Make the most of Office 2010, Expression Web and Lync

IT-OIS

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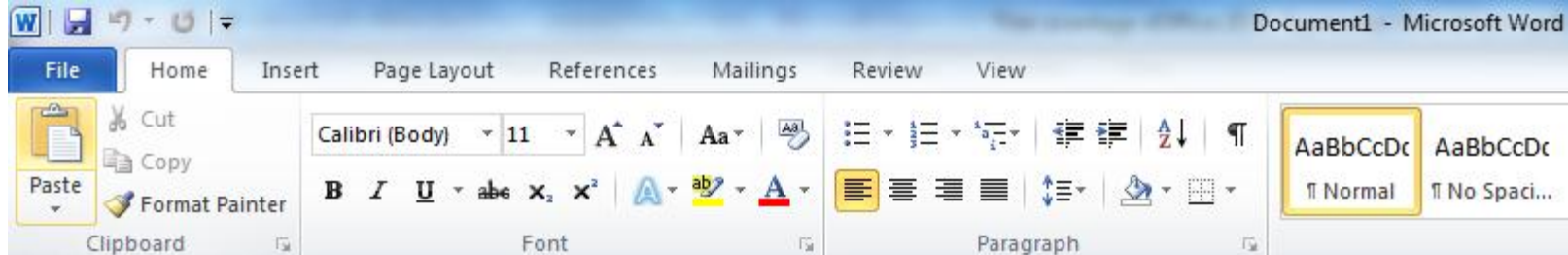
- The same functionalities, similar interface in new applications
  - Office 2010
  - Expression Web

- Cooperate more efficiently
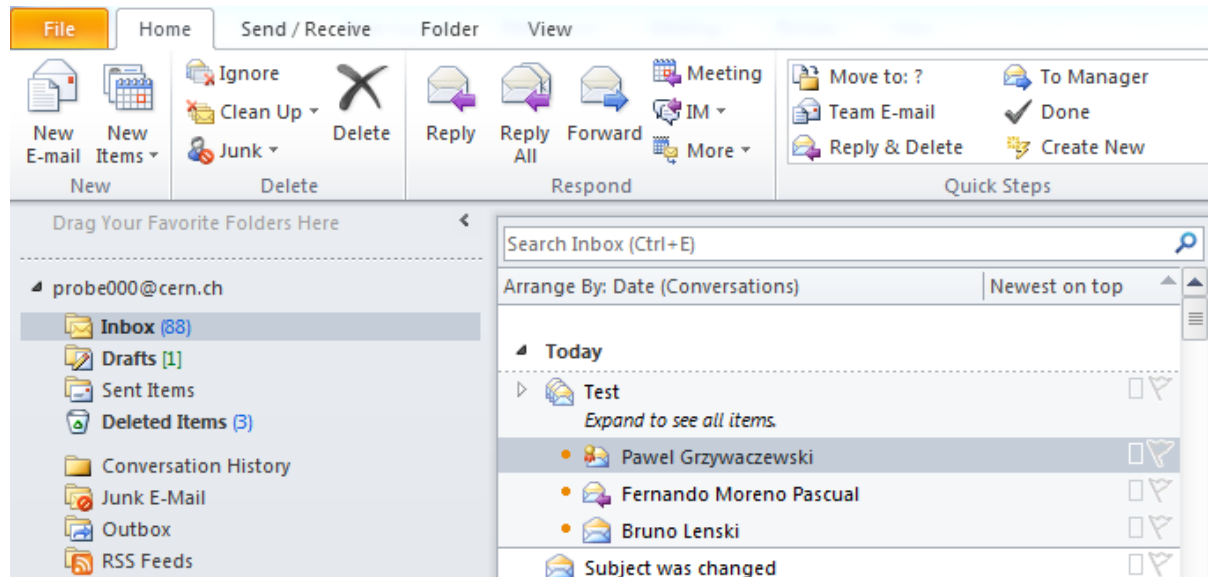 - Lync

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- December 2012 – end of general support for Windows XP
  - Time to migrate from Windows XP to Windows 7 has come

- Used by vast majority of users
  - Well established at CERN
  - Praised by user for increased stability

