



Microsoft Office 2007 vs. 2010

Many companies face an unexpected challenge when deciding to move ahead with an Office 2010 migration. Unlike other migrations a company may have conducted, Office 2010 offers not just additional features and functions compared to the previous software version, but also a totally revamped interface with radically different means for using even the tools familiar to the adept user. If your company is migrating from Office 2003 or an earlier version of the Office suite, then Office 2010 training is a must.

A new release can be challenging enough, but Office 2010 presents another level of difficulty. With the launch of the "Ribbon" interface and its accompanying tools, Microsoft has jacked up the learning curve a quantum notch. Even power users of the the standard desktop applications will find themselves initially baffled when attempting to locate their standard commands. The more typical "average" user who primarily only dips into one or two applications to perform routine tasks will experience significant frustration when confronted with the new screens. This scenario promises a marked drop in productivity, a high volume of calls to (and long waits for) your service desk and a bitter aftertaste about "how I.T. handled it" once the dust settles.

To make your Office 2010 migration both smooth and "successful" in the eyes of your user-customers and those of management, you need to integrate into your migration plan Office 2010 training. Please don't walk into the trap of thinking that you can put a batch of online help and CBT courses out there on your intranet or up on SharePoint in order to solve the "training problem." Only a minority percentage of users (all in the small "power user" category) will take any advantage of these offerings and/or find them sufficient. Your average daily user will want some type of human face-to-face, instructor-led training to coach them through the shoals of the Office 2010 learning curve.

If this starts giving you nightmares about the budget impact of adding training onto your migration menu, stop! When planning the migration, identify how many people in your user base fall into each user category: "Power Users" and "Average Users", for example. Their training support needs will differ drastically, and you can create a custom Office 2010 training plan at a very reasonable cost.

Average Users who only touch one application to get their jobs done each day may only require a two-hour lecture-demo seminar in an auditorium along with some solid handouts as takeaways for desktide reference. This format will also usually suffice to meet the needs of your Power Users. You can schedule up to three two-hour seminars a day in an auditorium and have your entire user group up-to-speed in a week or less. You will need to poll your user base to identify how many users primarily use Microsoft Word versus Microsoft Excel and schedule an adequate number of seminars to handle each bunch of users.

However, if you want to get your money's worth out of the 2010 suite and up your Average user's productivity at the same time, you should seriously consider adding to the training schedule for the Average User category a series of half-day, hands-on training sessions. Each training session will focus on a single application, such as Microsoft Word or Microsoft Excel. Average users would attend only the one session for the application they use daily. A Q-and-A session at the end can handle questions about any secondary application they may use infrequently. Remember, the biggest hurdle for users is the new interface (Ribbon, Backstage View, Quick Access Toolbar, Dialog Box Launchers, Live Preview, etc.). If you provide solid user training on one application, the rest of the applications will quickly be recognized as familiar territory when the user ventures into them.



By incorporating an Office 2010 training plan into your Office 2010 migration plan, you will guarantee a user-friendly migration experience for your user base and your service desk analysts. Naturally, if your organization has previously made the leap to Office 2007 and you are now venturing on to Office 2010, your users will already be familiar with the nightmarish "Ribbon" Interface, so you should not need a full-fledged training component as part of the newest migration plan. But if you are jumping feet first into the Ribbon abyss, don't overlook the need for training. We at Signal Preferred have helped many companies to plan, design, develop and deliver a variety of Office 2010 migration training offerings, as well as Office 2007 migration training. [Contact us](#) if you want to explore the options.



The following table describes the differences in UI elements between Office 2010, the 2007 Office system, and Office 2003.

