Microsoft® Office 2010

Office 2010 Plan – Purdue College of Education

The Education IT team is happy to announce that as of June 1, 2010, **Office 2010** will be our new default office productivity software package. We will continue to offer limited support for Office 2007 and Office 2003, but we encourage all users to prepare for the migration to Office 2010. Students, staff, and faculty across campus will be migrating to this new version.

The Office 2010 *look and feel* is similar to Office 2007 but very different from Office 2003. We think users of Office 2007 should have no problems adopting Office 2010. However, please note that Outlook now has a ribbon and most users will need to spend a few minutes getting used to the new Outlook layout.

Our plan is to immediately begin offering TechTalks that give an introductory overview of Office 2010 (including Outlook 2010) and we are now offering to deploy the software to all users who wish to be upgraded. However, we encourage everyone to get some introductory training before adopting Office 2010. At minimum, we encourage you to spend a few minutes looking though the Microsoft **"Make the switch"** training videos for Outlook 2010 and the other Office applications that you use most frequently.

Office 2010 "Make the switch" Training from Microsoft
http://office2010.microsoft.com/en-us/support/training-FX101782702.aspx

Getting started with Outlook 2010
http://office2010.microsoft.com/en-us/outlook-help/getting-started-with-outlook-2010-HA010370219.aspx

Additional Office 2010 videos from Lynda.com
http://office2010.microsoft.com/en-us/support/redir/XT101837675.aspx
(These videos may cover a BETA version of Office 2010, but the content also applies to the final version)

--The Education IT Team, edit@purdue.edu
    http://www.education.purdue.edu/edit