Office 2010

- Design very similar to Office 2007
- Ribbon present in every Office application
- Word, Excel, PowerPoint, Outlook
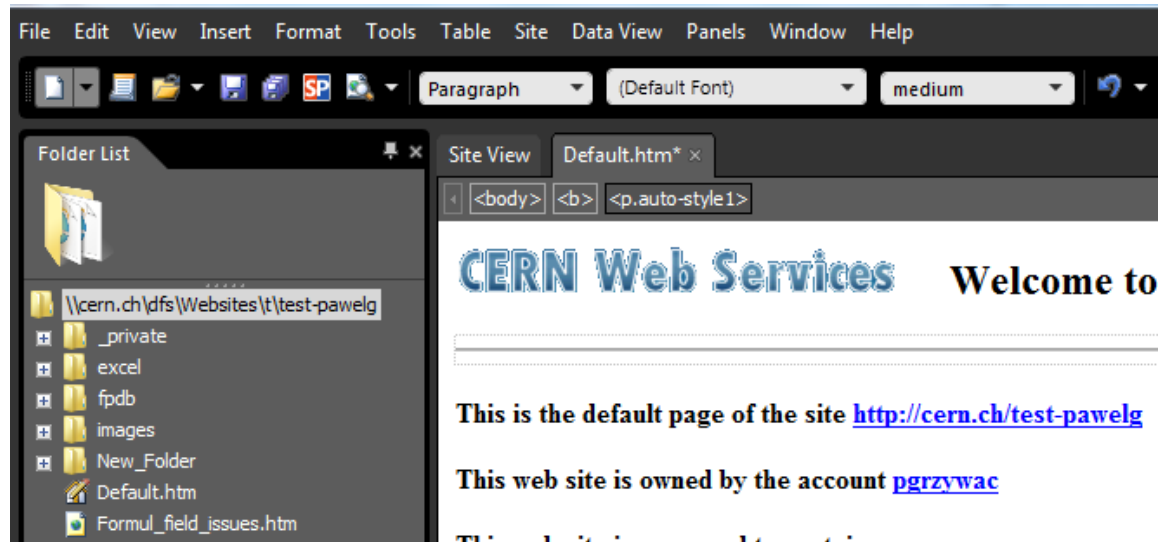 - New section "File"

- Main changes only in Outlook 2010
  - Ribbon interface and "smart" menu
  - "Conversation" mode
  - Mail tips
    - Information about e-groups
    - "Out of office" notifications
    - References to previous messages
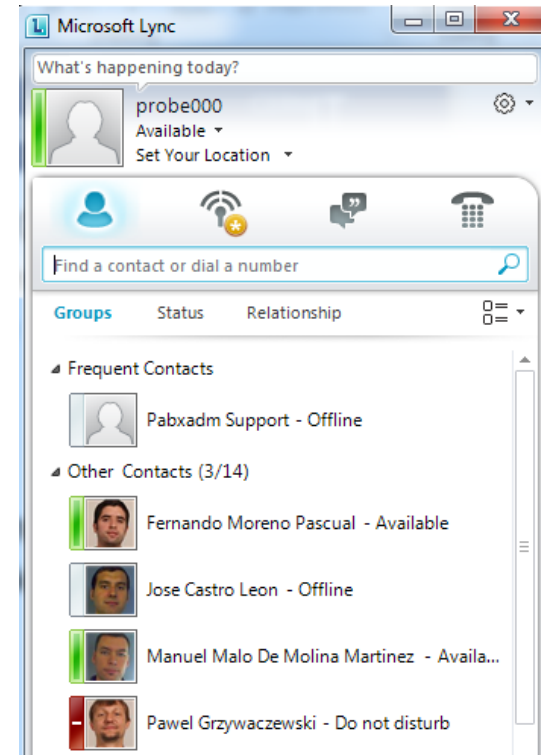   - Quick steps

- Demo

- Windows XP – editing simple html pages
  - SharePoint Designer 2007
- Windows 7 – editing simple html pages
  - Expression Web
    - Available in CMF
    - Main functionalities the same
- SharePoint Designer 2010
  - Editing SharePoint sites only

- Demo

- ## Lync – available in CMF
  - Instant messaging
  - Availability indicator
  - Address Book
  - Desktop sharing
  - Audio calls
- ## Integrated with other tools
  - CERN Address Book
  - E-mail system (Outlook & OWA)
  - SharePoint

- Quick access to main actions from Outlook
- Presence
  - Status synchronized with your agenda
  - Possibility of choosing your preferred status
  - "Tag for status change"

Collaboration tools

- Demo

- Install Windows 7
  - Without losing your habits
  - Take advantage of new features
- Profit from Lync
  - Instant messaging
  - CERN address book
  - Integration with your Calendar
  - Sharing desktop/documents/presentation
- Go to https://elearning.cern.ch and broaden your knowledge

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Answers

Questions

Improvements

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