



Human Services and Technology: News You Can Use X

Windows 7 and Office 2010 New Features

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October 2011



Introduction

This workshop will provide an overview of the new and enhanced features of the Windows 7 operating system and Office 2010 suite.



Learning Objectives

During this workshop, you will learn the new and improved features of:

- Windows 7
- Office 2010 suite and how to customize applications
- Outlook 2010's Conversation View
- OneNote 2010
- Word and Excel 2010



Windows 7

Windows 7 has been redesigned to help you work more efficiently. Its enhanced file management features make it easier to locate and access programs and files, and to organize them in a way that makes sense to you and the way you work.

The following features will be discussed:

- Taskbar
- Windows Explorer
- Searching



Windows 7 Taskbar

The Windows 7 taskbar has been redesigned to make it easier to switch between open windows and access the programs you need.



Windows Explorer icon



Show desktop button



Taskbar Previews

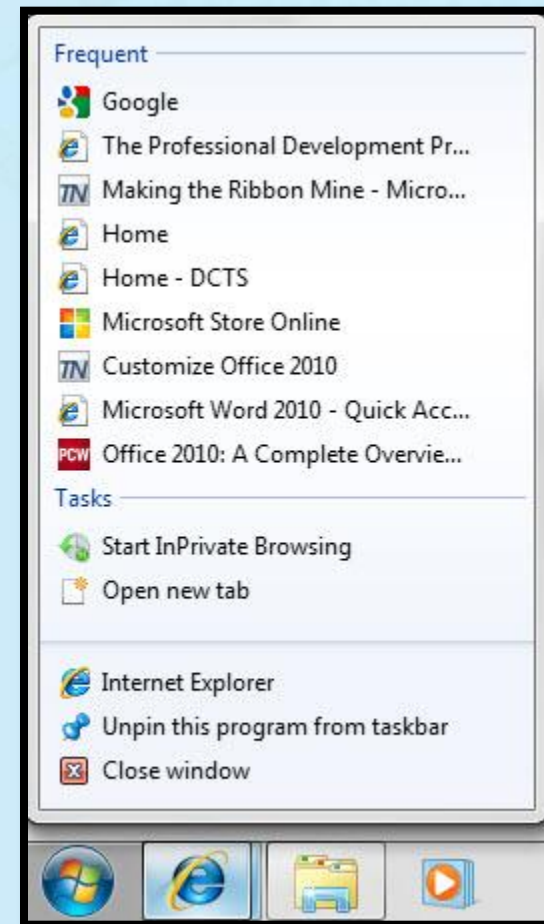
- The taskbar preview feature lets you quickly view your open windows.
- Simply point to a taskbar icon to display thumbnail previews of its open windows.
- You may also close open windows via the thumbnail previews.





Jump Lists

- Jump Lists let you quickly access the files, folders, and websites you use most often.
- To view a Jump List, right-click a program icon on the taskbar.
- To open an item, select it from the Jump List.



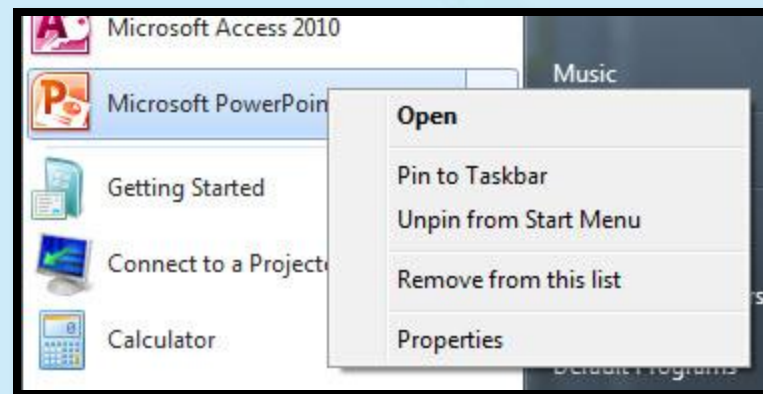


Pinning

You can pin frequently-used programs to the taskbar for easy access. Taskbar icons can also be rearranged in an order that makes the most sense to you.



