



From 1st May 2022, our Microsoft Word 2010 will cease to function. We will be using Word 365 and this Quick Reference Guide is to help you identify the main changes from the old system to the new 365.

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File



PowerPoint 2010

Accessed via the **File Tab**

The screenshot shows the PowerPoint 2010 File tab interface. The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Add-Ins. The File tab is active, displaying options like Save, Save As, Open, Close, Info, and Recent. The Info section is expanded, showing 'Information about Presentation1' and a 'Permissions' button. A callout box labeled 'Permissions' points to this button. Another callout box labeled 'Info' points to the Info button in the ribbon.



PowerPoint 365

Accessed via **File Tab**

The screenshot shows the PowerPoint 365 File tab interface. The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Add-Ins. The File tab is active, displaying options like AutoSave, File, Home, Open, Info, Save, and Recent. The Info section is expanded, showing 'business Pitches' and a 'Protect Presentation' button. A callout box labeled 'Protect Presentation' points to this button. Another callout box labeled 'Info' points to the Info button in the ribbon.

Accessed via the **File Tab**

The screenshot shows the PowerPoint 2010 File tab interface. The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Add-Ins. The File tab is active, displaying options like Save, Save As, Open, Close, Info, Recent, New, Print, and Save & Send. The Info section is expanded, showing 'Information about Presentation1' and a 'Prepare for Sharing' button. A callout box labeled 'Prepare for Sharing' points to this button. Another callout box labeled 'Info' points to the Info button in the ribbon.

Accessed via **File Tab**

The screenshot shows the PowerPoint 365 File tab interface. The ribbon includes File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, View, and Add-Ins. The File tab is active, displaying options like AutoSave, File, Home, Open, Info, Save, Save As, Print, Share, Export, and Close. The Info section is expanded, showing 'business Pitches' and an 'Inspect Presentation' button. A callout box labeled 'Inspect Presentation' points to this button. Another callout box labeled 'Info' points to the Info button in the ribbon.

PowerPoint 2010 to PowerPoint 365



PowerPoint 2010

Accessed via the **File Tab**

The screenshot shows the PowerPoint 2010 File Tab interface. A yellow box labeled 'File' points to the 'File' tab in the ribbon. Another yellow box labeled 'Info' points to the 'Info' section in the ribbon. A third yellow box labeled 'Versions' points to the 'Manage Versions' button in the 'Info' section.



PowerPoint 365

Accessed via **File Tab**

The screenshot shows the PowerPoint 365 File Tab interface. A yellow box labeled 'File' points to the 'File' tab in the ribbon. A yellow box labeled 'Info' points to the 'Info' section in the ribbon. A yellow box labeled 'Manage Presentation' points to the 'Manage Presentation' button in the 'Info' section.

Accessed via the **File Tab**

The screenshot shows the PowerPoint 2010 'Save As' dialog box. A yellow box labeled 'File' points to the 'File' tab in the ribbon. A yellow box labeled 'Save/Save As' points to the 'Save' and 'Save As' buttons in the ribbon. A yellow box labeled 'Navigate to Folder' points to the file explorer window showing the 'Documents' folder.

Accessed via **File Tab**

The screenshot shows the PowerPoint 365 'Save As' dialog box. A yellow box labeled 'File' points to the 'File' tab in the ribbon. A yellow box labeled 'Save As' points to the 'Save As' button in the ribbon. A yellow box labeled 'Navigate to folder' points to the 'This PC' option in the 'Other locations' section. A yellow box labeled 'This PC' points to the 'This PC' option in the 'Other locations' section.



