

This guide is designed to assist with the transition from Microsoft Office 2007 to 2010.

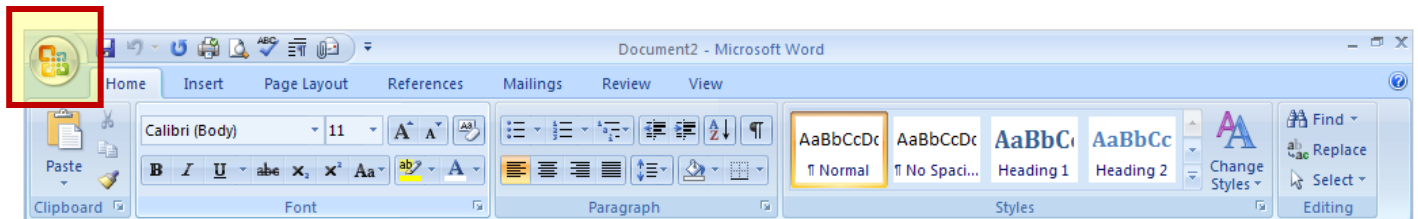
The Ribbon

There are some notable differences between the Office 2007 Ribbon and the 2010 Ribbon.

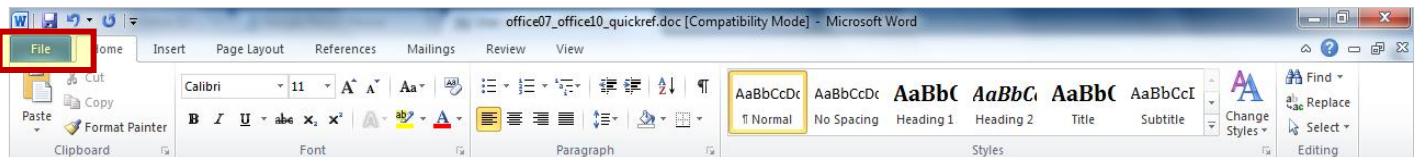
The File Button

Office 2010 has restored the File button.

Office 2007 Ribbon



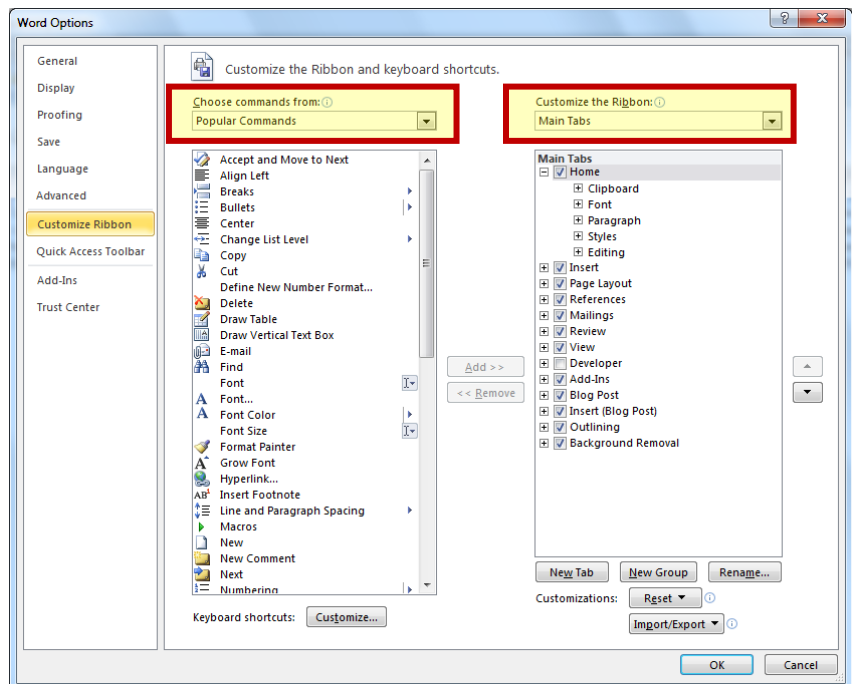
Office 2010 Ribbon



Customizing the Ribbon

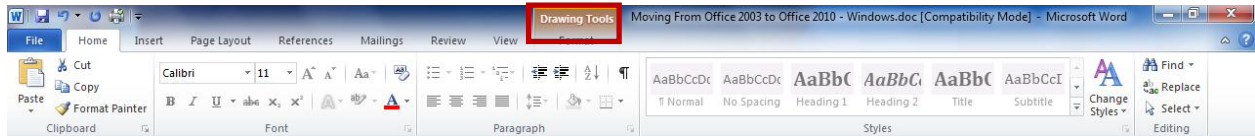
Users can customize the tabs that are available on the Ribbon by clicking **File**, selecting **Options**, and then choosing **Customize Ribbon**.

In addition to customized commands or functions, you can also customize the tabs by adding or excluding tabs.



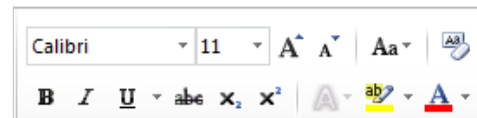
Contextual Tabs

Contextual tabs appear when you are working on certain tasks in order to streamline the process. For example, inserting clip art into a document will open a Contextual Tab dedicated to working with pictures.