Pin from the taskbar



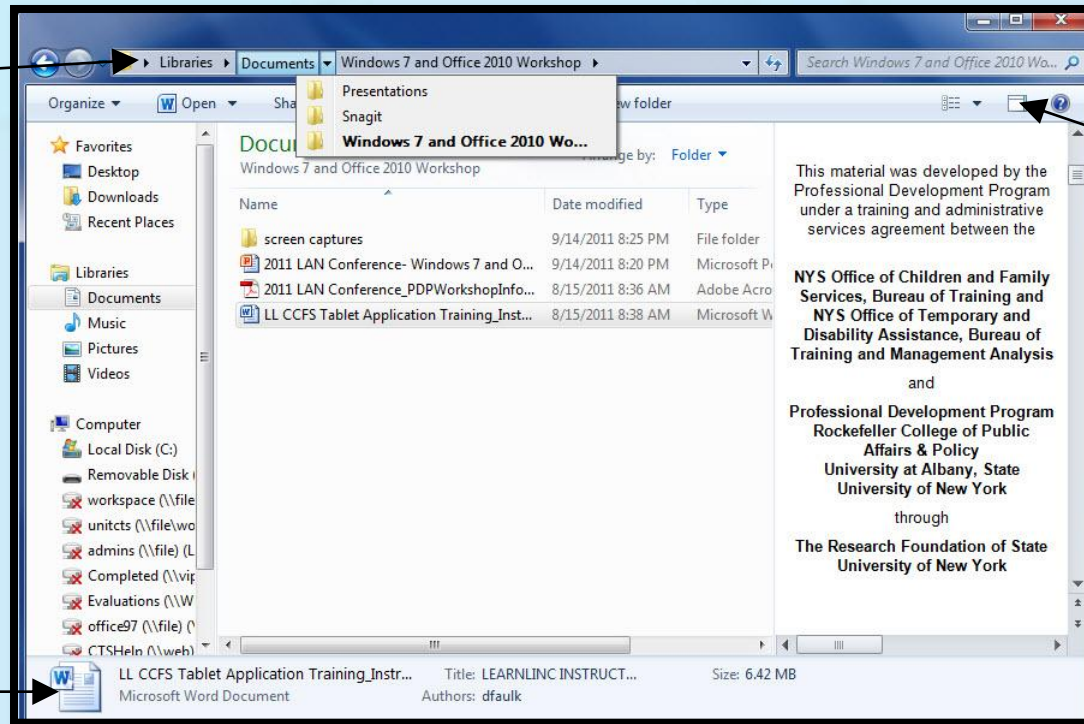
Pin from the Start menu



Windows Explorer

Windows Explorer now offers more ways to access and view specific programs and files.

Address bar



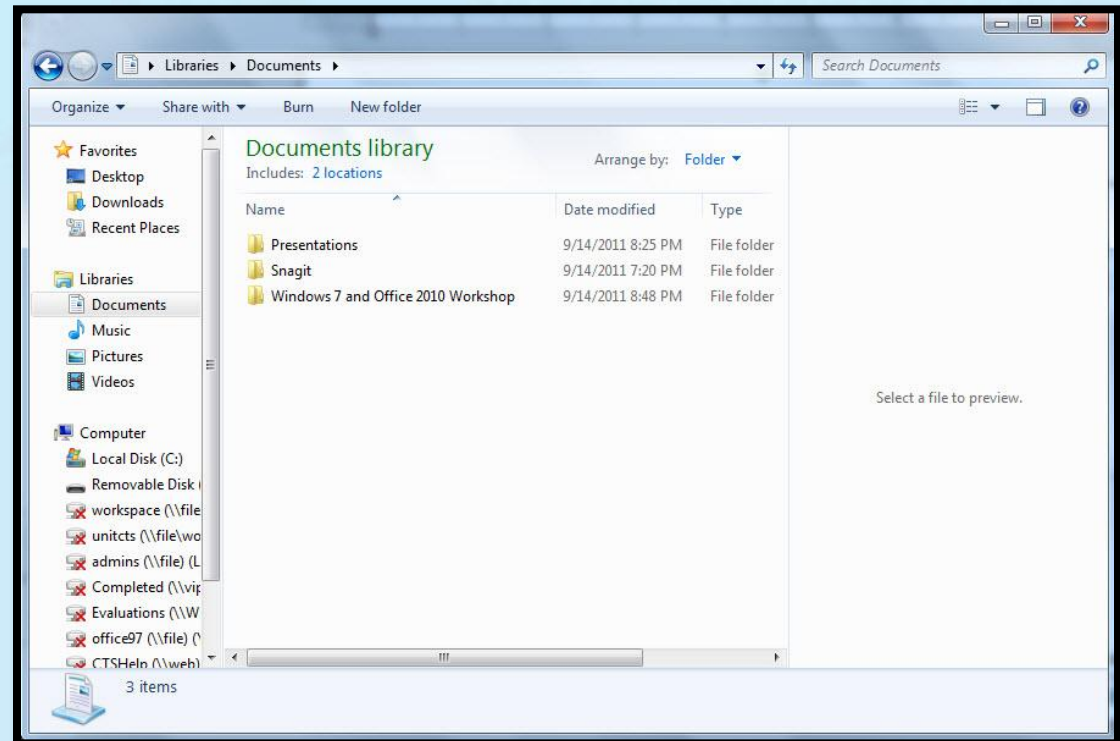
Show the preview pane button

Details



Documents Library

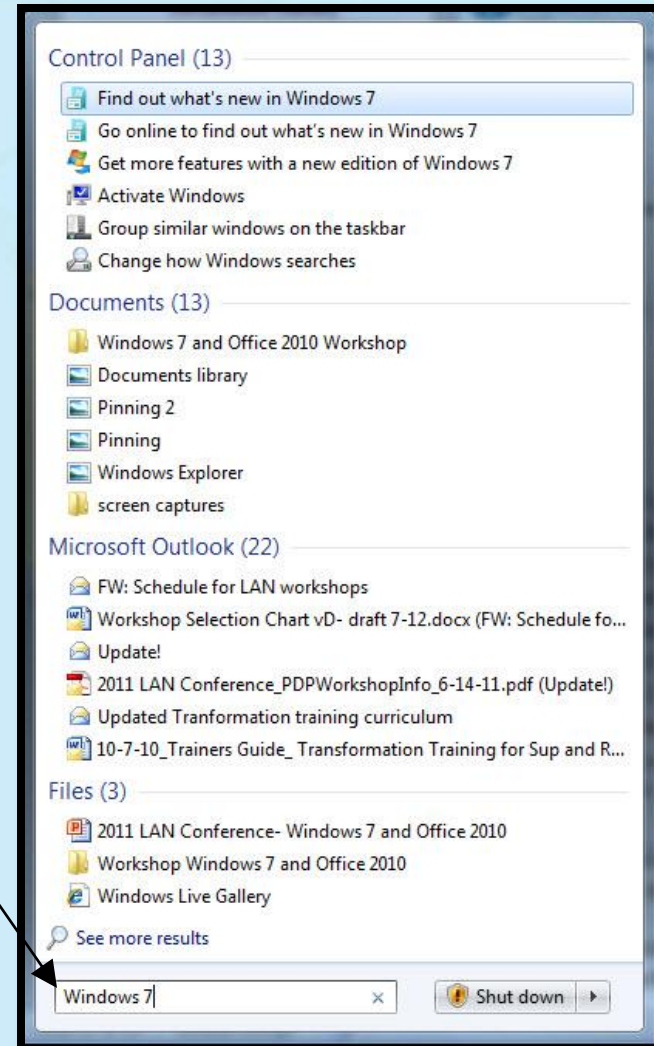
Using the new **Documents library**, you can bring frequently-used files together in one place on your PC, regardless of where they are stored.





