

Word 2010

The biggest change from Word 2003 to 2010 is the way you access tools. The use of the new ribbon puts the tools needed for basic tasks under related tabs.

The Ribbon

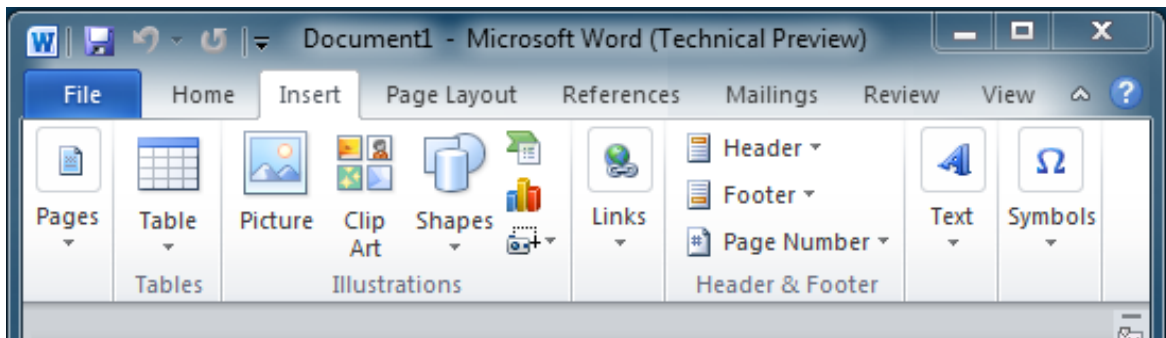
The Ribbon contains the set of commands for working in a document.

Quick Access Toolbar



The top left corner of the ribbon is home to the Quick Access Toolbar (QAT) which has the Save, Undo and Redo icons, you can customize the Quick Access Toolbar from the drop-down arrow to show any special commands that you use most often. The Quick Access Toolbar is always visible.

The Ribbon Tabs



Ribbon Groups

Each tab on the ribbon contains groups of related commands. Click on any tab to display their buttons and commands. In the example above, the "Insert" tab's buttons and commands are visible.

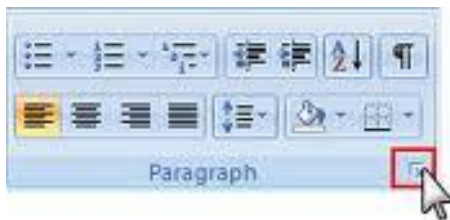
Where to Find Your Commands:

Ribbon Tab Name	Command Groups
Home	Clipboard, Font, Paragraph, Styles, and Editing
Insert	Pages, Tables, Illustrations, Links, Header and Footer, Text, and Symbols
Page Layout	Themes, Page Setup, Page Background, Paragraph, and Arrange
References	Table of Contents, Footnotes, Citation and Bibliography, Captions, Index, and Table of Contents
Mailings	Create, Start Mail Merge, Write and Insert Fields, Preview Results, and Finish
Review	Proofing, Language, Comments, Tracking, Changes, Compare, and Project
View	Document Views, Show, Zoom, Window, and Macros
Developer	Code, Add-Ins, Controls, XML, Protect, Templates

Hide the Ribbon

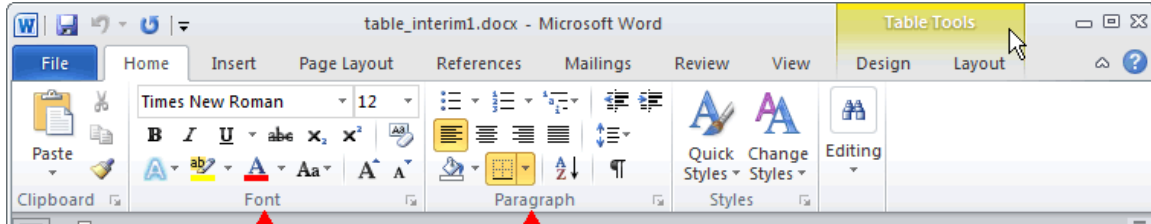
If the Ribbon takes up too much space on the screen, you can hide and show it as needed using the small arrow on the upper right hand corner of the ribbon.