User Interface element	Office 2010	Office 2007	Office 2003
Menus and tabs	The ribbon replaces menus and toolbars across all Products of Office 2010 and can be fully customized.	The ribbon replaces menus and toolbars in Access 2007, Office Excel 2007, PowerPoint 2007, Word 2007, and parts of Outlook 2007.	Menus and toolbars only are available.
Task panes	Groups of commands on the ribbon and the ability to customize.	Groups of commands on the ribbon and the ability to customize.	Basic task pane.
Quick Access Toolbar (QAT)	Fully customizable.	Introduced in 2007.	Not available.
Backstage view	More tools outside the document viewing window.	Limited tools that can be accessed through the Microsoft Office Button.	Limited tools on the File menu
Digital signatures	Found in the Backstage view under Information about Document / Protect Document .	Formatted with XMLDSig, found under File / Finalize Document / Signatures .	Found under Tools / Options / Security / Digital Signatures
Smart Art	Improved from the 2007 version.	Design tools available in all Microsoft Office applications.	Not available.
Open Formats (*.odt) OpenDocument Text	Included in this version.	Added in 2007 Office system Service Pack 2 (SP2).	Not available.
Windows Live Writer integration	Blog posting options available in the application.	Not available.	Not available.
Spelling checker	The spelling checker is now integrated with automatic correction.	Basic spelling checker.	Basic spelling checker.
Paste Preview	A live preview before you commit to Paste. Avoids having to use the Undo button.	Paste, Undo, Paste.	Basic Paste capabilities.
Print	The Backstage combines Print with Print Preview, Page	Microsoft Office Button, Print with limited printing tools	Basic Print option on the File menu.



	Layout and other print options.	spread across several commands.	
Sparklines	A miniature chart inserted into text or embedded in a spreadsheet cell to summarize data.	Dynamic charts and chart types.	Three-dimensional (3-D) charting.
E-mail Essentials	Conversation, Cleanup, Ignore Thread, and Mail Tips for when a person is out of the office or if e-mail is sent to a group.	Not available.	Not available.
Photo editing tools	Available in these applications: (Word 2010, Excel 2010, PowerPoint 2010, Outlook 2010, and Microsoft Publisher 2010).	Limited functionality.	Limited functionality.
Video in Microsoft PowerPoint	Video triggers and controls.	Not available.	Not available.

Microsoft Office 2010 - What's New

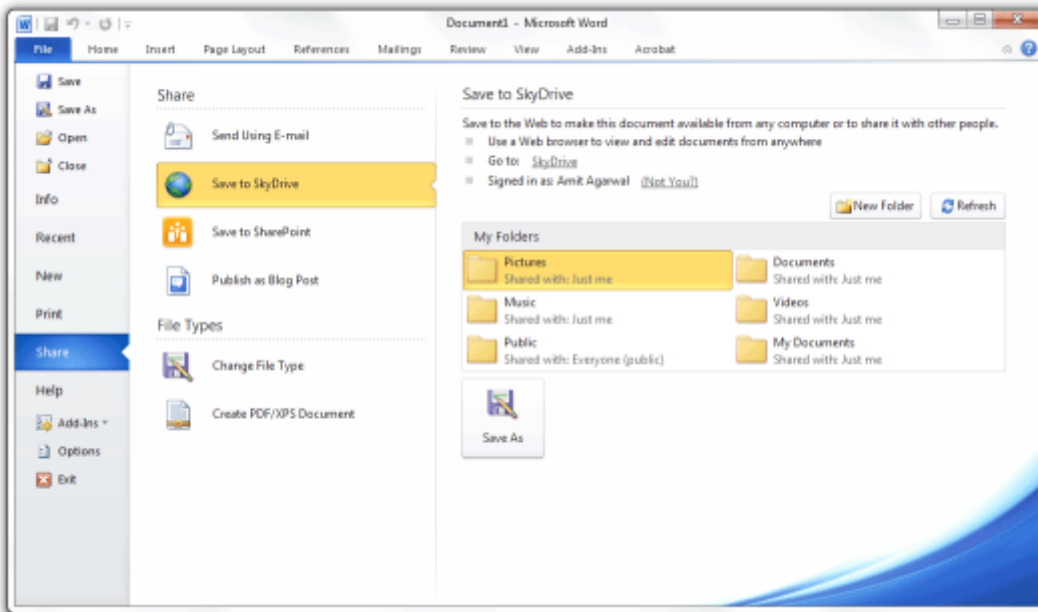


Here's a quick visual guide to some of the new features of Microsoft Office 2010 that you're likely to find useful once you get access to the software.

