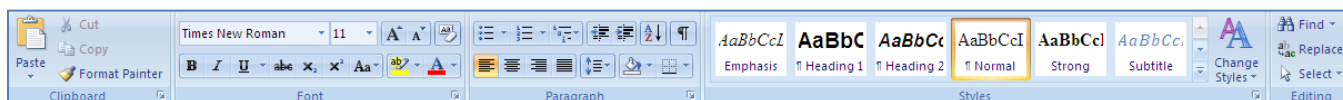




## Overview

Office 2010 is the most recent version of Microsoft's productivity suite of applications that includes Word, Excel, Access, PowerPoint, Publisher, and Outlook. This exciting new version brings many changes, particularly the look of the user interface. Most pronounced is the "ribbon," a task-oriented graphical interface similar to a toolbar, and multiple tabs that replace menus.

## The Ribbon



The Ribbon is a panel on the top portion of the screen that contains a selection of easy-to-browse commands that are needed in order to work on a file. It has numerous tabs that are organized in the order in which they may be used during file creation. Each of these tabs is divided into logical groups containing features designed to perform specific tasks.

The commands in the different groups are divided into large and small buttons. While the large buttons determine features that are commonly used, the smaller buttons represent minor features that are designed to work together to achieve a common result.

## The Quick Access Toolbar



The Quick Access Toolbar displays at the top of the window, above the Ribbon. It provides easy access to core commands such as Save, Undo, and Repeat. It can be customized to include other commands. The commands on the Quick Access toolbar are available no matter which tab is displayed.

### Add a Button

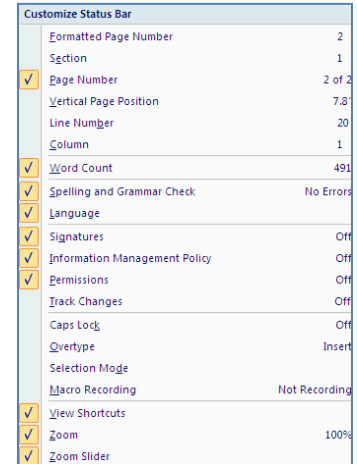
1. Click on the drop-down arrow at the right of the Quick Access Toolbar and choose **More Commands**.
2. Make sure **Quick Access Toolbar** is highlighted in the left side of the dialog box. In the right side of the dialog box, change the setting (drop-down box) in "Choose commands from" to **All Commands**.
3. Find the command, highlight it, and click . Repeat for each command. Click .

**NOTE:** A faster way of adding buttons to the Quick Access Toolbar is to RIGHT click the corresponding button on a ribbon. Then choose **Add to Quick Access Toolbar**. You can delete a button from the Quick Access Toolbar by RIGHT clicking the button in the Quick Access Toolbar and choosing **Remove from Quick Access Toolbar**.



### The Office Status Bar

The Office Status Bar, located at the bottom of the application window, displays a number of tasks relating to an open file's functionality. The Status Bar can also be customized to add tasks or remove the tasks presently displayed.