Accessed via the File Tab

File → **Save & Send**

Choose from list to send PowerPoint as Attachment by email



Accessed via File Tab

File → **Share**

PowerPoint Presentation or PDF

Accessed via the File Tab

File → **Save & Send**

Choose to change File Type for presentation

Accessed via the File Tab



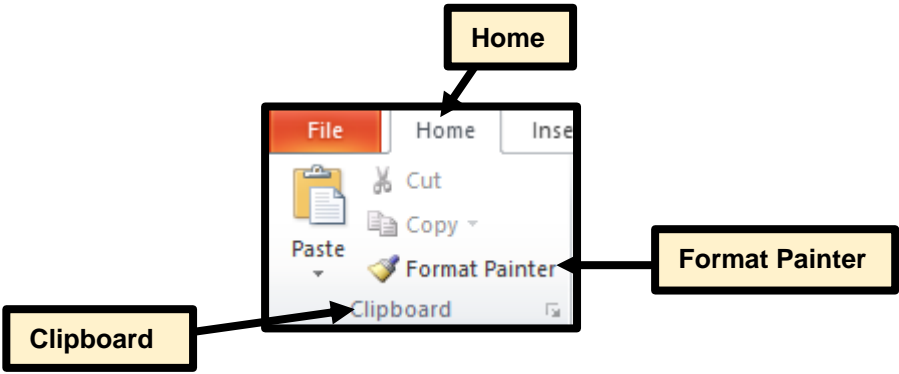
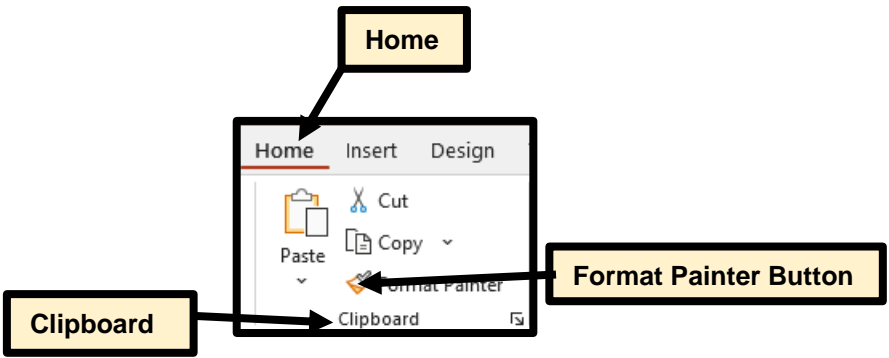
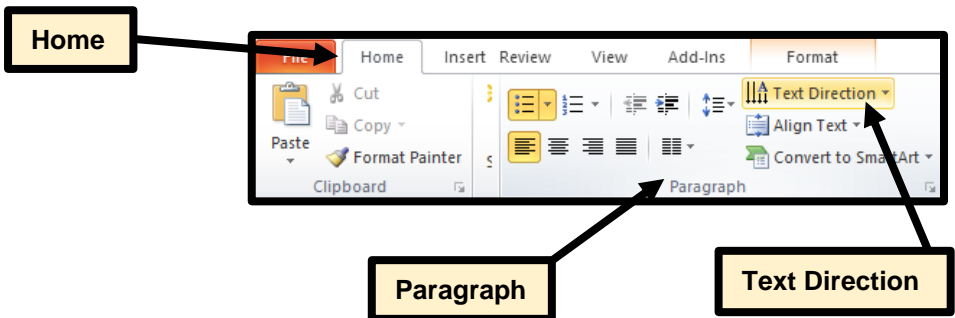
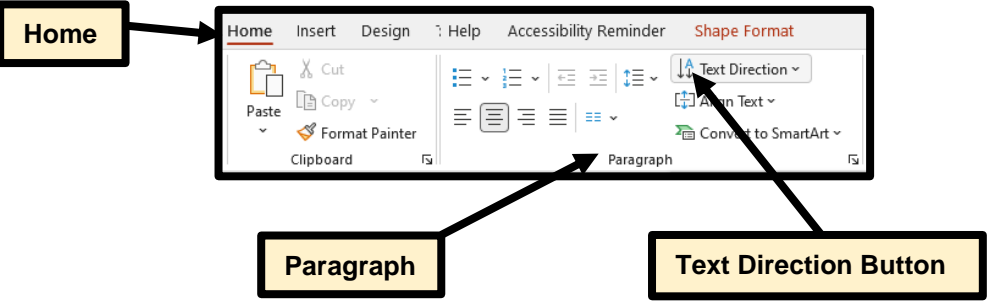
File → **Export**

Choose Type

Change File Type

Save As

Home

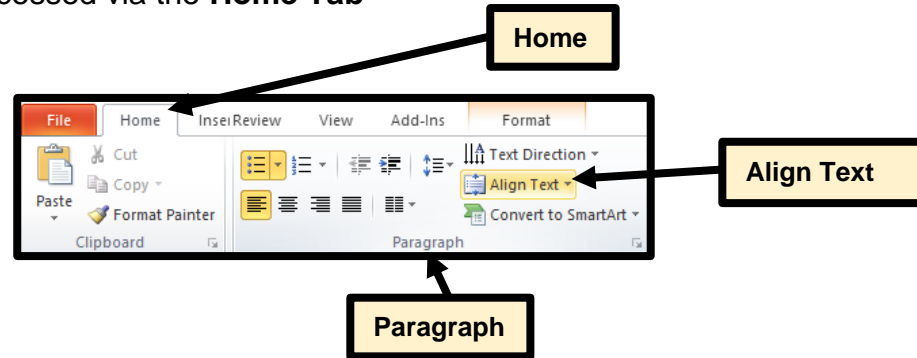
 PowerPoint 2010	 PowerPoint 365
<p>Accessed via the Home Tab</p>  <p>Home</p> <p>Clipboard</p> <p>Format Painter</p> <p>Clipboard</p>	<p>Accessed via the Home Tab</p>  <p>Home</p> <p>Clipboard</p> <p>Format Painter Button</p>
<p>Accessed via the Home Tab</p>  <p>Home</p> <p>Paragraph</p> <p>Text Direction</p>	<p>Accessed via the Home Tab</p>  <p>Home</p> <p>Paragraph</p> <p>Text Direction Button</p>

