

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 menu and toolbar found in previous versions of Office.



- Click the Show/Hide Buttons (☐) 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 (e.g., **Font** becomes **Font & Colors**).
- To refresh the Ribbon, click (☐) on the top right, or (Right-Click) the Ribbon and click **Refresh Ribbon**, or press **⇧+F10**. To temporarily show a minimized Ribbon, click a tab.
- To access by keyboard, press **⇧+R** 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 file categories, permissions, check for compatibility and hidden personal data, and manage auto-saved versions.
- **SAVE**: Save your current documents and folders. To preview, click (☐) or (☐).
- **PRINT**: Print options integrated with print services.
- 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 in 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 address items, (Right-Click) on the status bar, and click/touchback items, press **⇧+Esc** or click (☐) using **Change the Zoom level** (⏏) the slider right or left, Or, choose **VIEW**, then **Zoom**.

Changing Document View (VIEW) on one of the view icons on the Status Bar. View can also be changed by choosing **VIEW** then one of the **DOCUMENT VIEW**.

Formatting with the Mini Toolbar

Use to make 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 **Paste**, then **Click** (☐).
2. To preview, hover over the **PASTE OPTIONS**. Or after pasting, click (☐) or press **⇧+Esc**.

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Using Themes to Format a Document

Use Themes to quickly apply cohesive formatting to your entire document. Themes work best if you use standard styles in Word (such as heading 1 and list), or all styles in PowerPoint to apply a theme.

1. (Right-Click) **Choose FILE** (☐), then **Themes**, **PowerPoint** (POWER), then select from the **THEMES** group. Hover over a theme to preview.
2. Select a theme. Or, to choose a theme from a theme file or other document, select **THEMES** then **More Themes**.

Adding SmartArt

SmartArt provides an easy way to create graphics.

1. Choose **INSERT**, then **SMARTART** (☐).
2. Click on a thumbnail for a description, for SmartArt that incorporates pictures, select **PICTURE**. Click OK.
3. Type in the **Text** placeholders, if available, and pictures by clicking (☐).
4. Use the **SMARTART TOOLS DESIGN** and **FORMAT** tabs to customize further.

Using Shape Styles

Shape styles are coordinated font, fill, shadow, and 3D 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 **SHAPES TOOLS FORMAT** (☐), **FORMAT** then select from the **SHAPE STYLES** group. In PowerPoint you can also choose **FORMAT**, **SHAPES** (☐).

File Formats

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

- 2007 and prior versions of Office used the .doc 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 can 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/download.

Compatibility with Previous Versions

Office opens a compatibility mode when using a pre-2007 file format. Features are disabled or changed to ensure compatibility. If files are automatically checked for compatibility when opened in a pre-2007 format.

To check compatibility, including with 2007 programs:

1. Choose **FILE**, **Open** (☐) **Check for Issues** then **CHECK FOR ISSUES** (☐).
2. If Issues are found in Word and Excel, to change what options to check, **SELECT VERSIONS TO CHECK**, then check/touchback the elements.
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 connect to computers without Office:

1. Create a file on Windows Live SkyDrive or a SharePoint 2010 server with Office Web Apps or the QuickStart 2010 icon with Office Web Apps or the QuickStart 2010 icon on SkyDrive/SharePoint 2010. 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 click (☐) then click on **Web**.
2. To edit using Office Web Apps, go to www.office.com or SharePoint, view the file, then click (☐) **Work Anywhere**.

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. Review and communicate with other authors, click (☐) (☐) on the status bar. To see who is editing, press **CLICK** (☐) on the **Work Navigation Pane** in PowerPoint (VIEW) tab.
3. To merge changes by someone else, view or scroll in **Work**, changes by other authors are highlighted in PowerPoint to review the changes:
 - a. **CLICK** (☐) (☐) (☐) on the status bar.
 - b. **CLICK** **USE A LATER AND REVIEW**.
 - c. **CLICK** **REVIEW COMMENTS**. Review as usual, then choose **MARK**, **CLICK** **MARK** (☐) (☐).

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, word games and company information.

- Select a word or phrase. Then choose **REVIEW**, then **RESEARCH** (☐). The RESEARCH task pane appears, displaying the previous search if available.
- Study **SEARCH FOR** text to refine the search.
- Use the **Steps** shown under the **SEARCH FOR** text to select from available sources, such as **DEFINITION**, **WORD**, **SYNONYMS**, **ANTONYMS** and **PHRASES**.
- Click (☐) to start or adjust the query.
- Use **SEARCH** (☐) or **SEARCH** (☐) to refine queries.
- Click **RESEARCH** (☐) to add or remove sources and set parental control options.

Keyboard Shortcuts

Display Help	F1
Open file command	Alt O
Save current document	Ctrl S
Open a document	Ctrl O
New document	Ctrl N
Print a document	Ctrl P
Clear active window	Alt W or Ctrl W
Cut selected text or graphics	Ctrl X
Copy selected text or graphics	Ctrl C
Paste the Clipboard contents	Ctrl V
Paste Special	Ctrl Alt V
Turn word wrap on	Ctrl W
Turn word wrap off	Ctrl Q
Turn word wrap toggle	Ctrl T
Undo the last action	Ctrl Z
Redo or repeat last action	Ctrl Y or Ctrl Shift Z
Split Cells	Alt
Select a word	Double-Click
Select all	Ctrl A
Find	Ctrl F
Repeat Find (after closing Find Using or Word Navigation Pane)	Ctrl H
Find and replace	Ctrl H
Insert hyperlink	Ctrl K
Over-riding	Alt
Keyboard Selection Pane	Alt H
Show/Hide the Ribbon	Ctrl R
Access the Ribbon	Alt or F10
Show/Hide icons	Ctrl Alt or Shift Any

Microsoft Office 2010 Quick Reference Guide

**Thirumalaisamy P.
Velavancorresponding**



Microsoft Office 2010 Quick Reference Guide:

This book delves into Microsoft Office 2010 Quick Reference Guide. Microsoft Office 2010 Quick Reference Guide is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Office 2010 Quick Reference Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Microsoft Office 2010 Quick Reference Guide
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 - Chapter 3: Microsoft Office 2010 Quick Reference Guide in Everyday Life
 - Chapter 4: Microsoft Office 2010 Quick Reference Guide in Specific Contexts
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5. In chapter 4, this book will scrutinize the relevance of Microsoft Office 2010 Quick Reference Guide in specific contexts. The fourth chapter will explore how Microsoft Office 2010 Quick Reference Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Microsoft Office 2010 Quick Reference Guide. The final chapter will summarize the key points that have been discussed throughout the book.
The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Office 2010 Quick Reference Guide.

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