

# 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 tab or picture is selected.
- Buttons related to the current context are available, e.g.,  to copy formatting.
- To lock or unlock the Ribbon, click  on the top-right corner of the Ribbon and check/uncheck LOCK RIBBON. To show or hide the Ribbon, click a tab to format or display a command. Ribbon, click a tab to format or display a command.
- To format by keyboard, press **Alt** or **Ctrl** for  to access the ribbon keys or **Alt** or **Ctrl** for  to access the ribbon keys or **Alt** or **Ctrl** for  to access the ribbon keys.

## 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, check for updates, to your hidden personal files, and manage as featured resources.
- ACCOUNT: Account information, sign-in, and folders. The window is  or .
- PROTECT: Protect options, integrate with third-party services.
- To close, click a ribbon tab, or press **Alt**.

## Quick Access Toolbar

- The Quick Access toolbar displays above the Ribbon.
- To add a command, Right-Click on any command on ribbon, press the ribbon  or . To add or remove commands, click the ribbon  or .
- 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,    .
- To dock or undock items, Right-Click on the status bar, select dock/undock items, Press **Alt** or **Ctrl** key, or **Ctrl** key.
- To change the Zoom level, Drag the slider right or left, or choose **VIEW** > **Zoom**.

- **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

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# Office 2010 Quick Reference Guide

**Dr. Tim Clinton, Dr. Eric Scalise**



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