

Vero Beach Computer Group: January 3, 2011 General Meeting

Topic: Microsoft Office 2010 for Windows and 2011 for Mac

Speaker: Eric Price, club president



So What's New in Microsoft Office 2010 vs. 2007 for Windows?

- Backstage View

Microsoft has introduced the backstage view in Office 2010 in an attempt to streamline many common functions. Users now have the ability to alter print and page setting as well as selecting where documents can be saved without having to navigate through multiple screens.

- Cloud Computing

With Microsoft Office 2010 it is possible to upload documents to your Windows SkyDrive account and access them from any other computer.

- PowerPoint Improvements

PowerPoint has been equipped with video editing tools that allow users to create more professional appearing videos. Not only can users trim parts of a video clip but can also add special effects such as 3d rotation. Slideshows can also be converted into video files.

It is now possible to embed web videos into a PowerPoint Presentation. To perform this task all one must do is copy the embed code from any video sharing site and paste it anywhere on the slide. It operates very similarly to how an embedded flash video plays on a website.

Users can also broadcast their slideshows live over the Internet. There is no setup required as PowerPoint creates a link for individuals to share with anyone who desires to view the slideshow through a web browser.

- Screen Capture

All Office 2010 applications are equipped with a screen capture function that allows users to capture screenshots of the desktop. These capture images are then easily inserted directly into a document or presentation file.

- Social Networking

When reviewing an email in Outlook 2010 relevant information such as attachments, pictures, meeting requests and all previous e-mail messages that have been exchanged between users. Outlook Social connector is a component within Outlook that allows communication with external social network provides such as: Facebook, LinkedIn, MySpace, and Windows Live Messenger.

Should I upgrade? If you are using Office 2003 or earlier, yes. If you are using Office 2007, probably not. The significant change from 2007 to 2010 is Outlook. However, there are hundreds of changes from Office XP or Office 2003 to Office 2010.

Pricing:	With New PC	Traditional CD
Home & Student	119.00	149.00 (3 Installs)
Home & Business	199.00	279.00 (2 Installs)
Professional	339.00	449.00 (2 Installs)

System Requirements:

Computer and processor 500 MHz or faster processor Memory 256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, and certain advanced functionality Hard disk 3.0 GB available disk space Display 1024x576 or higher resolution monitor

Operating System Windows® XP with Service Pack (SP) 3 (32-bit operating system (OS) only) or Windows Vista® with SP1, Windows 7®, Windows Server® 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32- or 64-bit OS.

So What's New in Microsoft 2010 for Mac?

- Navigation**
 Office 2011 for Mac has not been afforded a backstage view like the one found on Office 2010 for Windows. Instead Office 2011 has been equipped with a navigation ribbon. This ribbon separates the individual menus for functions such as print and review into separate panes much like the ribbon found on Office 2010. This ribbon can be configured to be hidden from view.
- Compatibility**
 Office 2011 for Mac has been designed to be compatible with Microsoft Office 2010 for Windows. Greater compatibility required greater uniformity in features which is why the two Office Suites currently offer so many similar features. The goal was to have a document created on Office 2011 to appear and operate exactly as it would on a Microsoft Office 2010 machine. This concept has not been entirely perfected but the gap between the two Suites has never been narrower.
- Collaboration**
 Users are able to edit documents in Word 2011, Excel 2011, and PowerPoint 2011 simultaneously with co-workers and friends. The way this works: A console appears at the bottom of the application window listing off the collaborators. Bubbles appear next to sections that other individuals are currently working on. The changes can be saved to Microsoft's cloud storage service "SkyDrive" or to an organization SharePoint server.
- Outlook**
 Outlook has returned to the Mac and it is better than ever. Equipped with new easy to use interfaces, Outlook has been streamlined to be set up and operate much faster than its predecessor Entourage. Developers have improved support for Exchange, Time Machine, and Portable Home Directory Sync. Exchange 2003 and earlier is not supported and Exchange Web Services are required to for exchange support.

Should I get this? There may be other programs from Apple, etc. that are more cost effective or are already included with your Mac.

Pricing:	1 Mac	Mac Household
Home & Student	119.00	149.00 (3 Installs)
Home & Business	199.00	279.00 (2 Installs)

System Requirements:

A Mac computer with an Intel processor

Mac OS X version 10.5.8 or later

1 GB of RAM recommended , 2.5 GB of available hard disk space

HFS+ hard disk format (also known as Mac OS Extended or HFS Plus)

DVD drive or connection to a local area network (if installing over a network)

1280 x 800 or higher resolution monitor

Choose your Office 2010 suite

Which one is right for you?	Home and Student*	Home and Business	Professional
Word 2010 Professional-looking documents	•	•	•
Excel 2010 Eye-catching spreadsheets and charts	•	•	•
PowerPoint 2010 Impactful presentations	•	•	•
OneNote 2010 Organize notes and information	•	•	•
Outlook 2010 Manage calendar and e-mail		•	•
Publisher 2010 Professional-quality marketing materials			•
Access 2010 Manage databases			•
Technical support included	90 days	90 days	1 year

* Not for use in any commercial, nonprofit, or revenue generating activities, or by any government organization.