PowerPoint 2010 to PowerPoint 365



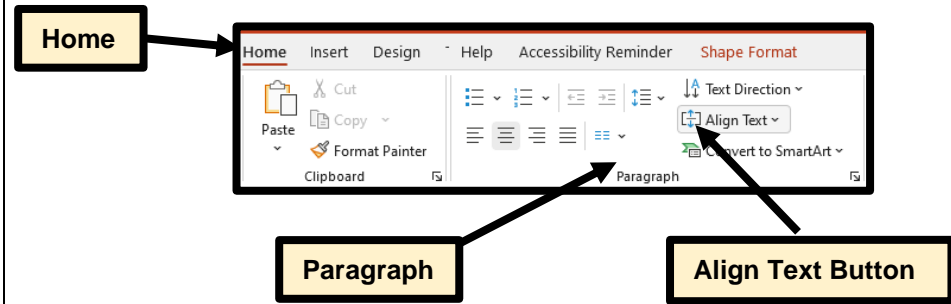
PowerPoint 2010

Accessed via the **Home Tab**

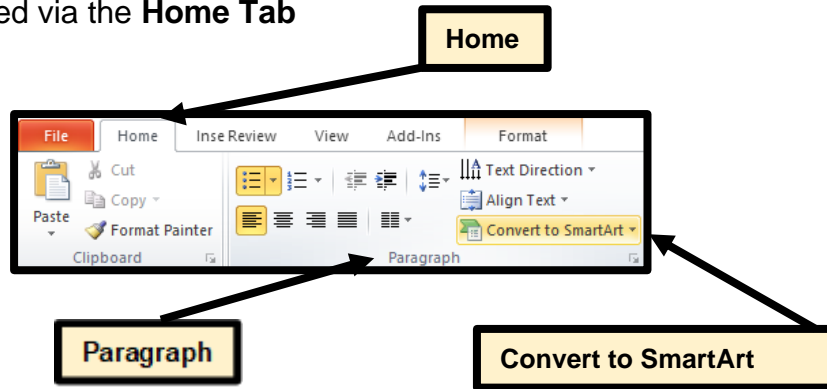


PowerPoint 365

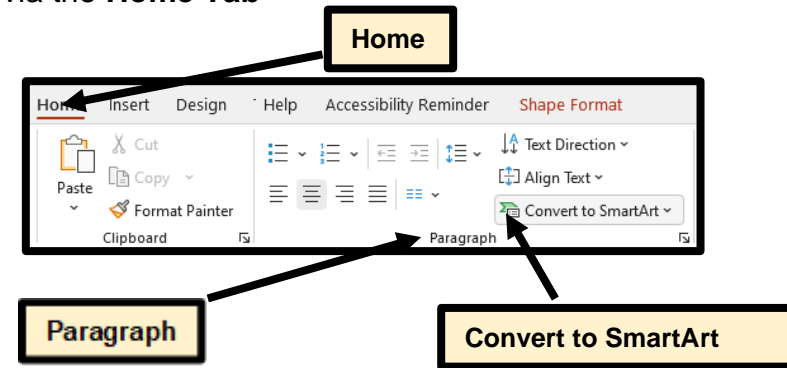
Accessed via the **Home Tab**



Accessed via the **Home Tab**



Accessed via the **Home Tab**





PowerPoint 2010

Accessed via the **Home** Tab

The screenshot shows the PowerPoint 2010 interface. The **Home** tab is selected on the ribbon, with the **Drawing** group expanded. A yellow box labeled **Home** points to the ribbon. A yellow box labeled **Insert Shapes from display** points to the drawing tools in the ribbon. A yellow box labeled **Drawing** points to the drawing tools in the ribbon. A yellow box labeled **Insert chosen shapes** points to the shape gallery on the left side of the screen.



