Office 2010
New General Features
Quick Reference
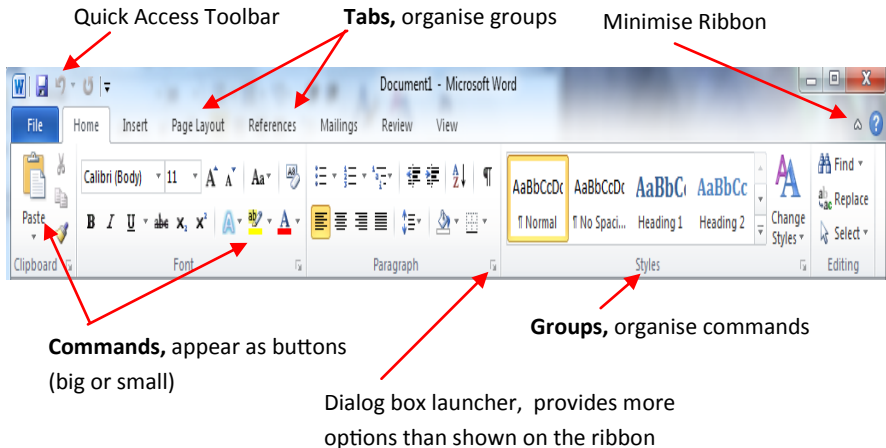# Guide

ICT Training & Development

Warwickshire
County Council

The Ribbon

The Ribbon replaces the File, Edit menu of MS Office 2003.

At first glance it could appear overwhelming but it is quite structured and logical in its approach. It brings all the essential tools that you need together, reducing the need to move through toolbars and commands.

Quick Access Toolbar   **Tabs,** organise groups   Minimise Ribbon

Commands, appear as buttons (big or small)

Dialog box launcher, provides more options than shown on the ribbon

Groups, organise commands

It works by dividing up core tasks for each application:

Individual **Commands**, (appearing as buttons, big or small) are organised into **Groups** (the names of which are found at the bottom of the Ribbon). For example if you wanted to change the format of your text (font) you will usually find what you are looking for in the **Font** group.

Commands are activated in the normal way (by clicking them). You might find that a particular command has a drop down arrow against it. This allows you to access additional options or commands. If you are unsure of what a command will do, hover over it and a tool tip will appear explaining its function.

As you may have guessed, there are too many commands to appear on the Ribbon at once. Therefore the command groups are further sorted into **Tabs** (appearing at the top of the Ribbon), each **Tab** refers to a **specific activity**. For example if you wanted to insert a picture into your document you would go to the **Insert** tab.

The Ribbon is clever in the way that it changes to reflect what you are doing at the time. This means that some tabs are not always visible (they only appear when needed). An example is the Headers and Footers Tab in Word. This tab only appears in the Ribbon when you are formatting a header or footer. This helps to save valuable space on your screen and keeps everything you need to hand.
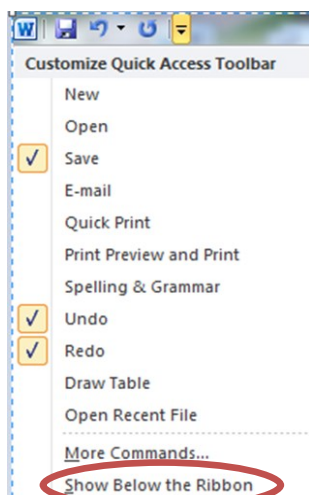
Note: The Home tab contains 80% of commands that the average person uses regularly!

<u>**The Quick Access Toolbar**</u>

The Quick Access Toolbar is located at the top left hand corner of the screen.
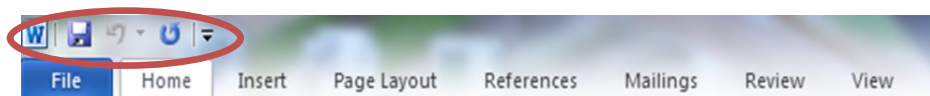

By default it already contains the Save, Undo and Redo options. However you are able to add your own options to it (in other words, customise it).

To customise your Quick Access Toolbar click on the drop down arrow located at the end of the bar, this brings up a list of commonly used tools that you can select to show on your toolbar.

The ticks that appear on the left hand side indicate which options are already showing in your Quick Access Toolbar.

To add additional options, just select them from the list given. Alternatively, you can right-click any command on the Ribbon and select **Add to Quick Access Toolbar**.
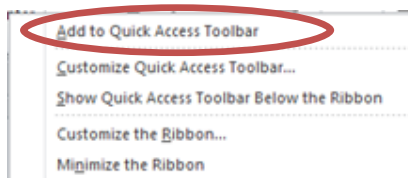
You can also move your Quick Access Toolbar so that it appears below the Ribbon (if you prefer). By selecting Show Below the Ribbon (as shown in the image).