Searching

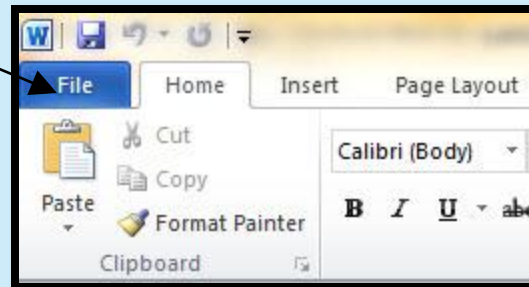
- Searching in Windows 7 is quicker and easier.
- Begin typing in the search box at the bottom of the **Start** menu and results display instantly.
- Results are organized by category (e.g., documents, email, files).





Office 2010 Suite

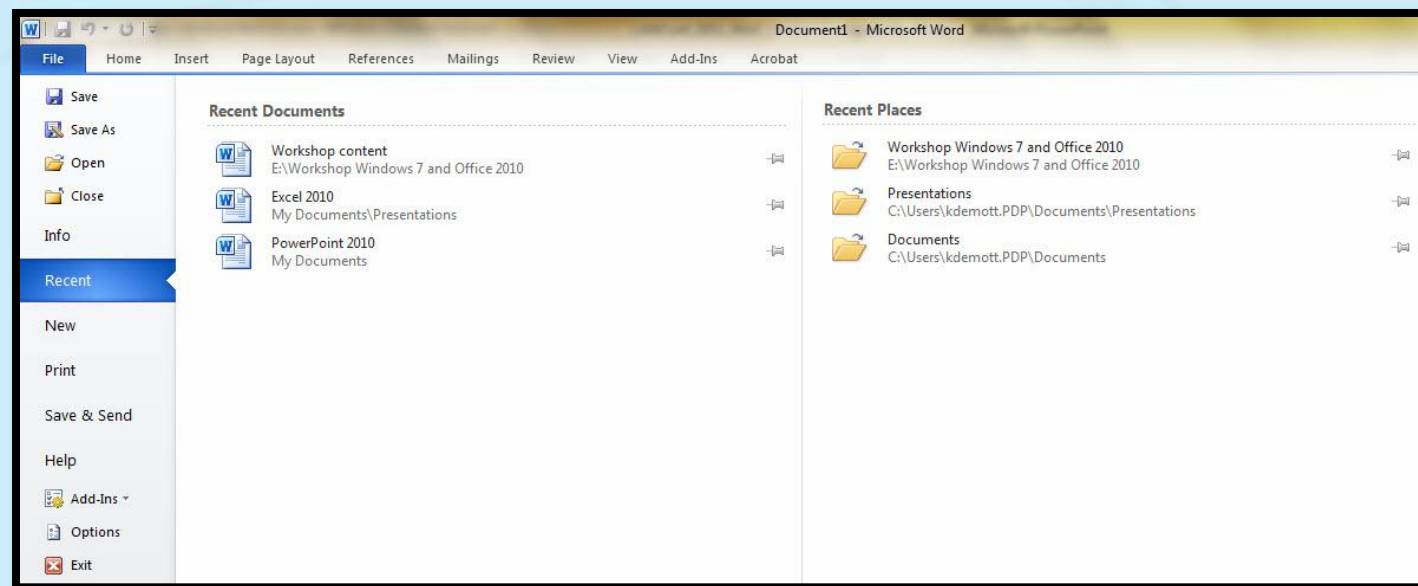
- All Office 2010 applications are now similar in appearance.
- The **Ribbon** displays in all programs, including Outlook.
- The **Office** button has been replaced by the **File** tab located in the upper left corner of the **Ribbon**.





Backstage View

Click the **File** tab to display the **Backstage** view, where you can perform basic file functions and set program options, such as customizing applications.