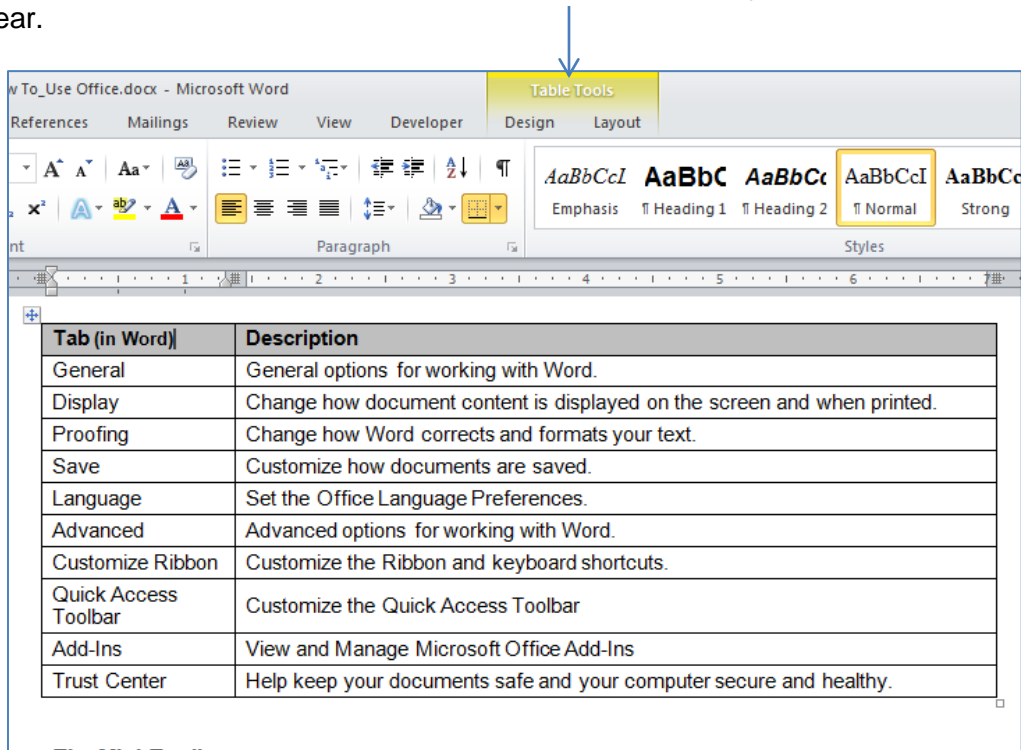


#### Customize the Office Status Bar

1. Right click on the Microsoft Office Status Bar.
2. Tasks presently displayed are “checked” in the shortcut menu.
3. To display additional items, click on them.
4. If you do not want to display an item, click on the checked item to turn it off.


### Contextual Tabs

Contextual tabs are tabs with specialized commands that are displayed when the object that they operate on, such as a table or picture, is selected. These tabs are displayed in addition to the existing tabs. The scope of their commands and tools is restricted to only the objects they are specialized for. Switch between the contextual tabs and the built-in tabs. When the object is deselected, the contextual tabs disappear.





## Dialog Box Launchers

Dialog Box launchers are small downward-pointing arrow buttons located at the bottom-right corner of certain command groups on a tab. 

Click on one to launch the relevant dialog box with advanced setting options, thereby reducing the time spent locating the required set of commands.

## The Application Options Dialog Box

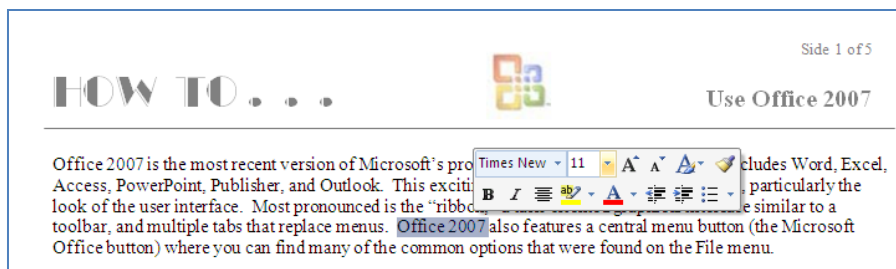
The Application Options Dialog Box replaces the TOOLS | OPTIONS menu in previous versions of Office. It contains a series of sections, each with commands required to customize the environment.

Access the dialog box on the **File** tab by choosing .

Section	Description
General	General options for working with Word.
Display	Change how document content is displayed on the screen and when printed.
Proofing	Change how Word corrects and formats text.
Save	Customize how documents are saved.
Language	Set the Office Language Preferences.
Advanced	Advanced options for working with Word.
Customize Ribbon	Customize the Ribbon and keyboard shortcuts.
Quick Access Toolbar	Customize the Quick Access Toolbar
Add-Ins	View and Manage Microsoft Office Add-Ins
Trust Center	Helps keep documents safe and your computer secure and healthy.