Status Bar (page and zoom views)

The Status Bar is not new to Office 2010. However, the applications now have status bars which share a common look.
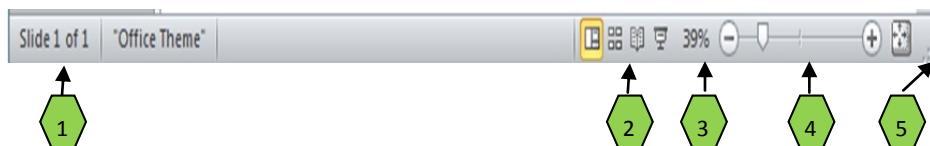
Word Status Bar

Excel Status Bar

PowerPoint Status Bar

1. Information Area – provides information about the application or document you are working with.

2.   View Tools – these allow you to change the view of the document/worksheet/ presentation. The views available vary according to each individual application. **Note:** In Word there is no longer a **Normal View** this is now known as **Draft View**.

3. The Zoom Level – displays the current zoom percentage. If you click on the button a list will appear from which you can select a specific zoom percentage to suit your needs.

4. The Zoom Slider – indicates the current zoom. You can drag the marker to the left or right to increase (+) or decrease (-) the zoom percentage.

5. Resize Icon – this is visible if the window you are working in is not maximised. It will allow you to change the size of your window by dragging in or out.

Backstage View (File Menu)

This replaces the traditional File menu (in 2003) and helps you to quickly get to operations such as Open, Save and Print.

It is accessed by clicking on the File tab on the Ribbon itself. However, the File tab is not a normal tab (which is why it appears in colour). Once clicked it launches a mini program (within Microsoft Office) called the **Backstage View**.
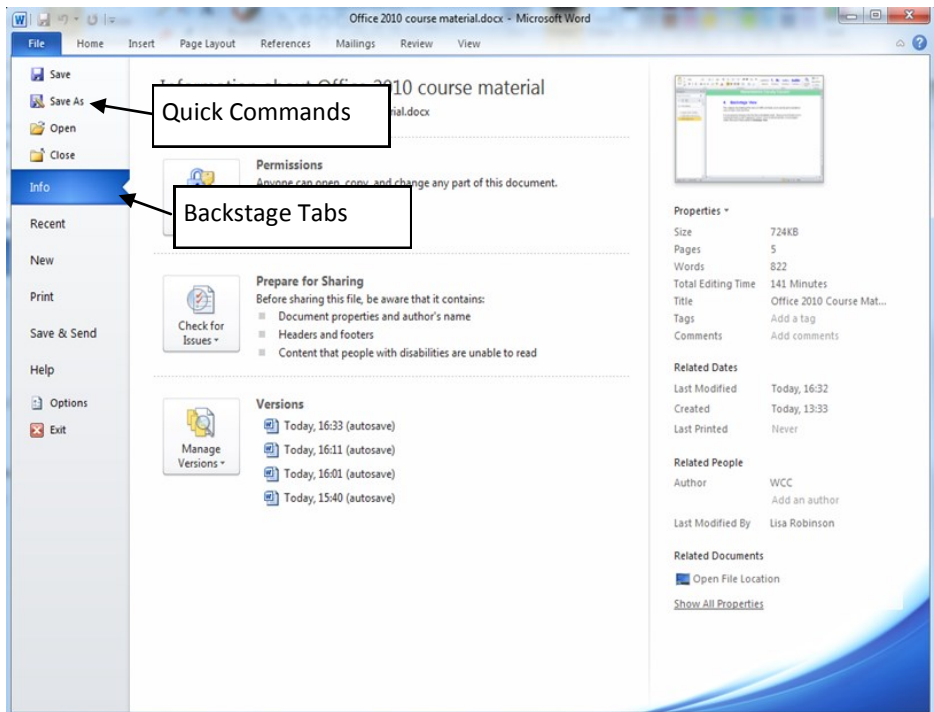

Quick Commands (indicated by smaller icons) allow you to perform a selected operation immediately. For example, Save, Save As, Open, Close and Exit.

Backstage Tabs (indicated by large coloured tabs) usually display more options and information to the right of the screen. For example,

- **Recent** – opens a list of recently used documents, you can access them from here.

- **New** - allowing you to create a new document from an existing template.