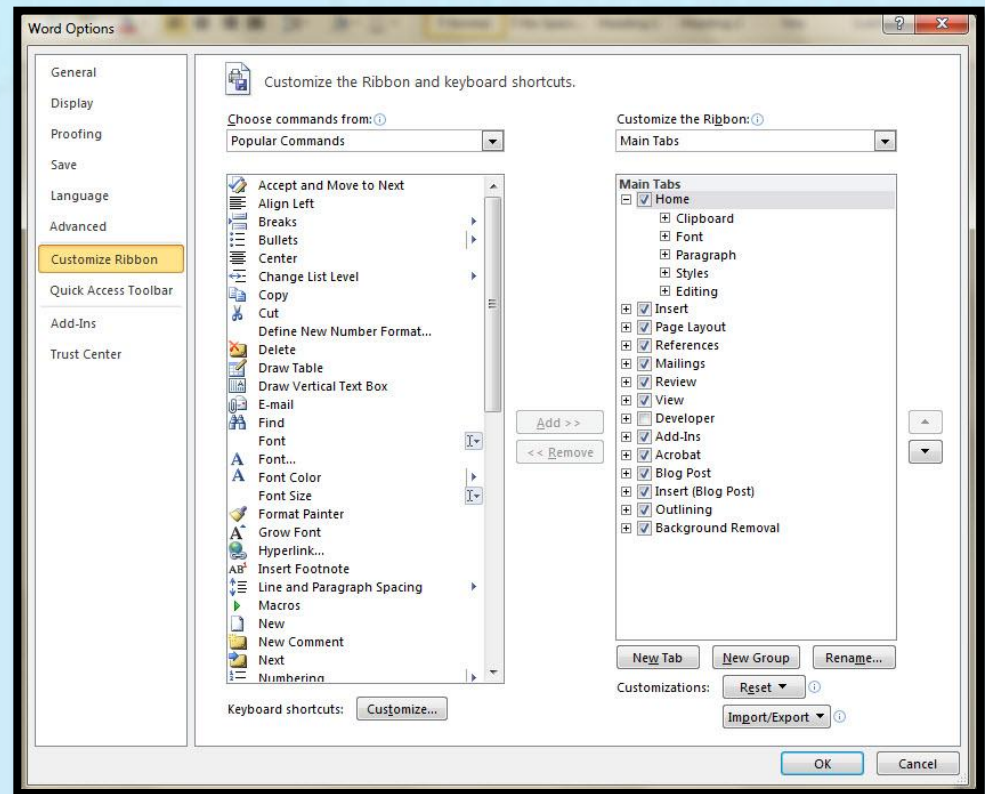




Customizing the Ribbon

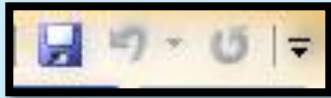
You can customize the **Ribbon** according to the way you work with a specific program.

For example, you can create a new tab on the **Ribbon** with your frequently-used commands.

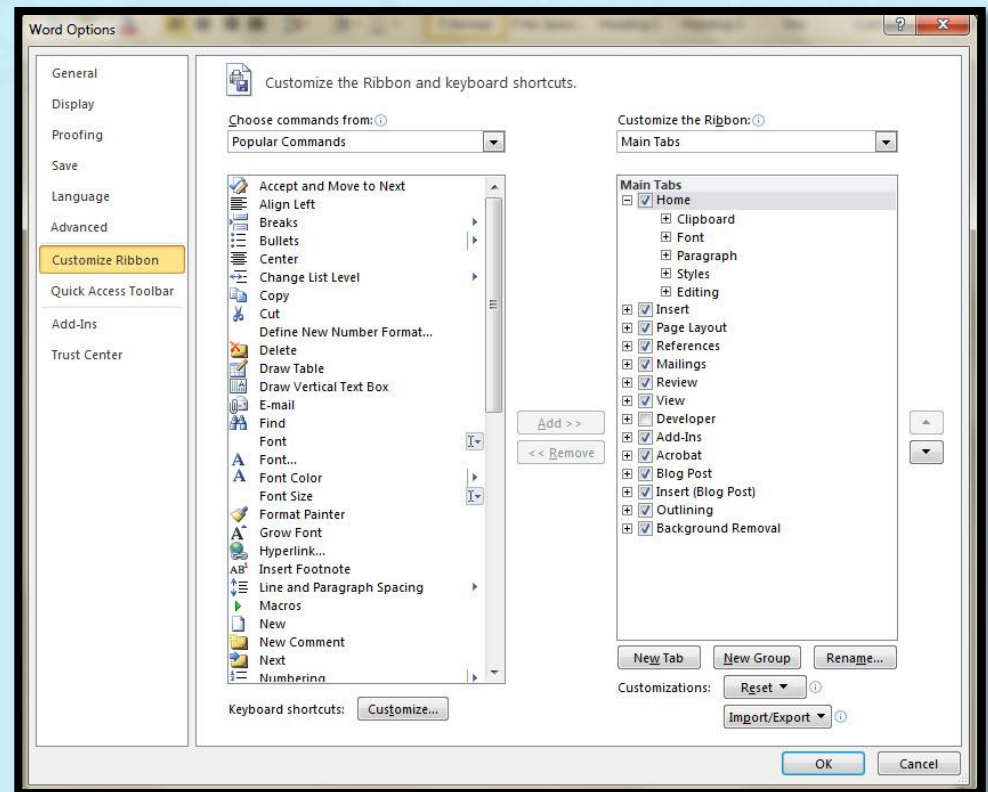




Customizing the Quick Access Toolbar



You can also customize the **Quick Access** toolbar by adding the commands you use the most.





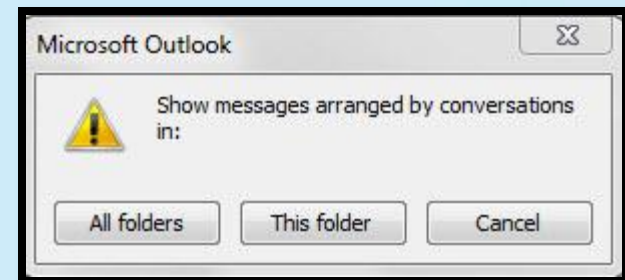
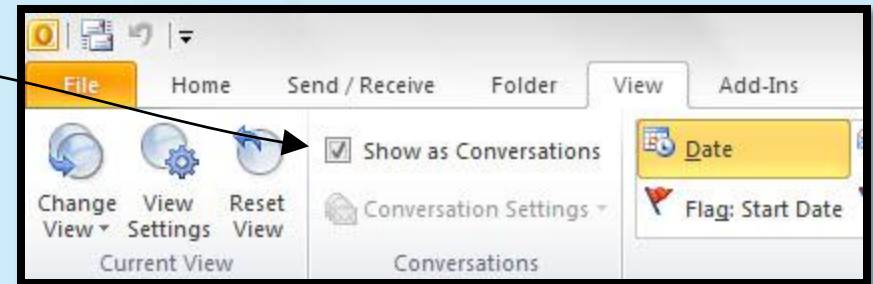
Outlook 2010's Conversation View

