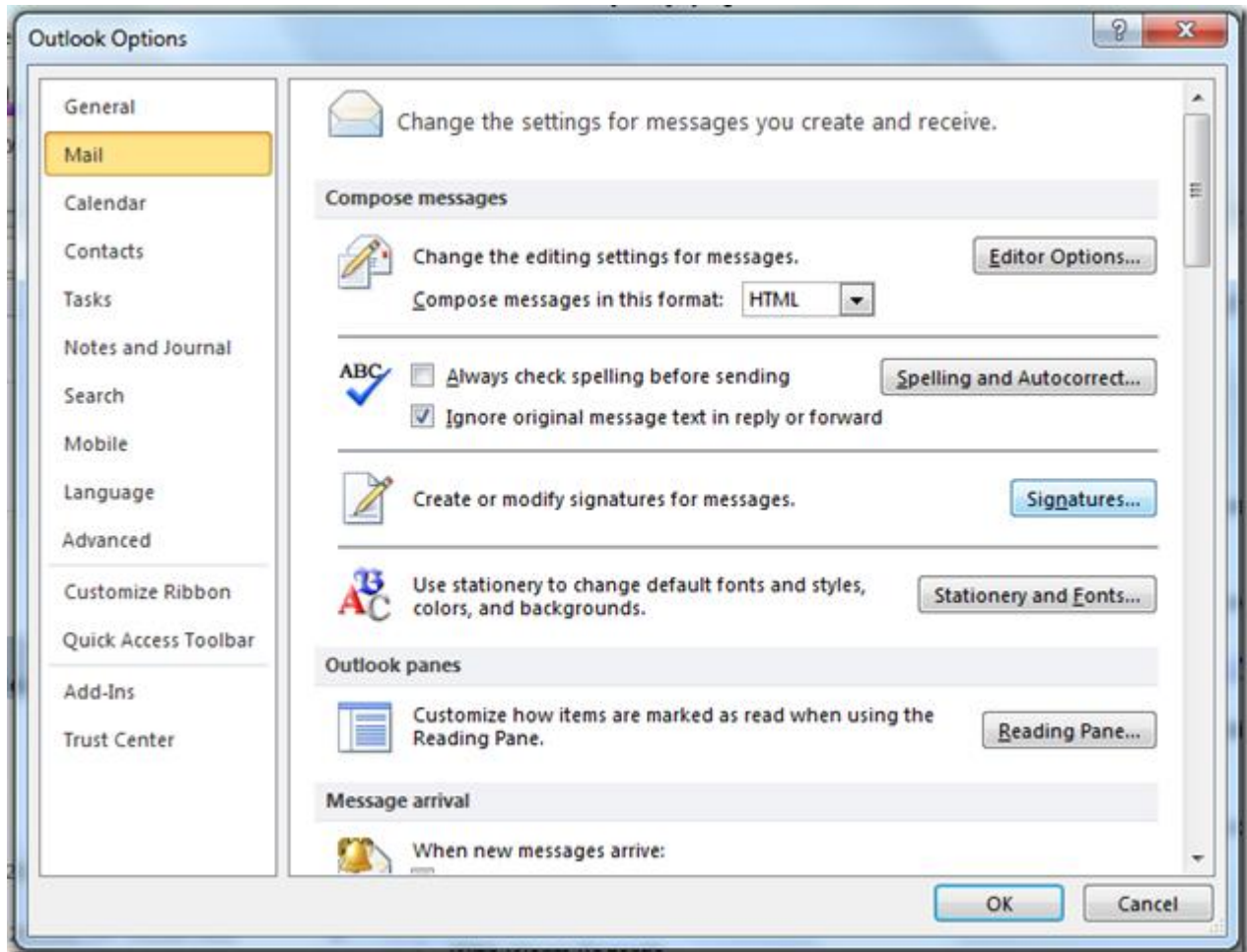
1. To create a signature in Outlook 2010, click the Office button, and then navigate to **Outlook > options**.



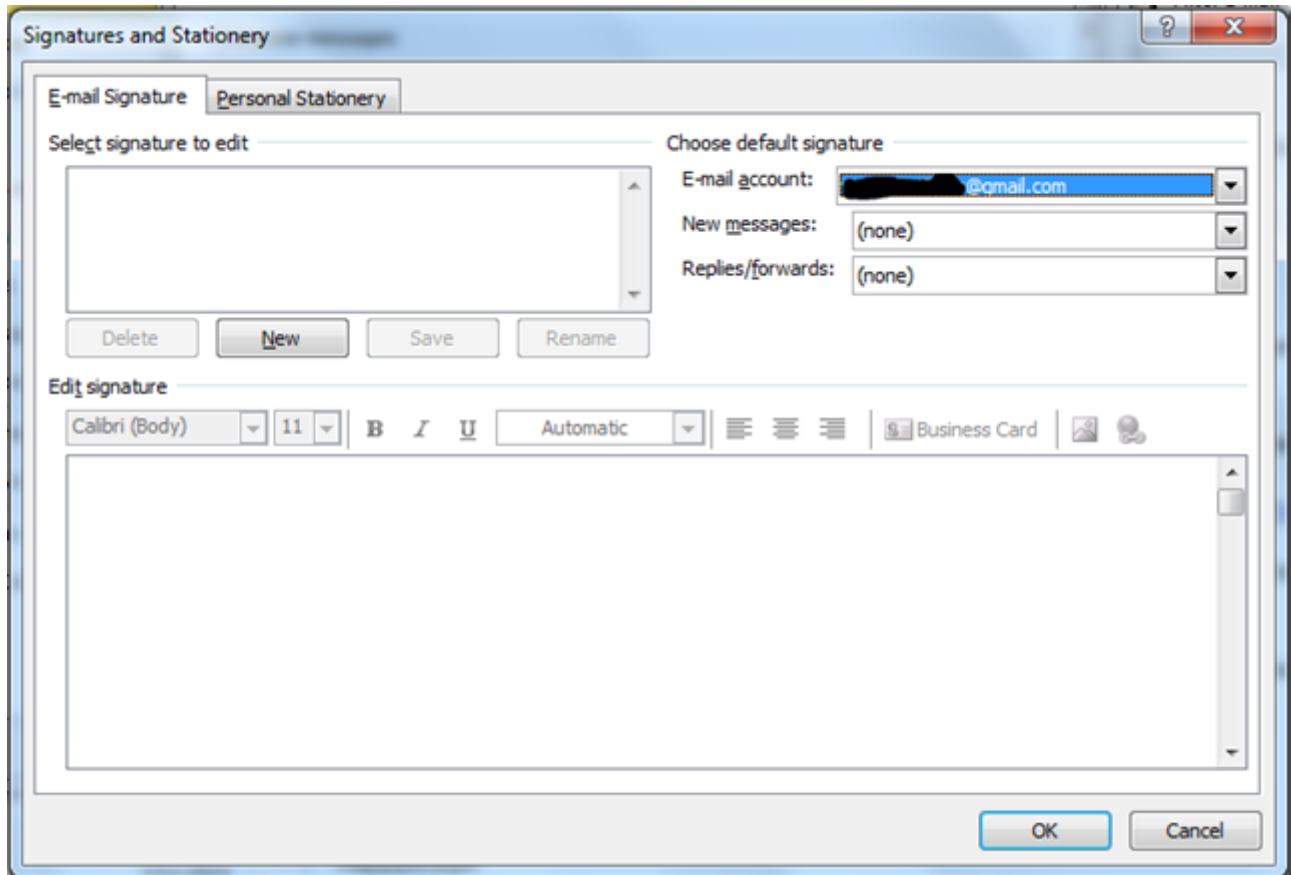
2. The Outlook Options dialogue box will open once you the options button at the bottom of this window.



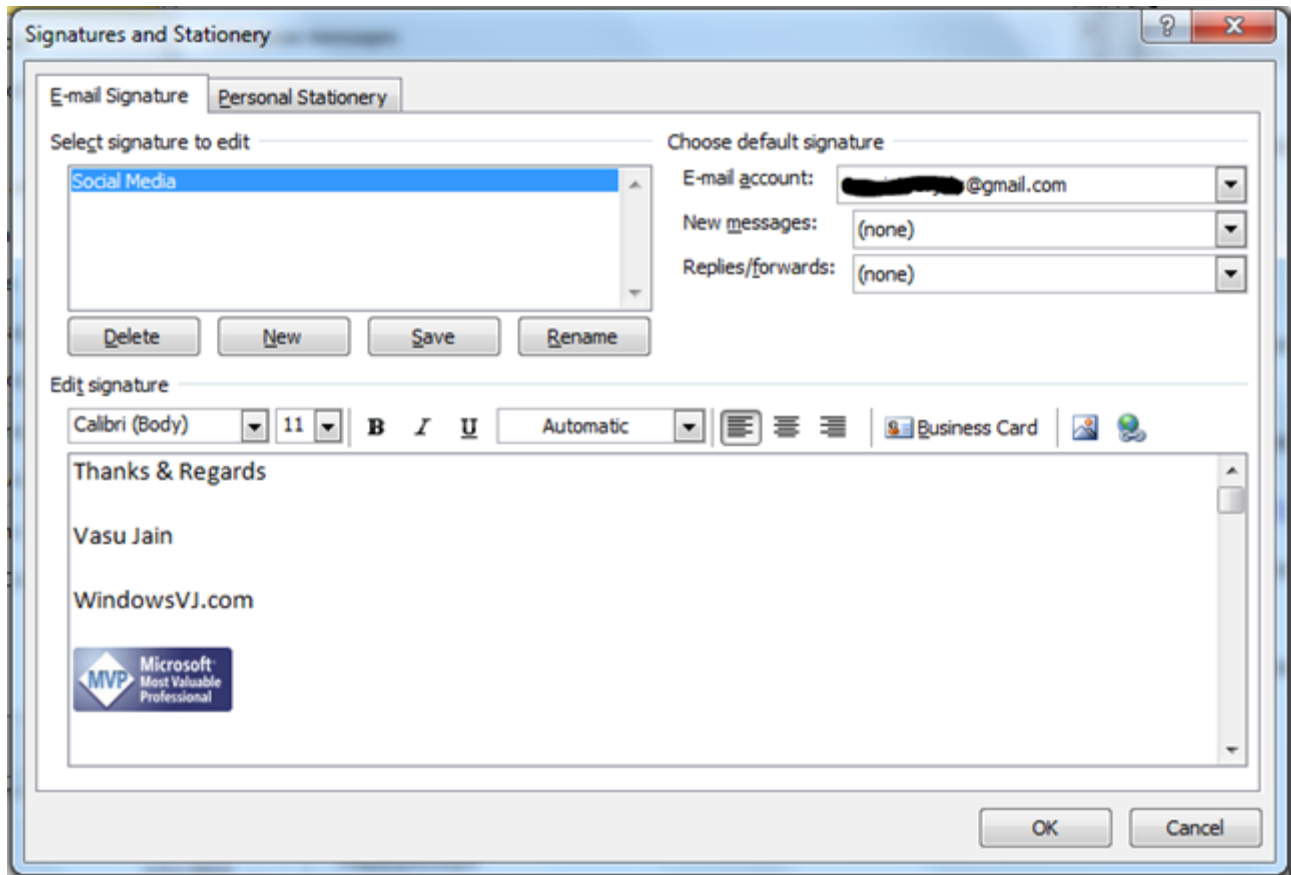
3. From the Outlook Options window, select the mail option located in the left side menu and on right side signature options will be available. Click on the Signatures button here.



4. This will open the Signatures and Stationery window. From the, Signatures and Stationery, add your signature for the email account you want. You can add multiple signatures here and select which one to display. To create new signatures, click the *New* button.



5. Add your signature under the *Edit signature* text area and click the *OK* button. You can add images, hyperlinks in the signature apart from the text.



Now your personal signature will appear at the end of the email you selected in the *Signatures and Stationery* dialog box.

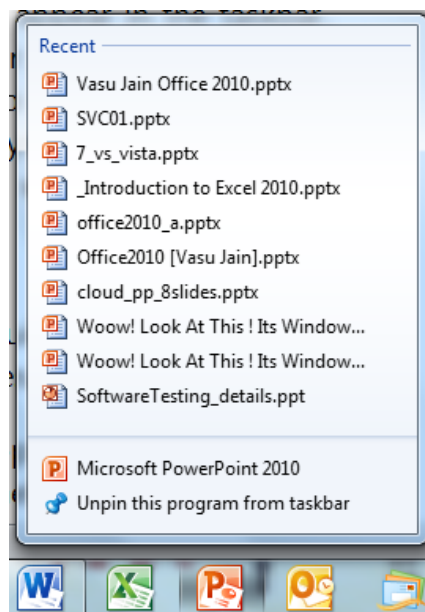
### Jumplists in Outlook 2010

Windows 7 Jumplists are right-click menus or contextual menus in the Windows taskbar that make it easier to find the files and operations you need. If you have a program open, a Jump List will appear in the taskbar. You can also pin programs to the taskbar so that their Jump Lists are always available. If the currently used program is pinned to the Start Menu, then the Jump Lists will appear from the Start Menu. As you click on the arrow beside the program at the Start Menu, the Jump Lists will pop up.

With Office 2010 Jumplists, you can have a quick access to Word documents, Excel worksheets or other Office 2010 files.

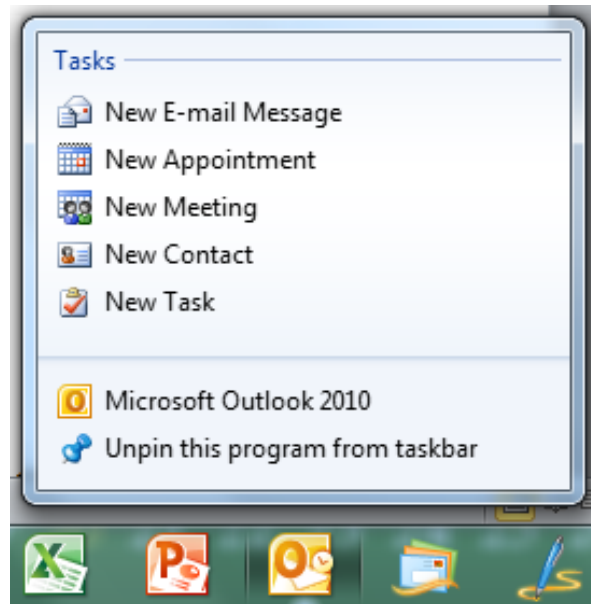


Office 2010 Jump Lists are the menu options that pop up when users right-click on any icon in the taskbar. These Jump Lists help jump to programs that users are recently working on. These files are currently pinned programs to the task bar.





