

## Quick and Easy Tips for Office 2010 Applications

### Word:

### Excel:

Ribbon & Backstage View ( Autosave/Recover)

Ribbon & Backstage View

Mail Merge – ribbon vs. Step by Step

More sorting options

Graphics & Text Formatting

Themes for Formatting

New Navigation Pane and Search

Improved Charting, Sparklines

### Outlook:

### Publisher:

Ribbon & Backstage View

Ribbon & Backstage View

View conversations

Additional Templates

Quick Steps

Outline Boundaries

Social Connector

Cropping/Enhanced Photo Editing

### PowerPoint:

Ribbon & Backstage View

Artistic Textures & Smart Graphics

Templates/Themes

Screen Shots

***Did you know that CMLS offers FREE computer training each week? There are TEMPO and Microsoft Office classes available to you as a member benefit. Bring your laptop if you don't have 2010 so you can learn on your version! From [www.carolinarealtors.com](http://www.carolinarealtors.com) click on Education and Events, then on MLS Training Technology, then on Click here to View tempo/Technology classes for this month's schedule!***