

WHAT'S NEW IN OFFICE 2010

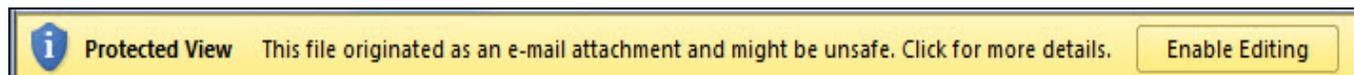
INTRODUCTION

Office 2010 suite includes Excel, Word, PowerPoint, Access, Publisher and Outlook. This version uses the new ribbon and tab system introduced in Office 2007. The traditional toolbars as you knew them in versions previous to 2007 have been reorganized into a Ribbon. Tools are displayed in tabs on a ribbon rather than in menus on the toolbar. This documentation will orient you to the new terminology used and where to locate necessary elements.

KEY CHANGES

New Security Defense – Protected View

Protected view is one of the new security defense-in-depth feature added in Office 2010. When a file appears to be from a potentially risky location or comes in as an attachment, it is opened in Protected View. Protected View appears like any other read-only view, however, under the covers, the file is opened in an isolated view so that any potential malicious code present will not infect your computer. The file is opened with a Protected View marker (see figure below) until the user decides to trust and edit it by selecting the Enable Editing button.



TERMINOLOGY, TOOLS AND FUNCTIONALITY

For those who come from versions 2003 or previous version, take some time to familiarize yourself with the new terminology and the location of the tools and functions on the Ribbon, the Tab bar, the Quick Access Toolbar and the Help button. If you were an Office 2007 user, then 2010 will not be much different. The only change you will see is that the Microsoft Office button in the upper left corner has been replaced with a File tab.

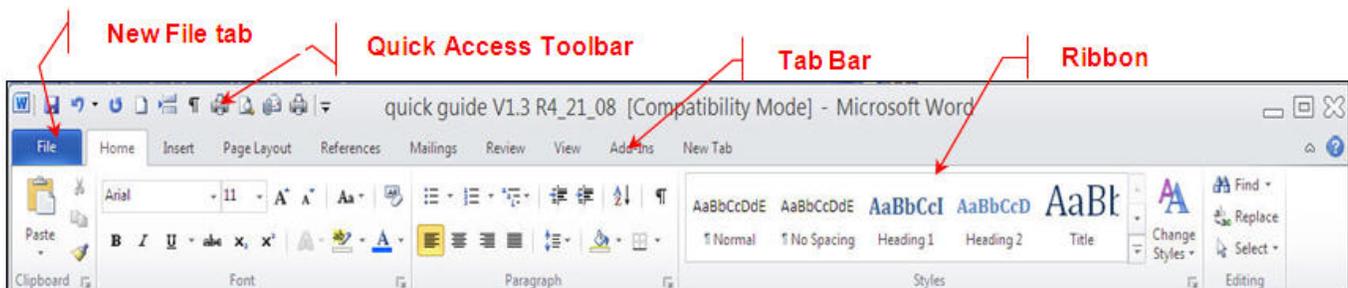
Terminology

Below are some of the most commonly used terms and functions for Office 2010.

The terminology used to describe the Ribbon functions/features includes:

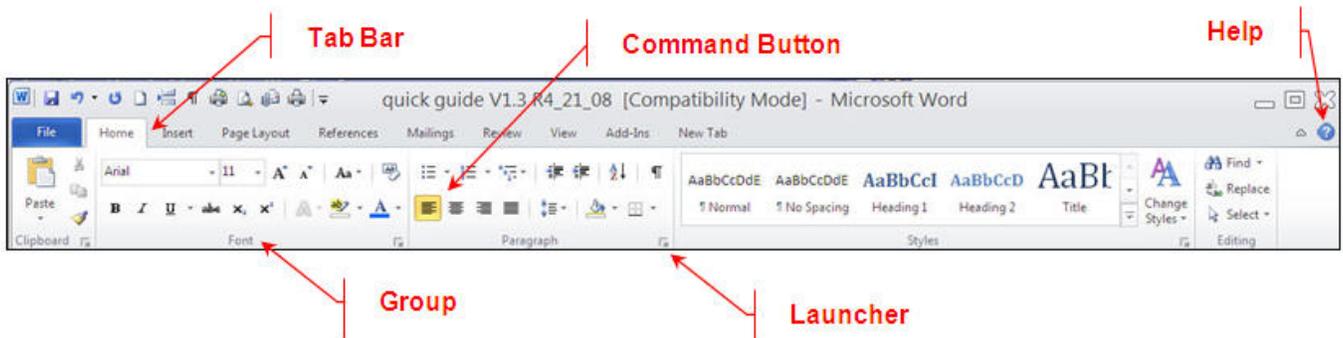
1. **File Tab** – The file tab has replaced the Microsoft Office button found in version 2007. For 2003 users, this tab is much like the File menu option on the toolbar.

2. **Quick Access Toolbar** -Contains shortcuts for commonly used tools. This can be customized to contain those shortcuts you use the most. The default setting for the quick access Toolbar is the Save button, Undo button, and Redo button.
3. **Tab Bar** - Replaces the Menus traditionally used in previous Office versions. Each Tab displays groups of tools and commands in the ribbon associated with that tab.
 For example in Word, the Home tab contains the commands for formatting styles, fonts, and numbers, as well as the clipboard commands; copy and paste, and the edit commands such as find and replace.
4. **Ribbon** - Displays a grouping of tools related to the selected tab.



Using the Ribbon

The Ribbon, which was introduced in version 2007, replaces the menu bar and traditional toolbars in versions 2003 and previous of Office. It contains tabs that are used to group commands by task. When you select a tab, the Ribbon displays the tools and commands available for that tab.



1. **Tab Bar** - Area that display tools and commands in the Ribbon.
2. **Command Buttons** - Shortcut icons on the Ribbon to perform a specific function.
3. **Group** - Collection of command functions for a tab.
4. **Launcher** - Button that displays a dialog box that gives more options for the selected group.
5. **Help** - Button that displays Office 2010 Help.

The Quick Access Toolbar

The Quick Access Toolbar displays the Undo, Redo and Save button by default. It can be customized to meet your preferences.

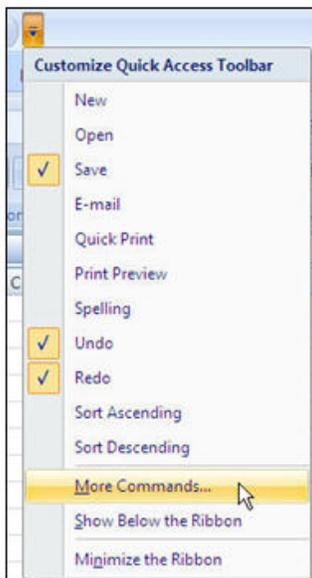
Customizing the Quick Access Toolbar

To customize the Quick Access Toolbar:

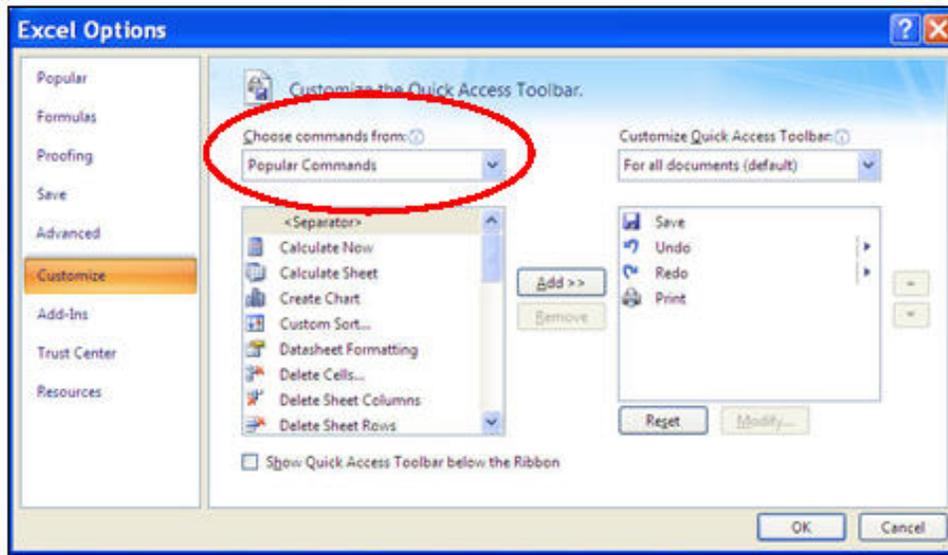
1. Select the **Customize Quick Access Toolbar** arrow.