- The **Conversation** view helps you manage related messages by organizing them into groups called “conversations.”
- When you enable **Conversation** view, all messages with the same subject are grouped into a conversation with only the most recent message displayed.
- You can either read the most recent message, or view the entire conversation thread.



Enabling the Conversation View

- **Conversation** view is turned off by default.
- Enable it via the **Show as Conversations** checkbox on the **View** tab.
- You can choose this view for one folder or all folders, and select how you want conversations to be displayed.

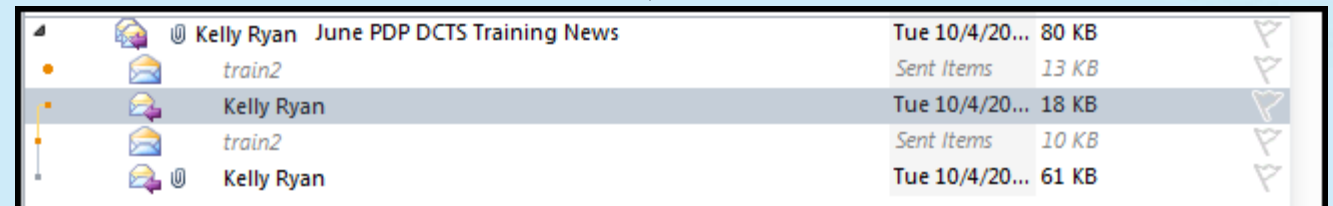
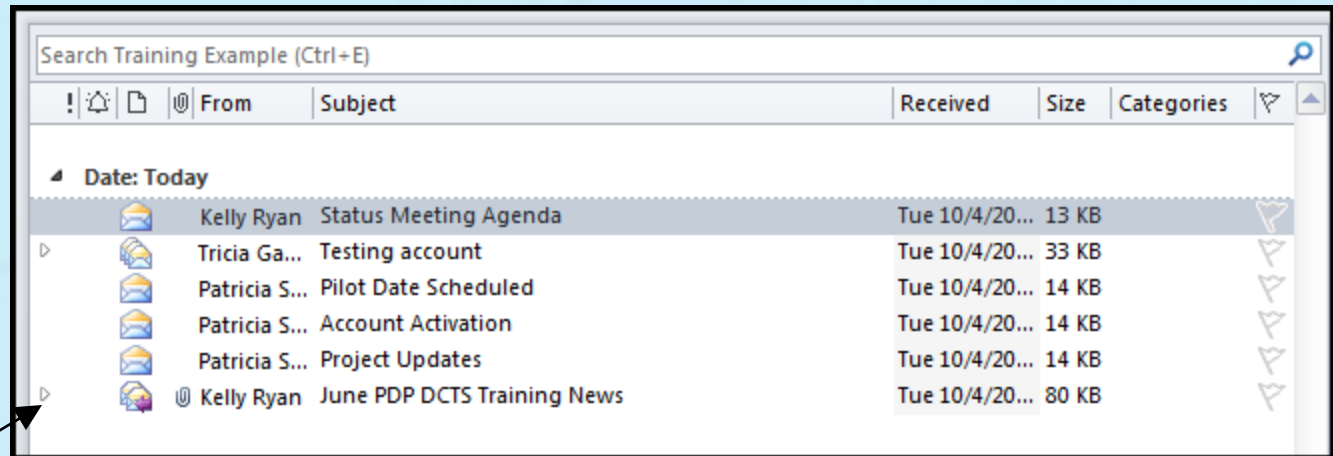




Using the Conversation View

A white triangle  indicates a conversation.

Click the triangle to view the entire conversation thread.





OneNote 2010

OneNote is a component of the Office 2010 suite that gives you a place to record and store your notes in one easily accessible location.

