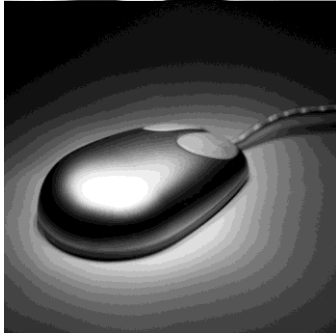
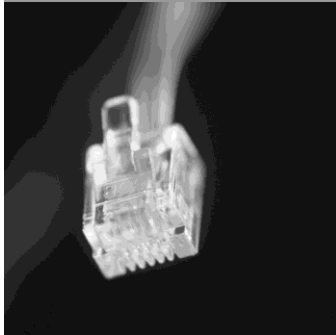




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# Office 2010 New Features: Overview

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# Office 2010 New Features: Overview

## OBJECTIVES

Participants will be able to

- Examine enhanced interface components
- Identify tools in the Backstage View
- Locate Ribbon customization and printing options
- Explore new features in Word, Excel, PowerPoint, and Access

## FAMILIAR FEATURES FROM OFFICE 2007

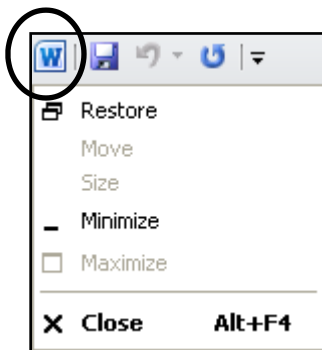
- File formats including .docx, .xlsx, .pptx, and .accdb
- Interface look and feel, including the *Ribbon*, *Quick Access Toolbar*, *Help icon*, *Status Bar*, and main application workspace
- Names of the *Ribbon* tabs, command groups, and locations of commonly used commands
- Icons used to represent commands in the *Ribbon*
- The ability to customize the *Quick Access Toolbar*

## OFFICE 2010 INTERFACE

The Office 2010 user interface looks similar to the Office 2007 user interface, with some enhancements that may help increase user efficiency.