- **Print** - allowing you to preview your document, change printer settings and print the current file all within one page (see image)
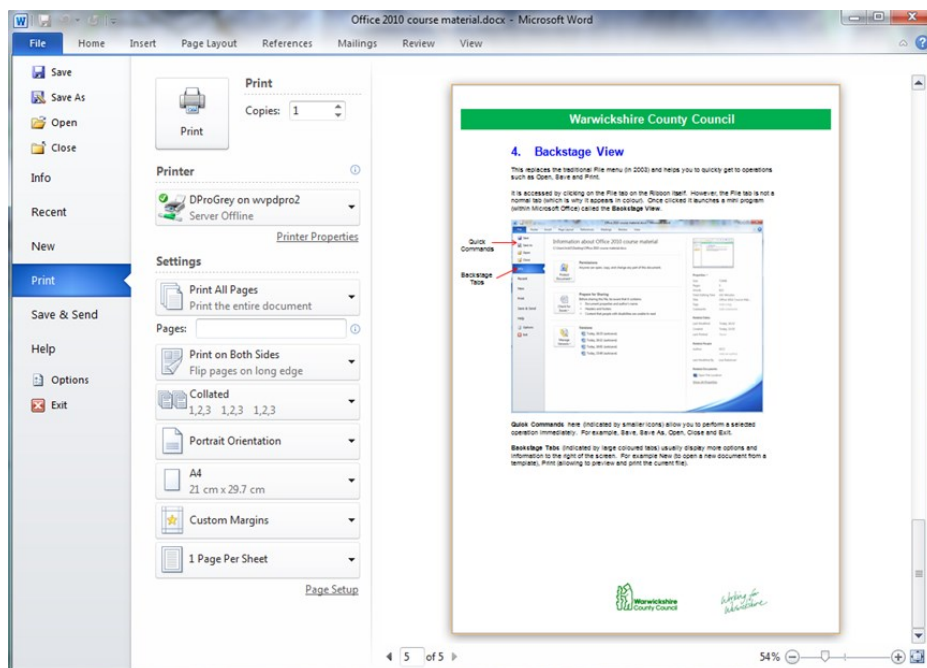

To Exit out of the Backstage View you can press the ESC key at any time. You will be returned to the document you were working on (handy!).

<u>**Saving your files**</u>

Office 2010 saves documents using a .docx extension. This is fine if you are sending a document to a colleague of Warwickshire County Council (as we have installed converters onto the PCs allowing newer Office files to be opened). However, when sending a document outside of Warwickshire County Council it might be best to save it in Word 97-2003 Document (.doc) format. This will help ensure that people on earlier versions will be able to open the document.

Also, a new feature of Office 2010 is the ability to save your documents as a PDF file. **Note:** If you intend to make changes to your document, save it as a Word document first as when in PDF format you will not be able to go back and make changes!
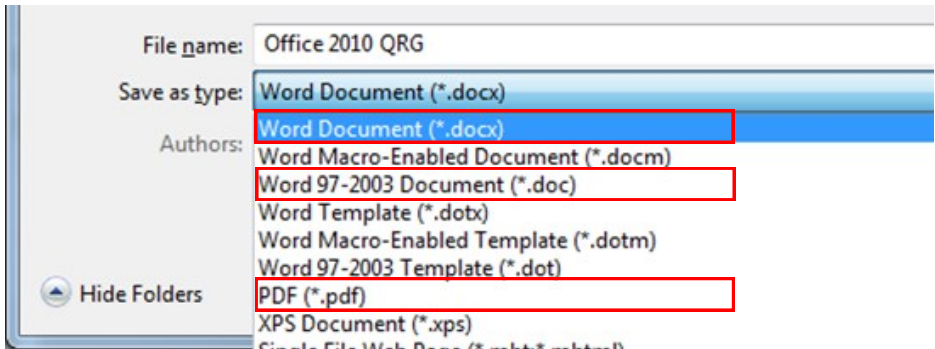
From **File > Save As** you can select the three formats,

- Word Document (.docx)

- Office 97-2003 Document (.doc)

- PDF (.pdf)

<u>**A little extra help**</u>

We appreciate that this could prove a big move, so to help we have installed some Interactive Guides on your PCs that can point you in the right direction (if you feel a little lost). These guides can be accessed through:

Start > All Programs > Office 2010 Help

They are designed to help you find menus and tools by selecting them in 2003 and then showing you where the same menu/tool is in 2010.

You can also refer to the Learning Guide installed on your pc for step-by-step guides, practice tests and printable material to help you find your way around the applications. For any other queries, please contact the ICT Service Desk on 01926 414141 or alternatively e-mail ictservicedesk@warwickshire.gov.uk.

For more information on available courses

(and more hints, tips and FAQs) visit:

warwickshire.learningpool.com

For support please contact the
ICT Service Desk
using the 'Service Desk Online' icon
on your PC desktop or,
if you have a problem to report,
call on **01926 41 41 41**

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