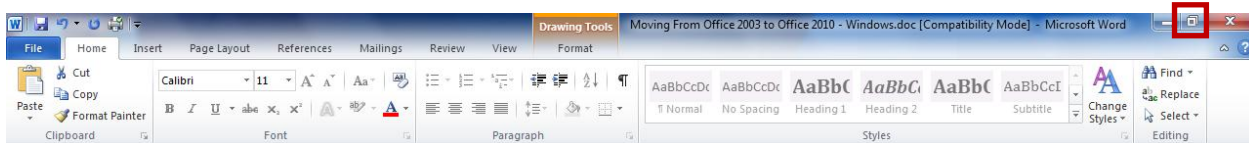
Mini Toolbar

The Mini Toolbar appears when text is selected or highlighted. This feature provides easier access to commonly used editing options.



Minimizing the Ribbon

Users can minimize the ribbon by right-clicking on any tab or command on the Ribbon and selecting **Minimize the Ribbon**, and they can restore them ribbon by right-clicking and selecting **Expand the Ribbon**. Both of these commands can also be accessed by clicking the ^ arrow in the upper right corner of the screen.

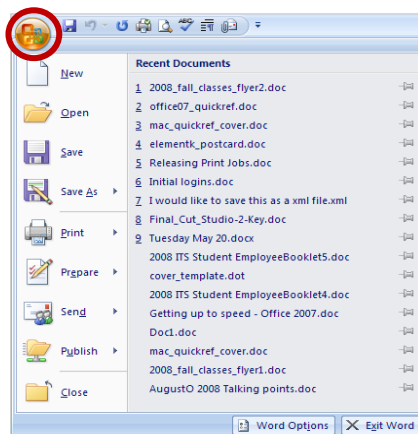


Backstage View

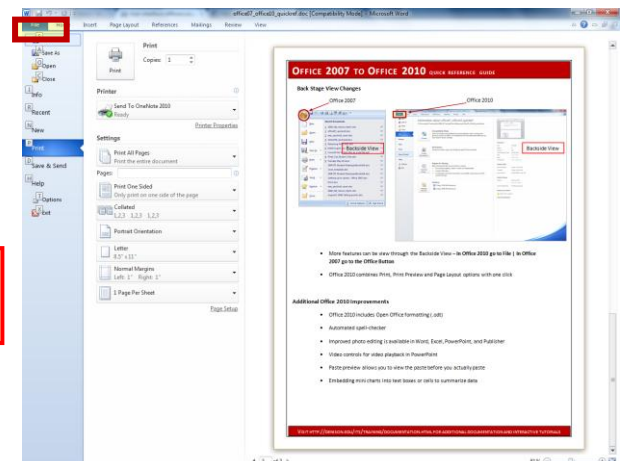
More features can be viewed through the Backstage View.

- ♦ The Backstage view contains options to manage documents, including creating and saving documents, and control the settings of the program.
- ♦ To access the Backstage View in Office 2010, click **File**.

Office 2007:

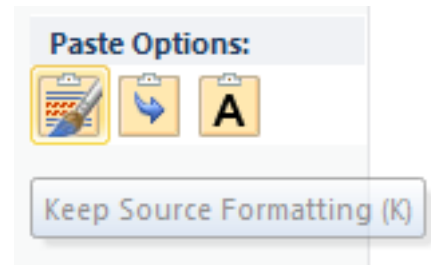


Office 2010:



Paste Preview

- ◆ Allows users to view added content before it is actually pasted into the document
- ◆ Offers options for pasting material into a document, including Keep Source Formatting, Keep Destination Formatting, and Merge Formatting.



Additional Office 2010 Improvements

- ◆ Office 2010 includes Open Office formatting (.odt, .ods, .odp)
- ◆ Automated spell-checker
- ◆ Improved photo editing is available in Word, Excel, PowerPoint, and Publisher
- ◆ Video controls for video playback in PowerPoint
- ◆ Embedding mini-graphs (Sparklines) into text boxes or cells to summarize data in Excel
- ◆ Regular text can be converted into WordArt (files must be saved as .docx, .xlsx, .pptx)

Windows 7 and Microsoft Office 2010—Getting Started

If you are new to Windows 7 or Microsoft Office 2010, there are a number of resources available to help you quickly become comfortable, including:

- ◆ Training Workshops—Visit www.denison.edu/its/training for a list of training workshops scheduled for the summer.
- ◆ Documentation and Video Tutorials—Visit www.denison.edu/its/documentation and click the **Software** tab. Click the appropriate link for resources on a given product.
- ◆ Contact the Help Desk—The Help Desk can answer questions over the phone or schedule a visit for individual training.

Additional Information and Assistance

For additional information or assistance, please contact the ITS Help Desk.

Fellows 100A

Phone: 740-587-6395

Email: helpdesk@denison.edu

Summer Hours: 8:30am-12pm and 1-4:30pm