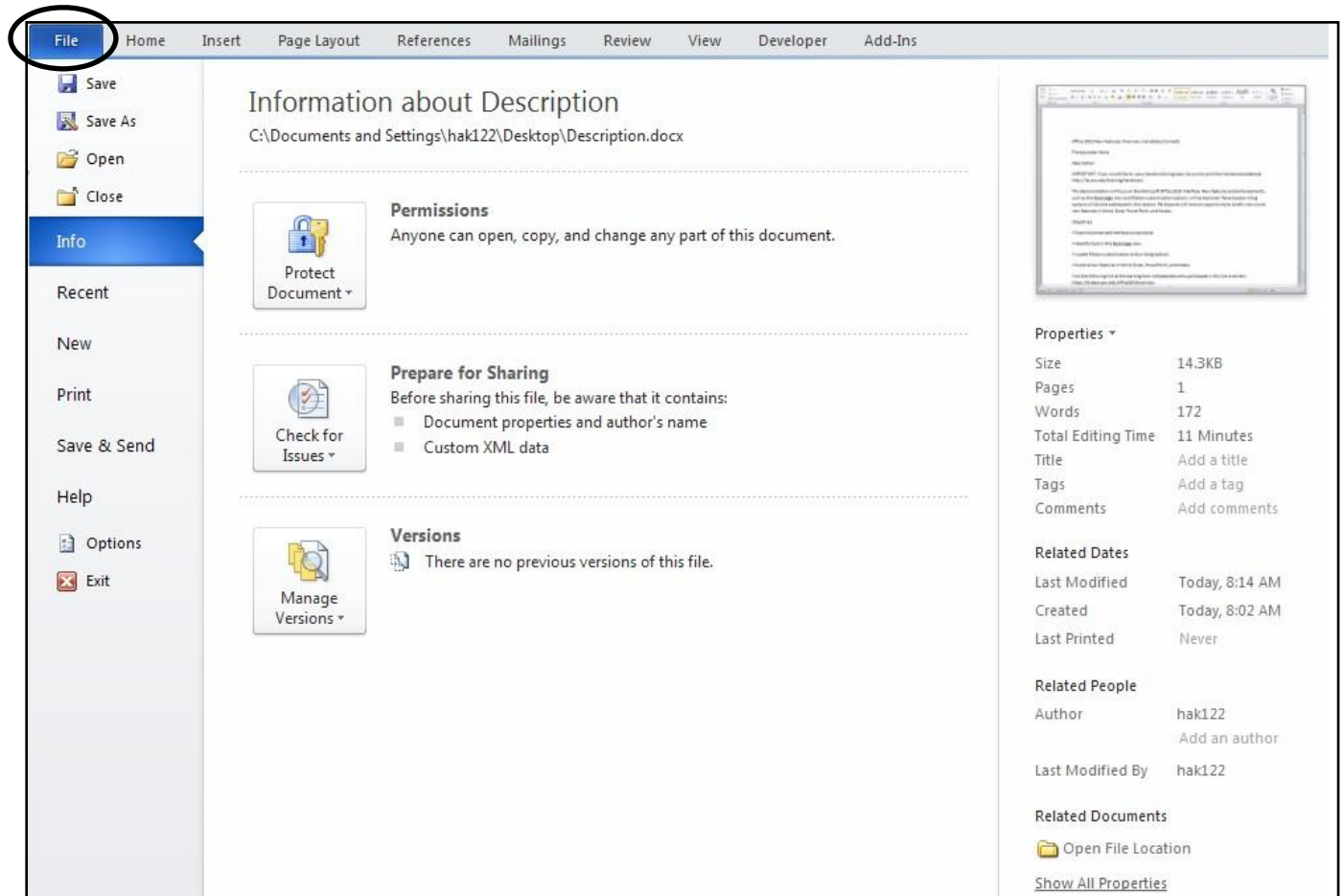
### Window Options

The *application icon*, in the upper left corner of the window, contains commands to restore, minimize, maximize, and close the active window, much like the commands located in the upper right corner.



## Backstage View

The *Backstage View*, or *File tab*, replaces the *Office Button*, present in Office 2007 applications. Familiar commands, such as *Save*, *Save As*, *Open*, and *Close*, are located near the top of the tab. Icons to view and edit application *Options* and to *Exit* the application are located at the bottom of the list. Command categories, including a *Recent* files list and *Help*, are located in the middle of the tab. The *Info* category includes several familiar features, once found in a variety of places, now in one location. There are enhancements to some features such as *New*, *Print*, and *Save & Send*. The following provides more detail on several categories found in the *Backstage View*.



## Info

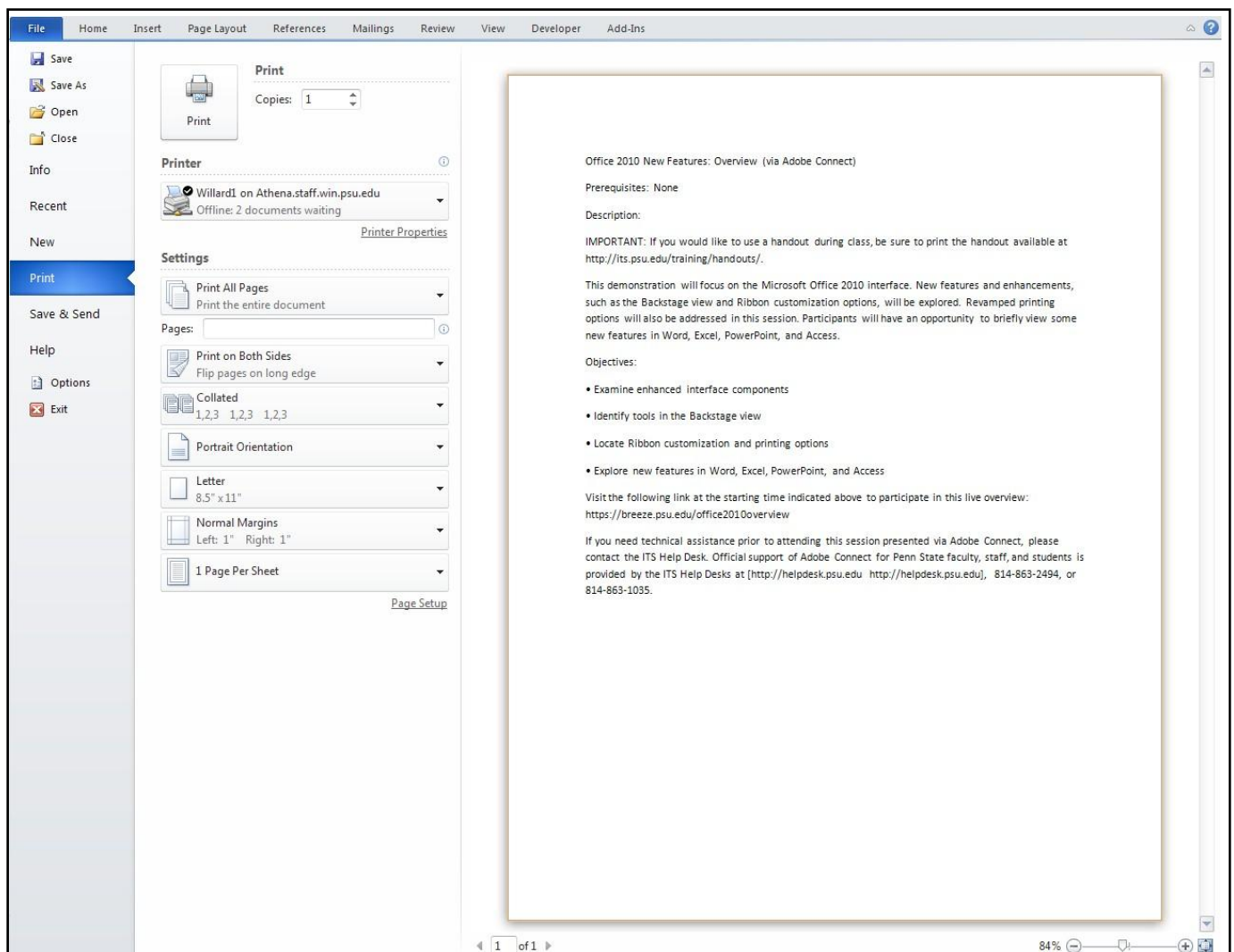
The *Info* portion of the *Backstage View* contains information about permissions, versions, and properties of the file. The name of the file is listed at the top of the window, and a detailed list of the file properties is provided along the right. In Access 2010, a link to the database properties dialog box is available in this area.