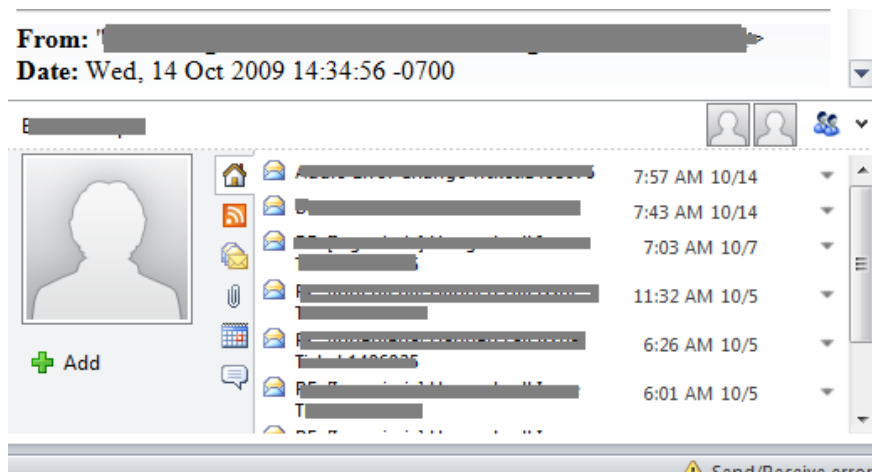
However, Outlook 2010 makes use of Windows 7's Jumplists feature for quick access to certain processes which include actions to create a new email, appointment, meeting, contact, or task directly from the Outlook 2010 Jump List.



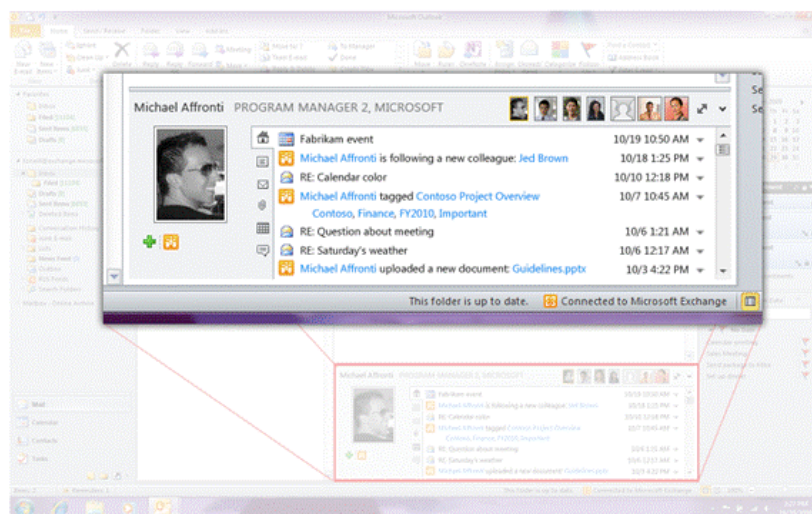
So, with Outlook 2010 you don't have to open Outlook to perform these operations and can use a few clicks to perform an operation and for quick access to certain processes.

## Outlook Social Connector (OSC) in Outlook 2010

Outlook Social Connector (OSC) is a new addition to Outlook 2010 which brings the social views of your friends/contacts right in to your inbox while enabling you to grow your professional network. This connector provides you with a stream of content from SharePoint, Windows Live and other social networking sites like Twitter, LinkedIn. At the bottom of your Outlook emails, you will see the latest social networking posts of your contact.



The Outlook Social Connector (OSC) brings social views of your colleagues and friends right to your Inbox. As you read your e-mail messages, glance down at the new People Pane to see the picture, name, and title of the sender. A rich, aggregated collection of info about the sender is included.



The OSC presents useful information including:

- **Communication history** your mailbox is searched and the recent messages you've exchanged with a person appear. A quick look at the OSC reveals the last time you received an email from them, and one click opens up the message.
- **Meetings** The OSC shows upcoming appointments that include you and the message sender.
- **Attachments** with the OSC you can quickly review attachments that you and the sender have exchanged. One-click access quickly opens the attachment or you can see the message that it is attached to.
- **Activity feeds** Stay on top of activities involving your colleagues and friends in real time. The OSC connects to business and consumer social networks.

**Know who you're meeting with.** Use the OSC's Gallery View to see all of the people you'll be interacting with in an upcoming meeting.



**Build your network.** The OSC makes it easy to grow your network, you can send a request to a on any of the networks you are connected to. The OSC also automatically synchronizes your colleagues from each of your connected networks and saves them as contacts in Outlook.

**Open Connectivity.** The OSC in Outlook 2010 will connect by default to the new social networking experiences in SharePoint 2010

**Working with other social networks** Outlook has partnered with **LinkedIn**, the online professional networking site, to provide an amazing connected experience for our shared customers. The LinkedIn team has

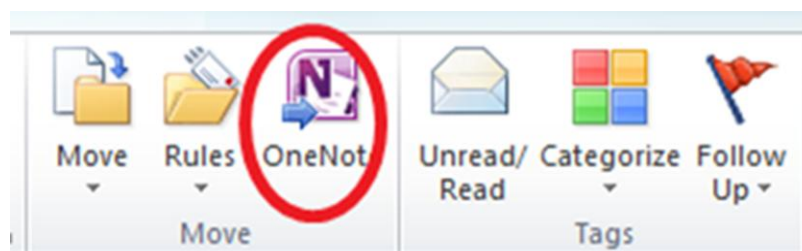
built a provider for the OSC that provides you with pictures and activity information for your colleagues directly from their network. That connection allows the OSC to download activity feeds for colleagues and display them inside the new People Pane:



**Customize it!** By building an OSC provider to connect to your ERP or CRM solution, you can easily sync down people-related information into Outlook and see it in the People Pane when you're reading your mail.

### Quick Tip: OneNote Integration

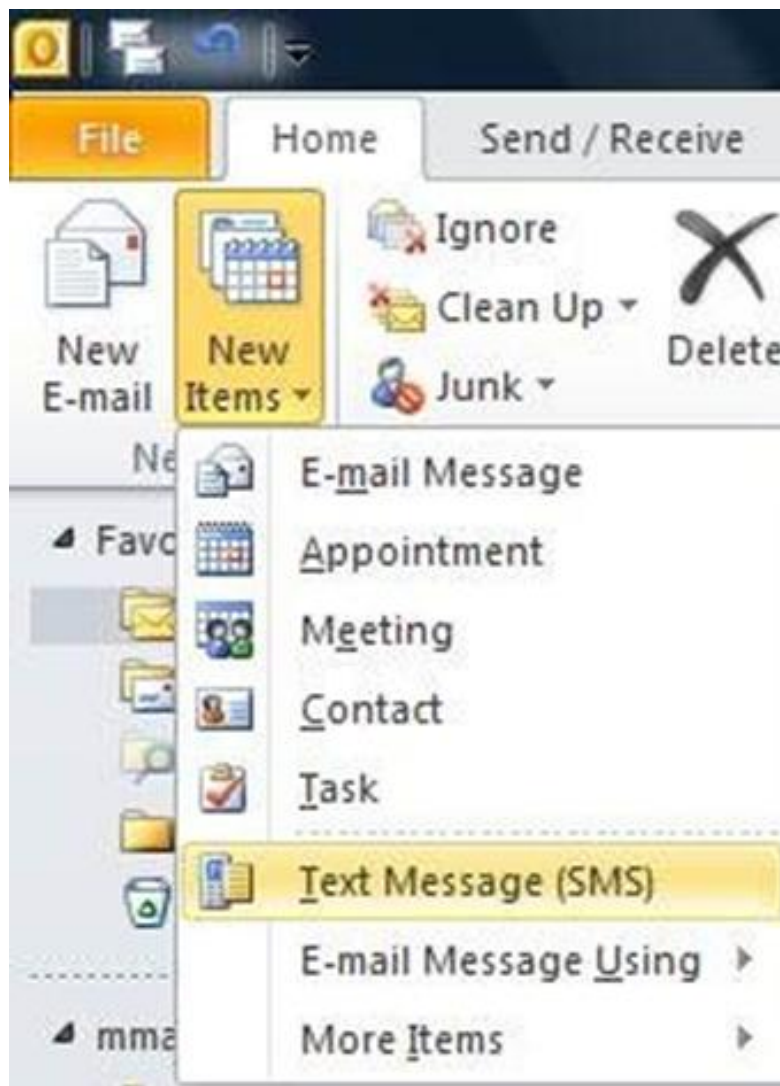
OneNote 2010 has been integrated into Outlook 2010 as well as other applications in Office 2010. OneNote can be found in the ribbon under the *Home* tab.



## [Send SMS Text Messages Using Outlook 2010](#)

Microsoft Outlook 2010 can be used to stay connected not just using e-mail messages but using SMS Text messages as well. Sending and receiving text messages (SMS) in Microsoft Outlook 2010 is a convenient way to send a quick message to anyone on their mobile phone.

Using the same feature of text messaging in Outlook 2010, upcoming Outlook schedule or important e-mail messages can be directly forwarded to your mobile device as a SMS text message.



To set up text messaging in Outlook 2010 there are two ways:

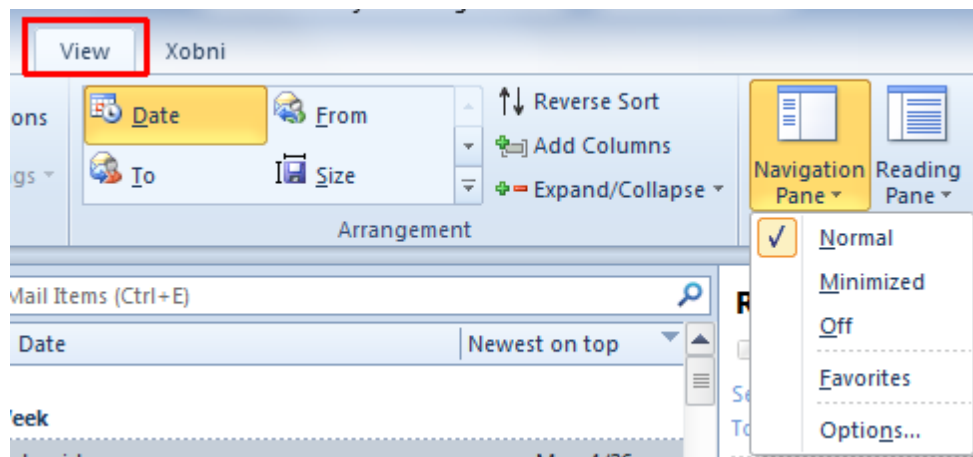
1. The easiest way is using a Windows phone running 6.1 with an update or 6.5, and connected to a Microsoft Exchange Server 2010 account. With this setup, your text messages are synchronized from Outlook to your mobile device for sending. Also, messages that you receive are synchronized back to Outlook for easy reading in your **Inbox**.
2. Without a Windows phone or an Exchange 2010 account, text messaging in Outlook 2010 can be configured by signing up for a third-party service that sends text messages on your behalf. These services may charge a nominal fee for message delivery. However the use of a third-party messaging service requires more initial setup, after connected, you can then send texts from the convenience of your computer.

## Customize Navigation Pane in Outlook 2010

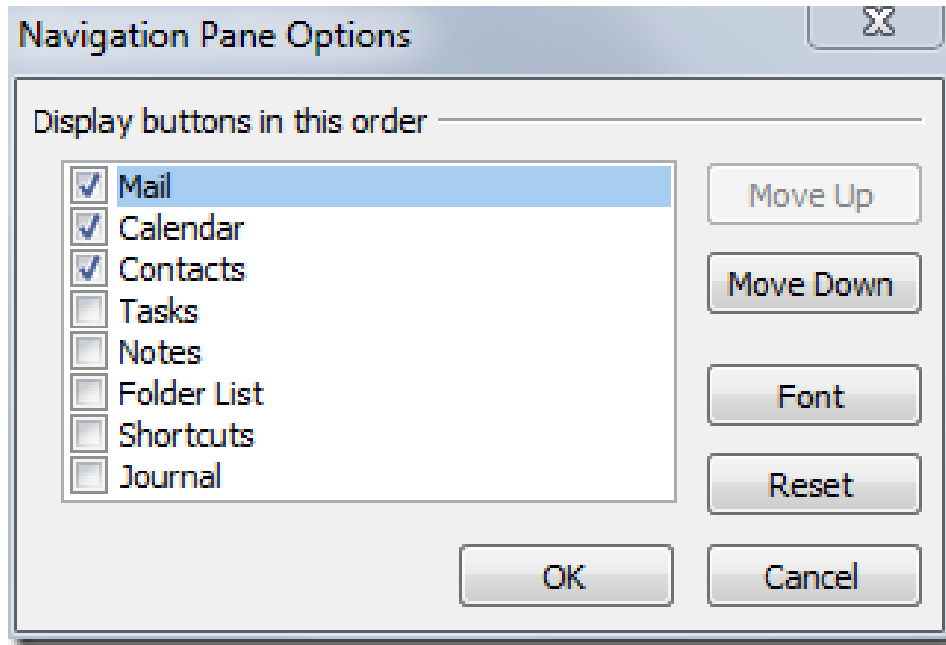
Navigation pane in Outlook 2010 is a place to provide centralized navigation to easily access the Outlook items' categorized in different categories such as; Mail, Calendar, Notes and Tasks. The navigation pane in Outlook 2010 is located at the left side of Outlook main window.

