**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