## New

The *New* category contains options for creating a new file. The options vary depending on the application being used. All applications provide tools to create a new blank file or one from an Office.com template. An icon is provided with each named option for creating a new file.

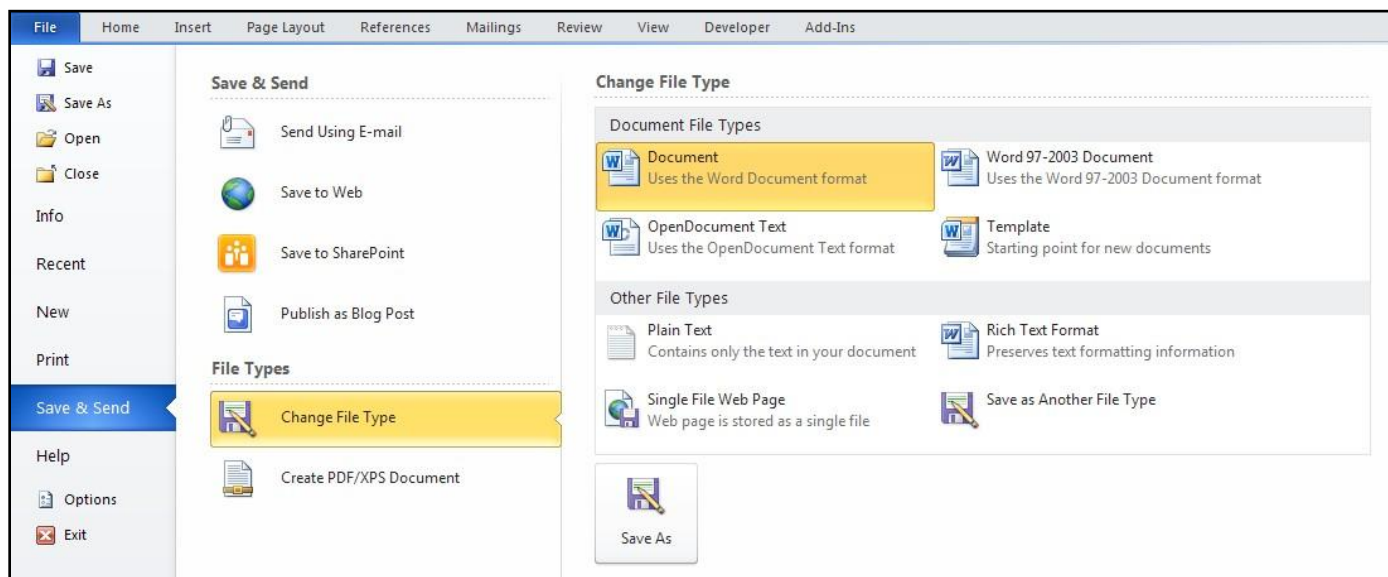
## Print

Printing options have been reconfigured in Office 2010. Printing options are shown on the left side, and a print preview is provided on the right. This is the only location for viewing a print preview. The page/slide navigation for the preview is along the bottom of the window, and a *Zoom to Page* control is located in the lower right. In Word and PowerPoint, a *Zoom Slider* is found in the lower right as well. Excel has a *Show Margins* option to allow for a visual when resizing worksheet margins. The *Print* button in the upper portion of the window replaces the *OK* button to confirm the print job. The *Print* and *Print Preview* options in Access are different and are similar to the Access 2007 *Print* options.



