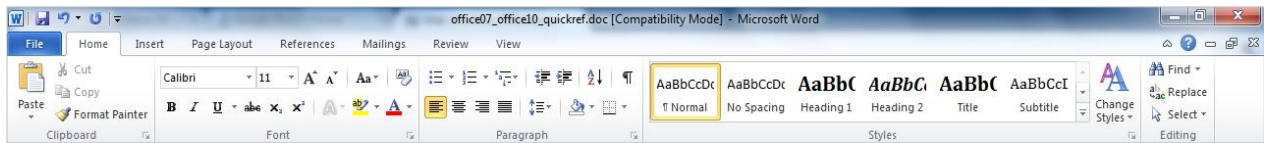


This guide is designed to assist with the transition from Microsoft Office 2003 to Office 2010.

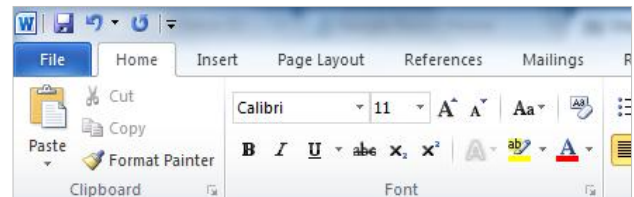
The Ribbon



The Ribbon in Microsoft Office 2010 (pictured above) has replaced the menus and toolbars in Word, Excel, Powerpoint, Access, and Outlook.

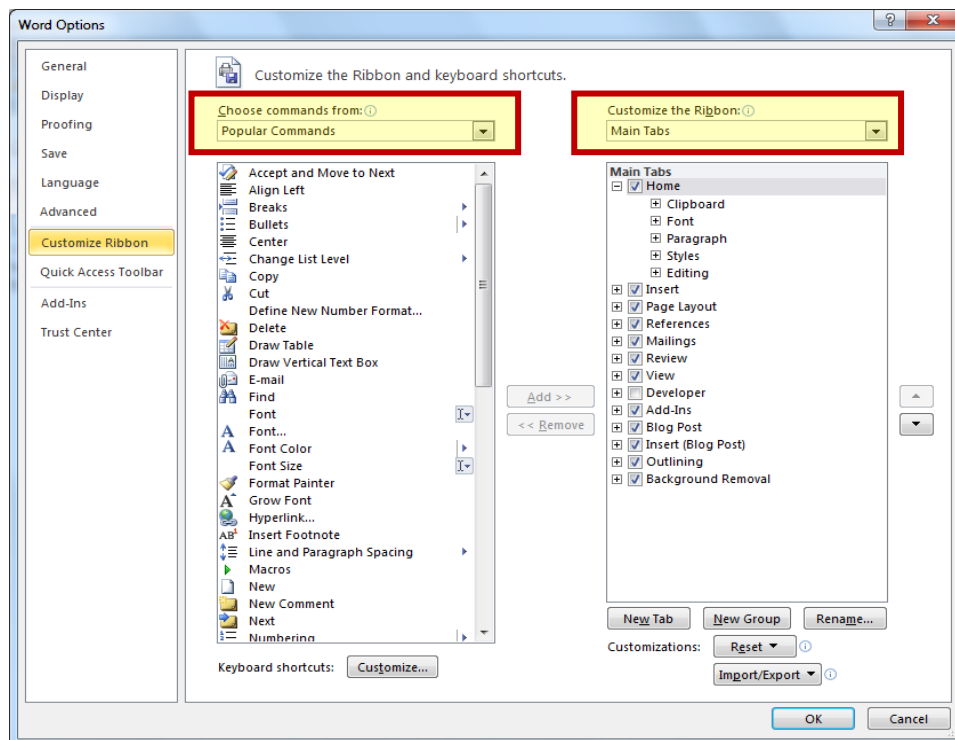
Home Tab

The Home Tab includes the most commonly used commands and allows the user to edit font, paragraph settings, and styles. The Home Tab also enables Live Preview, which allows users to preview the effects of formatting changes before applying them to their document.



Customizing the Ribbon

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



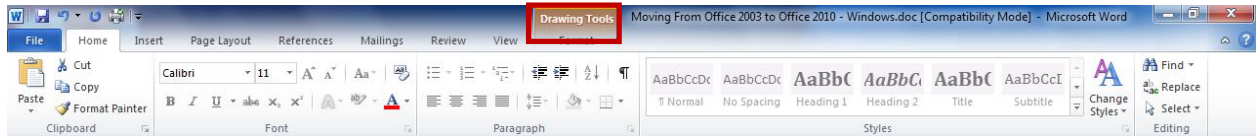
Quick Access Toolbar



The Quick Access Toolbar is a customizable toolbar located in the upper left corner of the screen that allows users to access commonly used commands such as Save, Undo, and Print. Users can access additional commands by selecting the **down arrow** to the right of the Quick Access toolbar.

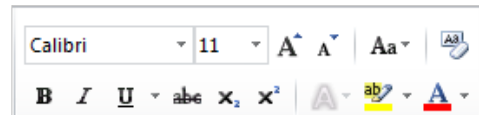
Contextual Tabs

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.