Dialog Box Launchers



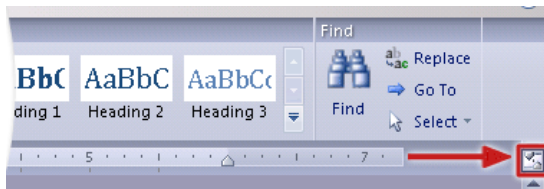
Some groups of commands have additional options which are accessed by clicking the dialog box icon shown above.

Contextual Ribbon Tabs



Contextual tabs are not normally visible on the ribbon, and they appear automatically when working with certain types of objects. This example shows the contextual ribbon tab for working with tables. These special tabs contain features you need only when working with certain objects, and they automatically disappear when the object is deselected to minimize clutter.

Ruler



The horizontal and vertical rulers are used to align text, graphics, tables, and other elements in a document.

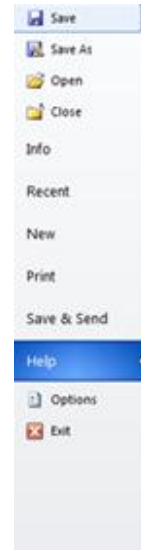
Navigation Pane



The navigation pane has the features for getting around in your document, searching for content, and manipulating the structure and organization of headings.

Backstage View

Includes all the needed functions for saving, printing, permissions, versioning, collaboration, document inspector, workflows, etc. For example: drop and drag, search long documents, preview information pasted into a document, allows co-authors and multiple users to edit documents simultaneously.



Keyboard Shortcuts

Function	Keystroke
Copy	Ctrl+C
Cut	Ctrl+X
Find	Ctrl+F
Go To	Ctrl+G
Help	F1
Hyperlink	Ctrl+K
New	Ctrl+N
Open	Ctrl+O
Paste	Ctrl+V
Print	Ctrl+P
Replace	Ctrl+H
Save	Ctrl+S

Select All Ctrl+A

Spell Check F7

Undo Ctrl+Z

Redo Ctrl+Y

Some of the other new features include:

- Word 2010 pairs its functional features — such as tables, headers and footers, and style sets — with eye-catching effects, new text features, and easier navigation.
- Format text and images together for a seamless look
- Word 2010 provides artistic effects for both pictures and text. And you can apply the effects to text.
- New numbering formats, including fixed-digit numbering formats, such as 001, 002, 003... and 0001, 0002, 0003....

Word 2010 brings many graphic enhancements to your work:

- New SmartArt graphic picture layouts - insert your pictures in the SmartArt shapes of your picture layout diagram, you can also add a caption. Existing art can be converted to a SmartArt graphic.
- New artistic effects to make a picture look more like a sketch, drawing, or painting, these effects include Pencil Sketch, Line Drawing, Watercolor Sponge, Mosaic Bubbles, Glass, Pastels Smooth, Plastic Wrap, Photocopy, and Paint Strokes.
- Picture corrections – fine tune the color intensity and color tone of a picture, adjust brightness, contrast, sharpness, and blurriness, or recolor the picture.
- Automatic background removal of pictures.
- Better picture compression and cropping – new and improved editing tools to trim, better control of the image quality and compression to select the right option for the medium, print, screen, or e-mail.
- Inserting and edit screenshots.
- Ink - The improved inking feature allows you to ink annotations on your document on your Tablet PC and save those ink annotations together with the document.

- Recover unsaved work - to recover files or to review or return to an earlier version of a file. Enabling AutoRecover will save versions at the interval you select.
- Shared documents - Multiple people can edit a single document at the same time, you can even block access to document regions while they are working on them.
- Accessibility Checker - helps so that you can fix any potential problems that might keep someone with a disability from accessing your content.