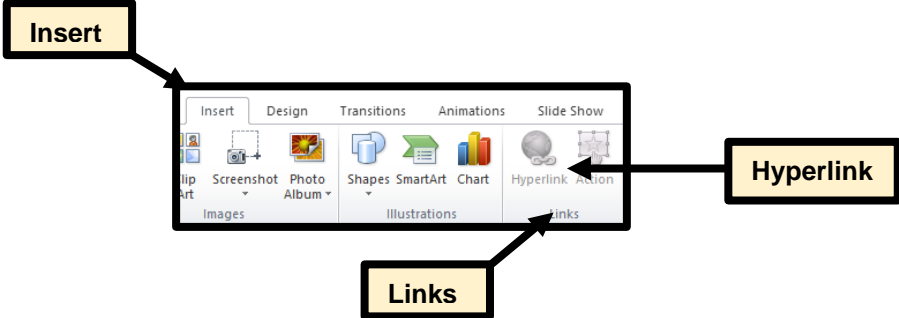
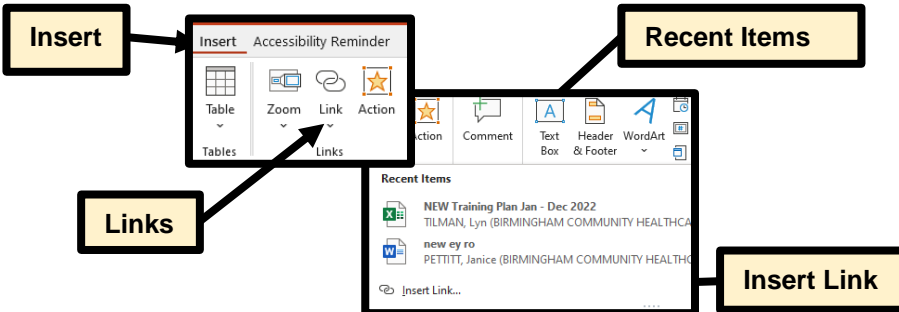
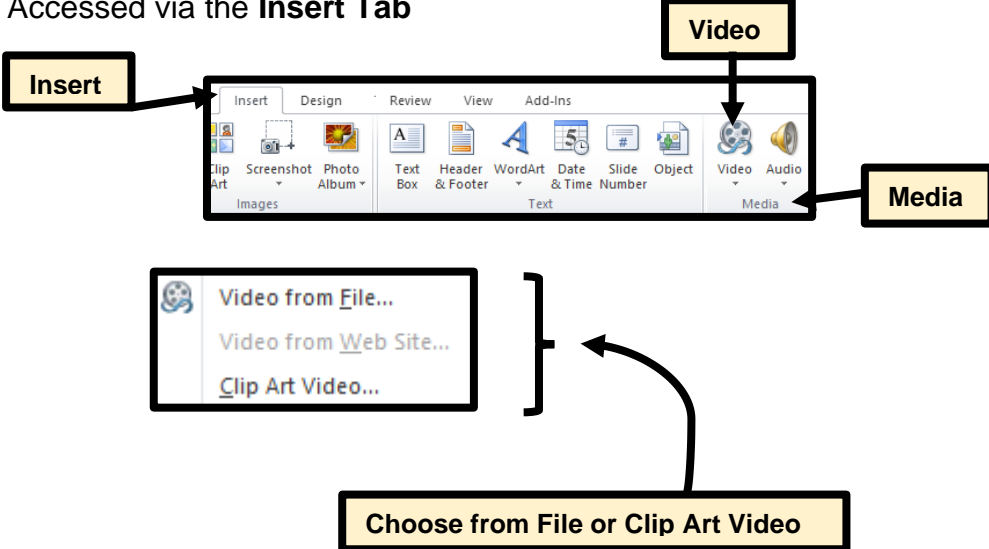
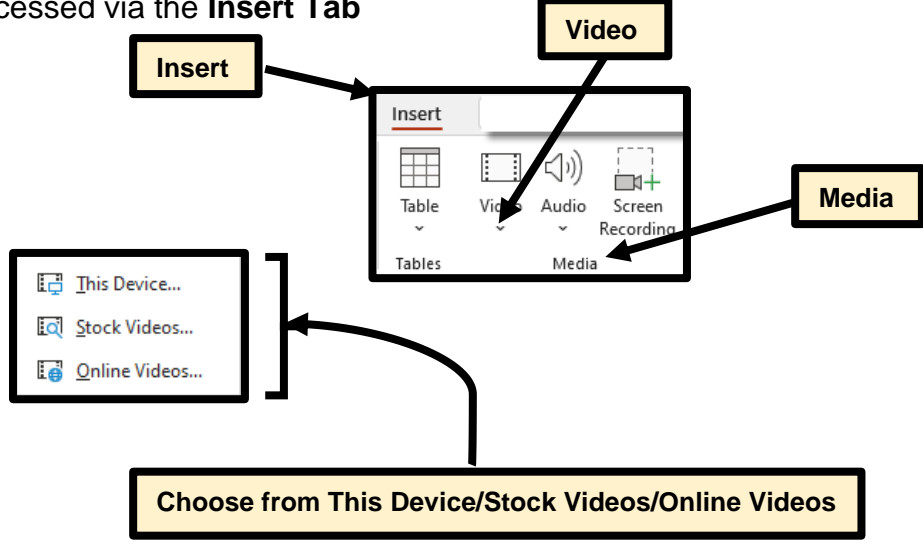


PowerPoint 365

Accessed via the **Home** Tab

The screenshot shows the PowerPoint 365 interface. The **Home** tab is selected on the ribbon, with the **Drawing** group expanded. A yellow box labeled **Home** points to the ribbon. A yellow box labeled **Click Drop Down** points to the drawing tools in the ribbon. A yellow box labeled **Drawing** points to the drawing tools in the ribbon. A yellow box labeled **Insert chosen shapes** points to the shape gallery on the left side of the screen.

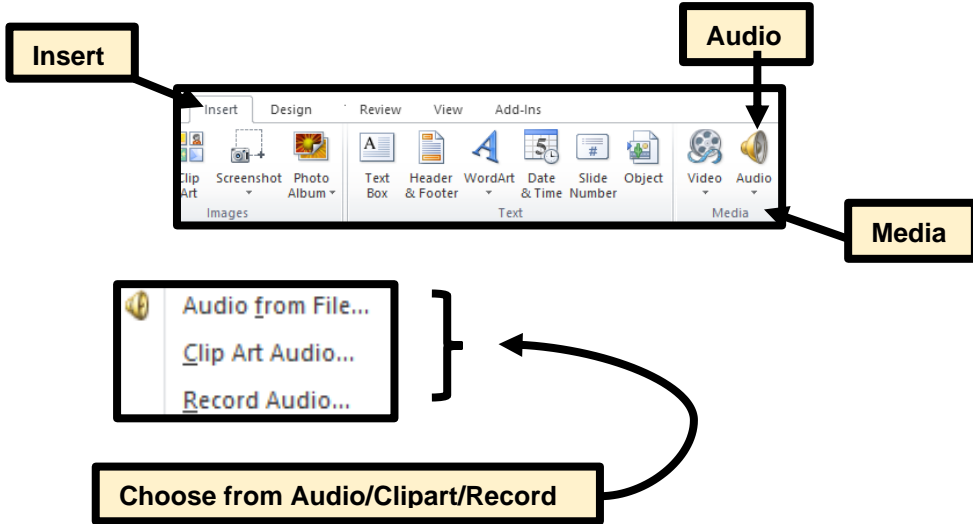
Insert

 PowerPoint 2010	 PowerPoint 365
<p>Accessed via the Insert Tab</p>  <p>Insert → Hyperlink</p> <p>Links</p>	<p>Accessed via the Insert Tab</p>  <p>Insert → Links</p> <p>Recent Items</p> <p>Insert Link</p>
<p>Accessed via the Insert Tab</p>  <p>Insert → Video</p> <p>Media</p> <p>Choose from File or Clip Art Video</p> <ul style="list-style-type: none">Video from File...Video from Web Site...Clip Art Video...	<p>Accessed via the Insert Tab</p>  <p>Insert → Video</p> <p>Media</p> <p>Choose from This Device/Stock Videos/Online Videos</p> <ul style="list-style-type: none">This Device...Stock Videos...Online Videos...