#1. Save Office Documents to the Cloud

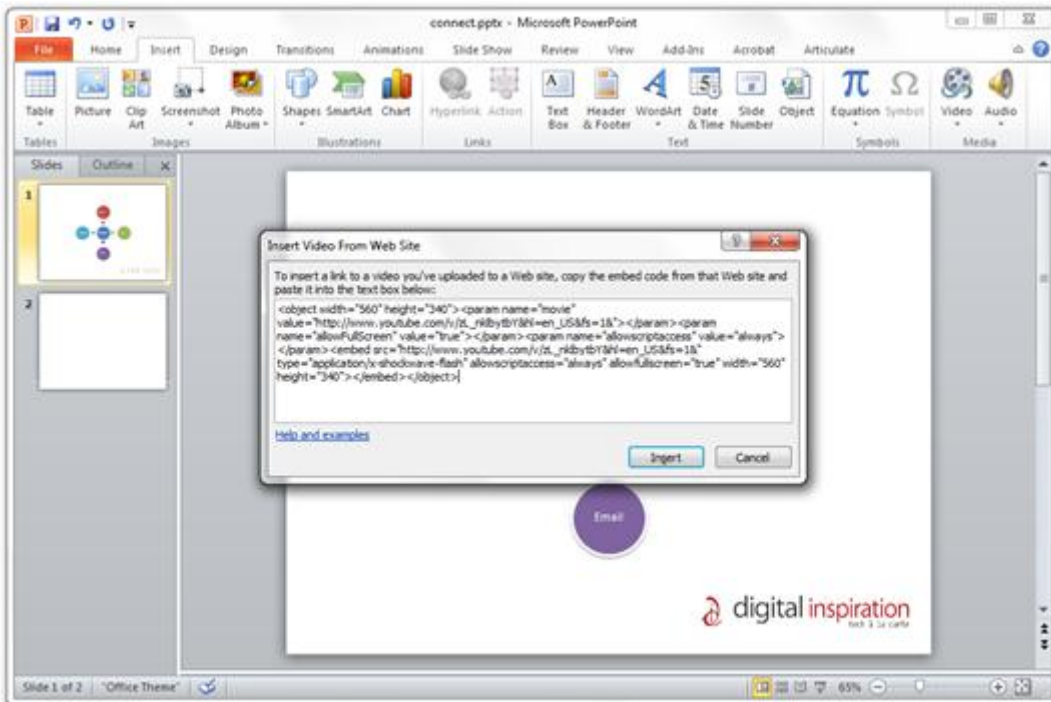
With Microsoft Office 2010, you can directly upload documents to your Windows Live [SkyDrive account](#) and access them from any other computer.

SkyDrive provides 25 GB of free online storage and, since the service is [integrated with Office Web Apps](#), you can view and edit these documents anywhere in the web browser without requiring Microsoft Office (even on a Mac).



#2. Embed Web Videos in your Presentations

With Office 2010, you can easily [embed video clips](#) from the Internet into your PowerPoint presentations just the way you embed Flash videos in regular web pages. Just copy the embed code from YouTube (or any other video sharing site) and paste it anywhere on the slide.

