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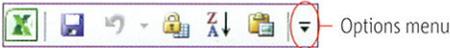
What's New in Office 2010

with Outlook 2010



Office 2010 retains the Ribbon interface from Office 2007, but the Ribbon can now be customized to make your favorite commands and features even more accessible. Also new in Office 2010 is Backstage View: a central location for printing, sharing, and general file operations.

Tip: Double-click on any tab to minimize/restore the Ribbon. Click the icon in the lower-right corner of any Ribbon group to open a dialog box with more options.



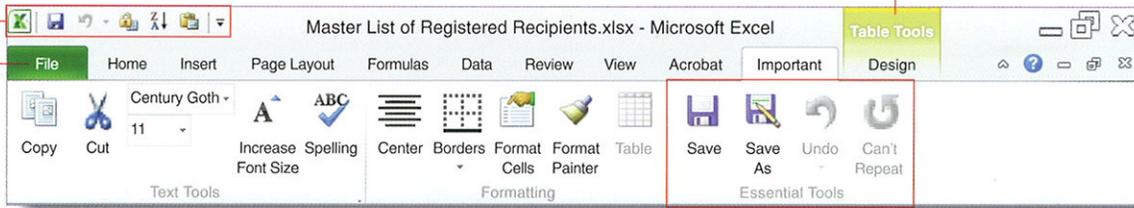
Quick Access Toolbar

Add frequently used commands to the Quick Access Toolbar, where they will always be one click away.

To add a command to the Quick Access Toolbar: right-click any command icon on the Ribbon and choose Add to Quick Access Toolbar.

To customize the Quick Access Toolbar: right-click anywhere on the Ribbon and choose Customize Quick Access Toolbar.

The Office 2010 Ribbon



Context-sensitive tabs appear on the Ribbon when you select certain things, like tables or images.

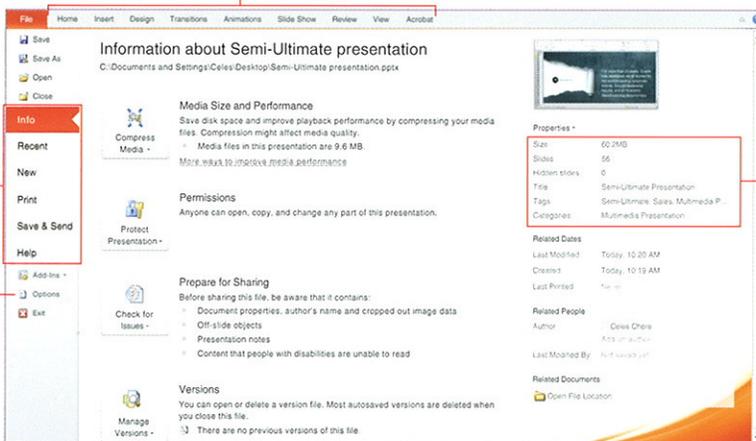
Backstage View

Backstage View replaces the File menu and Office Button from previous versions of Microsoft Office. You can access common commands such as Open, Save, and Print here. Backstage View contains different options depending on the Office program you are using.

To display recently opened files in the Backstage View sidebar: open the Recent screen. Check the Quickly access... box at the bottom of the window. If desired, enter the number of recent documents to display .

Click to view other Backstage View screens.

Click any other tab to return to normal view.



Click Options to set program preferences.

Document meta-data. Click inside a field to add searchable tags, keywords, and other information.

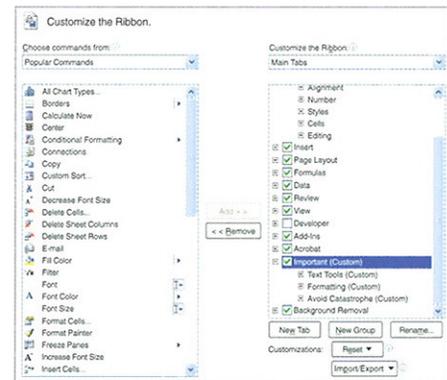
KeyTips

The commands on the Ribbon and Quick Access Toolbar can be executed by using KeyTip access keys. Press ALT to reveal available KeyTips, then press the applicable letter or number to execute the command.



Customizing the Ribbon

In Office 2010, you can create your own Ribbon tabs and groups. To begin, right-click anywhere on the Ribbon and choose Customize the Ribbon from the menu.



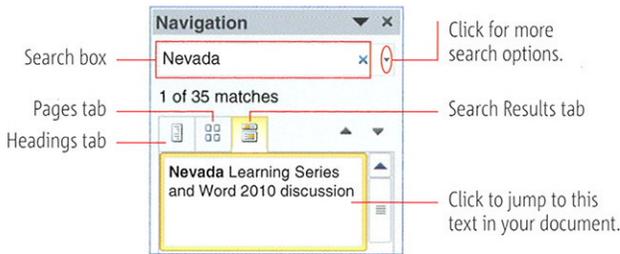
To add commands to a tab or group: select the command you want to add from the pane on the left side. If you don't see the command you want, select a different group from the Choose commands from drop-down menu. In the pane on the right side, select the tab and group you want the command to appear under. Click **Add >>**.

Tip: To customize context-sensitive tabs, click the drop-down menu under Customize the Ribbon and choose All Tabs.

To restore the default Ribbon and Quick Access Toolbar: click **Reset** and choose Reset all customizations from the menu. Click Yes.