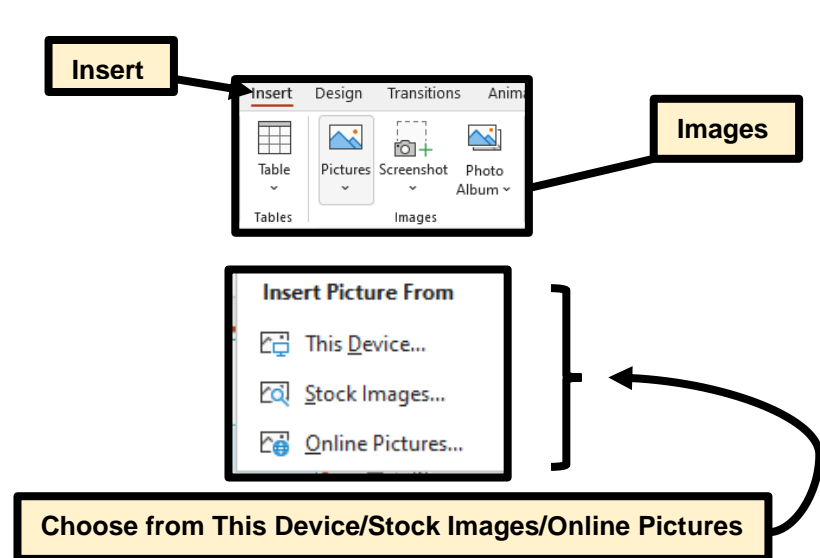
PowerPoint 2010

Accessed via the **Insert Tab**

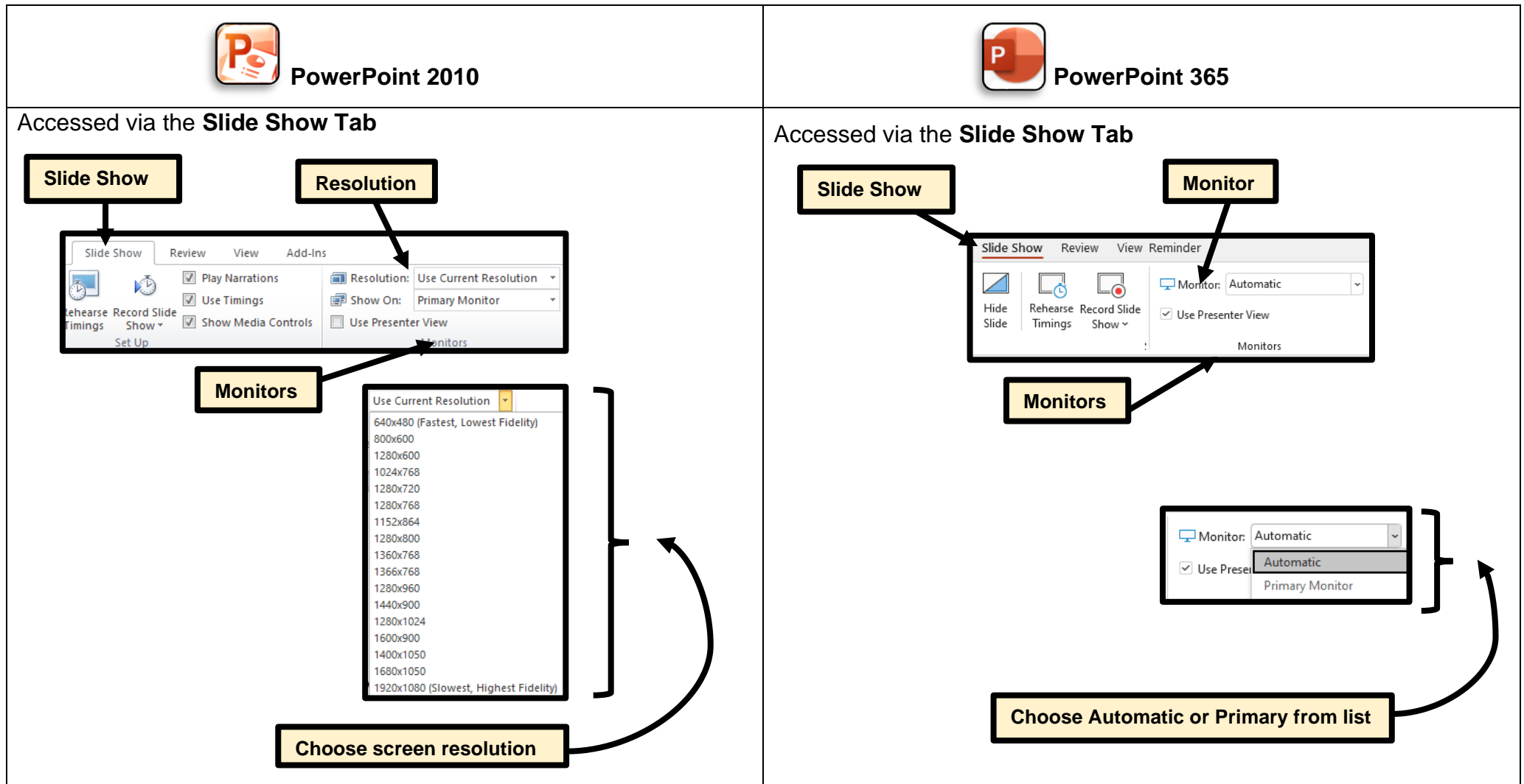


PowerPoint 365



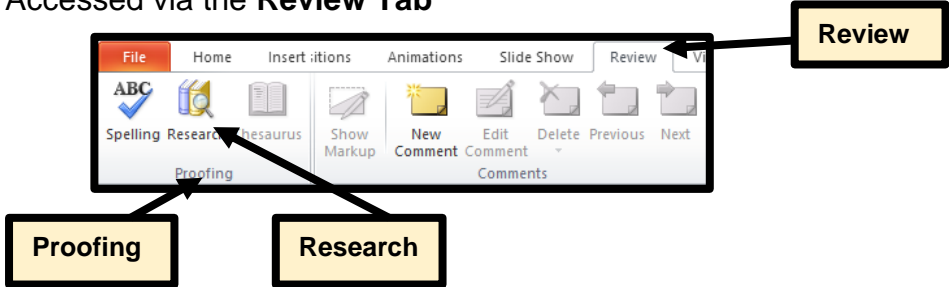