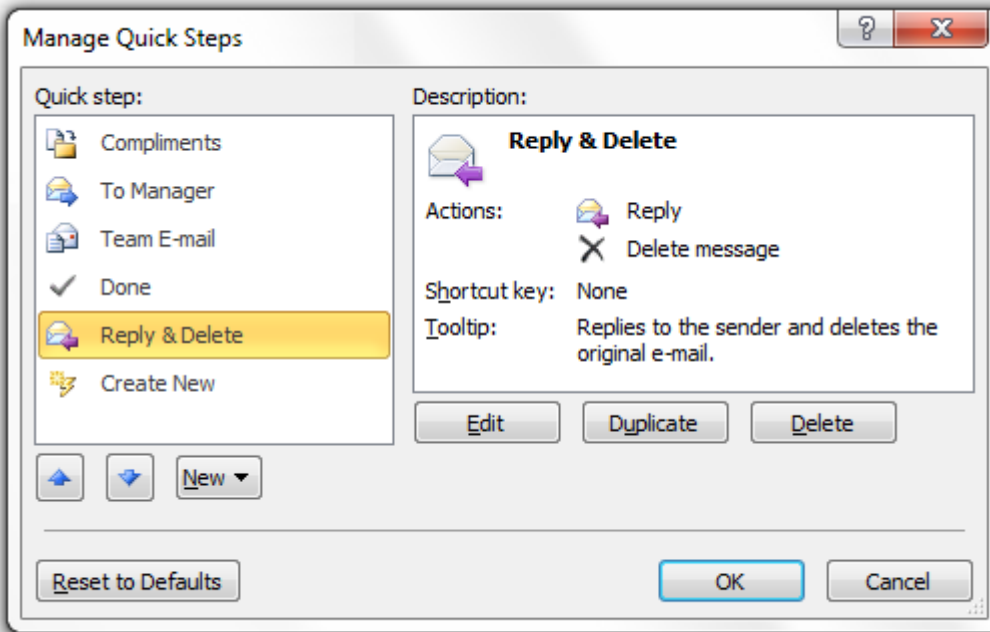


#3. Quick Steps in Outlook



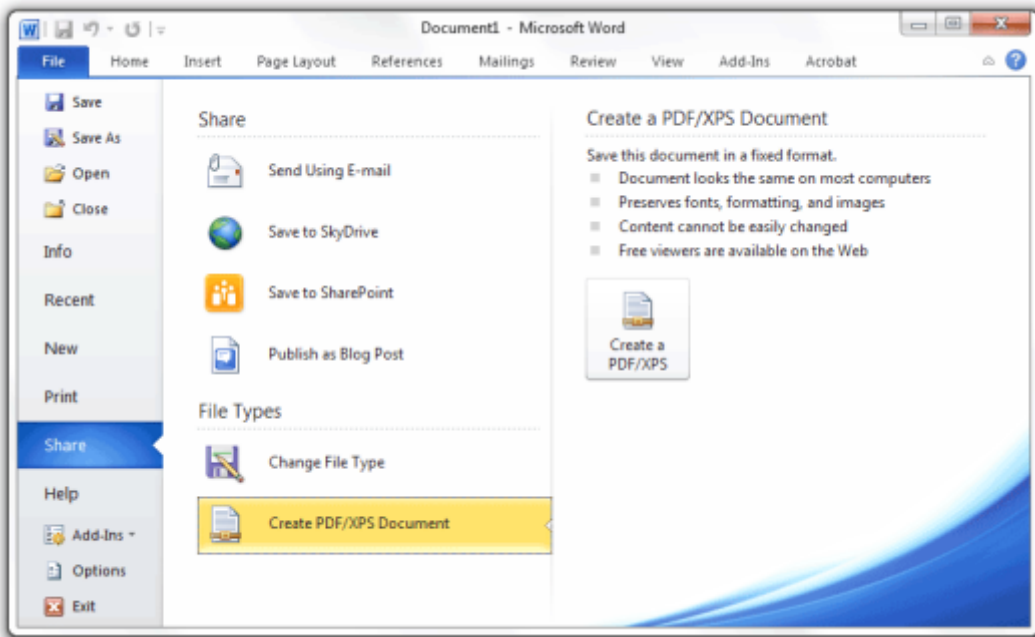
Gmail includes a useful feature called [Send and Archive](#) that performs multiple tasks. When you click this button, it will first send the reply and then archives the thread with one click.

With the new [Quick Steps](#) 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. For instance, here's a quick step for "Send and Delete" which would delete the email from your inbox after you've replied.



