**Office Agenda**

1. ~~New Menus in Office 2007 & 2010~~
2. ~~Larger Capacities in 2007 & 2010~~
3. ~~Presentation Quality Output in 2007 & 2010~~
4. ~~Key Differences between 2007 & 2010~~
   1. ~~2007 changed menus for Word, Excel, PPT, Access & half of Outlook~~
   2. ~~2010 changed menus for Project, Visio, Infopath & other half of Outlook~~
   3. ~~64 Bit~~
5. ~~Excel~~
   1. ~~Regression~~
   2. ~~Data Commands~~
      1. ~~Sort~~
      2. ~~AutoFilter~~
      3. ~~Subtotal~~
      4. ~~PivotTables~~
      5. ~~Queries~~
      6. ~~Consolidate~~
6. PowerPoint
   1. ~~Right Mouse Click~~
   2. ~~Master Slide~~
   3. ~~Handouts – 3 per page~~
   4. ~~Animations~~
   5. ~~Add Narration~~
   6. ~~Video~~
   7. ~~Publish to Web~~
   8. ~~The Brain~~
   9. ~~Projectors, Screens & Presentation Tips~~
7. Word
   1. ~~Review Comments~~
   2. ~~Accept/Reject~~
   3. ~~Text Levels & Table of Contents~~
   4. ~~Building Blocks~~
   5. ~~Drop Caps~~
   6. ~~Which font to use~~
   7. Save Word doc to the Web
8. Publisher
   1. Write in Text Boxes
   2. Text Flow
   3. Auto continued from/To
   4. Tables behave
   5. Picture Wrap
   6. Four Color Separation
9. Outlook
   1. Signature Block
   2. Contacts Group
   3. Share Calendar
   4. Print a bunch of e-mails
   5. Tools Rules
   6. Calendar day, week, month view
10. Visio
11. Expression Web/Front Page
12. InfoPath
13. Access
14. Internet Explorer
15. Speech Recognition

2003 to 2007/10

1. Capacities
2. New menus
3. Prettier – pres. Quality

New File Format

1. XML Based
2. 75% smaller
3. Safer – scripting separate
4. XBRL