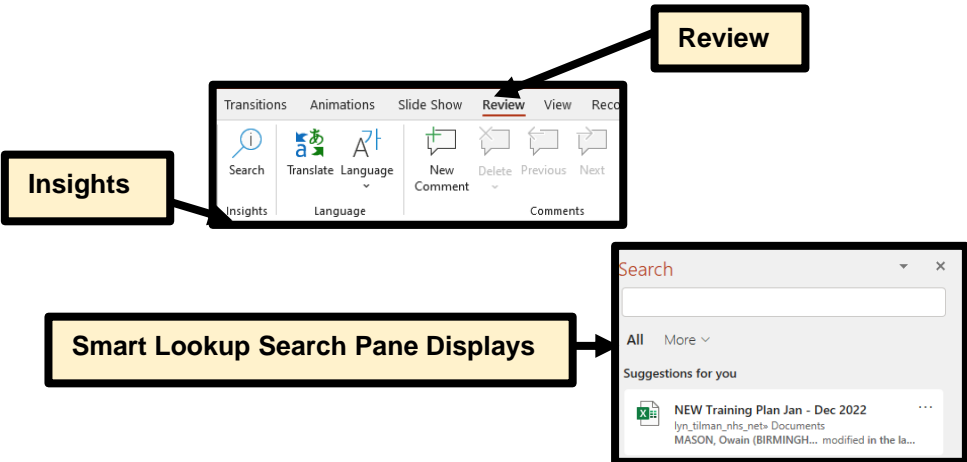
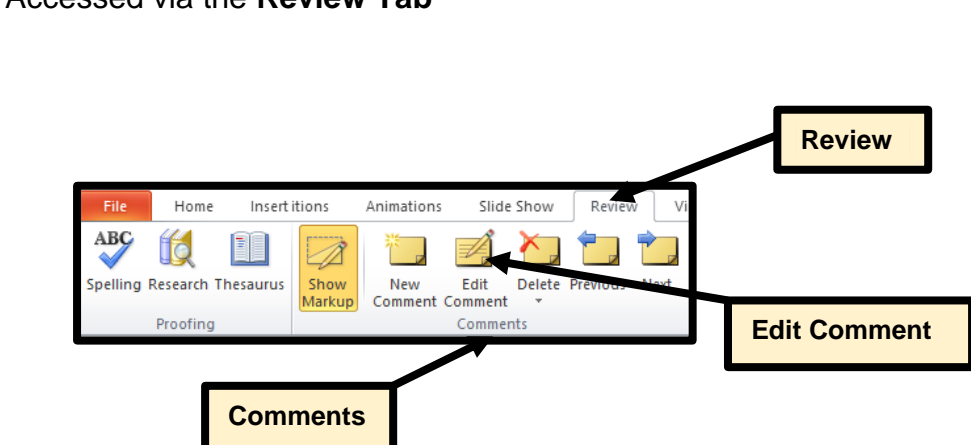
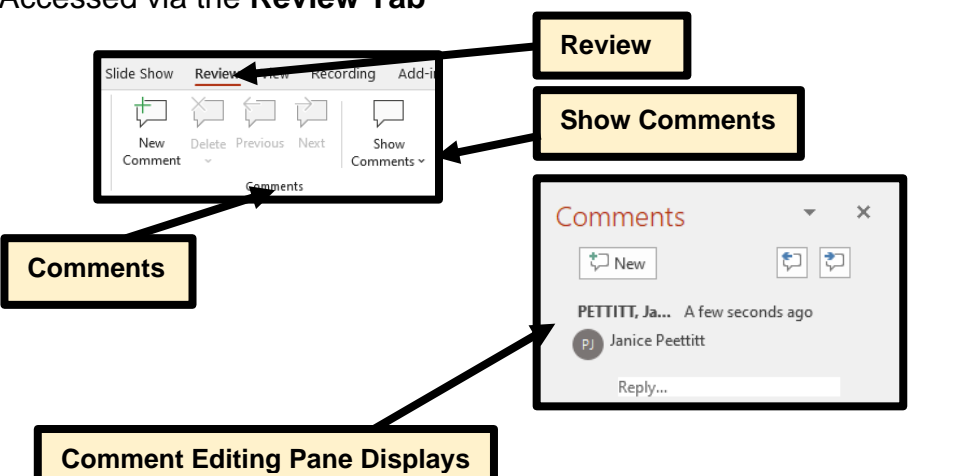
Accessed via the **Insert Tab**