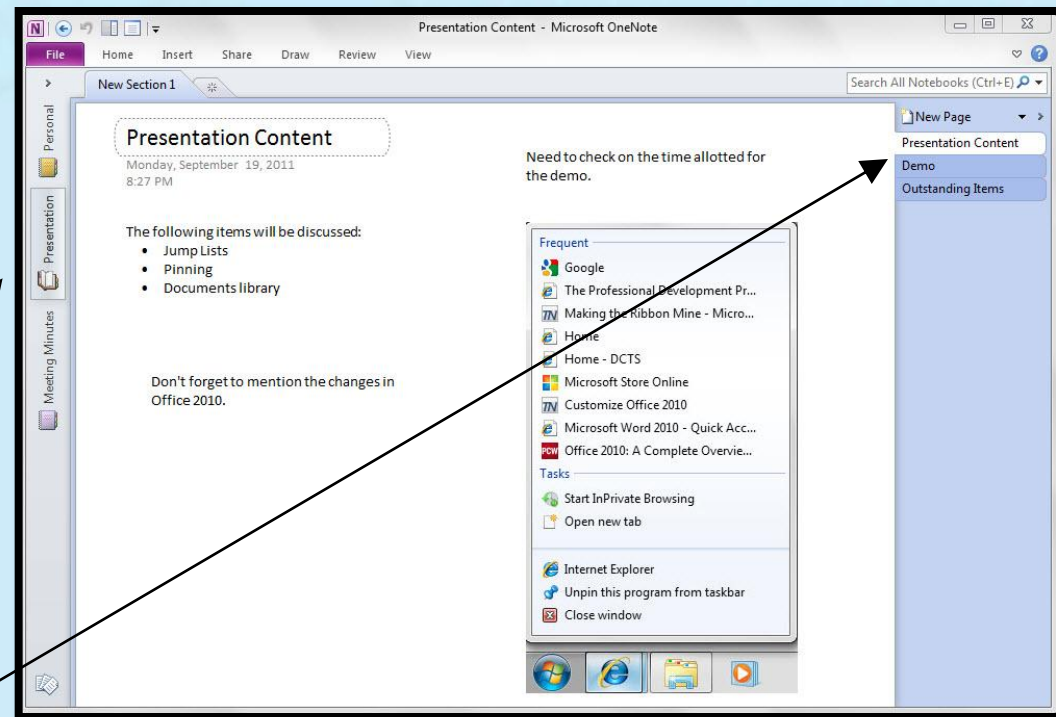
You can use OneNote to capture:

- Meeting minutes
- Notes from conference calls
- Internet research
- Anything you would normally jot down in a notebook or on a sticky note



OneNote 2010 (cont.)

- Your notes are stored in notebooks.
- Each notebook may contain multiple sections and/or pages.
- Notebooks display on the left; a notebook's pages display on the right.

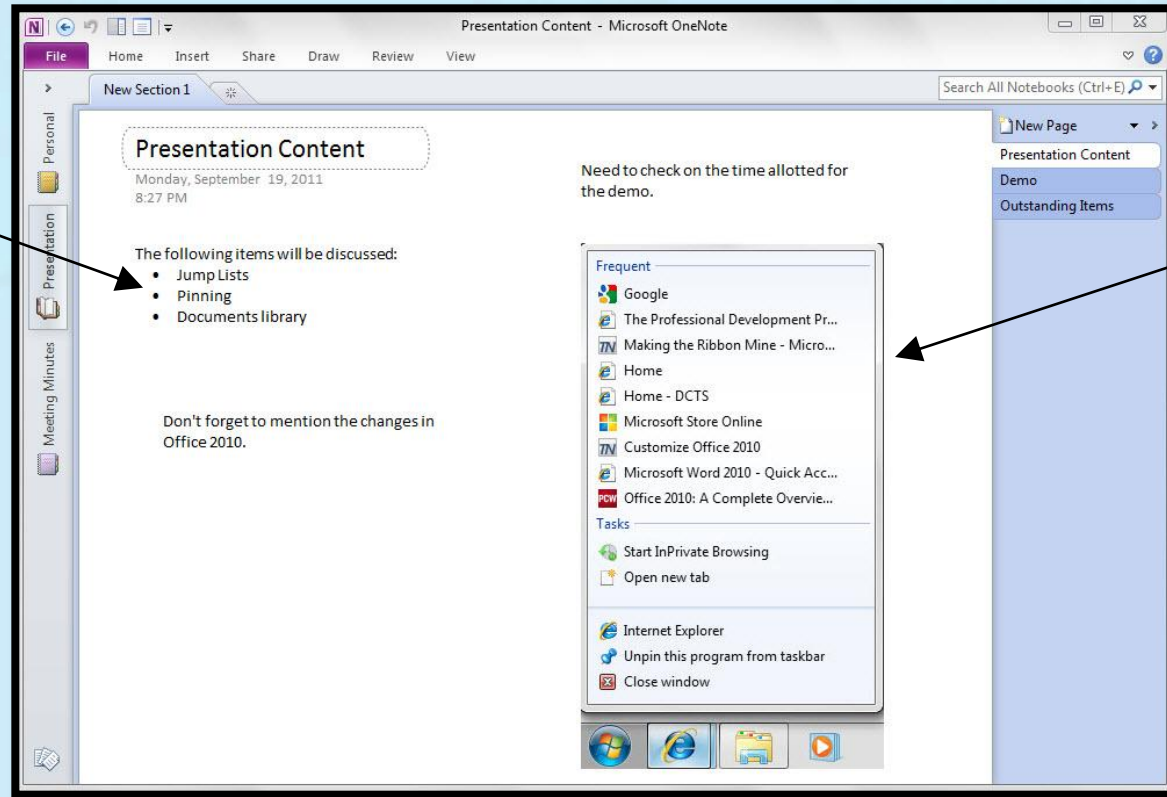




OneNote 2010 (cont.)

Click anywhere on a page and start typing.

Editing tools are available via the Ribbon tabs.



