Searching Using the Navigation Pane

1. Choose HOME, FIND or press <Ctrl-F>.
2. Type in the SEARCH DOCUMENT field.
   Or, to find objects such as graphics or tables, [Click] the drop-down
   or , then select.
3. [Click] a tab:
   Thumbnails of pages with matching content.
   Results with a snippet of surrounding text.
4. [Click] a result, headlining or thumbnail. Or to go to the
   previous/next result, [Click] or press <Esc>.
5. To clear results, [Click] in the field or press <Esc>.
   For the FIND dialog with advanced options such as
   searching for formatting, [Click] the drop-down
   then ADVANCED FIND.

Other New or Changed Features

- Effects such as glow and reflection, can be applied to
  regular text in addition to WordArt: Choose HOME, in
  the FONT group, then ADVANCED.

Features No Longer Available

- AutoSummary
- Mail Merge using a Microsoft Works database

Excel

Renamed Functions

Some functions have been renamed. If backwards
compatibility is required, use the older name.
Older name functions are indicated by:
next to formula AutoComplete suggestions.
"This function is available for compatibility..." text
in the Insert Function Wizard.

Filtering PivotTables and Charts with Slicers

A slicer is a visual filtering tool that can filter multiple
PivotTables/PivotCharts simultaneously. To create:
1. Select a PivotTable then choose
   PIVOTTABLE TOOLS, OPTIONS, INSERT SLICER.
2. [Check] the fields to filter. [Click] OK.
3. To filter, [Click] or <Ctrl>-[Click] items.
4. To clear the filter, [Click] .
   - To use a slicer to filter an additional PivotTable,
     choose SLICER TOOLS, OPTIONS, PIVOTTABLE
     CONNECTIONS, [Check] the PivotTable, [Click] OK.
   - To use a slicer from another PivotTable,
     choose SLICER TOOLS, OPTIONS, SLICER
     then SLICER CONNECTIONS, [Check] the slicer, then [Click] OK.
   - To delete a slicer, select the slicer, press <Delete>.

Inserting a Chart in a Cell (Sparklines)

To add a tiny chart in the background of a cell:
1. Choose INSERT, then one of the SPARKLINES.
2. Select the DATA RANGE. [Click] OK.
3. To modify, choose the SPARKLINE TOOLS, DESIGN tab.
4. Copy/paste fill the sparkline cell like any other cell.
Text typed in the cell will appear over the sparkline.

Conditional Formatting Changes

- Conditional formatting rules can now reference other
  sheets in the same workbook.
- Data bars: Solid fills, bar direction (start on left or right
  of cell), and negative values appear on the opposite
  side of axis and can have a different color.
- Formula errors such as /N/A are now ignored, conditional
  formatting is applied to all other cells in the range.
- Icon sets: More icon sets, mix and match icons, and the ability to
  show or not show an icon for matching cells.

Other New or Changed Features

- Structural references: can now be used for this row
  - Remove hyperlinks: Choose HOME, CLEAR...
  - To remove hyperlinks and formatting, MOVE HYPERLINKS.
  - AutoFilter buttons remain visible in column headers
    when scrolling down a large table.
  - Chart patterns that removed (in 2007) are now supported.
  - Macro recording records formatting charts or objects.
  - Cells pasted as a linked picture now have all the
    PICTURE TOOLS available.
  - Form controls, ActiveX, OLE, and camera tool
    objects are now OfficeArt and appear in Selection
    and Visibility Pane.