Navigation becomes quite uneasy on adding multiple accounts in Outlook 2010. In Outlook 2010, Navigation pane can be customized to keep only frequently used categories.

To Customize Navigation pane, launch Outlook 2010, Navigate to **View** tab in the ribbon and from **Layout** group, click **Navigation Pane** button. From the options Navigation pane can be selected to keep minimized or to be removed from Outlook 2010 window. (Click Off to remove the Navigation pane in Outlook). For advance customization click Options.



It will bring up Navigation Pane Options, here you can enable/disable listed categories, i.e.s, Mail, Calendar, Tasks, Contacts, etc. To change the order of these categories, select the folder name and use Move Up and Move Down button. Now click Font to change the font size, style and font family.



Save the changes made in Navigation Pane options by clicking OK. The navigation pane is customized now.

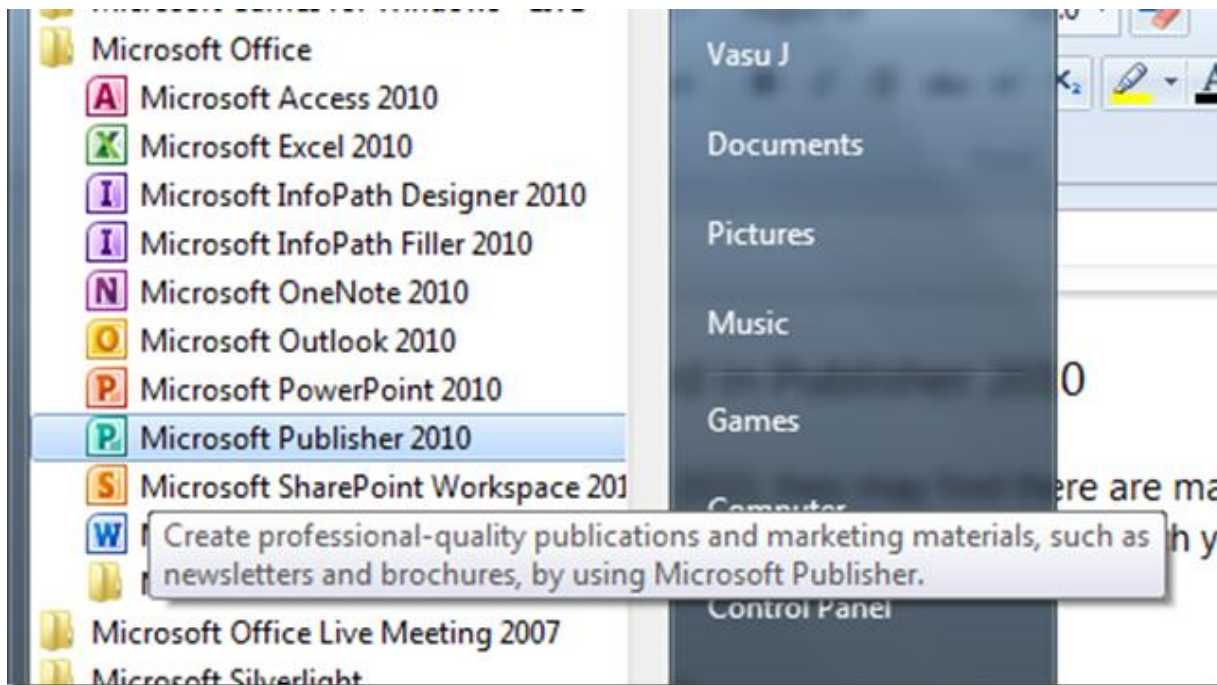


### [Create a Business Card using Microsoft Publisher 2010](#)

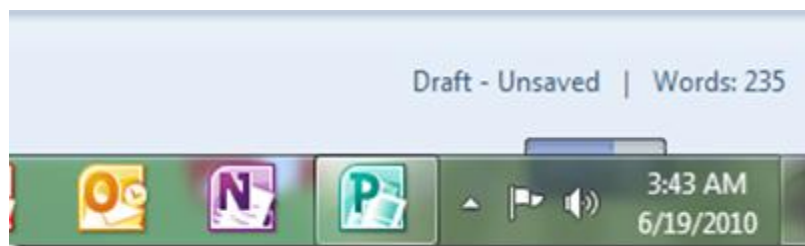
Microsoft Office 2010 suite includes a program Microsoft Publisher 2010. Publisher 2010 can be used to create professional high quality publications and marketing materials, such as newsletters & brochures. Creating Business cards using Publisher 2010 is easier and more convenient than in other program of Office suite.

To create a Business Card using Microsoft Publisher 2010:

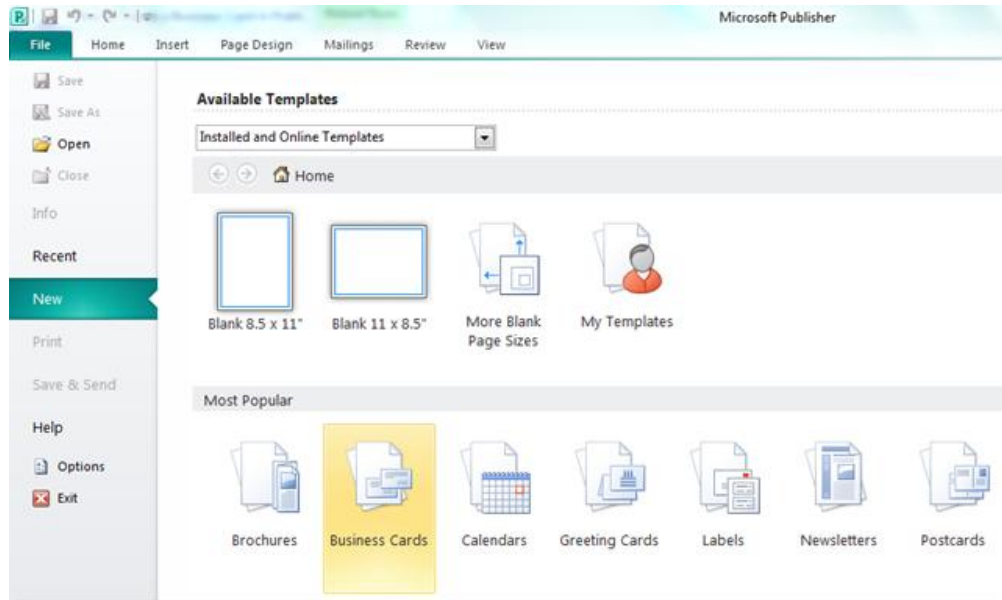
1. Launch the Microsoft Publisher 2010 application from the Start Menu.



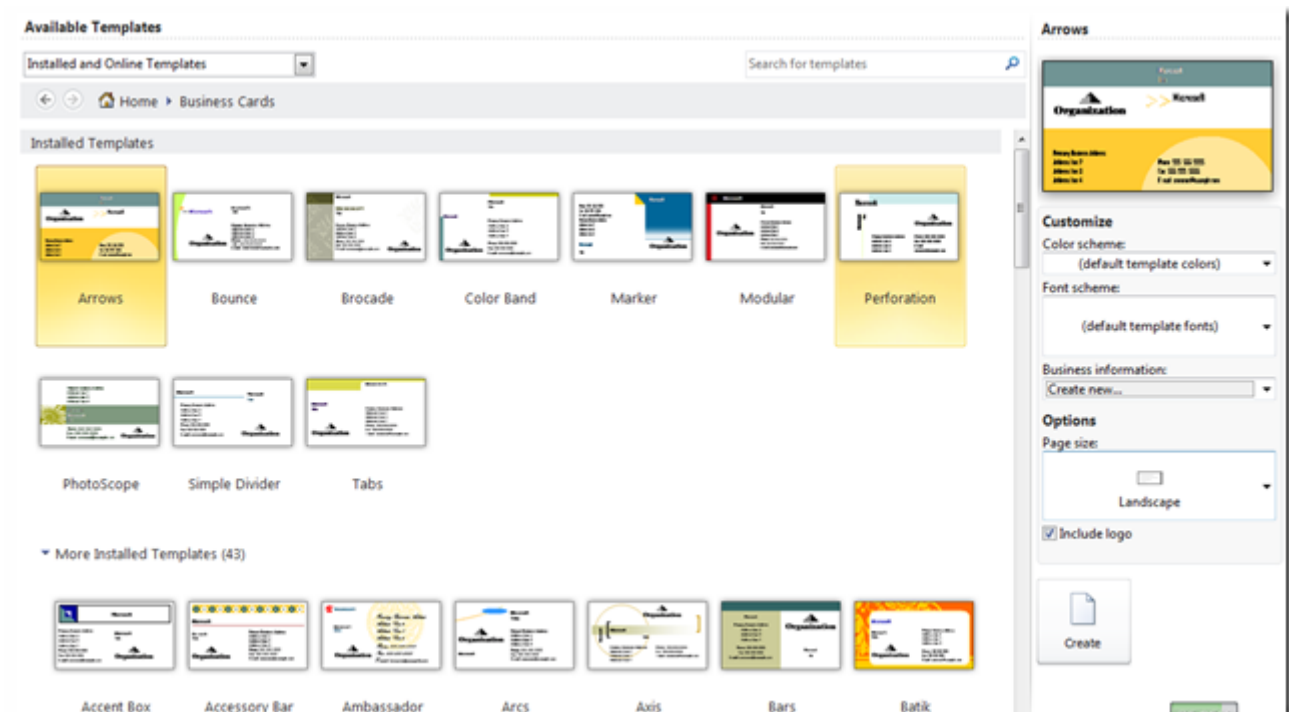
Application can be invoked from the taskbar in case you have pinned the same over there.



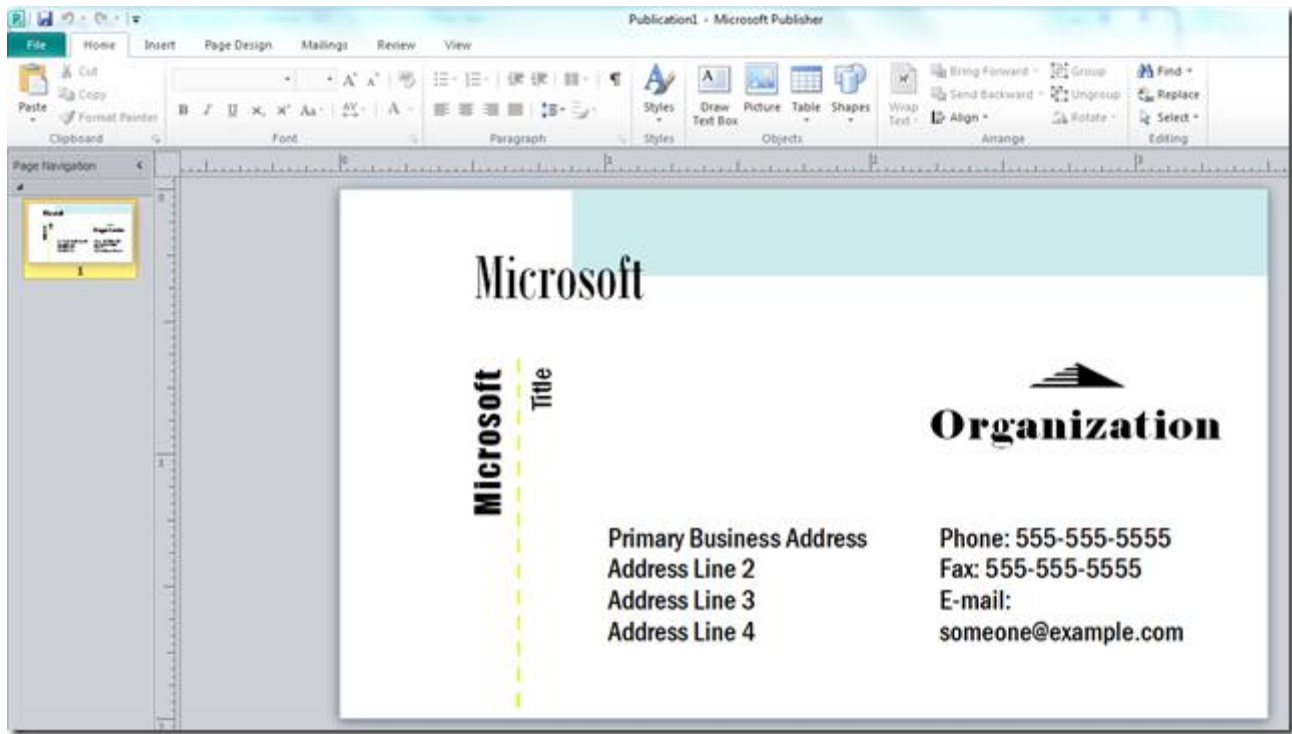
2. Navigate to Backstage, "File" > "New" > "Business Cards".



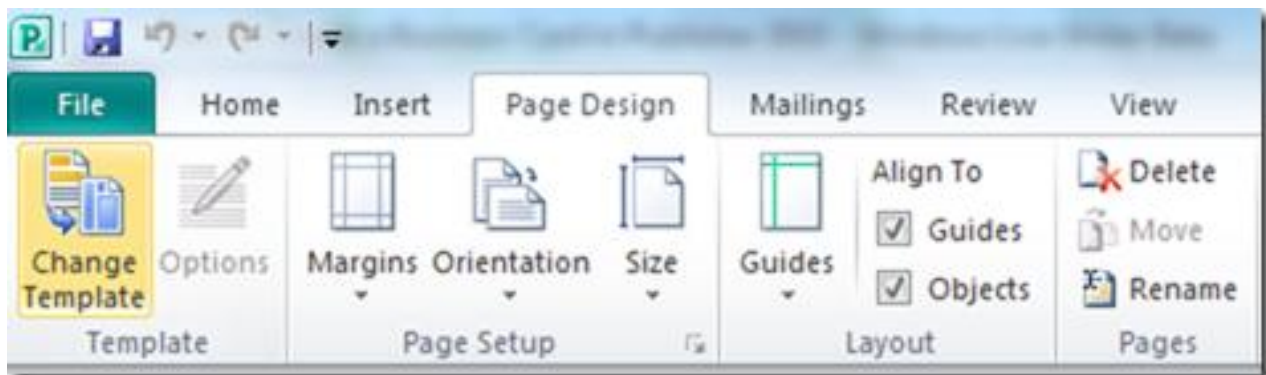
3. Publisher would show you a list of available templates for Business cards. Choose any one of the template from the list & then click "Create" or double click the template.



