

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 related to the current task are available, e.g.,  to copy formatting.
- To lock or unlock the Ribbon, click  on the top-left 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 **F10** to display the Ribbon. To show or hide the Ribbon, click a tab to format or display a command.

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 privacy, permissions, checks for updates, to view hidden personal files, and manage as featured resources.
- ACCOUNT: Account information, sign-in, and folders. The window is closed  or .
- REVIEW: Review options, including commenting and previous versions.
- To close, click a ribbon tab, or press **Alt+F4**.

Quick Access Toolbar

- The Quick Access Toolbar displays above the Ribbon.
- To add a command, Right-Click on any command on the Ribbon, press the letter **Q** or **U**, click OK, and then click, **QAT**. Or, to add or remove a command, click the **QAT** icon  on the toolbar.
- To remove a command, Right-Click on the command then select **REMOVE FROM QAT** or **REMOVE**.

Using the Status Bar

- The status bar is located at the bottom of the document window. It is customizable and includes a Zoom Slider,                                    

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A Loxley



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The Pediatric Eye Exam Quick Reference Guide: Office and Emergency Room Procedures Zhu-Tam, Lily, Chung, Ida, 2022-02-18 There is a need for comprehensive books that provide crucial information in a clear and direct manner particularly in the medical field Currently there are limited resources available to students and clinicians that provide step by step procedures with pictures on how to examine the eye in the pediatric population The Pediatric Eye Exam Quick Reference Guide Office and Emergency Room Procedures is a clinical procedure book to provide step by step pediatric eye care examination techniques and is an important addition to the field of eye care The chapters are written by leading pediatric optometrists and ophthalmologists in the field Years of academic and clinical experiences from schools of optometry hospital based eye care and private practice are all presented in a user friendly format with clinical pearls and insights that will help any clinician perform a pediatric eye exam easily and efficiently Covering a range of critical topics such as pupil examination visual field testing refraction and ocular emergencies and providing pictures it is ideal for all students residents academicians trainers and novel and seasoned clinicians who are interested in learning how to examine a pediatric patient and staying on top of the latest pediatric eye care procedures Office 2010 Made Simple Guy Hart-Davis, MSL Made Simple Learning, 2011-12-03 Office 2010 Made Simple for Windows is a practical and highly effective approach to using the Office 2010 Home Business Word Excel PowerPoint Outlook OneNote and Home Student Word Excel PowerPoint OneNote programs to create and edit documents and get work done efficiently Conveying information quickly and concisely the book brings you from a beginner or low intermediate to an experienced and confident user Illustrated graphical approach shows what happens at each stage Short sections provide instant access to each task the reader needs to perform Step by step instructions help the reader grasp even complex procedures in full confidence Microsoft Office 2010 On Demand Steve Johnson, Perspection Inc., 2010-06-15 What you need when you need it Need answers quickly Microsoft Office 2010 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Includes Workshops MCAS Exam Prep More than 700 Essential Office Tasks Inside the Book Office Organize information and add impact with clip art SmartArt diagrams tables and charts with an improved results oriented interface and File tab Word Create great looking documents faster using themes and templates Excel Use organizing processing and presenting tools to create data in Excel Workbooks PowerPoint Create powerful presentations faster using readymade design templates and themes Access Use full featured templates and application parts to create regular and web databases Outlook Use tools for creating and managing your e mail calendar contacts and tasks Publisher Use the File tab and Ribbon to quickly create a brochure or a newsletter without being a designer Office Web Apps View and edit your Office documents in a browser MCAS Prepare for the Microsoft Certified Application Specialist exam Bonus Online Content Register your book at queondemand.com to gain access to Workshops and related files Keyboard

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experienced paramedics specialist health care professionals and doctors this book will enhance knowledge and encourage accurate timely and thorough assessment of patients across the lifespan This book clearly sets out and balances the critical unscheduled and urgent care assessment priorities for paramedic students and those who are looking to refresh their skills The content depth of discussion and signposting within the book clearly highlight and discuss critical points for the reader which are supported with appropriate supporting evidence We recommend this book to all of our paramedic students and it should be an essential purchase for all discerning paramedic students whether they are embarking on their studies or refreshing and updating their skills Mark Nevins Programme Leader Paramedic Practice Programme Teesside University UK

This second edition draws on additional guidelines and best practice to elegantly illustrate the fundamental knowledge and skills required to undertake a comprehensive evidence based approach to patient assessment The book builds on the plethora of knowledge and understanding of patient assessment from common presentations through to complex specialisms which require a focused and often prompt response from the out of hospital care provider This book is ideally suited to the undergraduate paramedic student along with experienced paramedics wishing to review their assessment techniques John Donaghy Principal Lecturer and Professional Lead Paramedic Science University of Hertfordshire UK

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 - Chapter 3: Office 2010 Quick Reference Guide in Everyday Life
 - Chapter 4: Office 2010 Quick Reference Guide in Specific Contexts
 - Chapter 5: Conclusion
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6. In chapter 5, this book will draw a conclusion about Office 2010 Quick Reference Guide. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Office 2010 Quick Reference Guide.

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