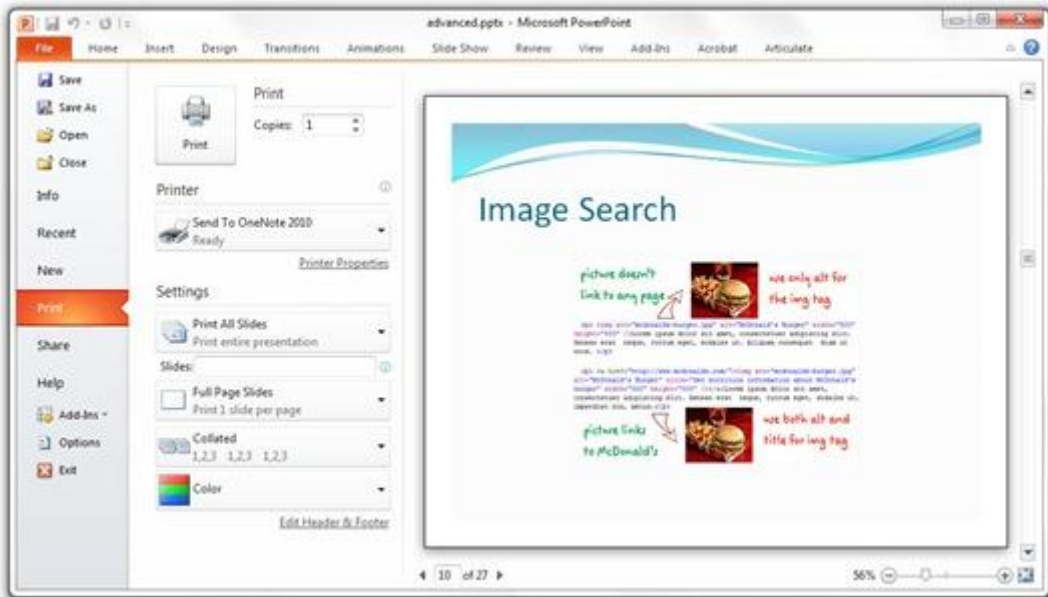
#4. Built-in PDF Writer

All Office 2010 programs include a [built-in PDF writer](#) to help you save documents into the [PDF format](#) with a click. Earlier, you had to download an add-on separately but now PDF support is native.



#5. Document printing made simple!

With Office 2010, Microsoft has completely revamped the [print dialog](#) and it's a tremendous improvement. For instance, you can tweak printer settings (like page margins, etc.) and preview the changes side-by-side.



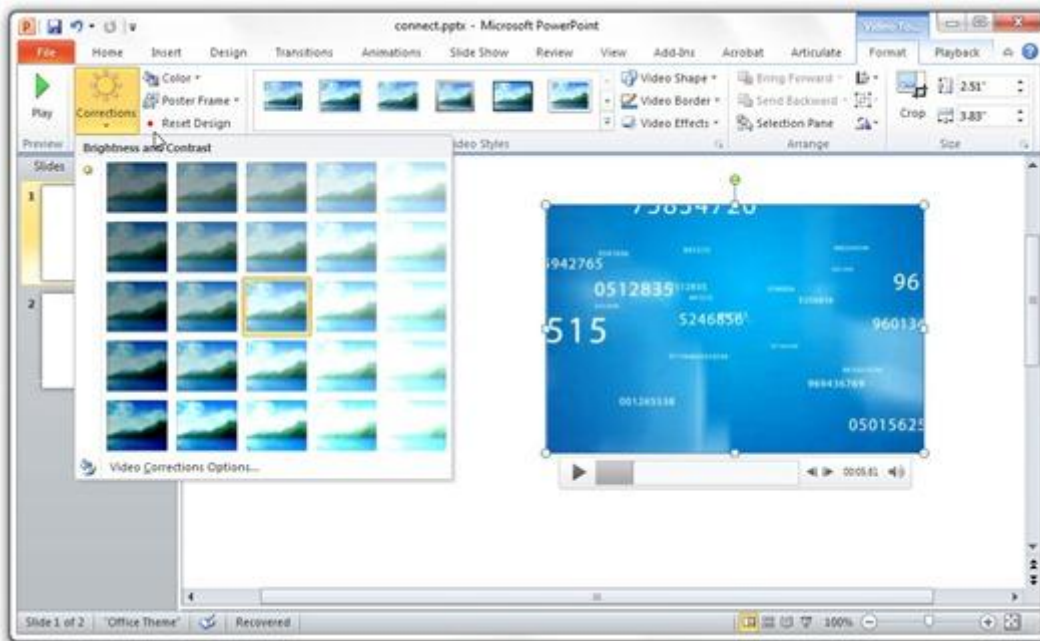
#6. Broadcast Slideshows within PowerPoint

This is probably my favorite new feature of PowerPoint 2010. You can [deliver live presentations](#) over the web from within PowerPoint and anyone in the world can view your presentation using a web browser. It just works.



