Office 2010 Common Features

Using the Ribbon

The Ribbon displays along the top of the window. It contains tabs with groups of commands that replace the menus and toolbars found in previous versions of Office.

- [Click] the Show Dialog Button in a group to show additional options (e.g. Font dialog box).
- Some tabs, such as TABLE TOOLS and PICTURE TOOLS only appear when a table or picture is selected.
- Buttons adjust to the amount of room available.
- To hide/show the Ribbon, [Click] on the top right, or [Right Click] the Ribbon and check/uncheck MINIMIZE THE RIBBON, or press <Ctrl F1>. To temporarily show a minimized Ribbon, [Click] a tab.
- To access by keyboard, press <Alt> or <F10>. Press one of the access keys or use the arrow keys to move through the tabs.

Using the File Menu (Backstage View)

Use the FILE menu to manage your document including saving, printing, sending via email, and closing.

- INFO: Use to change title, categories, permissions, check for compatibility and hidden personal data, and manage autosaved versions.
- RECENT: Recently accessed documents and folders.
- PRINT: Print options integrated with print preview.
- To close, [Click] a Ribbon tab, or press <Esc>.

Quick Access Toolbar

The Quick Access toolbar displays above the Ribbon.

- To add a command, [Right Click] on any command or Ribbon group then select ADD TO QUICK ACCESS TOOLBAR. Or for all commands, separators, and the ability to reorder, [Click] on the toolbar.
- To remove a command, [Right Click] on the command then select REMOVE FROM QUICK ACCESS TOOLBAR.

Using the Status Bar

The status bar runs along the bottom of the document window. It is customizable, and includes a Zoom Slider.

To add/remove items, [Right Click] on the status bar, and check/uncheck items. Press <Esc> or [Click] away.

To change the Zoom level: [Drag] the slider right or left. Or, choose VIEW, then ZOOM.

Changing Document View: [Click] on one of the view icons on the Status Bar. Views can also be changed by choosing VIEW then one of the DOCUMENT VIEWS.

Formatting with the Mini Toolbar

Use to access common formatting options.

1. Select the text to change with your mouse.
2. [Right Click] or move the mouse up and to the right.

Pasting with Live Preview

1. Choose HOME, then [Click].
2. To preview, hover over the PASTE OPTIONS.

Or after pasting, [Click] or press <Ctrl>.

Using Themes to Format a Document

Use themes to quickly apply cohesive formatting to your entire document. Themes work best if you have used styles in Word (such as Heading 1 and Title, or cell styles in Excel).

To apply a theme:

1. Word/Excel: Choose PAGE LAYOUT, then THEMES. PowerPoint: DESIGN, then select from the THEMES group. Hover over a theme to preview.
2. Select a theme. Or, to change a theme from a theme file or Office document, select BROWSE FOR THEMES.

Adding SmartArt

SmartArt provides an easy way to create graphics.

1. Choose INSERT, then SMARTART.
2. [Click] on a SmartArt for a description. For SmartArt that incorporates pictures, select PICTURE. [Click] OK.
3. Type in the [Text] placeholders. If available, add pictures by [Clicking].
4. Use the SMARTART TOOLS, DESIGN and FORMAT tabs to customize further.

Using Shape Styles

Shape styles are coordinated font, line, shadows, and fill effects. Available styles are based on the document's theme. Theme changes will change shapes using shape styles.

1. Select the shape(s) to format.
2. Choose DRAWING TOOLS or SMARTART TOOLS, FORMAT then select from the SHAPE STYLES group. In PowerPoint you can also choose HOME, QUICK STYLES.

File Formats

Office 2007 and 2010 have a different file format than Office 2003 and earlier versions.

- 2003 and prior versions of Office used doc, ppt and xls, for Word, PowerPoint and Excel files. These files can contain VBA Macros and ActiveX controls.
- File extensions for Office 2007/2010 files are docx, pptx or xlsx for Word, PowerPoint or Excel files. These files cannot contain VBA macros or ActiveX controls, unless saved as one of the macro enabled file types.
- Macro-enabled files save use the extensions docm (Word), pptm (PowerPoint) or xlsm (Excel).
- Previous Office versions can use Office 2007/2010 file formats with the "Microsoft Office Compatibility Pack for Word, Excel and PowerPoint File Formats" available at www.microsoft.com/downloads.

