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## Microsoft Office 2010

Scott  
Hirschfeld

**Office 2010 is upon us. So for those of you still working with 2003, XP or 97, now may just be the time to upgrade! Microsoft's business case for upgrading centers around productivity. For employees who spend a great deal of time working with the suite, productivity can be enhanced by shaving several minutes off the day of each employee. Several minutes each day, if filled with more productive things, can save thousands of dollars over the course of a full year.**

So what are these features that give your productivity enough of a boost to make upgrading to Microsoft Office 2010 the way to go? Lets take a look at the Top 10 Office 2010 features.

**Productivity Features:**

1. **Outlook now has the Ribbon Bar.** Love it or hate it, Microsoft studies show that the ribbon bar is more productive and allows the user to complete tasks faster. According to statistics, the average user receives around 70 emails per day and reads about 1,800 messages per month. Anything to ease this burden is good!
2. **Outlook has some new buttons with some**

**punch.** These buttons allow you to automatically "clean-up" your inbox by combining emails from the same thread into the same email. This removes all those duplicates that are not needed. You can also "ignore" a whole conversation and have Outlook get rid of the whole thread. If your inbox is overflowing like mine, these features may help considerably.

3. **OneNote has been improved.** Not many people use this power packed note taking software, but it is probably one of the handiest tools out there. If you haven't tried it yet, I would suggest checking it out. It is now included with all versions of the Office suite. The new version lets you capture text, images, video, audio, and integrates with SharePoint and Windows Live for sharing them and providing access from just about anywhere.
4. **Excel slices and dices.** Just kidding... sort of. Excel now comes with more ways to analyze your data. You can use Sparklines to create mini charts inside of a cell for a quick visual of a trend. You can also use a Slicer to quickly capture data from a table and quickly drill down to what is important.



## Upcoming Events

Microsoft Office 2010  
Sneak-Peek

A preview of the new features of  
Microsoft Office 2010.

- Linked Notes
- Co-authoring
- Conversation View
- Excel Sparklines
- Backstage View

Thursday, June 17th  
8:30AM-10:30AM

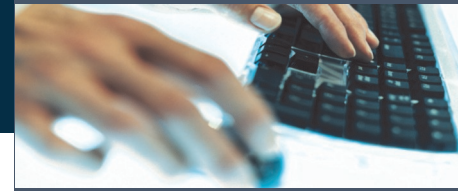
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5. **Enhanced graphics and video support.** In 2007, 1.2 exabytes (1 billion bytes) of video data was captured on phones and cameras. As a result the “insert picture” command is the 4<sup>th</sup> most common command on the “Insert Tab” in Office. Image support in the Microsoft Suite has been fairly basic, but with 2010, you can now do things like color correction, background removal, and artistic effects right in the software. In addition PowerPoint has enhanced support for videos, video editing, and large files.

6. **PowerPoint can broadcast.** Using PowerPoint Live, you now have the option to send an invitation via email to another person to view your presentation. This can be used for an introduction to a prospect, a first meeting, or a variety of purposes. You and the people you invite can view and discuss the presentation. This may reduce travel costs, and even provide that little bit of edge that gets the deal!

7. **The Ribbon Bar is consistent and BackStage is here.** With Office 2007, the ribbon bar was only available in some applications. Now it is consistent across the whole suite. For those of you who complained about things being too hard to find, there is now a BackStage menu that brings together all of the most commonly used commands in an easy to use view.

8. **Office Web Applications.** Microsoft has introduced a scaled back Office version that runs over the web. It comes with most versions of the new 2010. This allows the user to access Office from virtually anywhere, including a cell phone, PC, or anywhere that you run a browser.

9. **Simultaneous Editing.** This may not matter to many people, but if you work on large documents or contracts with multiple people, this may come in handy. More than one person can now open and edit a document and Office will allow it and keep track so that things stay accurate. It still notifies you that someone else is editing, but you have the option to have multiple users edit at the same time.

10. **ScreenShots in Word.** If you write much in the way of documentation or manuals, you will like the new screenshots feature. It allows you to quickly capture and paste in screenshots from other programs into Word. Maybe not for everyone, but valuable for some of us!

These are just a few features of the new Office. My favorite... Outlook! Anything to make handling the overwhelming number of emails each day easier! For more information on Office 2010, sign up for our Office 2010 Sneak Peek Event on June 17<sup>th</sup> from 8:30 to 10:30am.

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*Scott Hirschfeld is Vice-President of CTAcess/Computer Technologies of Wisconsin. Please contact Scott at [scoth@ctaccess.com](mailto:scoth@ctaccess.com) or 262-789-8210. If you are interested in distributing this newsletter to others, email [ajesse@ctaccess.com](mailto:ajesse@ctaccess.com) and we will email you an electronic copy... guaranteed popup, virus and phishing scam free!*

## SOFTWARE Monthly Picks

### Technology Guarantee to Upgrade to Office 2010

Getting a free upgrade to Office 2010 is easy.

1. Purchase Office 2007. Buy qualifying Office 2007 product between March 5, 2010 and September 30, 2010.
2. Activate Office 2007.
3. Download Office 2010 from [www.office.com/techg](http://www.office.com/techg) when it becomes available.

Visit the Microsoft 2010 Technology Guarantee site for more information, [www.office.com/techg](http://www.office.com/techg)

## EYE ON IT Industry Trends

Ford SYNC is a smart system built into your car. It includes features such as hands free, voice-activated calling, audible text messages, traffic alerts, turn-by-turn directions, vehicle health reports with the option of scheduling maintenance and 911 Assist. Ford has also released SYNC AppLink to allow hands free voice control of popular apps like Pandora and Stitcher for BlackBerry and Android smartphones. GM is rolling out similar integration with Android OS and OnStar to allow voice-activated features and mobile-to-car communication for the 2011 Chevrolet Volt.