4. The selected template would be opened in an editable environment. Details like name, title, address, phone, logo etc. can be edited here.



5. Also, there are many tools in ribbon that can be used to customize the business card document.

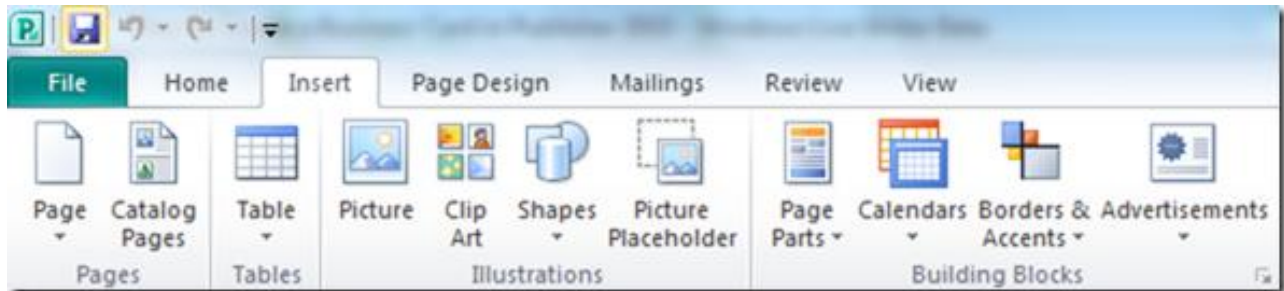


*Details like Margins, Orientation, and alignment can be set.*

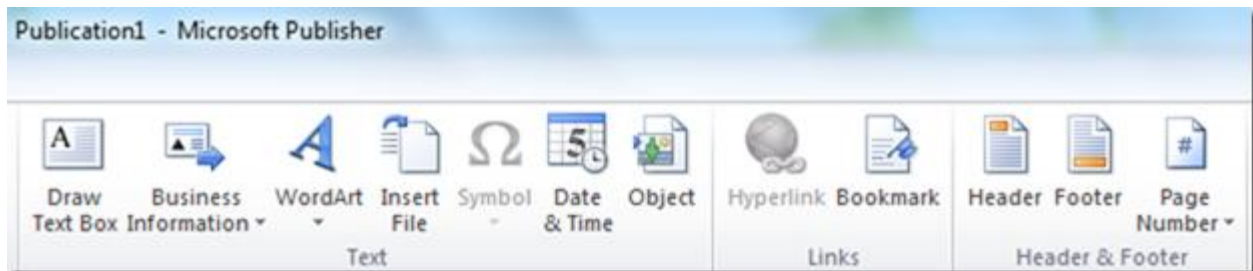
## Office 2010: Tips & Tricks



*Also the color template, fonts can be customized.*

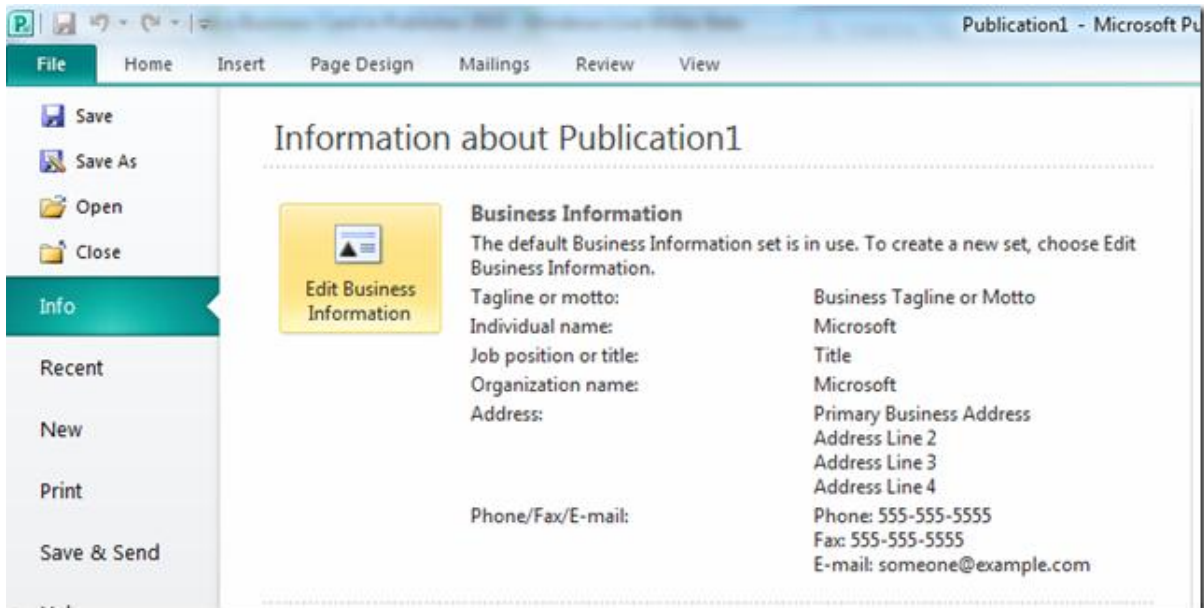


*Objects like picture, image holder, and table borders can be inserted in the document.*

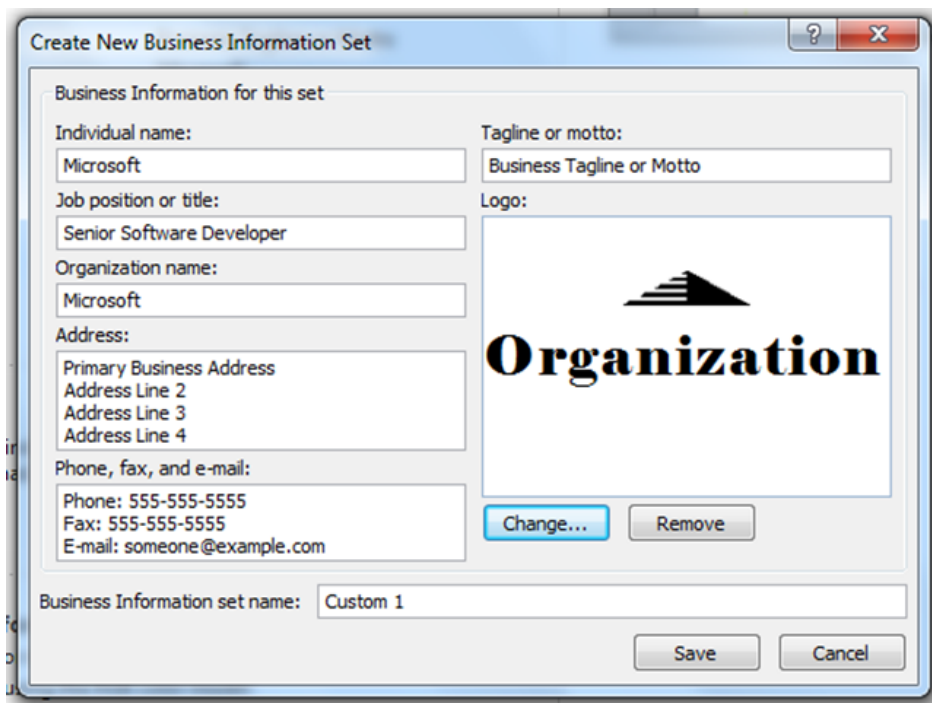


*Header, footer, page no. etc. can be set too.*

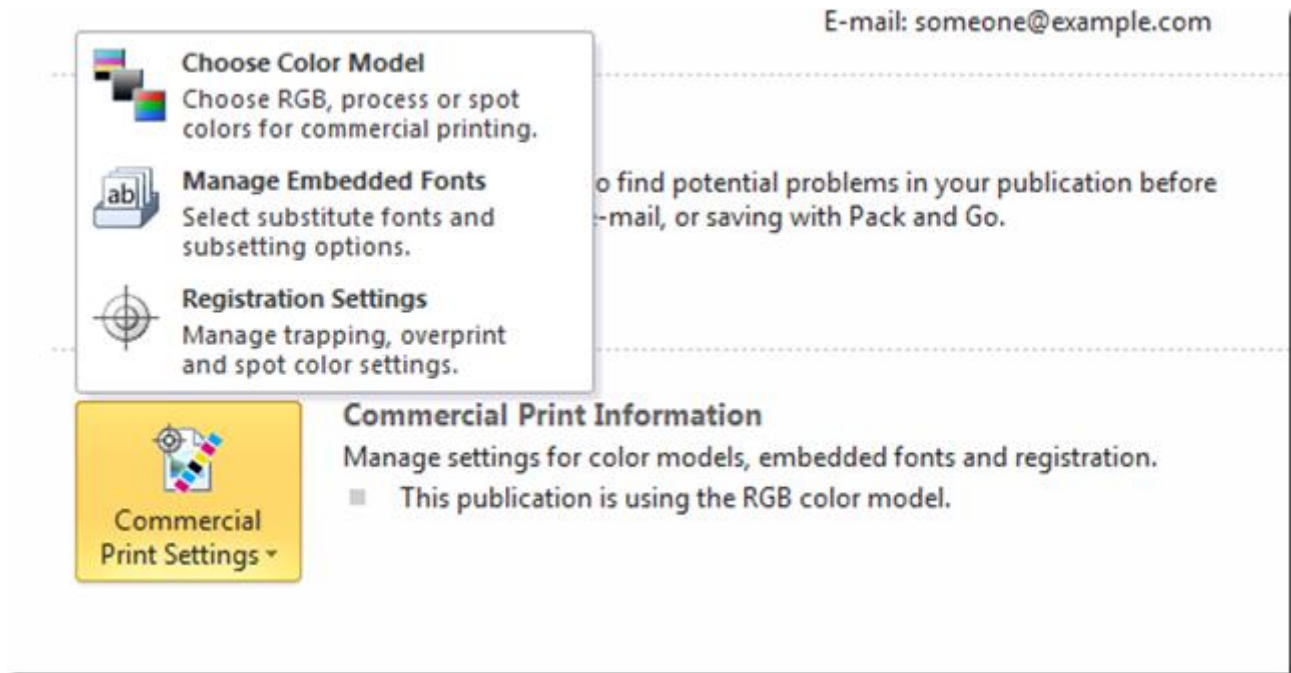
6. To edit the business information, Navigate to "File" > "Info" > "Edit Business Information".



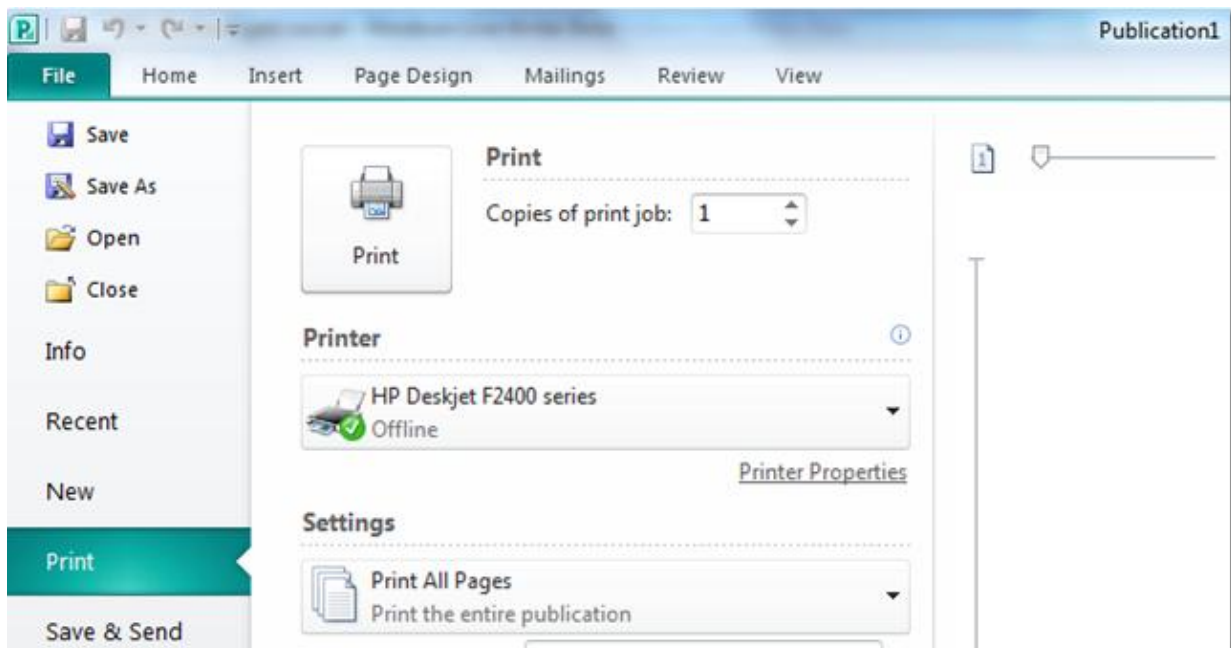
7. Clicking on the **Edit Business Information** will pop up a dialog box & so that you can customize these settings. After making the changes click "Save" to retain the changes.