Compatibility with Previous Versions

Office uses a compatibility mode when using a non-2007 file format. Features are disabled or changed to prevent compatibility. Files are automatically checked for compatibility when saved in a pre-2007 format.

To check compatibility, including with 2007 programs:

1. Choose FILE, INFO, CHECK FOR ISSUES then CHECK COMPATIBILITY.
2. If issues are found in Word and Excel, to change what version to check, SELECT VERSIONS TO SHOW, then check/uncheck the version(s).
3. Note any problems, and [Click] OK.

Showing Macro and Form Controls

1. Choose FILE, OPTIONS then CUSTOMIZE RIBBON.
2. Under CUSTOMIZE THE RIBBON, check DEVELOPER.

Working Anywhere (Office Web Apps)

To share and simultaneously edit your files with other people, or access/edit on computers without Office:

1. Create a file on Windows Live SkyDrive or a SharePoint 2010 server with Office Web Apps active. Or, to save a file to SkyDrive/SharePoint 2010:
   a. Choose FILE, SAVE & SEND.
   b. [Click] SAVE TO SHAREPOINT or SAVE TO WEB.
   c. Select a location, or SIGN IN then save or email.
2. To edit using Office Web Apps, log into Windows Live or SharePoint, view the file, then [Click].

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. To see who is editing on-page, [Click] on the Word Navigation Pane or PowerPoint SLIDES tab.
3. To merge changes by someone else, save as email. In Word, changes by other authors are highlighted. In PowerPoint to review the changes:
   a. [Click] Unsaved changes in the status bar.
   b. [Click] SAVE, SAVE AND REVIEW.
   c. [Click] REVIEW CHANGES. Review as usual then choose MERGE, CLOSE/MERGE VIEW.

The Research Task Pane

Use the RESEARCH task pane to obtain information from multiple resources, such as an encyclopedia, web search, dictionary, thesaurus, language translation, stock quotes and company information.

- Select a word or phrase, then choose REVIEW, then RESEARCH. The RESEARCH task pane appears, displaying the previous search if available.
- Modify SEARCH FOR text to refine the search.
- Use the drop-down arrow under the SEARCH FOR text to select from available services, such as REFERENCE BOOKS, RESEARCH SITES, or BUSINESS AND FINANCIAL.
- [Click] to start or refresh the query.
- Use or to review queries.
- [Click] RESEARCH OPTIONS to add or remove services and set parental control options.

Microsoft Office 2010 Quick Check Answers

Beverly Zimmerman,S. Scott Zimmerman,Beverly B. Zimmerman

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Exam Ref 70-698 Installing and Configuring Windows 10 Andrew Bettany,Andrew Warren,2018-07-20 Prepare for Microsoft Exam 70 698 and help demonstrate your real world mastery of installing configuring managing and maintaining Windows 10 core services Designed for experienced IT professionals ready to advance their status this Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCSA level Focus on the expertise measured by these objectives Implement Windows Configure and support core services Manage and maintain Windows This Microsoft Exam Ref Organizes its coverage by exam objectives Features strategic what if scenarios to challenge you Assumes you have experience with installing configuring and locally managing and maintaining Windows 10 core services *MCITP Self-paced Training Kit (Exam 70-647)* David R. Miller, John Policelli, Paul Mancuso, Orin Thomas, Ian McLean, and J.C. Mackin,