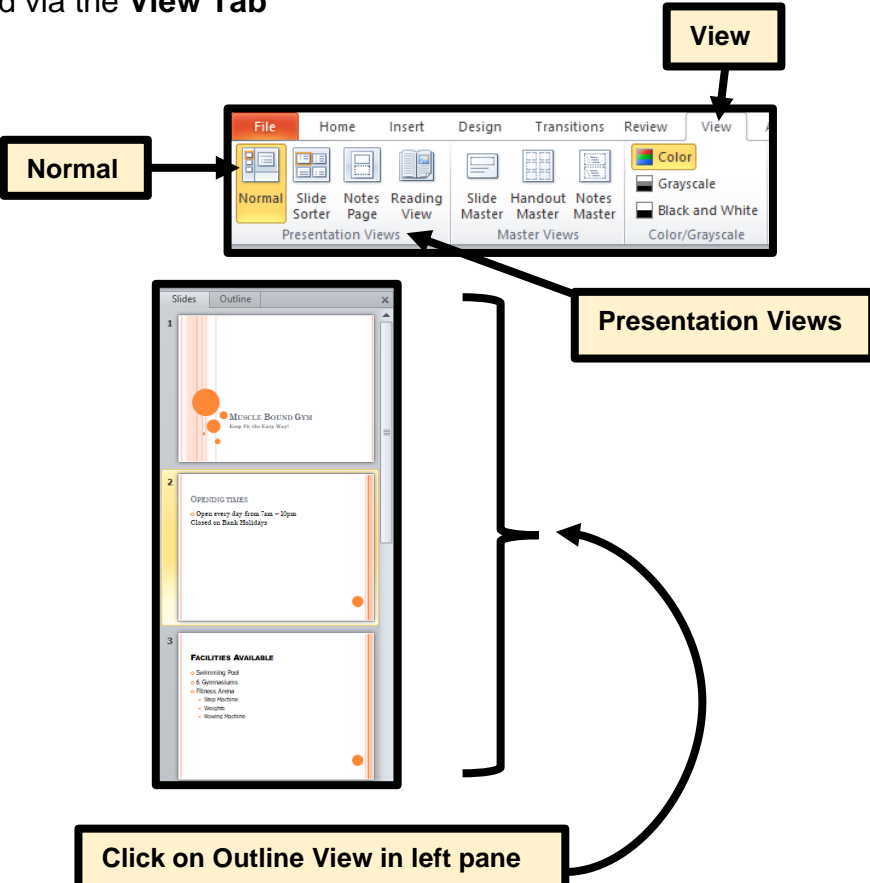
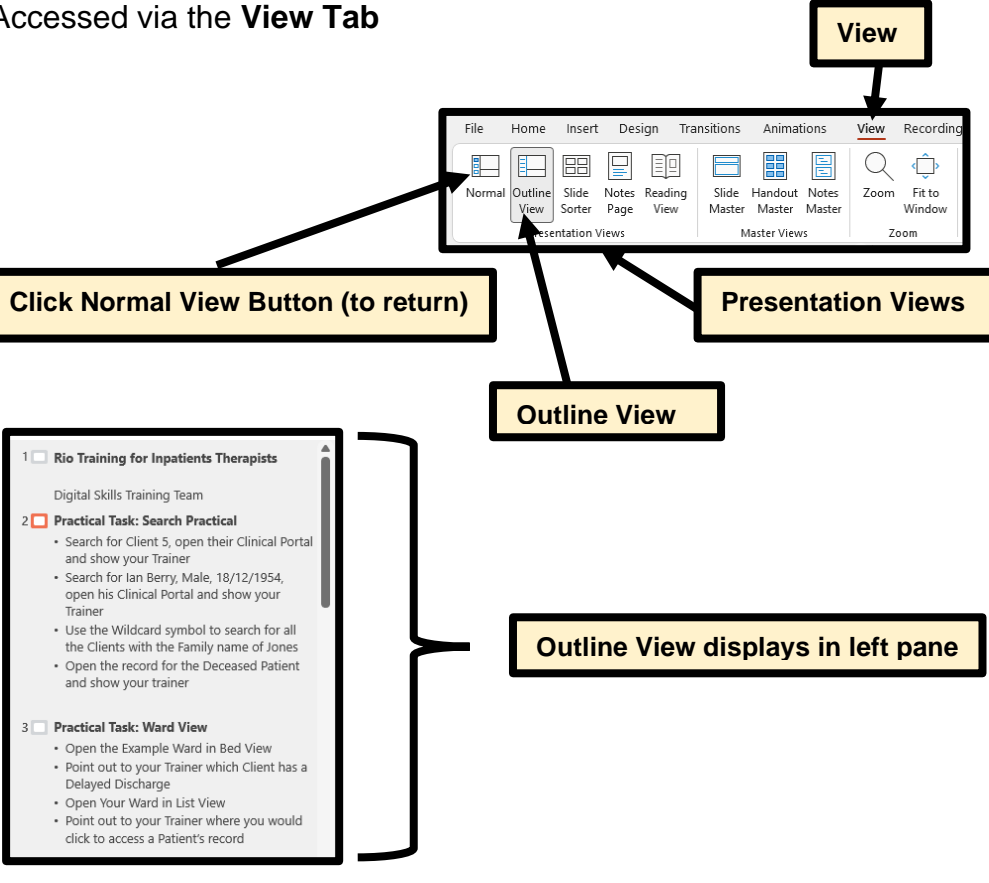
Slide Show



