



## Around the World: Microsoft Office 2010 Microsoft Outlook 2010

**Course Description:** Welcome to the new Office fluent user interface! No more menus or toolbars! Meet The Ribbon.

### The Ribbon

- File Tab/Backstage View
- Quick Access Toolbar
- Customize Ribbon
- Tabs/Contextual Tabs
- Groups
- Quick Steps

### Preview Features

- Live preview feature
- Live Preview with Paste
- Print Preview

### Email

- Multiple Email Accounts
- Junk Email Filter
- Conversation view
- People Pane/Social networking

### Calendar

- Multiple Calendars
- Colored categories
- Schedule View

### Enhanced Organization

- Expanded Flagging
- To Do Bar

### Enhanced Formatting

- Styles

### High- Impact Graphics

- Smart-art
- Picture effects
- Artistic Effects
- Remove Background
- Charts
- Tables