## The Mini Toolbar

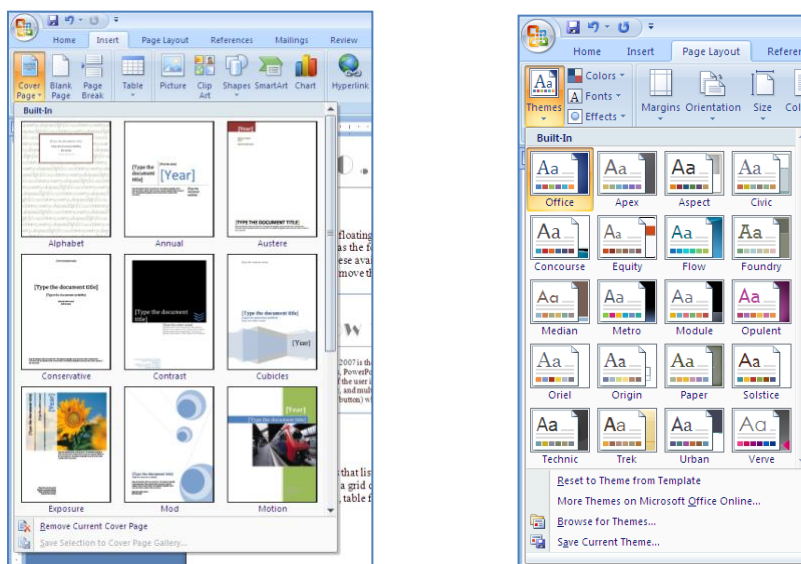
The Mini Toolbar is a floating toolbar that displays next to selected text and consists of commonly used font and paragraph tools. Use one or more of these commands without having to move to the main toolbar. The Mini Toolbar disappears when you move the mouse pointer away from it.





## Galleries

Galleries are libraries that list the varying outcomes of using certain commands found on the Ribbon. Galleries are arranged either in a grid or menu-like layout. They support several layouts by putting together a variety of predefined text styles, table formats, or graphical effects. Some of these effects can also be customized.




## Live Preview


Live Preview is a feature that enables the user to view the results of applying design and formatting changes made to an element without actually applying them. These changes are displayed in real time, as soon as you hover the mouse over the available options in a gallery. With Live Preview, avoid the process of adjusting multiple parameters in different menus and dialog boxes to check for desired results, ensuring that results are achieved with less time and effort.

## Save a File in an Earlier Version of Office

The default formats for Office 2007/2010 files are as follows: *Word (.docx)*, *Excel (.xlsx)*, *PowerPoint (.pptx)*, *Access (.accdb)*. If NOT compatible with earlier versions of Office (2003 and earlier), save the file as an earlier version.

1. On the **File** tab, select .
2. In the Save as type drop-down box, choose one of the following: *Word 97-2003 Document*, *Excel 97-2003 Workbook*, *PowerPoint 97-2003 Presentation*, *Access 2002-2003 Database*.

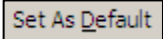
**NOTE:** You can also save any Office file in a .pdf format by choosing PDF.

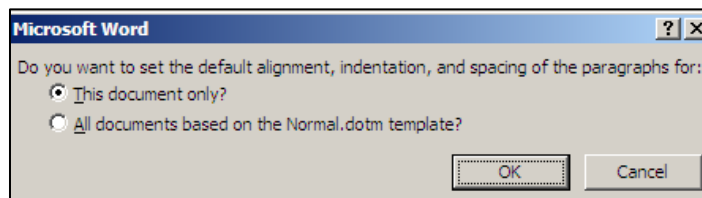
3. Click the  button.



## Change a Default Setting

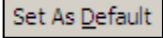
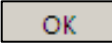
### *For Spacing Before and After Lines*

1. On the **Page Layout** tab in the **Paragraph** group, click the dialog box launcher arrow. The Paragraph dialog box displays.
2. In the **Spacing** section, click the up/down arrow(s) in the Before and After boxes.
3. In the **Line Spacing** section, make your choice.
4. Click the  button.
5. Choose whether to make this change for the current document or all documents.



6. Click .

### *For Font Styles and Size*

1. On the **Home** tab in the **Font** group, click the dialog box launcher arrow. The Font dialog box displays.
2. Select the font style and size.
3. Click the  button.
4. Choose whether to make this change for the current document or all documents.
5. Click .