Working with the Navigation Pane

New in Word 2010, the Navigation Pane makes it easy to search for text in a document, jump to a specific page, and re-arrange section headings. Press CTRL+F to open the Navigation Pane or, under the **View** tab, check the Navigation Pane box in the Show group.



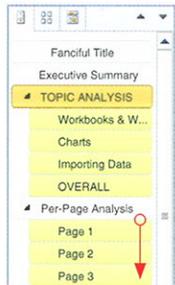
To search using the Navigation Pane: type search terms into the Navigation Pane Search box and press ENTER. If necessary, click the Search Results tab to view results. Click on a result to jump to its location in the document.

To search for specific objects (e.g. tables, graphics): click the drop-down arrow beside the Search box, and choose an object type from the menu.

Find and Replace

You can access the familiar Find and Replace dialog box from older versions of Word by clicking the drop-down arrow beside the Search box, and choosing **Find** from the menu. Alternatively, press CTRL+H.

The Headings Tab



Click the Headings tab in the Navigation Pane to view a list of all headings and subheadings in a document (see *Using Styles*, below, to designate headings).

Right-click on a heading for a menu of available actions.

You can also quickly move a section of text to another part of the document by clicking and dragging a heading to a different place in the Navigation Pane list.

Working with Text

Click the **Home** tab to view common text editing and formatting options.

To preview paste options: copy the text to be pasted. Right-click the destination area in the document and, in the **Paste Options** area of the menu, hover your mouse over an icon (e.g. **A** Keep Text Only). You will see a preview of what the pasted text will look like in your document. Click to apply the paste.

To apply text effects: select the text you want to apply an effect to. Under the **Home** tab, click **A**. Choose an effect from the gallery, or use the categories (e.g. **Outline**, **Shadow**) to browse specific effects. Click on an effect to apply it.

To choose custom paragraph spacing: under the **Home** tab, click **Change Styles** in the **Styles** group. Click **Paragraph Spacing**, then choose an option (e.g. **Compact**, **Tight**, **Double**) from the fly-out menu.

Using Styles

Styles define sections of your document, like headings and quotes in a way that Word can understand and use for other tasks, such as generating a table of contents. If you use styles to format documents, modifying a style will update every section of text in the document that uses that style.

To choose a Quick Style set: under the **Home** tab, click **Change Styles** in the **Styles** group. Click **Style Set**, then choose an option from the fly-out menu.

Tip: Click the **Style Pane** icon in the lower-right corner of the **Style** group to open the **Styles Pane**, which allows you to view, manage, and work with document styles

Using Quick Parts

Quick Parts are pre-designed Word elements, such as cover pages, headers, and watermarks, that you can add to a document. Quick Parts can be accessed through the Building Blocks Organizer.

To insert Quick Parts in your document: click in your document where the Quick Part will appear. Under the **Insert** tab, click **Quick Parts** > **Building Blocks Organizer**. In the **Building Blocks Organizer** dialog box, select one of the pre-formatted items (e.g. a cover page) and click **Insert**.

Reviewing Documents

To compare changes in two versions of a document: click **Compare** > **Compare** in the **Compare** group. In the **Compare Documents** dialog box, locate the appropriate documents using the **Original Document** and **Revised Document** areas. If either document version has tracked changes, these will be displayed in red text or markup balloons.

To restrict changes to a final version of the document: click **File** > **Info** > **Protect Document** and choose **Mark as Final** from the menu. Click **OK**.

Document Metadata and Personal Information

Check your document for hidden metadata or personal information.

Click **File** > **Info** > **Inspect Document**. If prompted to save your document, click **Yes**. In the **Document Inspector** dialog box, check or clear the boxes beside the document inspection options, and then click **Inspect**. If necessary, click **Remove All** beside found items.

Saving files as PDF

To create a PDF: click **File** > **Save & Send** > **Create PDF/XPS Document**, then click the **Create a PDF/XPS** button. Choose a name and location for the new PDF file, select file size optimization (e.g. **Minimum size**) and click **Publish**.

Working with Graphics

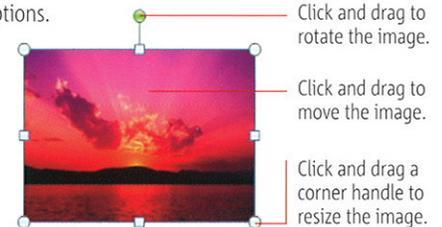
Capturing and Inserting a Screenshot

Open the program or window you want to take a screenshot of. Under the **Insert** tab, click **Screenshot** in the **Illustrations** group. Click on an option under **Available Windows** to insert a full screenshot, or click **Screen Clipping** to click and drag a box around the specific area you want to capture.

Formatting Images

Click on an image to select it and to display the **Picture Tools Format** tab on the Ribbon. Right-click on an image and choose **Format Picture** to open a dialog box of advanced formatting options.

Tip: Right-click on an image and choose **Size and Position** from the menu to make changes to image size, rotation, and scale.



To remove the background from an image:

- Under the **Picture Tools Format** tab, click **Remove Background** in the **Adjust** group. Click and drag the corner handles of the box that appears, making sure the part of the picture you want to preserve is inside the box.
- Under the **Background Removal** tab, click **Mark Areas to Remove**, then click on various areas in the image background to provide reference points for what to remove. Click **Keep Changes** to remove the background.

To apply an artistic effect to an image: under the **Picture Tools Format** tab, click **Artistic Effects** in the **Adjust** group. Hover your mouse cursor over an effect to preview it, and click to apply an effect to your image.

Note: Artistic effects can only be applied to certain images (e.g. photos).