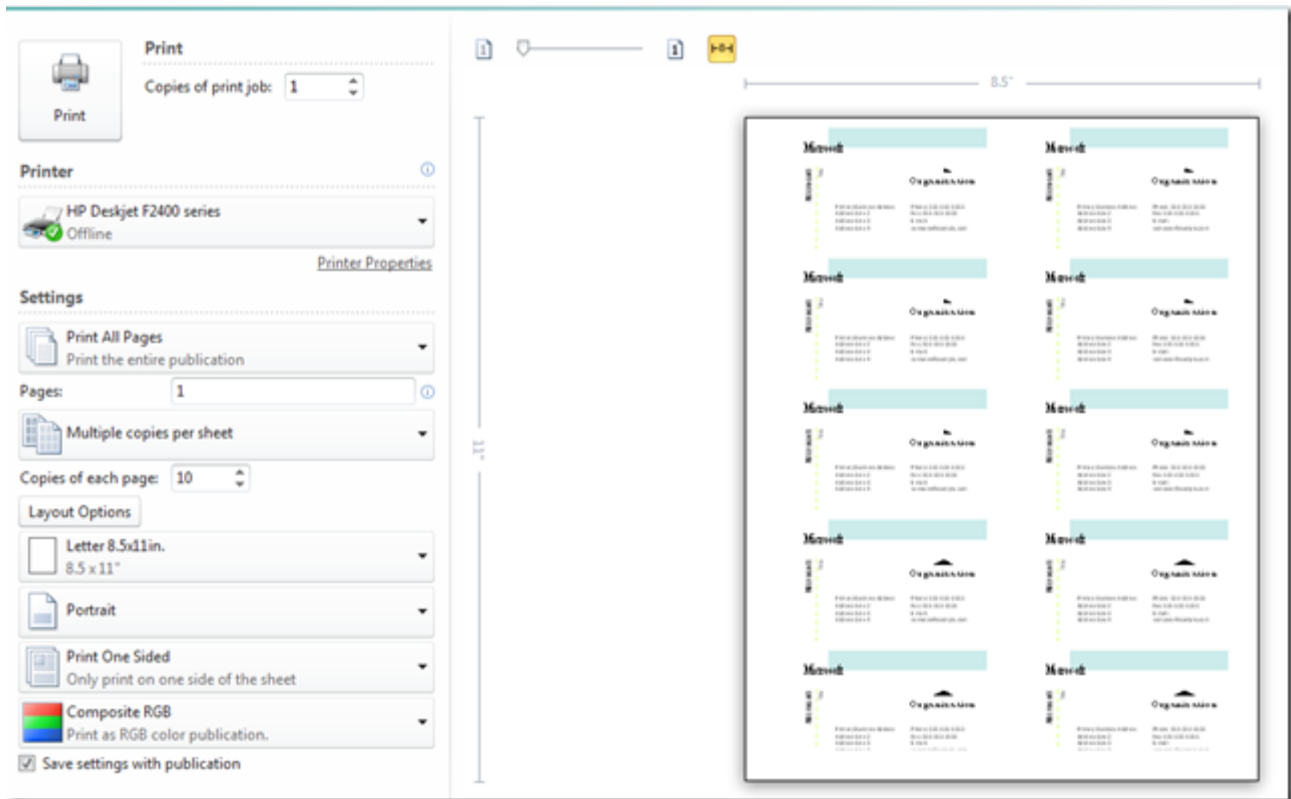
8. Settings for color models, embedded fonts etc. can be customized from the "Info" > "Commercial Print Settings".



9. After completing the formatting, editing of the business card, to print navigate to "File" > "Print". In printing you can set options like number of pages to print, document quality etc before printing.



10. After making the changes in printing, click "Print" to print the business card. Number of Business cards to be printed on each page can be set. Maximum number of business cards to be printed on a paper is ten.



**Note:** Keep saving the document while performing these steps to avoid the loss of work due to sudden failure/crash

# Office Web Apps & Office Mobile Apps



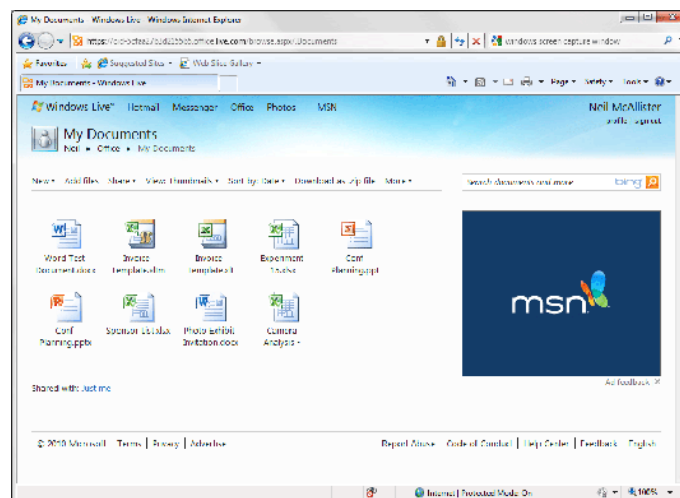
### Microsoft Office Web Apps

The Office Web Apps enable you to access and work with your files anywhere in the world you have Web access. The Office Web Apps can be used, using support Windows Internet Explorer 7 or later, Safari 4 or later and Firefox 3.5 or later. However, most standards-compliant browsers appear to work equally well (including Google Chrome).

Users of the free Web Apps access their files through SkyDrive, Microsoft's online storage service, which presents files and folders using Windows-like fonts and icons. Business users access files via SharePoint Server 2010. Silverlight is not required, but it improves font rendering and enhances some features, such as file uploading.

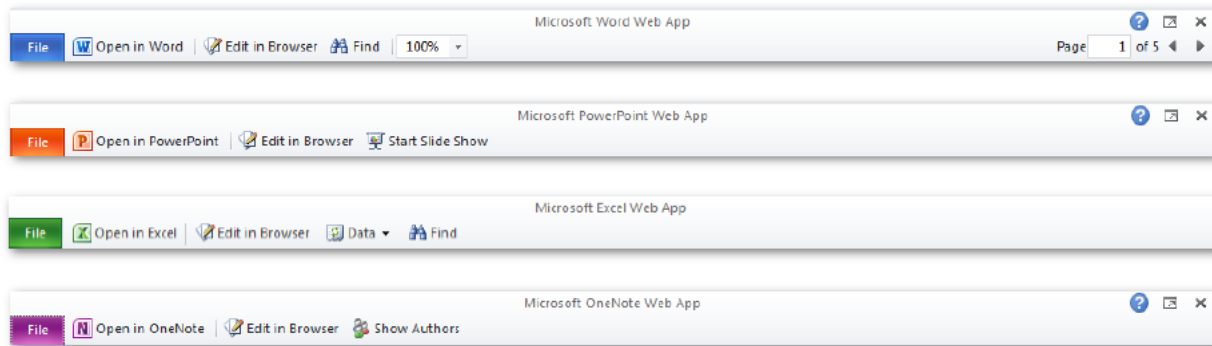
Microsoft will also offer two versions for business customers: a SaaS edition hosted on Microsoft's servers, and an on-premise rendition that comes bundled with site licenses of Office 2010. The core functionality of all three is identical, but both business versions offer additional collaboration features through integration with SharePoint 2010.

The Web Apps are available for free to anyone with a Hotmail or Live.com account, via SkyDrive. Signing up for an account and accessing the Apps was easy enough, as was uploading and viewing files.

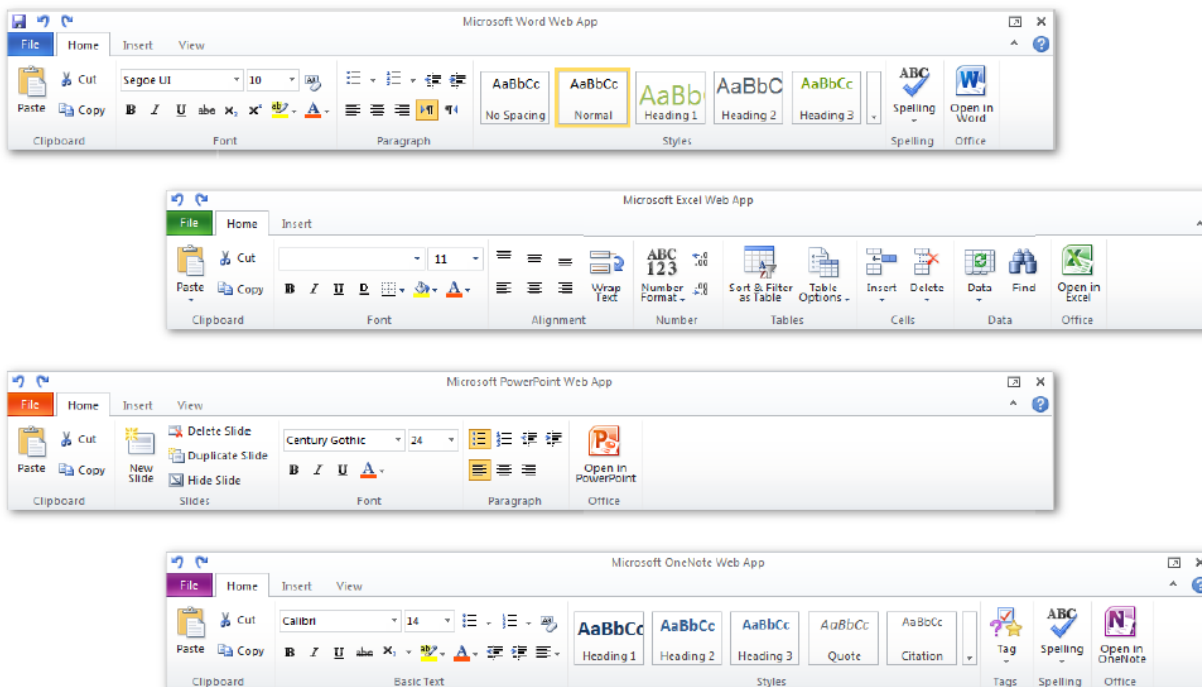


## Office 2010: Tips & Tricks

Windows SkyDrive and the Office Web Apps are available 100 percent free of charge. SkyDrive is a useful way to share files with friends and colleagues, and the ability to edit those files in the browser will be helpful to anyone who travels or switches computers often.



*Get easy access to commands across Office Web Apps. Command bar shown here when file is open in Office Web Apps view mode.*



*Features on the Ribbon across Office Web Apps, including basic editing tools, font formatting, undo and redo commands, and much more.*

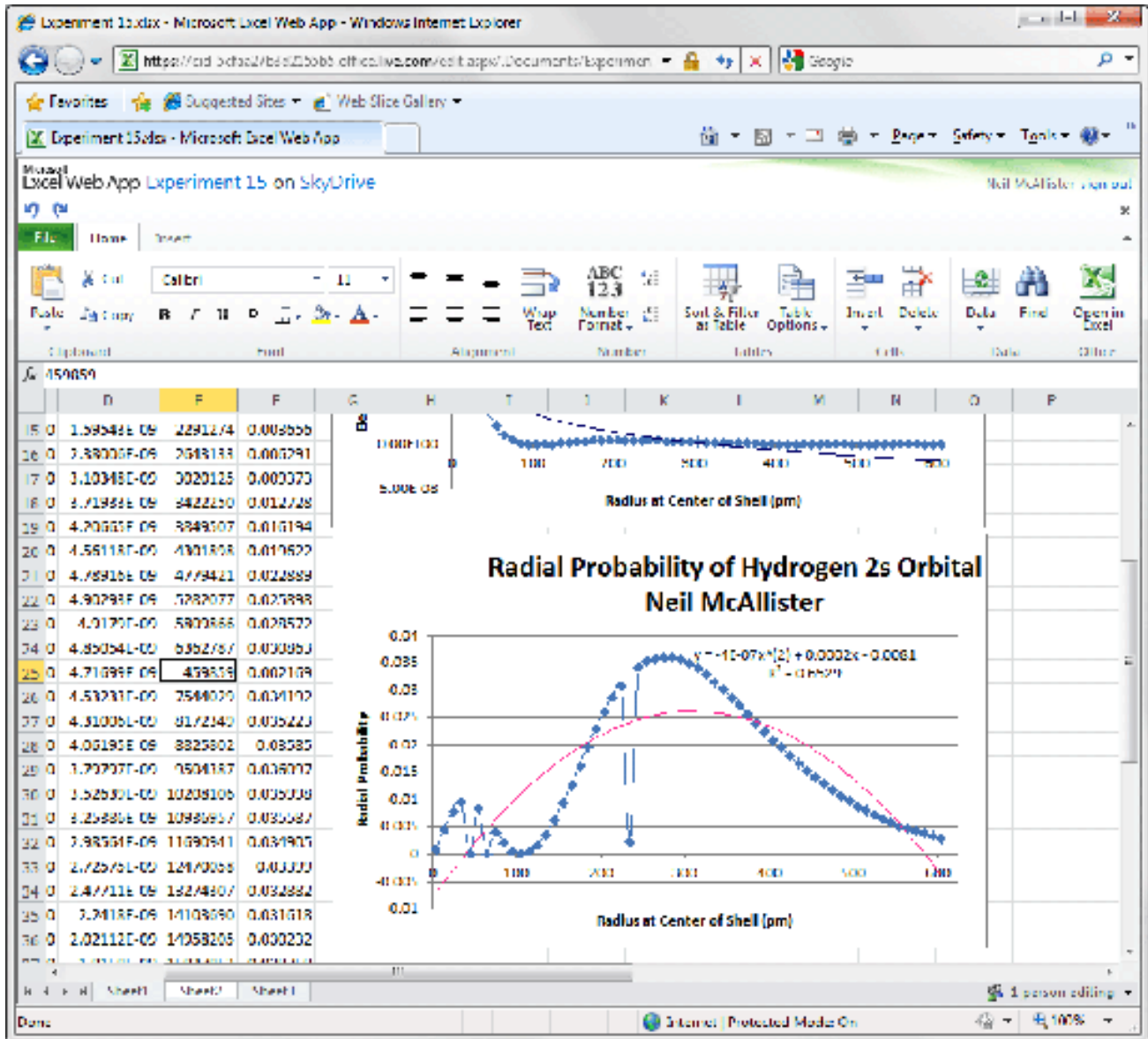
**Word Web App:** The Word Web App does a truly impressive job of rendering Word documents. Viewing and printing documents are good. However, an error message warns when a more "complex document" is viewed. The Word Web App editor handled less-complex documents fairly well. Text looked close to how it looked in the original files, and there were even tools for working with tables and some limited image editing capabilities.

