

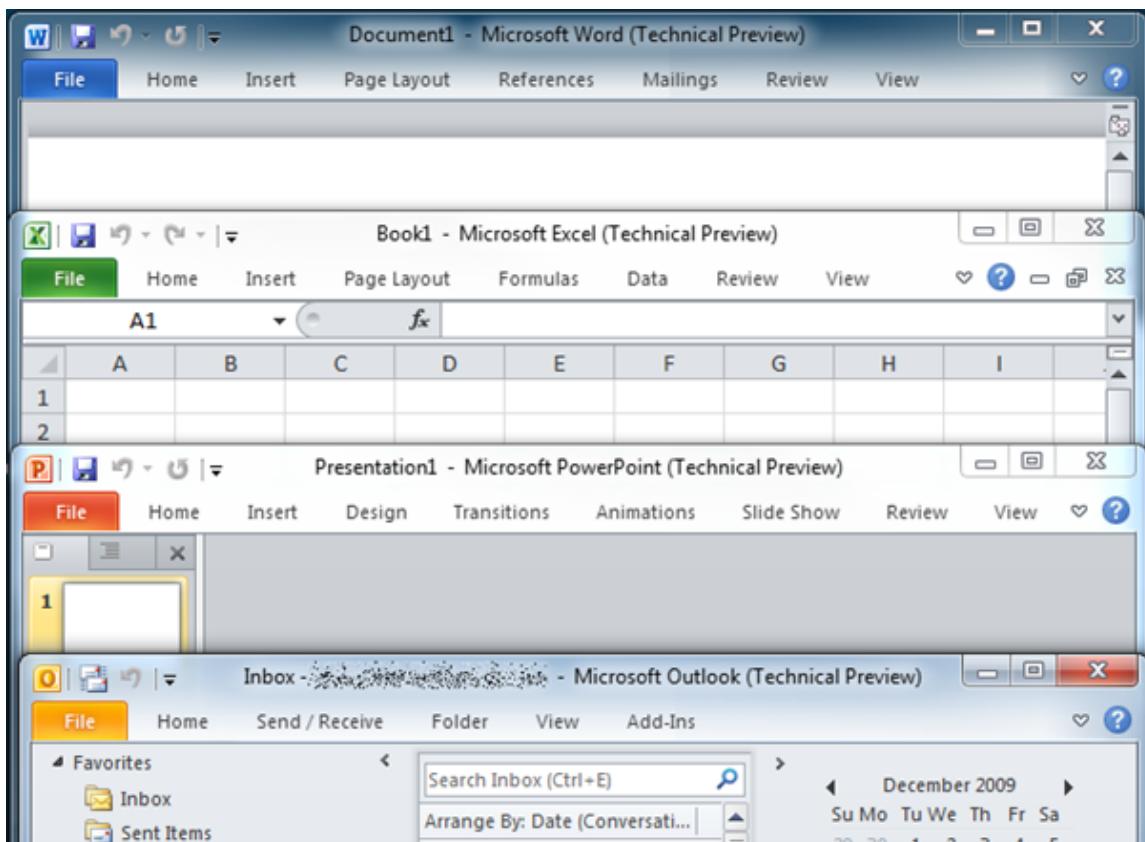
The Basics of Office 2010

INTRODUCTION

Office 2010 suite includes Excel, Word, PowerPoint, Access, Publisher and Outlook.

Office 2010 uses a ribbon and tab system that was first introduced in Office 2007. The toolbars are now in horizontal menu, called a ribbon, across the top of the screen.

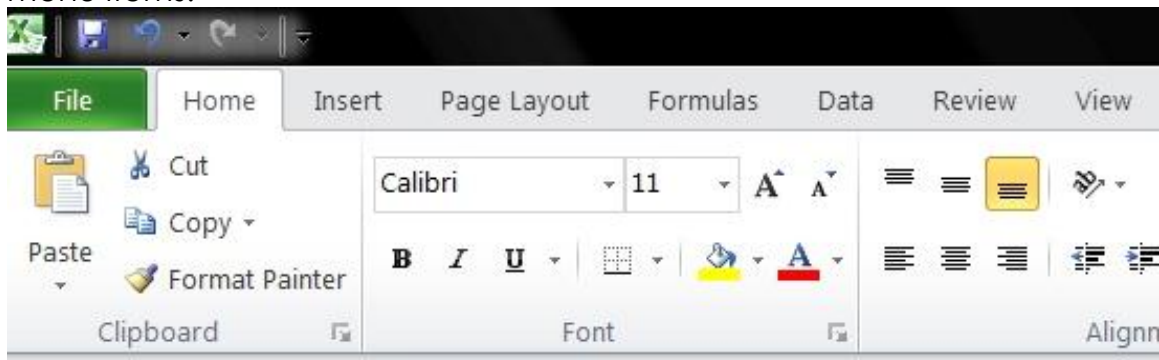
The Ribbons



Ribbon displays the tools that are available in each program. Tabs at the top of the ribbon sort commands into related groups. Within each tab, commands are sorted further into groups. You can see what each icon does by briefly hovering over it with the mouse cursor, which will bring up a written description of the button. Some groups will include a launcher button in the bottom-right hand corner of the group. This launcher will bring up a dialog box that contains more options related to this group.

Tab Bar

Tabs are the selections that appear when you access one of the Ribbon menu items.



Quick Access Toolbar

The Quick Access Toolbar is the top toolbar on the ribbon. It contains File, Undo and Redo, but it can be customized to add any other Ribbon functions.



Special Features

New Security Defense – Protected View

A new feature in Office 2010 is Protected View. This is a security feature that only allows you to open files in read-only status in an isolated view so any potential security risks do not infect your computer. This is for files from potentially risky locations, such as email attachments or websites. When you determine the file is safe you can open it fully by selecting Enable Editing or if you are going directly to print, Enable Printing.

Built- In PDF Writer

All of the Office 2010 products include a PDF writer. Earlier, you had to download an add-on separately but now PDF support is built-in. You can also convert documents to PDF and email them. To save a document as a PDF, go to File -> Save & Send -> Create PDF/XPF. Alternatively, you may use File -> Save & Send -> Send as PDF to attach a PDF copy of the document to a new email message. Alternatively, you can go to File->Save As and select PDF as the document format.

Help



The help feature is on the top right hand corner of the Ribbon. This feature will immediately connect you to any help you need through the Office on-line help center.

Saving Files

To share files with computers with older or different programs, use the Save As feature to save a file in another format, including Office 2003.

File (or Quick Access Toolbar)

Save As

Type a file name (use a new or different file name)

Save As Type – select Office 97-2003 format