Office 2010 Common Features

Using the Ribbon

Using the File Menu (Backstage View)

Quick Access Toolbar

Using the Status Bar

Formatting with the Mini Toolbar

Pasting with Live Preview

Using Themes to Format a Document

Adding SmartArt

Using Shape Styles

File Formats

Compatibility with Previous Versions

Showing Macro and Form Controls

Working Anywhere (Office Web Apps)

Co-authoring (Word/PowerPoint)

The Research Task Pane

Keyboard Shortcuts

Display Help	F1
Save As command	F12
Save current document	Ctrl S
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New document	Ctrl N
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Copy selected text or graphics	Ctrl C
Paste the Clipboard contents	Ctrl V
Paste Special	
Turn on/off bold	Ctrl B
Turn on/off underline	Ctrl U
Turn on/off italic	Ctrl I
Undo the last action	Ctrl Z
Redo or repeat last action	Ctrl Y
Spell Check	F7
Select a word	
Select all	Ctrl A
Find	Ctrl F
Find and replace	Ctrl H
Insert hyperlink	Ctrl K
Access the Ribbon	Alt or F10

Microsoft Office 2010 Quick Reference Guide

Beezix, Inc Staff

Microsoft Office 2010 Quick Reference Guide:

   What's New in Microsoft Office 2010 (from 2003) Quick Reference Guide (Cheat Sheet of New Features and Instructions - Laminated Ca Beezix, Inc Staff,2010-06-01 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2010 for Word Excel and PowerPoint for users upgrading from Office 2003 Also includes a command reference for each product showing Office 2003 commands and their Office 2010 equivalents Topics include Office The Ribbon Backstage View The File Menu Quick Access Toolbar Formatting Text with the Mini Toolbar Pasting with Live Preview Saving as PDF Emailing a PDF Co authoring Word PowerPoint Work Anywhere Office Web Apps Using Themes to Format a Document SmartArt Shape Styles New or Changed Picture Features Showing Macro and Form Controls New File Formats Working with Preview File Versions Other New or Changed Features Features No Longer Available Word Spacing between Paragraphs Showing the Ruler Contextual Spelling Navigating and Reorganizing using Headings Searching Using the Navigation Pane Creating and Using Quick Styles Using the Apply Styles Window Mail Merge Building Blocks Creating a Quick Part Building Block Inserting a Quick Part The Reviewing Pane Tracking Moved Text Improved Compare and Combine Other New or Changed Features Features No Longer Available Excel Limit Changes Resizing the Formula Bar Formula AutoComplete Improvements to Named Ranges Inserting a Sheet Page Layout View Showing Invalid Data Pasting Cells as a Linked Picture Changes to Excel Tables Lists Structured References in Excel Tables Filtering Pivot Tables with Slicers Other PivotTable Changes Inserting a Chart in a Cell Sparklines Filter Improvements New Conditional Formatting Sorting by Icon Cell Color or Font Color Other New or Changed Features PowerPoint Organizing Slides with Sections Resetting Placeholders Adding Placeholders to a Slide Master Adding a Customized Layout Background Styles New or Changed Text Features Using the Animation Painter Video Improvements Linking to a Web Video Syncing Animation Text Overlays with Audio Video Creating a Video File Broadcasting Using the Internet Other New or Changed Features Features No Longer Available This guide is suitable as a training handout or simply an easy to use reference guide for any type of user   **Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix,Beezix Software Services,2010-06-10   *Office 2010 Common Features Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2010-12-01 Laminated quick reference card showing step by step instructions and shortcuts for how to use features of Microsoft Office 2010 that are common to Word Excel PowerPoint Great companion product to Word Excel PowerPoint Introduction guides The following topics are covered Using the Ribbon Using The File Menu Backstage View Using the Quick Access Toolbar Using the Status Bar File Formats Compatibility with Previous Versions Formatting with the Mini Toolbar Using Themes to Format a Document Adding SmartArt Using Shape Styles The Research Task Pane Creating an Embedded Object from Another Office File Creating an Embedded Object from Another Office File Creating a Hyperlink Showing Macro and Form Controls Inserting Comments

Deleting Comments Removing Personal Information Mark as Final Saving as PDF E mailing a PDF Restricting Distribution Digital Signatures Adding a Signature Line Word Excel Signing a Signature Line Viewing Digital Signatures Working with Multiple Windows This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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