The screenshot shows a Windows Internet Explorer browser window displaying a Microsoft Word Web App. The browser address bar shows the URL <http://team/sites/fourthcoffee/>. The document title is "Fourth Coffee Business Plan.docx". The Word Web App interface includes a "File" menu, "Open in Word", "Edit in Browser", "Find", and a zoom level of 90%. The document content is titled "Implementation Plan" and includes a bulleted list of core areas of investment: Rebrand, Expand in strategic locations globally, and Develop eco-friendly store experience. A table shows associated costs for Marketing, Green Stores, Human Resources, and Total across North America, South America, Europe, and Asia. A diagram at the bottom shows a process flow: Rebrand -> Expand -> Go Green -> Plan for Continuous Improvement.

Region	Marketing	Green Stores	Human Resources	Total
North America	2,300,000	1,500,000	900,000	4,700,000
South America	950,000	1,000,000	400,000	2,350,000
Europe	1,850,000	1,800,000	850,000	4,500,000
Asia	2,000,000	1,840,000	800,000	4,640,000

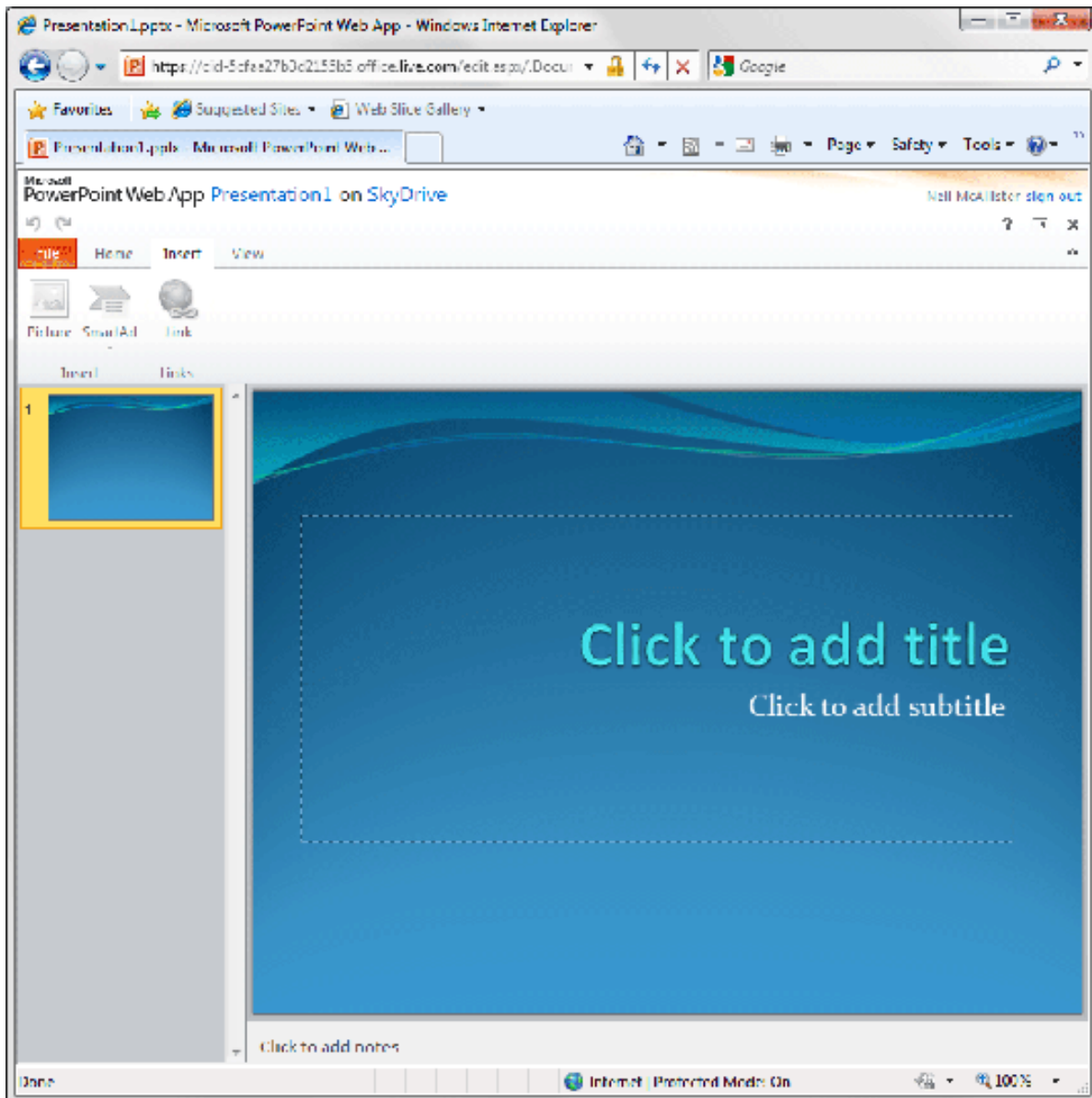
*Complex documents that look great in Word Web App's viewer mode aren't at best when opened for editing. MS offers solution: Open these docs in Word 2010.*

**Excel Web App:** Excel worked well for simple spreadsheet. It was able to display files that contained shapes, objects, or VBA macros to a limited degree, but it couldn't edit them. Likewise, while embedded graphs would update on changing the data, but there was no way to create new graphs from within the browser.



*Changing data in Excel spreadsheets updates the corresponding graphs automatically in Excel Web App. But they can't be created.*

**PowerPoint Web App and OneNote Web App:** Uploaded presentations looked mostly right in the browser-based PowerPoint viewer, even when slides contained animated transitions. Those transitions were invisible to the editor, however, which only seemed to offer basic text editing and no support for multimedia. When creating a new presentation themes can be selected. However, Buttons to insert images and Smart Art were grayed out.



*Some fairly basic features are grayed out in the PowerPoint Web App's editor.*

### Office Mobile 2010 Mobility in Office 2010

Microsoft Office Mobile 2010 on Windows phone can be used to get the familiar Microsoft look and feel as well as the services that you're used to. Even when you're on the road, you can view Microsoft Office Word, Microsoft Office Excel and Microsoft Office PowerPoint documents sent as email attachments. By offering more ways to access your files from virtually anywhere, Office 2010 puts you in control.

Basically, there're two major offerings for mobile users to work on their Office documents which are depending primarily on the type of phone. One way is with Microsoft **Office Mobile 2010** and another is with Microsoft **Office 2010 Mobile Viewers**.

#### Using Windows Phone

To modify Office documents, you can use Office Mobile 2010 applications providing rich user experience which customers of Microsoft Office client applications are familiar with. If you just want to quickly view the documents, you can use Office 2010 Mobile Viewers which display your documents in mobile IE browser.

#### Using a phone built on a non-Windows Platform

You get the Office 2010 Mobile Viewers option only. As previously mentioned, you get to view the Office documents in your mobile browser whether you have smartphones like iPhone, Blackberry, Android, Symbians or non-smartphones.

To try the Office 2010 Mobile Viewer, you need to have the Office Web Apps installed on your company's Microsoft SharePoint Server 2010 and then you can use explorer on your phone to view Office documents on the server

### Touch-friendly user interface

When using a touch screen on your Windows phone, you can take advantage of improved support for gestures across the Office Mobile applications and simplify your touch experience.

- Use natural gestures to touch through menus and easily flick your way through a file for quick navigation with clicks, drags, and taps.
- Newly added selection mode for Microsoft Word Mobile 2010, Microsoft Excel Mobile 2010, and Outlook Mobile 2010 simplifies touch actions. Now you can more easily convey when you are using touch to navigate or to select content.
- In Outlook Mobile, use selection mode to select multiple messages, such as for deletion, even if they aren't beside each other.

With your mobile device browser, Office 2010 Mobile Viewers will help you stay organized, get things done, and present information by keeping Office at your fingertips.

Office 2010 Mobile Viewers enable you to view Microsoft Word, PowerPoint, and Excel files in an easy to read small-screen format that maintains high fidelity. Office 2010 Mobile Viewers target a wide range of devices and micro browsers so that people with or without smartphones can take the advantage of the cool features without having to upgrade your mobile phone. Here are a few examples.

### Word Mobile 2010

With Word Mobile 2010, you can use the familiar Word 2010 experience to display and search your document, make simple changes, and save and finalize the file. With Word Mobile, you can easily open, view, edit, and copy and paste information in your Word documents using your smartphone. Spell Check and AutoCorrect are available to help you make sure your edits are accurate. The document formatting even in tables, charts, and graphic will be preserved on your phone display. Formatting like bullets, numbering, fonts, paragraph formats, etc can be used as well.



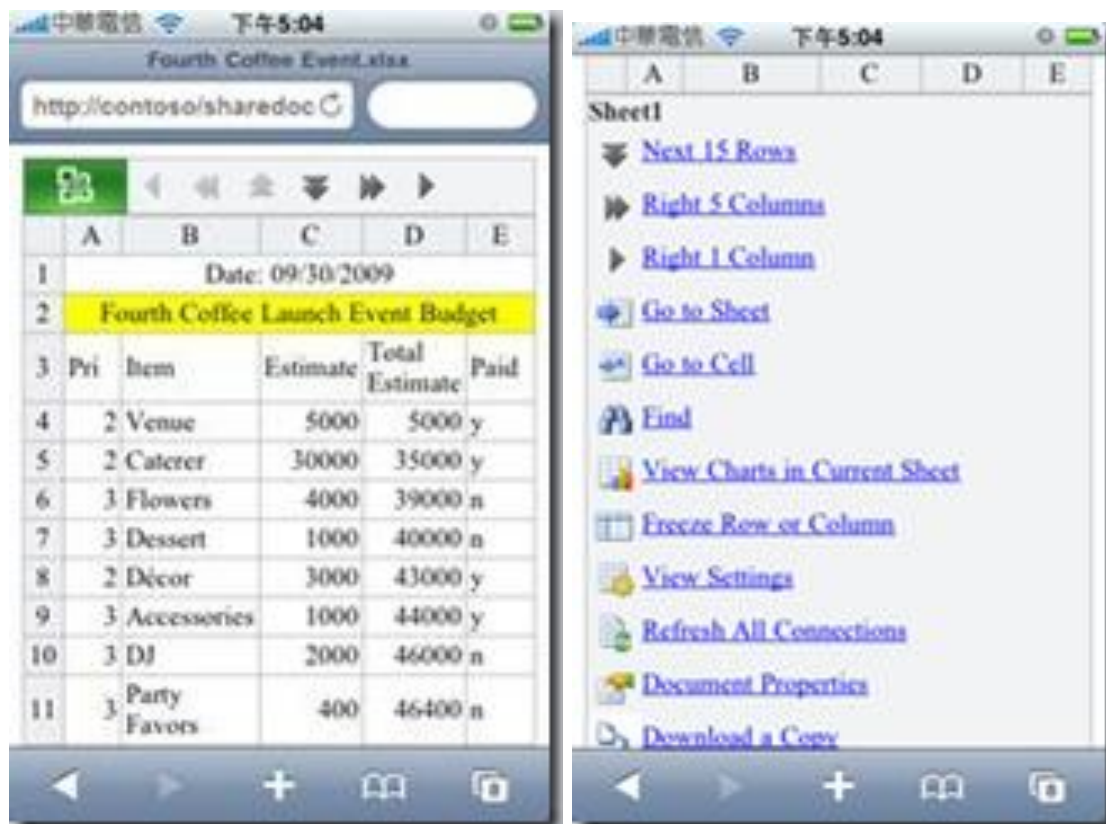
*Word Mobile Viewer – image view and the Word Mobile Viewer – text view.*



### Excel Mobile 2010

Using Excel Mobile you can Create, update, and instantly recalculate your workbooks on the go. Add or edit formulas and take advantage of over 100 functions.

- Essential cell formatting options include font styles, borders, shading, alignment—you can even create your own custom number formats.
- Insert charts or symbols, and efficiently sort and filter your worksheet.
- Use the Fill feature to Autofill a range of cells with a series, such as the days of the week or months of the year, or use a numeric interval for quick value population.
- Easily manage workbooks with multiple worksheets, including renaming, adding, or deleting



Excel Mobile Viewer and Excel Mobile Viewer functionalities

### PowerPoint Mobile 2010

PowerPoint Mobile 2010 enables you to view your presentation slides in the familiar Office interface designed for the simplicity of a small mobile screen. You can use PowerPoint Mobile 2010 to review your presentation notes, easily work with slides using Slide Manager, and page through the slides you're presenting. And in the live presentation, you can also use PowerPoint on your smartphone to advance your slides remotely.

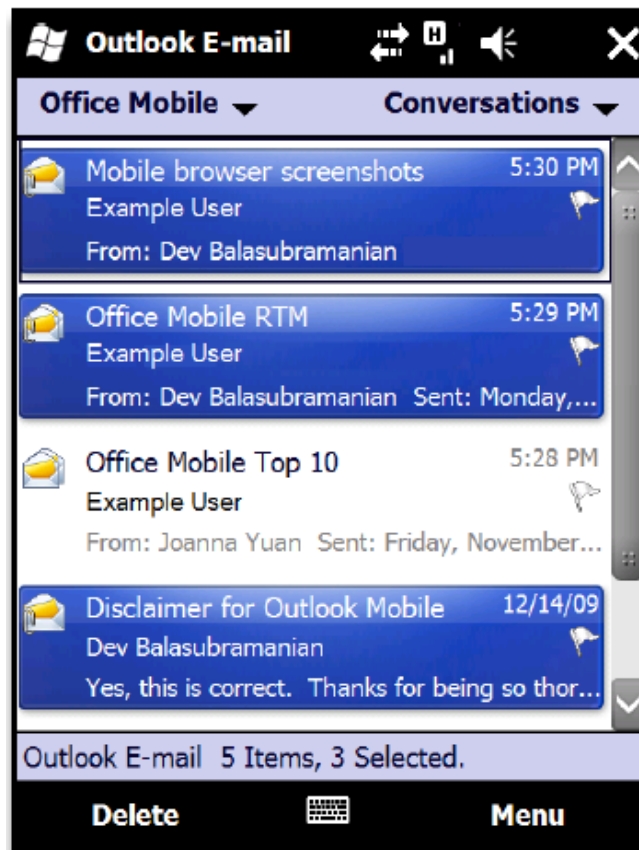
#### *Joining a meeting and viewing the presentation on your mobile phone*



*PowerPoint Mobile Viewer – image view and PowerPoint Mobile Viewer – outline view.*

### Outlook Mobile

In today's mobile world, many people are accustomed to checking e-mail, receiving text messages, and updating their calendars online. Now, using your Windows Mobile smartphone, you can use the high-quality phone display to view your messages in Conversation view, selecting and moving messages using touch technology, and get online access to your calendar, contacts, tasks, and more.



