

The New Office 2010 Interface and Shared Features

The Ribbon and Ribbon Tabs

- *Minimising and Maximising*
Minimise Ribbon button
Double-click
- *Keytips and shortcut keys*
(Press Alt or F10)
- *Standard vs contextual tabs*
(eg Insert a picture into Word)
- *Live Preview*
(eg formatting a picture int Word)
- *Dialogue Box/ Task Pane launchers*
(eg Font dialogue box)
- *Customising the Ribbon*
- *File | Options | Customise Ribbon or right-click a Ribbon and choose Customise Ribbon*
 - *Adding new groups*
 - *Adding new tabs*

The File Tab

The Mini-Toolbar

(eg Select text in Word and hover mouse)

Quick Access Toolbar

- *Adding and removing buttons/separators*
(right-click on a button on a ribbon)
- *Customising the Quick Access Toolbar*

New Customising Options For The Status Bar

(right-click status bar)

New Documents

- *Creating new Office documents*
- *Downloading on-line templates*

Opening Existing Documents

- *Set the default location*
(Options | Save)
- *Set the number of recently opened files listed in the open menu*
(Options | Advanced)
- *Pin documents to the recently opened documents/places menu*
(File | Recent – click the Pin)
- *Quick access to recently used documents*
- *Opening a document created in a previous version of Microsoft Office – using compatibility mode*
(Office button | Convert [Tell Me More – to see what features are affected])

Arranging Windows

- *The View Tab*
- *Switch Windows*
- *Arrange All*
- *Compare side by side*

Getting Help

- *The new help button*
- *Help connection to Office online status*

Saving Files In Office 2010

- *Saving 97-2003 files in compatibility mode*
(see previous)
- *Saving 2010 files in the new XML format*
(reduces file size
enhanced file recovery
enhanced compatibility)
- *Converting to 2010*
File | Info
- *Compatibility checker*
(File | Info | Prepare for sharing)
- *Setting the default save format*
(Options | Save)
- *Setting the default file location*
(Options | Save)
- *Saving a document as a PDF*
(File | Share)
- *Protecting a document*
(File | Info)

Switching Views

- *The View Selector on the status bar*
- *The View tab*
- *The Zoom controls*

Document Recovery and Managing Versions

- *Managing versions – recover unsaved versions or autosaved versions*
(File | Info)
- *Autorecover settings – keep the last autorecovered file if close without saving is a new setting*
(File | Options | Save)

Repairing Problems

- *Microsoft Office Diagnostics*
(Office Button | Options | Resources)

Exiting Documents And Applications

Where to find...

- *Copy, cut and paste (paste Live Preview)*
(Home)
- *The Office clipboard*
(Home)
- *Find and Replace*
(Home)
- *Autocorrect settings*
(File | Options | Proofing)
- *Proofing tools – spelling checker, thesaurus*
(Review)
- *Proofing options*
(File | Option | Proofing)
- *Symbols*
(Insert)
- *Undo, redo*
(Quick Access Toolbar)
- *Print preview*
(File | Print)
- *Clip Art, WordArt, AutoShapes and pictures*
(Insert)
- *Org Charts*
(Insert | SmartArt)
- *Formatting options – alignment, font size etc*
(Home)

New Formatting Features

(Drawing Tools | Format)

- *Quick styles*
- *Office shapes*
- *Picture effects*
- *Themes*
(Page Layout | Themes)
- *SmartArt Graphics*
- *Aligning and distributing objects*
- *Artistic Effects for images*
- *New colour settings for images*
- *New crop options for images*
- *Remove background for images*

Other New Features

- *Screenshot*
(Insert Tab)

Microsoft Word 2007

Views

- *New options in Full Screen View*
- *The new Draft View*
- *Displaying rulers*

Finding Page Layout Options

- *Page Size*
(Page Layout)
- *Margins*
(Page Layout)
- *Page breaks*
(Page Layout)
- *Headers and Footers*
(Insert)
- *Page Break*
(Insert)
- *Columns*
(Page Layout)
- *Page Borders*
(Page Layout)

Finding Table Creation Options

- *Table quick style and effects*
(Insert)

Finding Mailing Options

(Mailings)

- *Letters and envelopes*
- *Mail merge*

Finding Reference Options

(References)

- *Table of Contents*
- *Footnotes*
- *Bookmarks*
(Insert)
- *Cross references*
(Insert)

Finding Track Changes Options

(Review)

- *Compare and Merge*
- *Track Changes*

Advanced Formatting

- *Styles and Style Sets*
(Home)
- *Apply Styles box*

New Features

- *Quick Parts (autotext)*
(Insert the Autotext button on your Quick Access Toolbar
ALT F3 is still the shortcut for creating an AutoText entry
F3 is still the shortcut for completing a partially entered AutoText entry into your document
The AutoText screentip has been discarded)
- *Cover Page*
(Insert)

Microsoft Excel 2010

Finding Basic Editing Functions

- *Clearing cell contents*
(Home)
- *Deleting and inserting cells, columns, rows and sheets*
(Home)
- *Go to Special*
(Home | Find)

Finding Formatting Functions

- *Adjusting column width/ row height*
(Home | Format)
- *Hiding/unhiding columns and rows*
(Home | Format)
- *Freezing Panes*
(View)
- *Formatting numbers*
(Home | Number)
- *Text flow*
(Home | Alignment)
- *Borders and fills – New Draw a Border feature*
(Home)
- *New Cell Styles*
(Home)
- *Conditional Formatting – New improved features*
(Home)
- *New – split cells*
(Data – text to columns)

