

Office 2010 Common Features

Using the Ribbon

The Ribbon displays along the top of the window. It contains tabs with groups of commands that replace the menu and toolbar found in previous versions of Office.



1. Click the Show/Hide Ribbon button in a group to show additional options (e.g., Font dialog box).
2. Some tabs, such as **TABLE TOOLS**, and **PICTURE TOOLS** only appear when a table or picture is selected.
3. Buttons adjust to the amount of room available (e.g., **Font** button adjusts to).
4. To hide/show the Ribbon, click on the top right, or (Right-Click) the Ribbon and check/uncheck **MINIMIZE THE RIBBON**, or press **<Ctrl>+F10**. To temporarily show a minimized Ribbon, click a tab.
5. To access by keyboard, press **<Alt>** or **<F10>**. Press one of the access keys to use the arrow keys to move through the tabs.

Using the File Menu (Backstage View)

Use the FILE menu to manage your document including saving, printing, sending via email, and closing.

- **FILE** Use to change file, categories, permissions, check for compatibility and hidden personal data, and manage auto-saved versions.
- **NEW** Create, recently opened documents and folders. To preview, click or .
- **OPEN** Open options integrated with your provider.
- To close, click a Ribbon tab, or press **<Esc>**.

Quick Access Toolbar

The Quick Access toolbar displays above the Ribbon.

1. To add a command, (Right-Click) on any command in Ribbon group then select **ADD TO QUICK ACCESS TOOLBAR**. Or for all commands, separators, and the ability to reorder, click on the toolbar.
2. To remove a command, (Right-Click) on the command then select **REMOVE FROM QUICK ACCESS TOOLBAR**.

Using the Status Bar

The status bar runs along the bottom of the document window. It is customizable, and includes a Zoom slider.

1. To address items, (Right-Click) on the status bar, and check/uncheck items. Press **<Esc>** or **<Click>** away.
2. To change the Zoom level, (Drag) the slider right or left. Or, choose **VIEW**, then **Zoom**.

Changing Document View (VIEW) on one of the view icons on the Status Bar. View can also be changed by choosing **VIEW** then one of the **DOCUMENT VIEW**.

Formatting with the Mini Toolbar

Use to access common formatting options.

1. Select the text to change with your mouse.
2. (Right-Click) or move the mouse up and to the right.

Pasting with Live Preview

1. Choose **PASTE**, then **CLICK** .
2. To preview, hover over the **PASTE OPTIONS**. Or after pasting, click or press **<Ctrl>**.

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Using Themes to Format a Document

Use Themes to quickly apply cohesive formatting to your entire document. Themes work best if you use standard styles in Word (such as Heading 1 and Title), or all styles in PowerPoint.

1. (Right-Click) **Choose FILE** (FILE), then **THEMES**, **PowerPoint: THEMES**, then select from the **THEMES** group. Hover over a theme to preview.
2. Select a theme. Or, to choose a theme from a theme file or other document, select **THEMES** then **THEMES**.

Adding SmartArt

SmartArt provides an easy way to create graphics.

1. Choose **INSERT**, then **SMARTART** .
2. Click on a thumbnail for a description, for SmartArt that incorporates pictures, select **PICTURE**. (Click) OK.
3. Type in the **Text** placeholders, if available, and pictures by clicking .
4. Use the **SMARTART TOOLS DESIGN** and **FORMAT** tabs to customize further.

Using Shape Styles

Shape styles are coordinated font, fill, shadow, and 3D effects. Available styles are based on the document's theme. Theme changes will change shapes using shape styles.

1. Select the shape(s) to format.
2. (Click) **SHAPES TOOLS** (or **SMARTART TOOLS FORMAT**) then select from the **SHAPE STYLES** group. In PowerPoint you can also choose **FORMAT**, **SHAPES** (STYLE).

File Formats

Office 2007 and 2010 have a different file format than Office 2003 and earlier versions.

- 2007 and prior versions of Office used the .doc and .xls file formats. PowerPoint and Excel files. These files can contain VBA Macros and ActiveX controls.
- File extensions for Office 2007/2010 files are .docx, .xlsx or .pptx for Word, PowerPoint or Excel files. These files cannot contain VBA macros or ActiveX controls, unless saved as one of the macro-enabled file types.
- Macro-enabled files save use the extensions .docm (Word), .pptm (PowerPoint) or .xlsm (Excel).
- Previous Office versions can use Office 2007/2010 file formats with the "Microsoft Office Compatibility Pack for Word, Excel and PowerPoint file formats" available at www.microsoft.com/download.