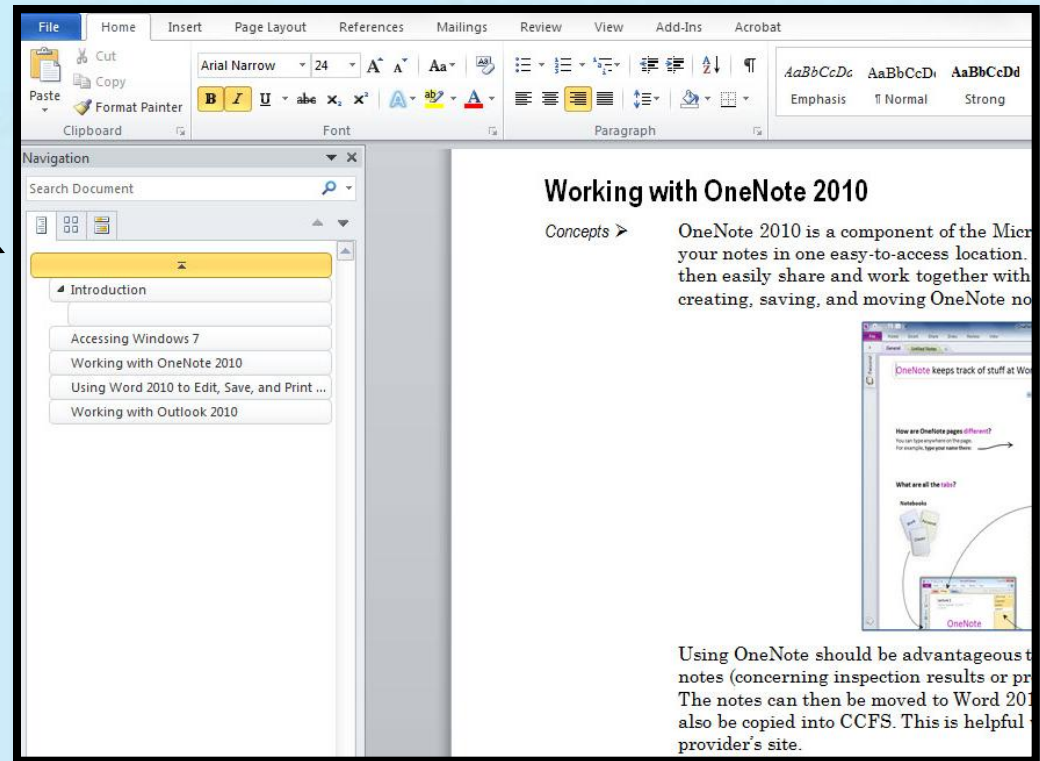
Insert data (e.g., files, pictures) from multiple sources.

Items can be moved around a page.



Word 2010: Navigation Pane

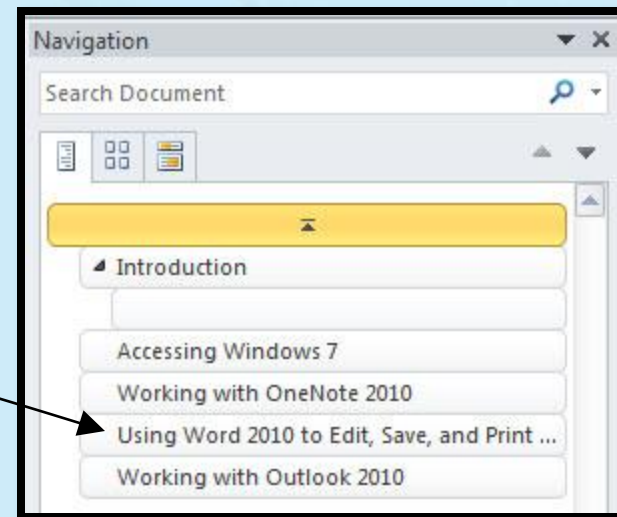
A new feature of Word 2010 is the **Navigation** pane, which lets you easily search through a document by headings, pages, or search results.





Navigation Pane: Headings

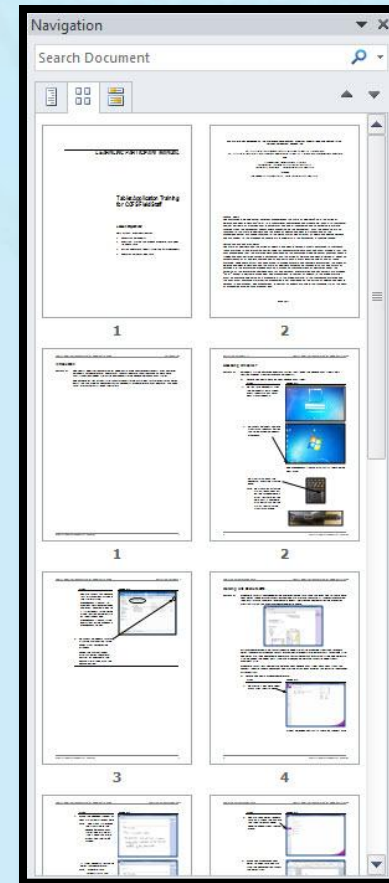
- The **Navigation** pane defaults to the headings mode.
- To move to a specific section, click the section heading.
- You can reorder sections by clicking a heading and dragging it to a new location in the **Navigation** pane.





Navigation Pane: Pages

- The pages mode displays thumbnails of every page in a document.
- Use this mode to find a specific page or to quickly check layout and formatting.
- Click a thumbnail to move to that page.
- Rearrange pages by clicking and dragging the thumbnails.





Navigation Pane: Search Results

- The search field is always available at the top of the **Navigation** pane and can be used in any mode.
- Click a search result to be taken to that location in the document.

Navigation

OneNote

19 matches

Creating, saving, and moving OneNote 2010 notes to Word 2010

covers several basic Microsoft Windows 7, OneNote 2010, Word 2010, and Outlook 2010 functions

, and creating documents using Windows 7, OneNote 2010, Outlook 2010, and Word 2010, which are

Working with OneNote 2010

Concepts OneNote 2010 is a component of the Microsoft Office 2010 suite and gives you a place to

This section demonstrates the process of creating, saving, and moving OneNote notes to Word.

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OneNote 2010 allows you to write notes on your Lenovo X201 tablet using your stylus and convert

Before you begin: Open OneNote 2010.

