Integrating Microsoft Office 2010

## Microsoft Outlook

**Insert Clipping or Window**

1. Home Tab
2. New Email
3. Insert
4. Screenshot

**Improved Conversation View**

1. View Tab
2. Date
3. Select Show as Conversations

**Quick Steps**

1. Home Tab
2. Quick Steps
3. Create New

**People Pane**

1. View Tab
2. People Pane
3. Normal

**Recommendations**

* **File-Add Accounts**
* **Add to OneNote**

## Microsoft Excel

**Sparklines**(Use Excel Sheet Sparklines PasteFunctions)

1. Click on the cell for your sparkline
2. Click on the INSERT tab
3. Select the type of sparkline
4. Select your data range (only data)
5. Click ok

**Paste Functions**

1. Select your data
2. Click on copy from the home tab
3. Select the paste area
4. Click on the paste arrow for paste options
5. Mouse over options to see results

**Search Tool**

1. Activate Auto Filter
2. Under the filter SEARCH

**Slicer**

1. Click on you Pivot table
2. INSERT tab
3. Click Slicer

## Microsoft Word Must Know

**Mini Translator**

1. Click on the Review Tab
2. Click on Translate
3. Click on Choose Translation Language
4. Click the Mini Translator to turn on
5. Mouse over a word to view the translator

**Document Navigation Pane**

1. VIEW tab
2. Navigation Pane

## Microsoft PowerPoint Must Know

**Remove Background/Artistic Effects**(open picture of penguins)

1. INSERT picture of penguins
2. Click on the picture
3. Click on Remove Background
4. Extend the picture selectors if needed
5. Use the mark area commands to remove or keep areas.
6. Click on Keep changes when done.
7. Preview Artistic Effects

**Embed a Video**(INSERT video of wildlife)

1. Click on the Video
2. Under the Format tab click on Poster Frame
3. Click on Video Styles
4. Click on Video border and effects
5. Click on the Playback tab
6. Click on Trim Video
7. Click on Fade in
8. Click on Add a bookmark
9. Click on Play full screen
10. Under the file tab
11. Click on Save and send
12. Review
13. Create Video
14. PowerPoint on Two Screens!

## Sky Drive

**Save to the Web**

1. Click on the File Tab
2. Click on Save and Send
3. Click on Save to the Web
4. Sign in to SkyDrive
5. Share your presentation