The Customize Quick Access Toolbar menu displays.



2. Select **More Commands**. The **Options** dialog window displays.



3. Select the down arrow on the **Choose commands from** field to select a category.
4. Select the command you want to add from the list on the left.
5. Select the **Add** button. The command displays on list at right. These commands will display on the **Quick Access Toolbar**.
6. Select the **OK** button to save your choices.

To remove a command from the toolbar:

1. Select the command from the list on the right.
2. Select the **Remove** button.
3. Select **OK**.

PERFORMING COMMON TASKS

Use this section to learn where the features you use most often in your Office applications are located.

If you cannot find where a feature is in 2010 use the help function. Select on the help icon  in the upper right corner of the window. Type in the Search field some key words for what you are looking for.

Page Setup

Use page setup to specify the layout and printing of your documents. Perform the Page Setup function prior to entering data into your document.

To specify your page set up:

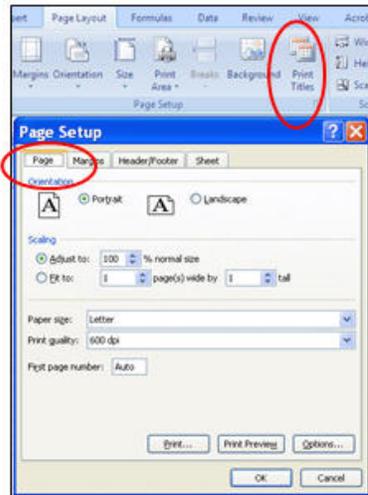
1. Select the **Page Layout** tab on the Ribbon.

NOTE The Page Layout tab on the Ribbon contains many command buttons to define your Page Setup.

In **Excel**, select **Print Titles** in the **Page Setup** group.

In **Word**, select the **Launcher button** in the **Page Setup** group to display the **Page Setup** dialog.

The Page Setup dialog box displays.



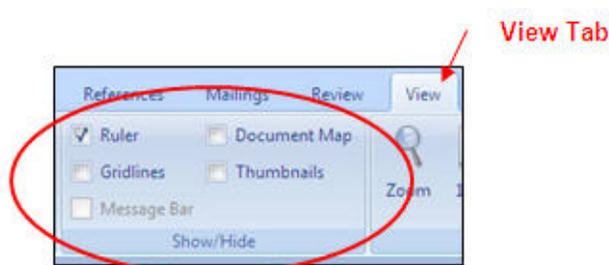
2. Adjust the page orientation, paper size and print scaling.
3. Select the **Margins** tab to adjust the Top, Bottom, Left and Right Margins as well as the Header and Footer margins.
4. Select the **Header/Footer** tab to create a custom Header or Footer for your document.
5. Select the **Sheet** tab to print a selected area of the worksheet, repeat rows to print or print the gridlines.
6. Select the **OK** button when finished.

Page View

Use the **View** tab to set up how your page displays. In Word, you can select to show rulers and grid lines. In Excel, you can select to show rulers, gridlines and the Formula bar.

