What's New in Office 2010

Customizing the Ribbon
[Right click] the Ribbon, choose CUSTOMIZE THE RIBBON.
- To customize tabs, such as PICTURE TOOLS that display only when needed, change MAIN TABS TO TOOL TABS.
- To show/hide a tab, [Check/Uncheck] the tab.
- To remove a group, [Right Click] then choose REMOVE.
- To rearrange, [Drag], or select then [Click] or [ ].
- To create a custom tab, [Click] NEW TAB OR GROUP.
- To add commands, select the command, then select a (CUSTOM) group and [Click] ADD.
- To share or backup Ribbon customizations, [Click] IMPORT/EXPORT, IMPORT ALL CUSTOMIZATIONS, select a location and type a FILE NAME, [Click] SAVE.
- To replace your Ribbon with an imported custom Ribbon, [Click] IMPORT/EXPORT, IMPORT CUSTOMIZATION FILE. Select the file, then [Click] OPEN. [Click] YES.

Backstage View (The File Menu)
The File menu now takes up the entire window with more features to manage your document, such as:
- INFO: Use to change title, categories, permissions, check for compatibility and hidden personal data, and manage autosaved versions.
- RECENT: A larger RECENT DOCUMENTS list, and now RECENT PLACES. To keep documents/places permanently on the list, [Click] or [ ].
- PRINT: Print options integrated with print preview.
- To close, [Click] a Ribbon tab, or press <Esc>.

Protected View
Files from potentially unsafe locations have printing and editing restricted. To remove protected view, [Click] Enable Editing.

Recovering Unsaved Versions
Word, Excel, and PowerPoint save AutoRecover information periodically. Use the AutoRecover function to recover unsaved files, or previous versions of saved files.
To recover a file you closed, but did not save:
1. [Choose] FILE, then [Click] MANAGE VERSIONS, then RECOVER UNSAVED DOCUMENTS.
2. Select an unsaved file, then [Click] OPEN.
3. To recover an autosaved version of a file:
   - [Choose] FILE, INFO.
   - Select one of the previous VERSIONS.
   - To overwrite the saved version, [Click] RESTORE, then OK. Or, to save a copy, choose FILE, SAVE AS.
Note: New unsaved files do not generate autosave versions.

Pasting with Live Preview
1. After copying, choose HOME, then [Click] Paste. [ ]
2. To preview, hover over the PASTE OPTIONS. Or after pasting, [Click] [Ctrl] + press <Ctrl>.

Inserting a Screenshot
1. Choose INSERT, SCREENSHOT [ ] +.
2. Select from the AVAILABLE WINDOWS. Or to select the area to insert, select SCREEN CLIPPING, then [Drag] over the area.

Saving to SharePoint or Web (Windows Live SkyDrive)
1. [Choose] FILE, SAVE & SEND.
2. [Click] SAVE TO SHAREPOINT or SAVE TO WEB.
3. Select a location, or SIGN IN then save as usual.

Work Anywhere (Office Web Apps)
To share and simultaneously edit your files with other people, or access/edit on computers without Office:
1. Create or save a file on Windows Live SkyDrive or a folder with Office Web Apps active.
2. To edit using Office Web Apps, log into Windows Live (www.live.com) or your SharePoint server, view the file, then [Click] Edit in Browser.

Co-authoring (Word/PowerPoint)
To edit a file in real-time with other people:
1. Open the file from a SharePoint 2010 server or Windows Live SkyDrive.
2. To view and communicate with other authors, [Click] in the status bar.
3. To see who is editing an area, [Click] or on the Word Navigation Pane or PowerPoint SLIDES tab.
4. To merge changes by someone else, save as usual. In Word, Changes by other authors are highlighted.
   - In PowerPoint, review the changes:
     a. [Click] or on the Status bar.
     b. [Click] SAVES & REVIEW.
     c. [Click] REVIEW CHANGES. Review as usual, then choose MERGE, CLOSE MERGE VIEW.