Finding View Options

(View)

- *Show rulers*
- *Show gridlines*
- *Show Formula Bar – new adjustment settings*
- *Show Headings*
- *New – Page Layout View*

Finding Lists And Database Options

- *Custom list options*
(File | Advanced)
- *Naming cells and ranges with the New Name Manager*
(Formulas)
- *Manage Data Table with the New Insert Table option*
(Insert)
- *Sorting data – New Sort Options (sort by colour)*
(Data)
- *Filtering data – Improved Filtering Options*
(Data)

Finding Function Options

- *The Functions Library*
(Formulas)
- *Formula AutoComplete*
- *Nested functions to 64 levels*

Finding Page Layout Options

(Page Layout)

- *Orientation*
- *Page Size*
- *Margins*
- *Headers and Footers*
(Insert)
- *Page Break Preview*
(View)

Finding Printing Options

- *Printing repeating rows and columns*
(Page Layout | Page Setup)
- *Print areas*
(Page Layout)

New Options

- *Sparklines*
- *Slicers*
(Insert tab)

Microsoft PowerPoint 2010

Finding Slide Management Options

- *Creating new slides*
(Home)
- *Changing slide layout*
(Home)

Finding Content Editing Options

- *New – selecting non-contiguous text*
- *Rearranging slides*
- *Using slides from other presentations*
(Home | New Slide | ReUse)

Finding Content Formatting Options

(Home)

- *Modifying text*
- *Text rotation and stacking*
- *Indenting/outdenting text*
- *Creating text columns*
- *Line and paragraph spacing*
- *Master slides*
(View)
 - *Formatting masters (cascading changes)*
 - *Creating an additional Master set*
 - *Duplicating a Master set*

Finding How to Insert Objects Into Slides

(Insert)

- *Date and Time*
- *Tables*
- *SmartArt*
- *Charts (now uses Excel)*
- *WordArt*
- *Sound*
- *Movies*
- *Headers and Footers*
- *The Selection Pane*
(Home | Select)

Finding The Animation Options

(Animations)

- *Transitions – new 3D Transitions*
- *Standard Animation – new enhanced animations and now on a separate tab*
- *Custom Animations and Timings*
- *Slide Timings*
(Animations for individual slide timings or Slide Show | Rehearse Timings)

Finding Slide Show Options

(Slideshow)

- *Setting up a show*
- *Custom Shows*
- *Starting a slide show*
- *Resolution*

Finding Other Output Options

(Office | Print)

- *Handouts & Speaker Notes*
(File | Share | Create Handouts)

New Features

- *Reading view*
- *Slide sections*
- *Animation Painter*
- *Video bookmark triggers and other new video options*
- *Laser pointer for slideshows (hold down CTRL)*

Microsoft Outlook 2010

The View Tab

- *Change View button – create custom view*
- *View presets – expand to see Group option*
- *People pane – summarises activity for a contact and includes social networking connectivity options*

Finding E-mails Options

- *Formatting E-mails*
(Format Text)
- *Attaching Items to E-mails*
(Message or Insert)
- *Inserting Other Content Into E-mails*
(Message or Insert)
- *Setting Message Delivery and Security Options*
(Options)
- *Creating a signature*
(File | Options | Mail)
- *Restrict forwarding*
(File | Info | Set Permissions)
- *Expiration*
(File | Info | Set Permissions)

Managing Your Inbox

- *Quick Flag*
(Right-click to set quick click flag)
- *Categorising messages by colour*
(Right-click to set quick click category)
- *Instant search*
- *View attachments from within the Reading Pane*
(Right-click to get option)
- *Scheduling Out of Office in Advance*
- *Clean up and Archive*
(File | Info)
- *Filter e-mail*
(Home)
- *Quick Steps*
- *Conversation options*
 - *View tab – Turn conversations on & Show messages from other folders*
 - *Home tab – Ignore – to get yourself out of the loop – automatically deletes past and future emails in the selected conversation*
 - *Home tab – Clean up*
- *Purge option*

Working with the Calendar

- *Related tasks appear at the bottom of the calendar*
- *E-mailing a snap shot of your calendar*
(Message Tab of E-mail window)
- *Overlaying multiple calendars to compare*
- *Create meeting button on emails*

Other New Features

- *Business Cards*
- *Colour categories*

Microsoft Access 2007

Creating and Viewing Databases and Objects

- *Creating databases*
- *Creating Objects*
- *Switching views*
- *The Navigation Pane*
- *Tabbed Documents*
- *Display Options*
(Office Button | Option | Current Database)
- *Object Dependency Pane*
(Database Tools | Object Dependencies)

Where to find...

- *Exporting options*
(External Data)
- *Relationship Window*
(Database Tools)
- *Switchboard Manager*
(Database Tools)
- *Mail labels*
(Create)

Database Management

(Office button | Manage)

- *Backing up*
- *Compacting and repairing*

New Table Features

- *Total Row*
- *Date selector*
- *New sort and filter options*
- *Formatting a datasheet*
- *Changing the datasheet defaults*
(Office | Options | Datasheet)

New Form Features

- *Creating a form*
(Create)
- *The new layout view and features*
- *Add fields*
(Design)
- *Changing field properties*
(Design)

New Report Features

- *Creating a report*
(Create)
- *The new layout view and features*
- *Add fields*
(Design)
- *Changing field properties*
(Design)
- *Adding sorts and groups*
(Format | Group and Sorting)
- *Adding Totals*
(Format | Totals)