Step-By Step Medical Coding 2011 Edition - E-Book Carol J. Buck,2011-02-11 Updated content reflects the latest coding developments so you can practice with the most current information available New ICD 10 CM chapters prepare you for the upcoming 2013 transition ICD 10 CM Official Guidelines for Coding and Reporting boxes contain excerpts of the actual guidelines presenting the official wording alongside in text discussions to help you better understand upcoming changes New Perspectives on Microsoft Office PowerPoint 2003, Introductory, CourseCard Edition Beverly Zimmerman,S. Scott Zimmerman,Beverly B. Zimmerman,2005-04 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning the new features of this latest version of Microsoft PowerPoint 2003 **Microsoft Office 2003** June Jamrich Parsons,Joseph J. Adamski,Patrick Carey,Roy Ageloff,Partrick Carey,Dan Oja,Ann Shaffer,Beverly B. Zimmerman,Caroline Shaffer,Senior Lecturer in Business Ethics and Organizational Behavior and MBA Program Director Carey,Ageloff,Adamski,Zimmerman,2004-02 In depth case based problem solving approach to learning the new features of Microsoft Office 2003 Includes coverage of file management integration tutorials and improved readability **New Perspectives on Microsoft Office PowerPoint 2003** Beverly B. Zimmerman,S. Scott Zimmerman,2004 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2003 Microsoft Office XP June Jamrich Parsons,Patrick Carey,Ann Shaffer,Kathy T. Finnegan,2003 A case based step by step approach to learning how to use Microsoft Office XP **New Perspectives on Microsoft Office Access 2003** Joseph J. Adamski,Kathleen T. Finnegan,Joe Adamski,2003-12 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology to make learning Microsoft Access 2003 skills both meaningful and memorable for students Updated to include the new features of Access 2003 the text begins with the basics such as queries forms and reports and moves on to more advanced topics including advanced queries macros Visual Basic and more New Perspectives on Microsoft Office Word 2003, Comprehensive Ann Shaffer,S. Scott Zimmerman,Beverly B. Zimmerman,Scott

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emphasize key information and test your retention and understanding From the Trenches Coding Shots Stop Caution Check This Out and CMS Rules boxes offer valuable up to date tips and advice for working in today s medical coding field Coder s Index makes it easy to instantly locate specific codes Practice activities on the companion Evolve website reinforce key concepts from the text Updated content presents the latest coding information so you can practice with the most current information available   **New Perspectives on Microsoft Office FrontPage 2003** Jessica Evans,2006 This book offers a case based problem solving approach to Microsoft FrontPage 2003 and now includes a free tear off FrontPage 2003 CourseCard reference tool on the back cover Students will learn how to create and enhance Web pages with links graphics tables frames and form applications using FrontPage   New Perspectives on Microsoft Office PowerPoint 2003, Comprehensive, CourseCard Edition Beverly Zimmerman,S. Scott Zimmerman,Beverly B. Zimmerman,2005-03 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft PowerPoint 2003   **Step-By-Step Medical Coding** Carol J. Buck,2013 Take your first step toward a successful career in medical coding with comprehensive coverage from the most trusted source in the field Step by Step Medical Coding 2013 Edition is the practical easy to use resource that shows you exactly how to code using all of today s coding systems In depth step by step explanations of essential coding concepts are followed by practice exercises to reinforce your understanding In addition to coverage of reimbursement ICD 9 CM CPT HCPCS and inpatient coding the 2013 edition offers complete coverage of the ICD 10 CM diagnosis coding system in preparation for the eventual transition No other text on the market so thoroughly prepares you for all coding sets in one source Dual coding in Units 4 and 5 where both ICD 10 and ICD 9 answers are provided for every exercise chapter review and workbook question ensures you can code using the systems of both today and tomorrow Complete coverage of the new ICD 10 code set in Unit 2 prepares you for the eventual transition from ICD 9 to ICD 10 Official Guidelines for Coding and Reporting boxes in Units 2 3 and 5 present the official outpatient and inpatient guidelines alongside text discussions Concrete real life coding examples help you apply important coding principles and practices to actual scenarios from the field Over 500 total illustrations of medical procedures or conditions help you understand the services being coded Four coding question variations develop your coding ability and critical thinking skills One answer blank for coding questions that require a one code answer Multiple answer blanks for coding questions that require a multiple code answer Identifiers next to the answer blank s to guide you through the most difficult coding scenarios Answer blanks with a preceding symbol 3 interlocking circles indicates that the user must decide the number of codes necessary to correctly answer the question In text exercises Quick Checks and Toolbox features reinforce coding rules and concepts emphasize key information and test your retention and understanding From the Trenches Coding Shots Stop Caution Check This Out and CMS Rules boxes offer valuable up to date tips and advice for working in today s medical coding field Coder s Index makes it easy to instantly locate specific codes Practice activities on

the companion Evolve website reinforce key concepts from the text Updated content presents the latest coding information so you can practice with the most current information available   New Perspectives on Microsoft Word 2002 S. Scott Zimmerman,Beverly B. Zimmerman,Ann Shaffer,2001-09-25

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