GREAT IDEAS, Confice 2010 GREAT INVENTIONS



TOP TIPS FOR MAKING IT GREAT WITH MICROSOFT® OFFICE 2010

1 Create reports that get you noticed!

Add style and flair to your reports with Microsoft® Word 2010.

SmartArt® graphics and text effects help to make your writing stand out and let you use images to show key ideas and information



2 Give credit where credit is due.

Cite sources quickly and correctly with Citations and Bibliographies in Word 2010. This feature lets you save new sources, place footnotes in text, and generate bibliographies.

3 Put your message in motion!

Add video, animations, and transitions to your Microsoft®

PowerPoint® 2010 presentation. Embed and edit video files directly in PowerPoint® 2010. New features allow you to apprivideo effects like reflections, beyels, and 3-D rotation.



4 Broadcast your ideas virtually anywhere!

Broadcast your **PowerPoint® 2010** presentation by sending a link to where people can view your presentation on the web.

5 Get organized!

Create a digital notebook in Microsoft® OneNote® 2010. From text and images to video and audio, store all of your information and ideas in one single spot that can be easily shared with your classmates.

6 Take note taking to a whole new level.

Research and take notes while working in Word 2010,
PowerPoint® 2010 or online. OneNote® 2010 puts them



7 Highlight data trends quickly.

Sparklines in Microsoft® Excel® 2010 let you create small charts in a single cell to quickly discover patterns and trends in information

8 Slice and dice data to find just what you need.

The Slicer feature in Excel® 2010 makes it easy to sort throug data to find exactly the information that you are looking for.



9 Work together online—whenever, wherever.

Microsoft® Office 2010, then post them online so everyone can work together virtually and share their ideas.

10 Get homework done from virtually anywhere!

Simply create your documents in Microsoft® Office 2010, then post them online to access and edit them from virtually anywhere you have Internet access.*

*An appropriate device, Internet connection and browser are required.

TURNING IDEAS INTO ACTIONS

What's the Big Idea?

Where do great ideas come from?

Absolutely everywhere! Ideas can happen in the classroom, in the lunchroom, on the playground, even at home.

Take a look around and brainstorm what you and your classmates can do to help your school go from good to GREAT! Silly or serious, wacky or wild, great things happen when you let your imagination go!