When connected to Exchange Server 2010, newly added Conversation View helps you manage your e-mail with ease. View only the latest message in a discussion or move, flag for follow up, or delete entire conversations in just a few taps.

Use smart filtering and locate messages or contacts by typing a few search characters and the results will automatically display.

### OneNote Mobile 2010

Using OneNote Mobile, you can take and manage personal notes on your Windows phone. You can even record voice or take pictures using the phone and bring them to OneNote Mobile or share your notes with your PC and refer to them when you are away.



*Capture multimedia notes with ease. Take & insert a picture or voice recording and organize your notes with lists.*

Use OneNote mobile application to:

- Review or take notes on your phone with ease, Insert voice clips, pictures, or make a quick list.
- Capture pictures in your notes with your camera phone while on the go.
- Use AutoCorrect and essential authoring capabilities, such as bullets, numbering, and font formatting.
- View rich graphics captured in your notes full screen. Easily pan and zoom or export the image for use in other applications.



*Word Mobile 2010, Excel Mobile 2010 and PowerPoint Mobile 2010*



*View images and animations. SmartArt graphics are preserved. Easily manage slides.*

*Also edited documents can be saved to the phone and synchronized back to the server in case you lose your mobile connection.*

# Power Apps

### [Twitter Add-in for Outlook 2010](#)

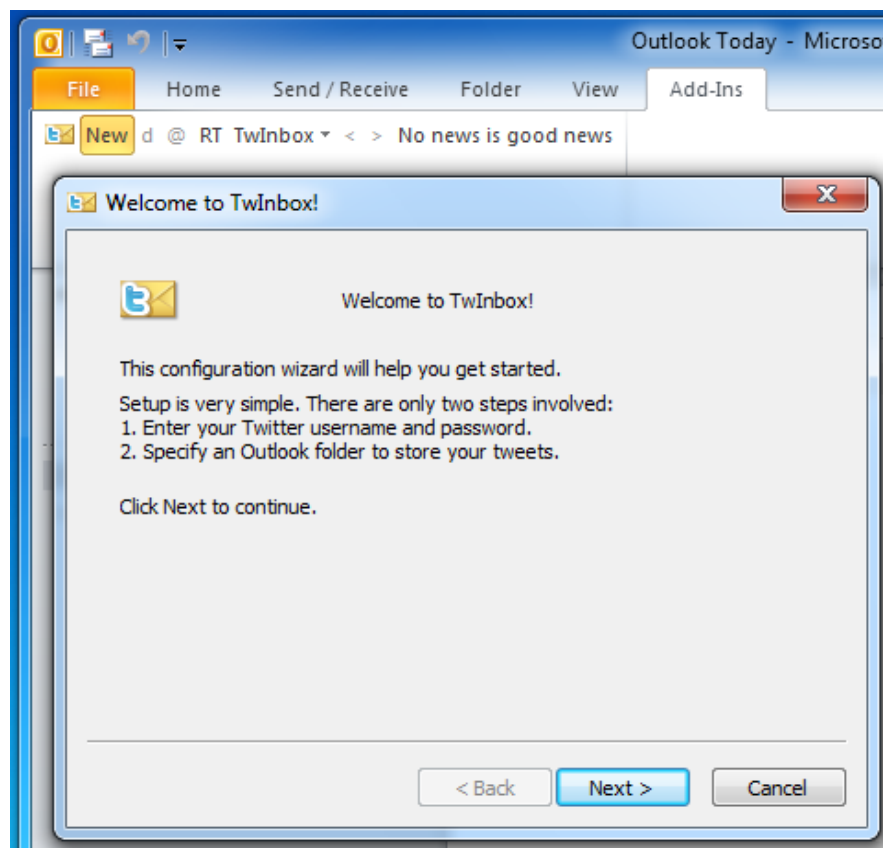


This section is dedicated to Add-ins to Office 2010 suite that can make things much easier and time reducing for Office 2010 users.

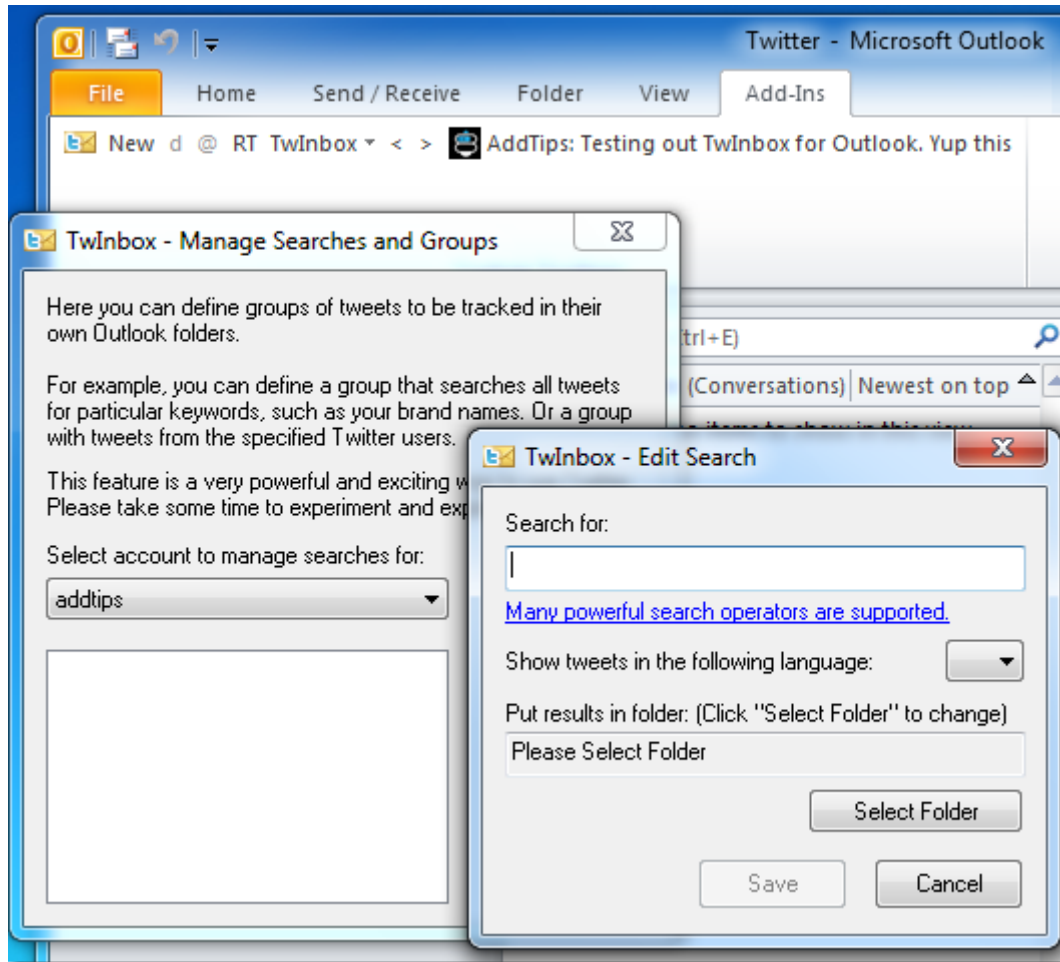
Outlook Social Connectors to connect Outlook 2010 with Facebook, MySpace, Windows Live, and more social network support are available but there is no OSC for Twitter yet

**TwInbox** is an add-in for Outlook which although looks like a basic add-in with limited functionality but is actually a complete twitter client with features to upload images, shorten URLs, and tracking keywords/groups, among many others.

To start with, create a new PST file (Outlook Data File) named Twitter and then head over to the Add-Ins tab and click New. This will open up a dialog window where you can set up Twitter in a few steps.



To analyze twitter activity, access Display Stats from the TwInbox menu. Using the Search/Track/Group options you can define groups of tweets to be tracked by their own Outlook folders. An example would be to create a group of Microsoft and enter keywords, such as, Xbox, Windows, Live Expression Web etc. so that they can be tracked easily.



Overall it is one powerful must-have add-in for Outlook power users. Apart from Outlook 2010, it also works on Outlook 2007 and Outlook 2003.

[Download TwInbox](#)

<http://bit.ly/jG0Ea>

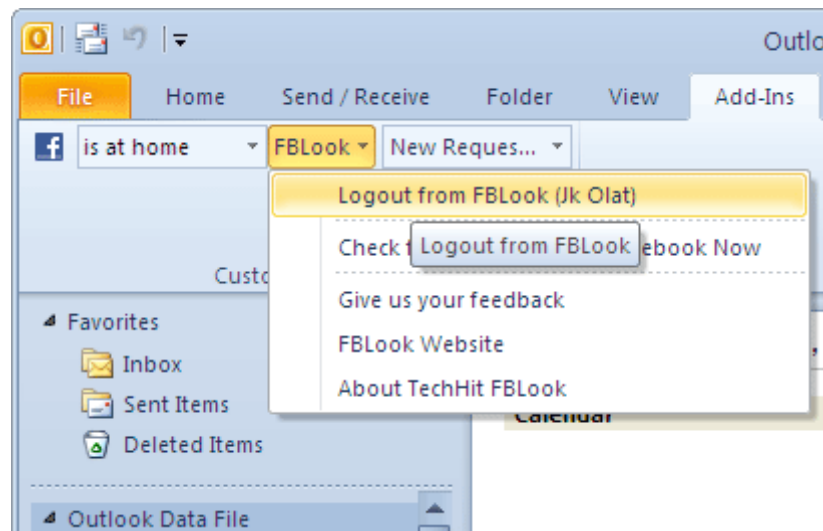


### [Facebook add-in for Outlook 2010](#)

**FBLook** is an add-on for Outlook just like Twitter add-in that can be used to update your Facebook status, check your friend's status or provides functionality to check notifications of new friend requests, messages, etc. without using a web browser.

Features of FBLook:

1. Update your Facebook status directly from Outlook.
2. Set your status to the name of the song you're playing in iTunes or WMP.
3. Check the status of a friend on Facebook.
4. See notifications of new Friend Requests, Messages, Invites etc.



After installing FBLook, you have to grant permissions to FBLook to access your Facebook account.

Works with: Outlook 2003 (SP3), Outlook 2007 (SP2) and Outlook 2010

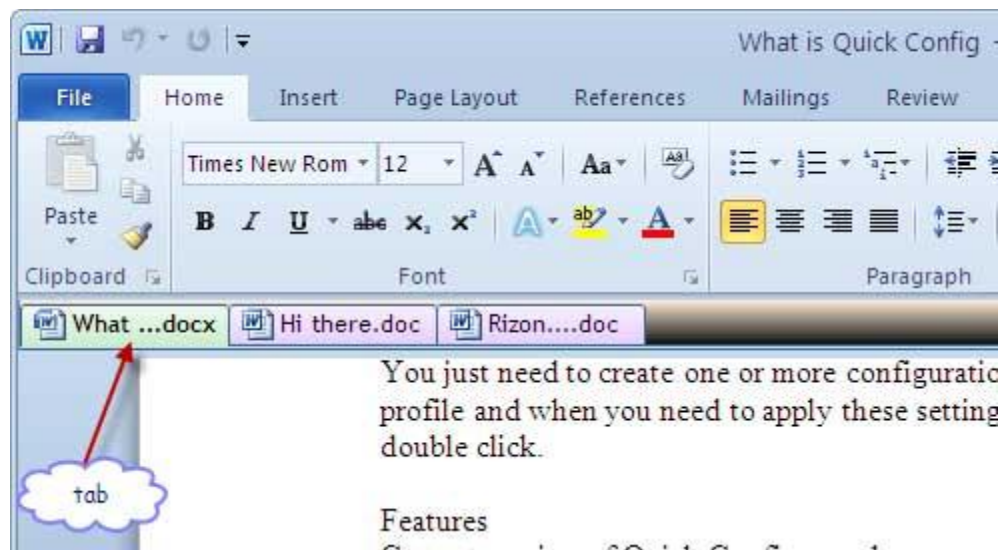
[Download FBLook](#)                      <http://bit.ly/uGib>

This add-in can be pretty useful to access Facebook at workplaces or offices where you don't want your co-workers or your supervisor to know.

### Enable tabs in Microsoft Office 2010

**Tabs** in Web browsers provide easy and fast access to multiple instances of the web browser. **Tabs** can be enabled in Microsoft Office (for Word, Excel and PowerPoint) as well for quick access to multiple office documents using tabs and it may save taskbar space (For Versions below *Windows 7* and having *Group similar Taskbar Buttons* enabled)

To enable **Tabs** in Office 2010 Suite, **OfficeTab** is a plug-in that adds tabs to Word, Excel and PowerPoint applications.



OfficeTab is a fully customizable tool. Customization options include changing the color of the tabs, applying any one of the 11 included styles, placing the tab-bar at top, bottom, left or right of the workspace, change tab width etc.

Also, you can assign keyboard shortcuts to quickly switch between opened tabs like the way e.g. **Ctrl+T** shortcut to open New Tab in Web Browsers.