PowerPoint

Organizing Slides With Sections

Use sections to separate slides into groups such as
section authors. You can quickly print and apply effects
and sections to just one section. To create a section:
1. Select the first slide of the section to be created in the
   SLIDES pane or Slide Sorter view.
2. Choose HOME, NEW SECTION, ADD SECTION.
   - To rename, [Right Click] the section name, then
     select RENAME SECTION
   - To hide/show slides in a section, [Click] or .
     Or to hide/show all slides, [Right Click] a section name
     then select COLLAPSE/EXPAND ALL.
   - To reorder, [Right Click] the section name, then select
     MOVE UP/DOWN. Or [Drag] the section to the
     new location (easier when slides hidden/collapsed)
   - To remove, [Right Click] the section name, then select
     REMOVE SECTION or REMOVE SECTION & SLIDES
     (delete slides), or REMOVE ALL SECTIONS.
   - To quickly change all slides in a section, [Click] the
     section name, then apply a theme or transition.
   - To print a section, choose FILE, PRINT. [Click] PRINT SLIDES,
     then choose one of the SECTIONS, [Click] PRINT.

Using the Animation Painter

1. Select an object with animation.
2. Choose ANIMATIONS, ANIMATION PAINTER, [Double Click] the button to copy to several objects.
3. [Click] on the object(s) to animate
4. If copying to several objects, when done [Click] ANIMATION PAINTER.

Video Improvements

Video is now stored in the PowerPoint file; you no longer
manage external video files.
- To insert, choose INSERT, then VIDEO.
  Select the file, then [Click] INSERT.
- To use styles and transitions, choose the VIDEO TOOLS, FORMAT.
- To trim, [Right Click], [Choose VIDEO TOOLS, PLAYBACK].

Linking to a Web Video

1. Copy the embed code for a video from a website.
2. Choose INSERT, then VIDEO FROM WEBSITE.
3. Paste the embed HTML code, then [Click] INSERT.
Web video is not stored in the PowerPoint file, you will
require an internet connection to play.

Syncing Animation/Text Overlays

1. Select the audio or video, then [Click] in the
   timeline where you would like the shape/text to
   enter/exist/animate (does not work with video
   embedded from a website).
2. Choose VIDEO TOOLS, PLAYBACK then ADD
   BOOKMARK for each animation point
   (e.g. a text overlay’s entrance and exit).
3. Add a text box or other shape as usual.
4. Choose ANIMATIONS, then select from the
   ANIMATIONS group.
5. [Click] ON BOOKMARK to add a bookmark.
6. Repeat steps 4 and 5 for each animation point.

Creating a Video File

1. Choose FILE, SAVE & SEND, [Click] CREATE A VIDEO.
2. Adjust the settings then [Click] CREATE VIDEO.
3. Type a FILE NAME, then [Click] SAVE.

Broadcasting Using the Internet

1. Choose FILE, SAVE & SEND, BROADCAST SLIDE SHOW, then [Click] BROADCAST SLIDE SHOW.
2. [Click] START BROADCAST.
3. [Click] SEND IN EMAIL to send via your email
   program or FTP link to send by another means
   such as IM.
4. [Click] START SLIDE SHOW.
5. Present as usual. When done, [Click] END
   BROADCAST, then END BROADCAST.

Merging/Comparing Presentations

1. Open the presentation to merge changes into.
2. Choose REVIEW, then COMPAR...
3. Select the other presentation, then [Click] MERGE.
   - To preview changes, [Click] SLIDES on the
     PRESENTATION pane. To preview animation,
     [Right Click] the preview then select PREVIEW
     ANIMATION.
   - To see details about a changed item, [Click] ...
   - To accept a change, check next to the change
     slide in the PRESENTATION pane.
4. Choose REVIEW, then END REVIEW, then [Click] YES.

Other New or Changed Features

- Laser Pointer: Hold <Ctrl> while [Clicking] during a
  slide show to turn your mouse into a laser pointer.
- Play the slideshow within the PowerPoint window
  by choosing VIEW, READING VIEW.
- Audio: You can now fade in/out and trim audio
  within PowerPoint: Choose AUDIO TOOLS, PLAYBACK.
- New 3D slide transitions.
- Compress embedded media to save space:
  FILE, INFO, [Click] COMPRESS MEDIA, then choose the
  QUALITY.
- Multiple presentation files now open in separate
  PowerPoint windows.

Features No Longer Available

- Save as web page.