Removing a Picture's Background
1. Select a picture.
2. [Choose] PICTURE TOOLS, FORMAT, then REMOVE BACKGROUND.
3. To change the portion of the picture to keep, [Drag] the handles.
4. To change areas that are being kept/removed, [Click] or, then [Click] areas on the picture to keep/remove.
5. To delete include/remove marks, [Click] then [Click] the mark.
6. [Click] KEEP CHANGES.

Cropping a Picture
You can now crop pictures to a common aspect ratio, e.g. 16:9, or a shape such as a star or circle. You can now also move the picture and crop marks independently.
1. Select a picture.
2. [Choose] PICTURE TOOLS, FORMAT, CROP.
   - Or [Click] a shape or common aspect ratio, then [Click] an option.
3. Move the crop handles. Or, if cropping to a shape, resize, rotate, and change as you would a regular shape.
   - To move the picture, but not the crop marks, [Drag] the picture.
   - To move the crop area, but not the picture, [Drag] the crop bounding box (not the crop handles).
4. Press <Esc> or [Click] away from the picture.

New or Changed Picture Features
Found on the PICTURE TOOLS, FORMAT tab:
- Sharpen/Soften: [Click] CORRECTIONS
- Artistic effects such as watercolor or pencil sketch: [Click] ARTISTIC EFFECTS

New or Changed Features
- SmartArt with Pictures.
- Manage overlapping shapes with the Selection & Visibility Pane: HOME, SELECT • SELECTION PANE.
- To see accessibility issues, choose FILE, INFO, [Click] CHECK FOR ISSUES • CHECK ACCESSIBILITY.
- Trusted documents: After confirming that a file with active content is safe, you won't be prompted to confirm next time the file is opened.

Features No Longer Available
- Smart tags are now "additional actions" available by Right Click (tapped off by default in PowerPoint).
- Clip Organizer: Local collections including associating a folder with a collection, find similar style, send by email, delete from a collection only (delete, remove the clip).
- Clip Art task pane: Link to Clip Organizer removed, (open from the Start menu). Cannot limit search to specific collections:

Word
Navigating and Reorganizing using Headings
Use the Navigation Pane to navigate and reorganize when using heading styles such as Heading 1, Heading 2.
- To do a heading to go to that part of the document.
- To move a heading and its contents, [Drag] the heading.
- To edit/promote a heading, [Right Click] then choose DEMOTE or PROMOTE. The text style changes (e.g. Heading 1 demotes to Heading 2).
- To select, print, or delete a heading and all content, [Right Click] then choose DELETE/PRINT HEADING AND CONTENT OR DELETE.
- To add a heading, [Right Click] then choose NEW BEFORE/ADDITIONAL NEW SUBHEADING.

Reference for Commands Common to Word, Excel & PowerPoint
Office 2007 Office 2010
ALL PRODUCTS
button:
- NEW, OPEN, CLOSE, SAVE, SAVE AS, PRINT, EXIT
- CONVERT
- PREPARE
- SEND
- PUBLISH
- CHECK FOR UPDATES
- ABOUT...
- FILE, HELP

WORD
HOME tab:
- FIND dialog
- REVIEW tab:
- BALKONS
- SHOW MARKUP • BALKONS
- SHOW SOURCE DOCUMENTS
- PROTECT DOCUMENT
- RESTRICT EDITING
- VIEW tab:
- DOCUMENT MAP
- THUMBNAILS
- POWERPOINT
- HOME tab:
- DELETE
- INSERT tab:
- MOVIE
- SOUND
- REVIEW tab:
- PRESENTATION DOCUMENT
- CUSTOM ANIMATION
- ANIMATION PANE
- ADD ANIM... TRANSITION features
- SLIDE SHOW tab:
- RECORD NARRATION
- RECORD SLIDE SHOW
- VIEW tab:
- SLIDE SHOW
- MESSAGE BAR

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