Works with: Microsoft Office 2010, 2007 and 2003

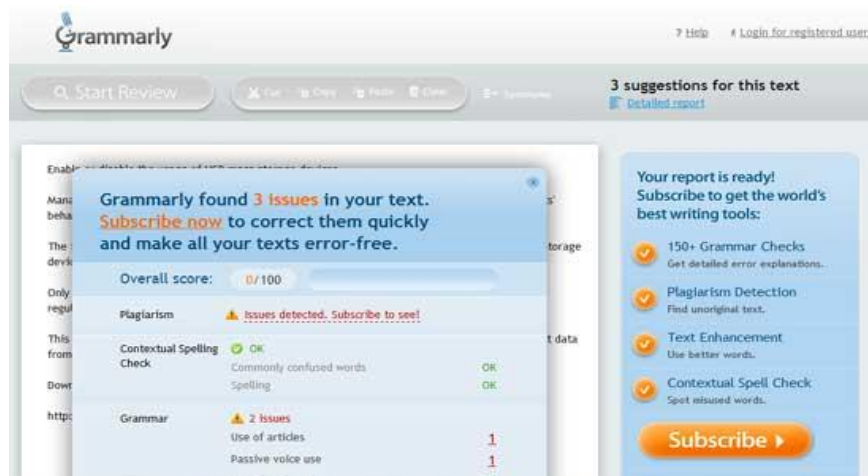
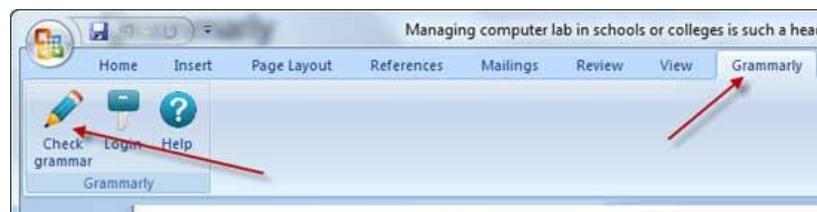
Download [OfficeTab](#) <http://bit.ly/2m1YFI>

### [Office 2010 add-in to detect grammar mistakes](#)

While preparing an official document it must be taken care to avoid grammatical mistakes else it leaves a bad impact. Inbuilt Office functions won't be much helpful for grammatical errors.

The Office 2010 add-in **Grammarly** gives a comprehensive report on grammatical mistakes and related problems such as spelling, plagiarism, vocabulary, etc. in an Office document.

After installation, **Grammarly** tab would be visible in ribbon. **Check Grammar** button in this tab can be used to instantly analyze office document online and reports the issues in the text.



However, this utility just reports the issues; to solve them as well a paid subscription is required.

Works with: Microsoft Office 2010, 2007 and 2003

Download [Grammarly](http://bit.ly/clt0qR) <http://bit.ly/clt0qR>

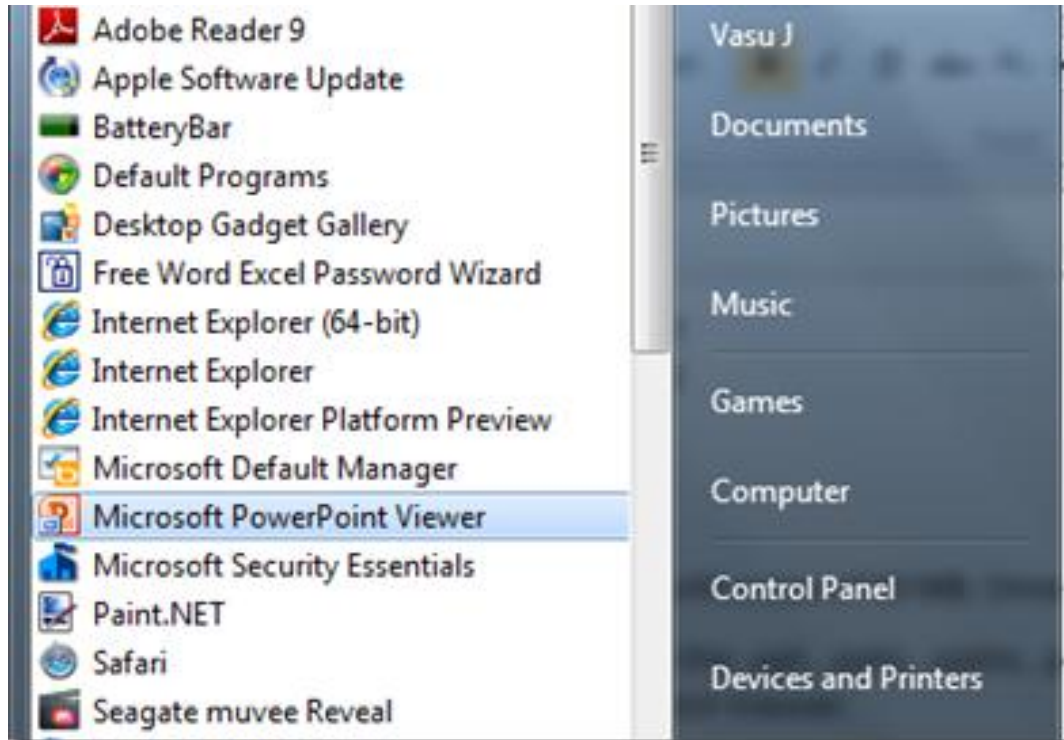
### [View Presentations using PowerPoint Viewer](#)

Working over a PC that does not have PowerPoint installed and you have to open an important presentation? **PowerPoint viewer** brings the solution for such instances. PowerPoint Viewer lets you view full-featured presentations created in PowerPoint 97 and later versions with full fidelity without even installing PowerPoint from the Office Suite. This viewer also supports opening password-protected Microsoft PowerPoint presentations. You can view and print presentations, but you cannot edit them in the PowerPoint Viewer.



PowerPoint Viewer registers with the .ppt, .pptx, .pptm, .pot, .potx, .potm, .pps, .ppsx and .ppsm file extensions only if a version of PowerPoint is not installed on your computer. If registered, double-clicking on these file types will launch PowerPoint Viewer.

**PowerPointViewer** is a small installer with a size of 60 MB. Once installed, it can be found under the **Start** menu under **All Programs**, open **Microsoft PowerPoint Viewer**.



PowerPointViewer is supported on following **Operating Systems** only:

- Windows 7
- Windows Server 2003 R2 (32-Bit x86)
- Windows Server 2003 R2 x64 editions
- Windows Server 2008
- Windows Vista Service Pack 1 & Service Pack 2
- Windows XP Service Pack 3

Works with: Microsoft PowerPoint 2010, 2007, 2003, 2002, 2000 & 97

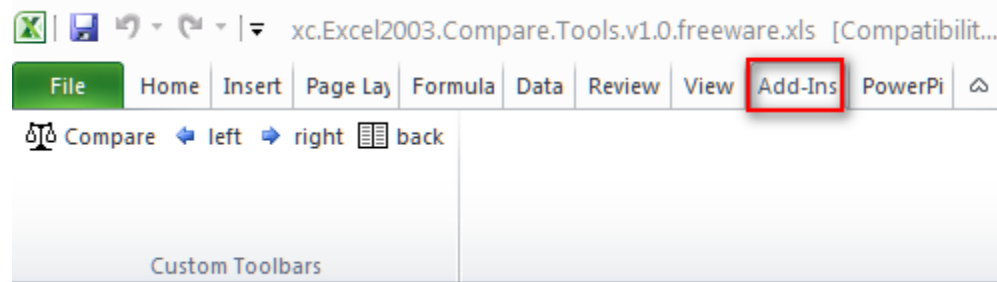
Download: [PowerPoint Viewer](#)      <http://bit.ly/8YI53M>

### Add-in to Compare Worksheets in Excel 2010

Often Excel is used to deal with large data which may be quite similar in other Excel documents. In order to analyze the data better, requirement occurs to compare the Worksheets.

**xc Excel Compare Tools** is an add-in for Excel 2010 which allows comparison of values and formulas between two excel spreadsheets in order to deal better with data.

This add-in comes in an Excel file format. Opening it will add a new tab "add-in" in the Ribbon.



To compare two excel sheets click **compare** button in the Add-Ins tab. This will open a new dialog window appears, where the first spreadsheet and the second spreadsheet to be compared can be selected. Here, select if you want to *compare the value* or *compare the formula* and then click *Compare Sheet* button. Moreover, Result set can be highlighted in any one of the given colors.

To use this Add-in in Excel 2010 you will need to enable, as Office 2010 disables all macros by default for security purpose.

Works with: Microsoft Excel 2010 and Excel 2007

Download: [xc Excel Compare Tools Add-in](#) <http://bit.ly/dBwz3c>

## Office Compatibility Pack for Word, Excel, and PowerPoint File Formats

Beginning Office 2007, the Open XML file formats were introduced to Microsoft Office Word, Excel, and PowerPoint. The file formats for the files saved in an open XML format are:

- .docx (.doc in Word 2003).
- .xlsx (.xls in Excel 2003).
- .pptx (.ppt in PowerPoint 2003).

By installing the Compatibility Pack in addition to Microsoft Office 2000, Office XP, or Office 2003, you will be able to open, edit, and save documents, workbooks, and presentations using these file formats in newer versions of Word, Excel, and PowerPoint. The Compatibility Pack can also be used in conjunction with the Microsoft Office Word Viewer 2003, Excel Viewer 2003, and PowerPoint Viewer 2003 to view files saved in these new formats.

Works with: Microsoft Office 2003

Download: [Office Compatibility Pack](#)      <http://bit.ly/1Sn5mJ>

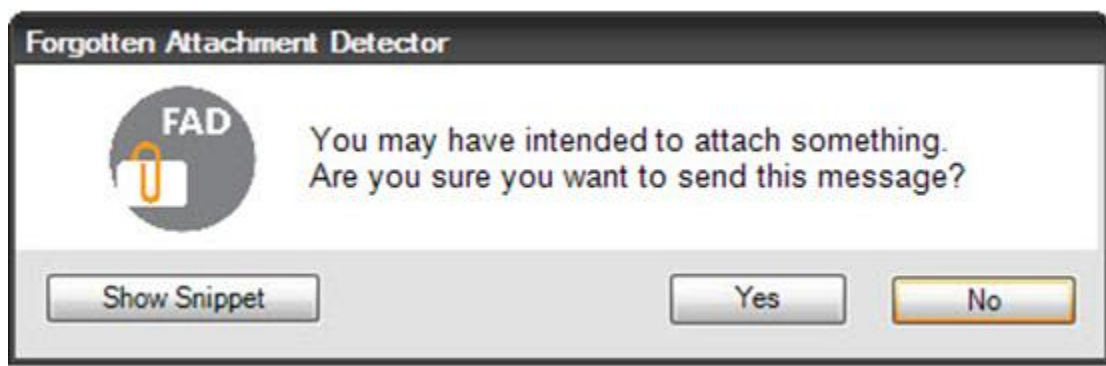
## [Forgotten Attachment Detector for Outlook 2010](#)

Microsoft Office Labs have launched a very cool add-in for Outlook, called [Forgotten Attachment Detector](#), which reminds you when you have forgotten to attach a file to your e-mail. The Forgotten Attachment Detector (FAD) is a Project from a Software Development Engineer for Microsoft's IT team. He created FAD as a side project in his personal time, and Office Labs is helping him release FAD publicly and collect data on its usefulness. Like other Forgotten Attachment Detectors on the web, when you send an email FAD checks it for keywords that indicate you've forgotten to attach an attachment. If it detects this, it notifies you and gives you a chance to correct any mistakes.

You need to download and install the following before using FAD:

- [Microsoft .NET Framework 3.5 Service Pack 1](#)
- [Microsoft Visual Studio Tools for the Microsoft Office system \(version 3.0 Runtime\)](#)

When you forget to add an attachment, after you press the *Send* button, you will receive a warning like the one below. Now you can go back to your e-mail and attach the forgotten file.



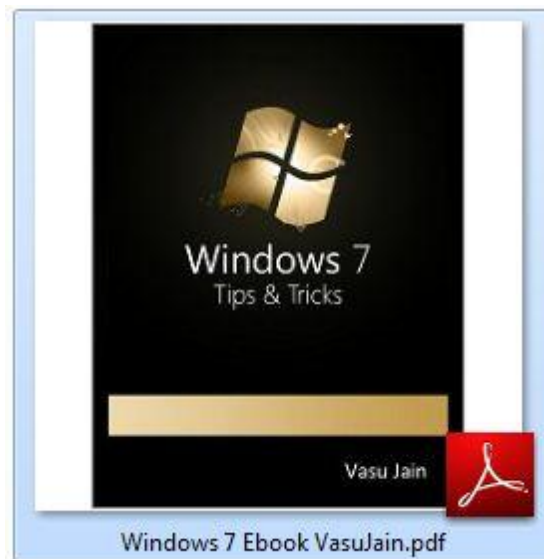
[Download](#)      <http://bit.ly/cG2byn>



# Windows 7

## Tips & Tricks

## Windows 7: Tips & Tricks



The book **“Windows 7: Tips & Tricks”** is a compilation of one of the finest Tips n Tricks about Windows 7. You can use them to enrich the Windows 7 Desktop experience of yours. It contains more than 50 Tips and tricks and an added bonus section for Windows 7 Applications.

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- Enrich your Windows 7 Desktop Experience. [WindowsValley](#)

- Compilation of one of the finest Tips n Tricks about Win7  
[MsdnCoderBlogs](#)
- Helps you get the most out of your Win 7 user experience.  
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Microsoft Office Professional Plus

2010



# About the Book

Microsoft Office is one of the most popular and user friendly office suites in the market. With Office 2010, Microsoft had made it bigger by integrating features for Office Web Apps and Mobile Office and significant changes to User Interface and included a lot of new features in Office Suite.

This book is a collection of Tutorials, Basics, Tips and tricks for Microsoft Office 2010 suite. The book includes seven sections covering Office 2010 features, Word, Excel, PowerPoint, Outlook, Additional utilities for Office 2010 and Office Web apps and Office Mobile Apps.



By  
Vasu Jain