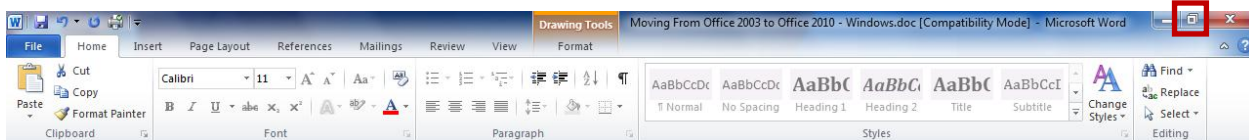
Mini Toolbar

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 **up arrow** in the upper right corner of the screen.

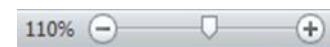


Right-click

Highlighting and right-clicking on the mouse allows users to easily access commands like copy and paste, to edit font and paragraph styles, and to look up the definition of a word.

Zoom Slider

Users can easily zoom in or out of your document by moving the zoom slider to the left (-) or right (+).



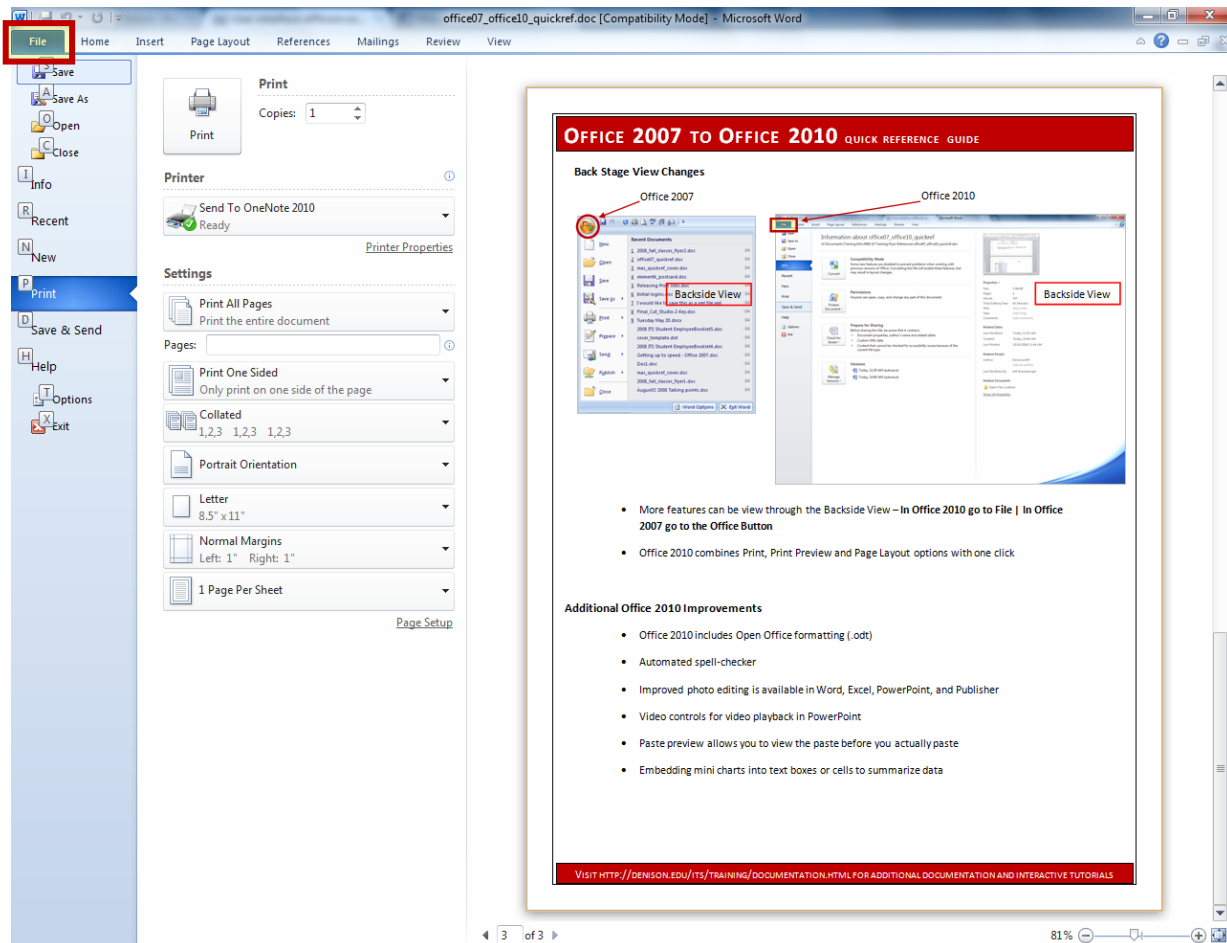
Help

Need Help? Select the question mark **?** in the upper right hand corner of the ribbon window.



Backstage View

Within the Backstage View, Office 2010 combines Print, Print Preview and Page Layout options with one click.



File Formats

All Office 2010 programs (Word, Excel, PowerPoint and Access) can open files from previous versions of Office (i.e. 2000, 2003). Files open in the old format will be saved under that format (example – Word 2003 documents will be saved as .doc file). Files opened in the new format will be saved under that format (example – Word 2010 will be save as a .docx file).

Office allows you to save file to a previous version (example – a Word 2010 document .docx can be saved as a Word 2003 document doc). *See the Changing File Save Setting on page 4*

Changing File Save Setting

Go to File>Options>Save>Save files in this format (users can also go File>Save as and select the file type)