Working with OneNote 2010

Concepts > OneNote 2010 is a component of the Microsoft Office 2010 suite and gives you a place to store your notes in one easy-to-access location. You can capture and share all types of notes, and then easily share and work together with others. This section demonstrates the process of creating, saving, and moving OneNote notes to Word.

Using OneNote should be advantageous to CCFS field staff. OneNote allows you to write notes (concerning inspection results or provider interviews) while working at a computer. The notes can then be moved to Word 2010 for further editing or manipulation and also be copied into CCFS. This is helpful when you do not have access to CCFS provider's site.

OneNote 2010 allows you to write notes on your Lenovo X201 tablet using your stylus and convert them to a Word document. You can take many kinds of notes and organize them into different tabs.

✓ Before you begin: Open OneNote 2010.

Steps	Comments
1. To create a new note, select New from the File menu.	



Word and Excel 2010: New Features

Though many of the common formatting features used in Word and Excel 2010 are similar to those in Word and Excel 2007, there are new features in the 2010 applications.

Some of the features you may find useful for daily activities and tasks will be discussed on the following slides.



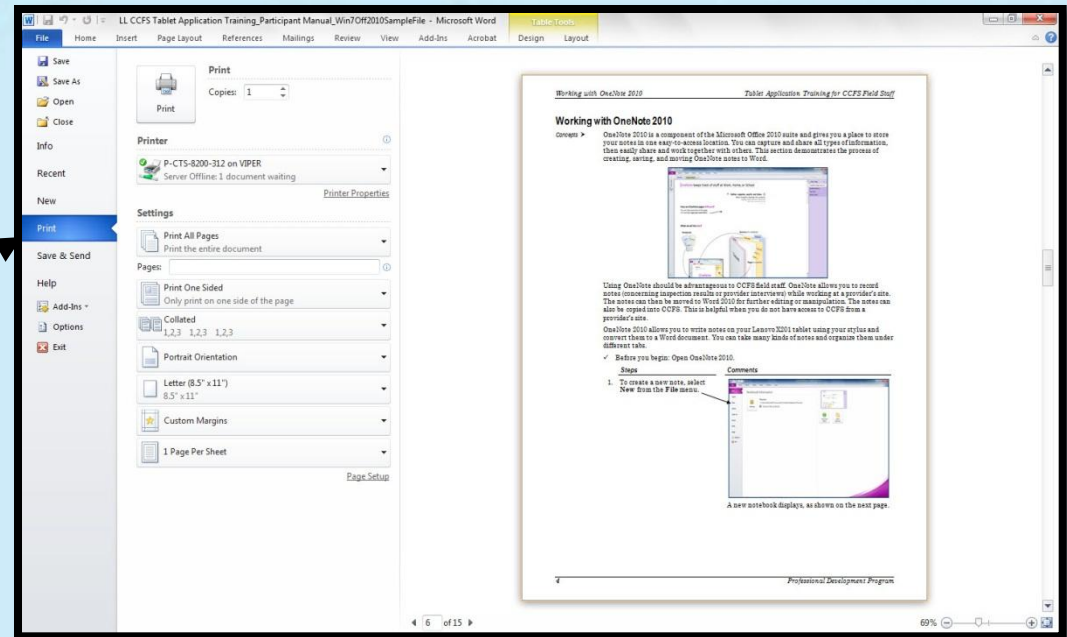
Word and Excel 2010: File Extensions

One very important enhancement is that Word and Excel files in 2010 now have the same extension (.docx and .xlsx) as those in 2007. File conversion is no longer necessary, making file sharing among 2010 and 2007 users seamless.



Word and Excel 2010: Print and Print Preview

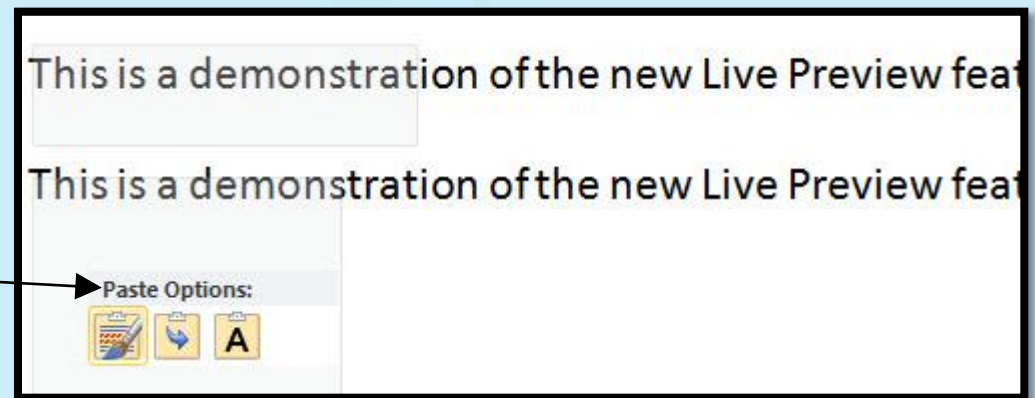
- Printing is now done via the **Print** tab of the **Backstage** view.
- When you click the **Print** tab, print preview automatically displays.





Word and Excel 2010: Live Preview

- Use Live Preview to view how copied content will look once it is pasted.
- The paste options available to you depend on the application and the content being pasted.





Wrap Up and Review

During this workshop, you learned the new and improved features of:

- Windows 7
- Office 2010 suite and how to customize applications
- Outlook 2010's Conversation View
- OneNote 2010
- Word and Excel 2010



Questions?



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