#7. Video Editing meets PowerPoint

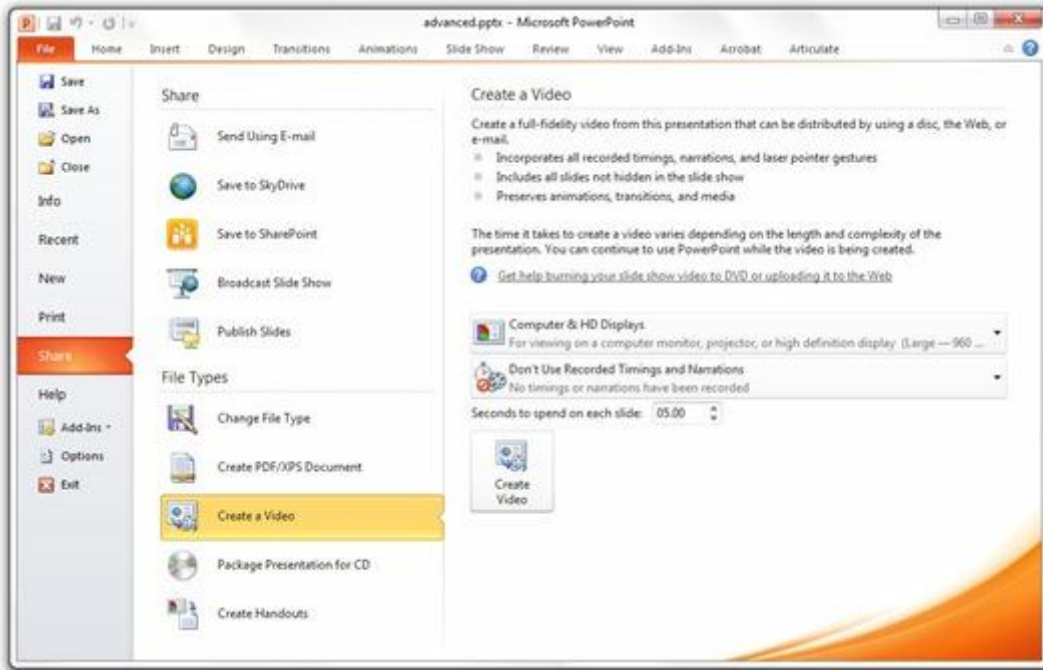
Do you want to trim some parts of a video clip before using it in your presentation? Or do you want to apply professional styles to a video (like reflection coupled with 3D rotation) so that your audience stay glued longer? Well, that's easy because PowerPoint 2010 now includes some very [powerful video editing](#) features.



#8. Distribute your slides as video

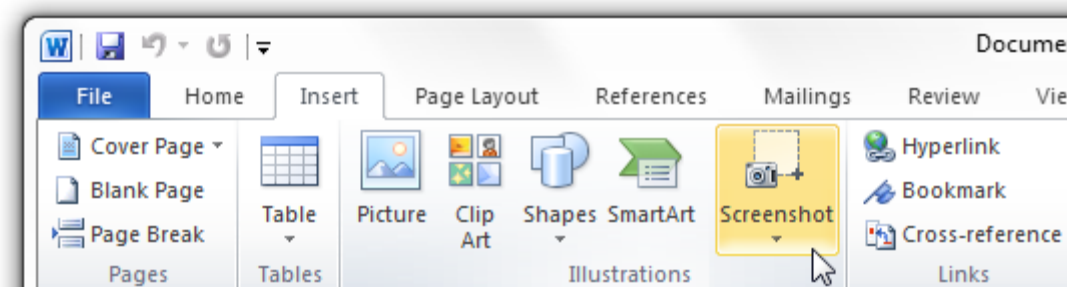


PowerPoint 2010 can convert your presentation into a video file that you may upload on to YouTube or distribute on a portable media player like the iPod. The [video conversion](#) happens in the background so you can continue using PowerPoint while the video is being created.