Review

 PowerPoint 2010	 PowerPoint 365
<p>Accessed via the Review Tab</p>  <p>Proofing (Spelling, Research, Thesaurus) Research (Show Markup) Review (New Comment, Edit Comment, Delete, Previous, Next, Comments)</p>	<p>Accessed via the Review Tab</p>  <p>Insights (Search, Translate, Language) Smart Lookup Search Pane Displays (Search pane showing document suggestions) Review (New Comment, Delete, Previous, Next, Comments)</p>
<p>Accessed via the Review Tab</p>  <p>Review (New Comment, Edit Comment, Delete, Previous, Next, Comments) Edit Comment (Edit Comment) Comments (Show Markup)</p>	<p>Accessed via the Review Tab</p>  <p>Review (New, Recording, Add-ins) Show Comments (Show Comments) Comments (New Comment, Delete, Previous, Next, Show Comments) Comment Editing Pane Displays (Comments pane showing a comment by Janice Peettitt)</p>

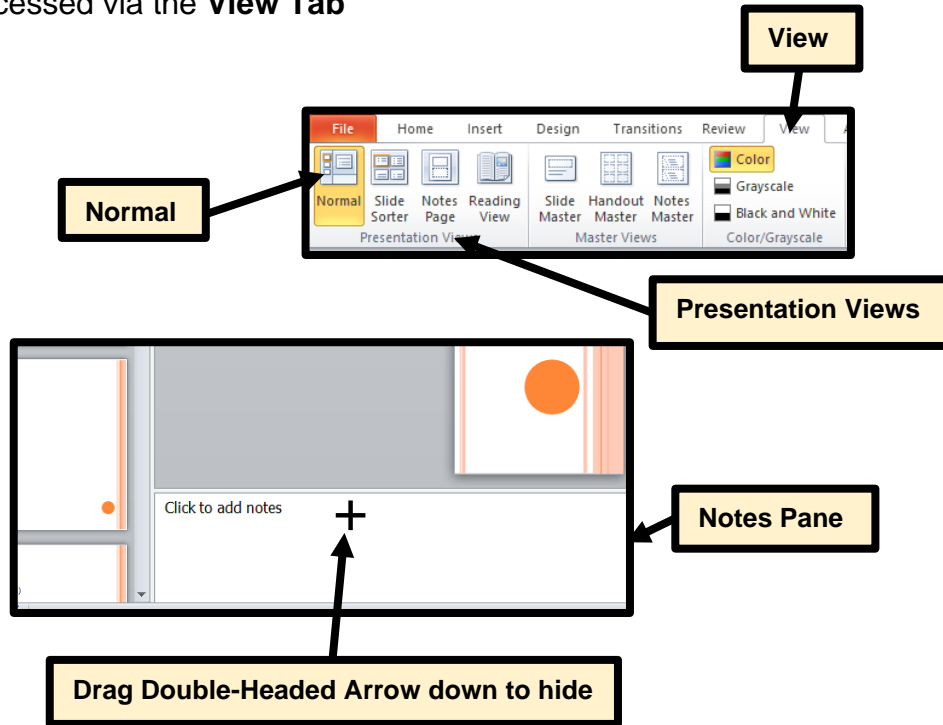
View

 PowerPoint 2010	 PowerPoint 365
<p>Accessed via the View Tab</p>  <p>Normal</p> <p>View</p> <p>Presentation Views</p> <p>Click on Outline View in left pane</p>	<p>Accessed via the View Tab</p>  <p>Click Normal View Button (to return)</p> <p>Presentation Views</p> <p>Outline View</p> <p>Outline View displays in left pane</p> <p>1 <input type="checkbox"/> Rio Training for Inpatients Therapists</p> <p>Digital Skills Training Team</p> <p>2 <input checked="" type="checkbox"/> Practical Task: Search Practical</p> <ul style="list-style-type: none">• Search for Client 5, open their Clinical Portal and show your Trainer• Search for Ian Berry, Male, 18/12/1954, open his Clinical Portal and show your Trainer• Use the Wildcard symbol to search for all the Clients with the Family name of Jones• Open the record for the Deceased Patient and show your trainer <p>3 <input type="checkbox"/> Practical Task: Ward View</p> <ul style="list-style-type: none">• Open the Example Ward in Bed View• Point out to your Trainer which Client has a Delayed Discharge• Open Your Ward in List View• Point out to your Trainer where you would click to access a Patient's record



PowerPoint 2010

Accessed via the **View Tab**



PowerPoint 365

Accessed via the **View Tab**

