

Office 2010 Common Features

Using the Ribbon

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



- Click the Show/Hide Ribbon Button  in a group to show additional options (e.g., Font dialog box).
- Sometimes, additional tabs (e.g., PROOFING and REFERENCE) may appear when a task or picture is selected.
- Buttons added to the ribbon as a result of user availability, e.g.,  or .
- To lock or unlock the Ribbon, click  on the top-right or  on the bottom-right of the Ribbon and the associated MINIMIZE, MAXIMIZE, and CLOSE buttons. To format only the selected content, click  or  on the left.
- To format by keyboard, press  or  to copy the format from one object to another.

Using the File Menu (Backstage View)

- Use the FILE menu to manage your document, including saving, printing, sending as email, and closing.
- INFO: Use to change settings, such as, permissions, checks for compatibility, and hidden personal files, and manage as featured content.
- ACCOUNT: Account information, sign-in, and folders. The sign-in button  or .
- PROTECT: Protect options, integrate with Bing and privacy.
- To close, click  a ribbon tab, or press .

Quick Access Toolbar

- The Quick Access toolbar displays above the Ribbon.
- To add a command, Right-Click on any command on ribbon, press the letter  or . To remove a command, click .
- To remove a command, Right-Click on the command then select REMOVE FROM QUICK ACCESS TOOLBAR.

Using the Status Bar

- The status bar is located at the bottom of the document window. It is customizable, and includes a Zoom slider,  and .
- To dock/undock items, Right-Click on the status bar, select dock/undock items, Press  or .
- To change the Zoom level, Drag the slider right or left, or choose  from .

- Using the Document View: Click  on one of the three icons on the Document View. View can also be changed by dragging the View icon of the DOCUMENT TABS.

Formatting with the Mini Toolbar

- Select the Mini Toolbar  to show additional options.
- To edit the font, font color, or text color, click  or .
- To change the font size, click  or .

Pasting with Live Preview

- Choose  then .
- To preview, hover over the PASTING OPTIONS. Or for pasting, click  or .

Using Themes to Format a Document

Themes are a quick way to apply a consistent look to your entire document. Themes work best if you have used style in Word (such as heading 1, text 1, etc.), or well-defined styles to apply a theme.

1. Click  on the ribbon, then click .
2. Select a theme. Click  to select a theme from the THEMES group. Hover over a theme to preview.

3. Select a theme. Click  to select a theme from the THEMES group. Hover over a theme to preview.
4. Use the  icon to select a theme from the THEMES group. Hover over a theme to preview.

Adding SmartArt

- SmartArt provides an easy way to create graphics.
- Choose  on the ribbon, then click .
- Click  to select a theme from the SmartArt gallery. Hover over a theme to preview.
- Type in the  text box. Has subtext, add pictures by clicking .
- Use the  icon to select a theme from the THEMES group. Hover over a theme to preview.

Using Shape Styles

Shape styles are coordinated font, line, shadows, and fill effects. Available options are based on the document's theme. There are also fill, shape, and style shape styles.

1. Select the shape you want to format.
2. Choose  on the ribbon, then click .
3. Select a shape style. Click  to select a shape style from the SHAPES group. Hover over a shape style to preview.

File Formats

- Office 2007 and 2010 have a default file format that Office 2003 and earlier do not support.
- To save a file in a previous version of Office (Word doc, ppt or pptx, xls or xlsx, Power Point and Word doc), there is a file format called . This file can contain all the content and formatting of the document.
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Compatibility with Previous Versions

- Office uses a compatibility mode when saving a pre-2007 file format. It allows you to disable or change 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, INFO,  CHECK FOR ISSUES then .
2. If issues are found in Word, select  to change a warning icon to check,  to ignore, then click .
3. Note any problems, and click .

Showing Macro and Form Controls

1. Choose FILE, DEVELOPER, .
2. Under CUSTOMIZE THE RIBBON, click .

Working Anywhere (Office Web App)

- To share and collaborate (read-only) with other people, or accessible on computers without Office:
- Choose the  icon. SharePoint 2010 server with Office Web Apps or OneDrive, or select  to share with OneDrive (SharePoint 2010).
- Choose  to share with OneDrive (SharePoint 2010).
- Choose  to share with OneDrive (SharePoint 2010).
- To view using Office Web Apps, go to  or .

Co-authoring (Word/PowerPoint)

To edit a file in real-time with other people:

1. Open the file that is Opened in Word/PowerPoint 2010 server or Windows Live Cloud.
2. To view and edit online with other people, click  on the ribbon.
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The Research Task Pane

Use the RESEARCH task pane to obtain information from multiple sources, such as, on the web, video, webinars, documents, etc. Use the task pane to view, stock prices and company information.

- Select a word or phrase, then click .
- The RESEARCH task pane appears, displaying the previous results if available.
- Modify the RESEARCH task pane to view the results.
- Use the dropdown arrow under the SEARCH icon to select a search engine, such as, Bing, Google, etc. or .
- Click  to search for the word or phrase.

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