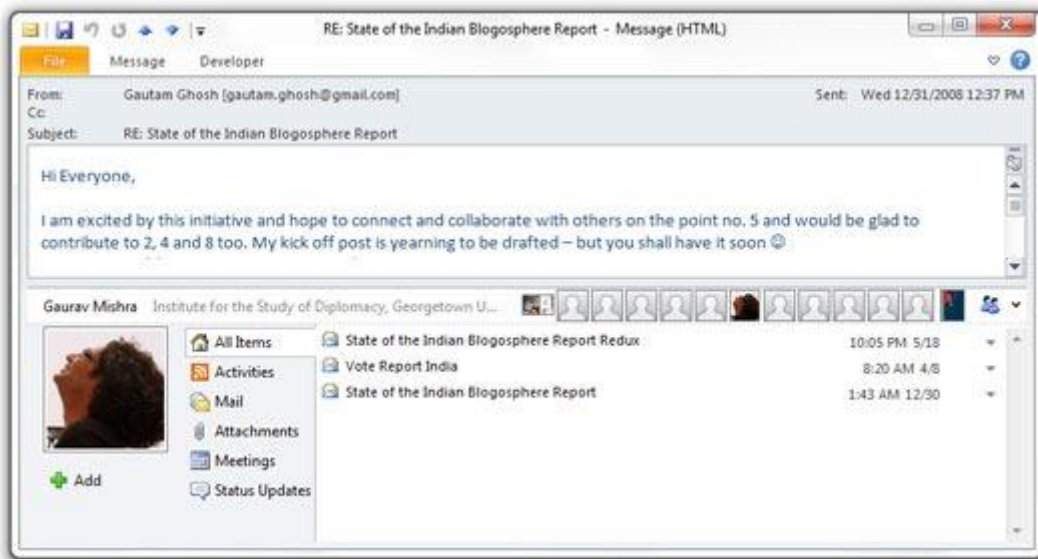
#9. Built-in Screen Capture

All Office 2010 programs now include a [screen clipping utility](#) to help you quickly capture any area of the desktop screen. The tool will automatically take screenshots of all open applications on your desktop (that are not in minimized state) and you can insert them directly into your document or presentation.



#10. Outlook gets social

When you open an email message inside Outlook 2010, it will show you related information such as email attachments, pictures, meeting requests and all previous email messages that you may have exchanged with that person (something like Xobni).



There's a green add button that lets you "add that person to your online social networks from Outlook" but the service isn't live yet. Until then, you can use [these add-ons](#) to make your Outlook more social.

[Differences between Office 2007 and Microsoft Office 2010](#)

February 23rd, 2011

The version of Microsoft Office 2010 approach to great steps and many questions, whatever the value of upgrade. It is not cheap for 2010 so that you should know exactly how and what are the advantages of Microsoft 2010 last updated. This article discusses some key differences should know so that you do upgrade to make the right decision. Microsoft Office 2007 introduced the introduction of the Ribbon bar menu at the top of the screen. While bad was first place because it from the button menu toolbar has been preserved is thus demonstrated away in the predecessors. It is essential for the use of Microsoft Office and it has become much more convenient for users if the learning curve has overcome.

The largest upgrade to Office 2010 is the increase in the use of the new menu system. Microsoft Office 2010 Ribbon and builds success has extends to all products, including Outlook and OneNote used before a menu system. The new Ribbon is blue in 2007, now a standard in 2010 White, but can be easily customized, what you prefer. First were the White Ribbon, but you can switch or the old style of the button if you do not, the new style.

With the release of Windows 7 end of 2009, Office 2007 has resulted in not all features of the new operating system use. New features in the taskbar are read Office 2010 so you can easily switch between the new platforms with a new set of icons. It shows examples of work to find what you are working with the cursor on the icon of the application.

New models and models are now available in Office 2010, because as you know, you can if you have used many of those who love the same title pages 2007 are happy now knowing that extend Microsoft Office 2010, a number of new models with features for users