Compatibility with Previous Versions

Office opens a compatibility mode when using a pre-2007 file format. Features are disabled or changed to ensure compatibility. Files are automatically checked for compatibility when saved in a pre-2007 format.

To check compatibility, including with 2007 programs:

1. Choose **FILE**, **SAVE** **CHECK FOR ISSUES** then **CHECK COMPATIBILITY**.
2. If issues are found in Word and Excel, to change what options to check, **SELECT VERSIONS TO CHECK**, then check/uncheck the versions.
3. Note any problems, and **CLICK** OK.

Showing Macro and Form Controls

1. Choose **FILE**, **OPTIONS** then **CUSTOMIZE RIBBON**.
2. Under **CUSTOMIZE THE RIBBON**, check **DEVELOPER**.

Working Anywhere (Office Web Apps)

To share and simultaneously edit your files with other people, or work from a computer without Office:

1. Create a file on Windows Live SkyDrive or a SharePoint 2010 server with Office Web Apps or the SharePoint 2010 web site (SkyDrive/SharePoint 2010). Or, to save a file to SkyDrive/SharePoint 2010:
 - a. Choose **FILE**, **SAVE & SEND**.
 - b. **CLICK** **SAVE TO SHAREPOINT** or **SAVE TO WEB**.
 - c. Select a location, or click **+** then click on **new**.
2. To edit using Office Web Apps, log on Windows Live SkyDrive, then the file, then **CLICK** or **CLICK** .

Co-authoring (Word/PowerPoint)

To edit a file in real time with other people:

1. Open the file from a SharePoint 2010 server or Windows Live SkyDrive.
2. Review and communicate with other authors, **CLICK** on the status bar. To see who is editing, press **CLICK** on the **SharePoint Navigation Pane** in PowerPoint **CLICK** **REV**.
3. To merge changes by someone else, view or scroll in **Word**, changes by other authors are highlighted in PowerPoint to review the changes:
 - a. **CLICK** **REV** (review comment) in the status bar.
 - b. **CLICK** **MARK A WORD AND REVIEW**.
 - c. **CLICK** **REVIEW COMMENTS**. Review as usual, then choose **MARK**, **CLICK** **MARK** (REV).

The Research Task Pane

Use the RESEARCH task pane to obtain information from multiple resources, such as an encyclopedia, web search, Dictionary, Thesaurus, Language Translation, word games and company information.

- Select a word or phrase. Then choose **REVIEW**, then **RESEARCH** . The RESEARCH task pane appears, displaying the premium search if available.
- Study **SEARCH** (for real) to refine the search.
- Use the **Steps** shown above under the **SEARCH** (for real) to select from available sources, such as **DEFINITION**, **WORD**, **SYNONYMS**, **ANTONYMS** and **PHRASES**.
- **CLICK** to start or adjust the query.
- Use **SEARCH** or to refine queries.
- **CLICK** **RESEARCH** (OFFLINE) to add or remove sources and set parental control options.

Keyboard Shortcuts

Display Help	F1
Open the command	F10
Save current document	Ctrl+S
Open a document	Ctrl+O
New document	Ctrl+N
Print a document	Ctrl+P
Clear active window	Alt+F4 or Ctrl+W
Cut selected text or graphics	Ctrl+X
Copy selected text or graphics	Ctrl+C
Paste the Clipboard contents	Ctrl+V
Paste Special	Ctrl+Alt+V
Turn word wrap on	Ctrl+W
Turn word wrap off	Ctrl+Q
Turn word wrap table	Ctrl+T
Undo the last action	Ctrl+Z
Redo or repeat last action	Ctrl+Y or Ctrl+Shift+Z
Split Cells	Alt
Select a word	(Double-Click)
Select all	Ctrl+A
Find	Ctrl+F
Repeat Find (after closing Find Using or Word Navigation Pane)	Ctrl+H
Find and replace	Ctrl+H
Insert hyperlink	Ctrl+K
Over-riding	Alt
WordWrap Selection Pane	Alt+W
Show/Hide the Ribbon	Ctrl+R
Access the Ribbon	Alt or F10
Document items	Ctrl+F10 or Document Any

Microsoft Office 2010 Quick Reference Guide

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Microsoft Office 2010 Quick Reference Guide:

The Top Books of the Year Microsoft Office 2010 Quick Reference Guide The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels enthralling the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have captivated audiences this year. Microsoft Office 2010 Quick Reference Guide : Colleen Hoover "It Ends with Us" This heartfelt tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Microsoft Office 2010 Quick Reference Guide : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and suspenseful novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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