To view rulers and gridlines:

1. Select the **View** tab on the Ribbon.
2. Locate the **Show/Hide** group.



3. Enter a check mark next to the items you want to display. The items you checked now display.

Saving a File

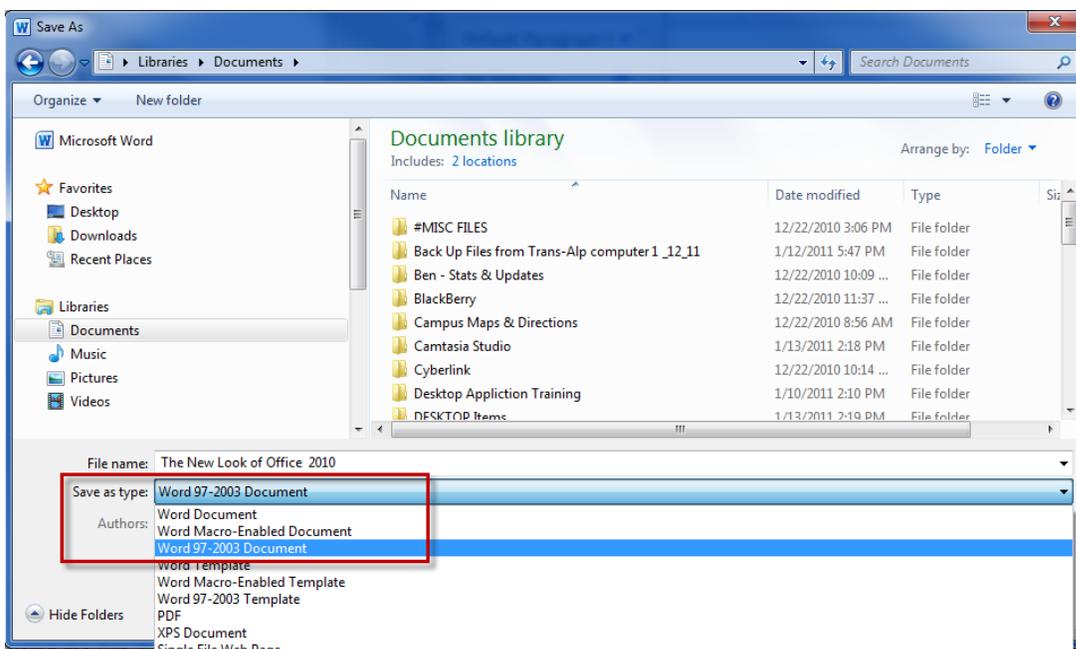
Office 2010 is not backwards compatible with Office 97-2003 and Microsoft Office 2004 for Mac. Please note that a computer that does not have Office 2007/2010 installed may not be able to open, read or edit files created in Office 2007/2010. If you are sharing documents with co-workers who may not be using Office 2007 or 2010 be sure to save your files as Office 97-2003 option to ensure compatibility with other users

To save your files in Office 2010 format :

1. Select **Save** from the **File tab** to save your document or worksheet or select the **Save** button on the **Quick Access Toolbar**.

To save a file in a compatible format:

1. Select the **File tab.in Office 2010**
2. Select **Save As** to save your file in a backwards compatible format or to a specific location or to rename your document.
3. Select the format for your document.
4. Specify **Office 97-2003 format** to make your document backwards compatible.



Printing a File

You can preview your file before printing and print your file to a specific printer using the **File Tab** in Office 2010.

To print a file:

1. From the **File tab**, .Select **Print**. The Print Options display.
2. Make the appropriate selections from the options and then **Select Print**.

Closing and Exiting a File

To close a file:

1. From the **File** tab **or Microsoft Office** button, select **Exit** or **Close**.

IT TRAINING

IT Training has online self-paced tutorials, documentation, and web references available for all the Microsoft Office applications at various skill levels.

Check us out: WWW.CSUN.EDU/IT/TRAINING

Contact Us:

IT Training

Phone: (818) 677-1700 or x1700 on campus

Email: training@csun.edu

Microsoft on the Web

Microsoft on the Web (WWW.MICROSOFT.COM) provides links to Web locations where you can find out more about Microsoft Office 2007 & 2010. It is a great resource for learning. You need Internet connectivity and a web browser for use of this feature.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, Room 33).