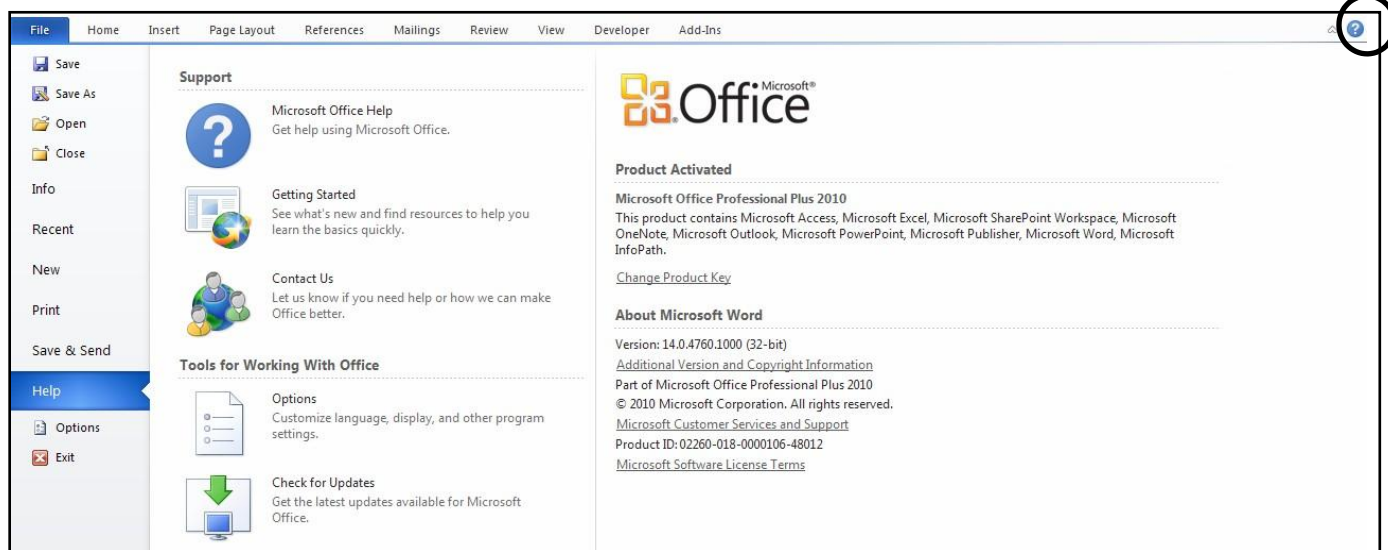
## Save & Send

Options for sending files via e-mail, publishing them to the Web using Windows Live, and saving to a SharePoint site are located here. The *Change File Type* option lists a variety of file types. Starting the file saving process in this way is an alternative to going directly to the traditional *Save As* dialog box; yet, clicking the *Save As* button located here launches the *Save As* dialog box as well. This category is called *Save & Publish* in Access 2010.



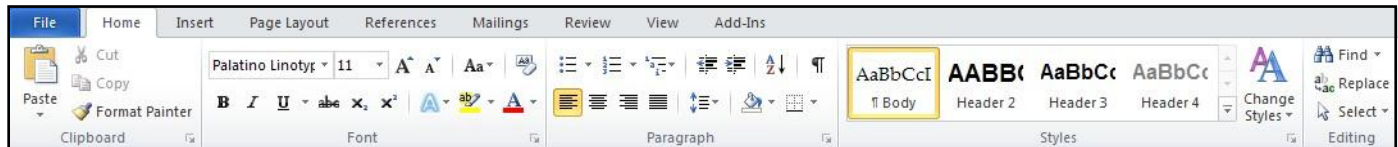
## Help

The *Help* feature located in the *Backstage View* provides links to Microsoft Office online tools, along with tools to access application *Options* and *Check for Updates*. Application *Help* may also be accessed using the blue circle with the white question mark in the upper right corner of the interface.



## Ribbon

The *Ribbon* is arranged in tabs. Each tab houses categorized groups of application-specific commands. Each application has a certain number of default tabs and may show contextual tabs with additional tools when certain elements in the file are active. In Office 2010, the *Ribbon* can be minimized, as well as customized.



### Minimizing the Ribbon

There are three ways to minimize the *Ribbon* and show only the tab names. The first two methods described below were available in the previous version, and the third option is new to Office 2010.

Right-click method:

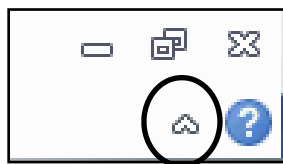
1. Right-click a **Ribbon tab**. A short-cut menu appears.
2. Select **Minimize the Ribbon**. A check mark will be placed by this option to indicate it was selected.
3. Repeat steps 1 & 2 to maximize the *Ribbon*.

Double-click method:

1. Double-click a **Ribbon tab**.
2. Repeat step 1 to maximize the *Ribbon*.

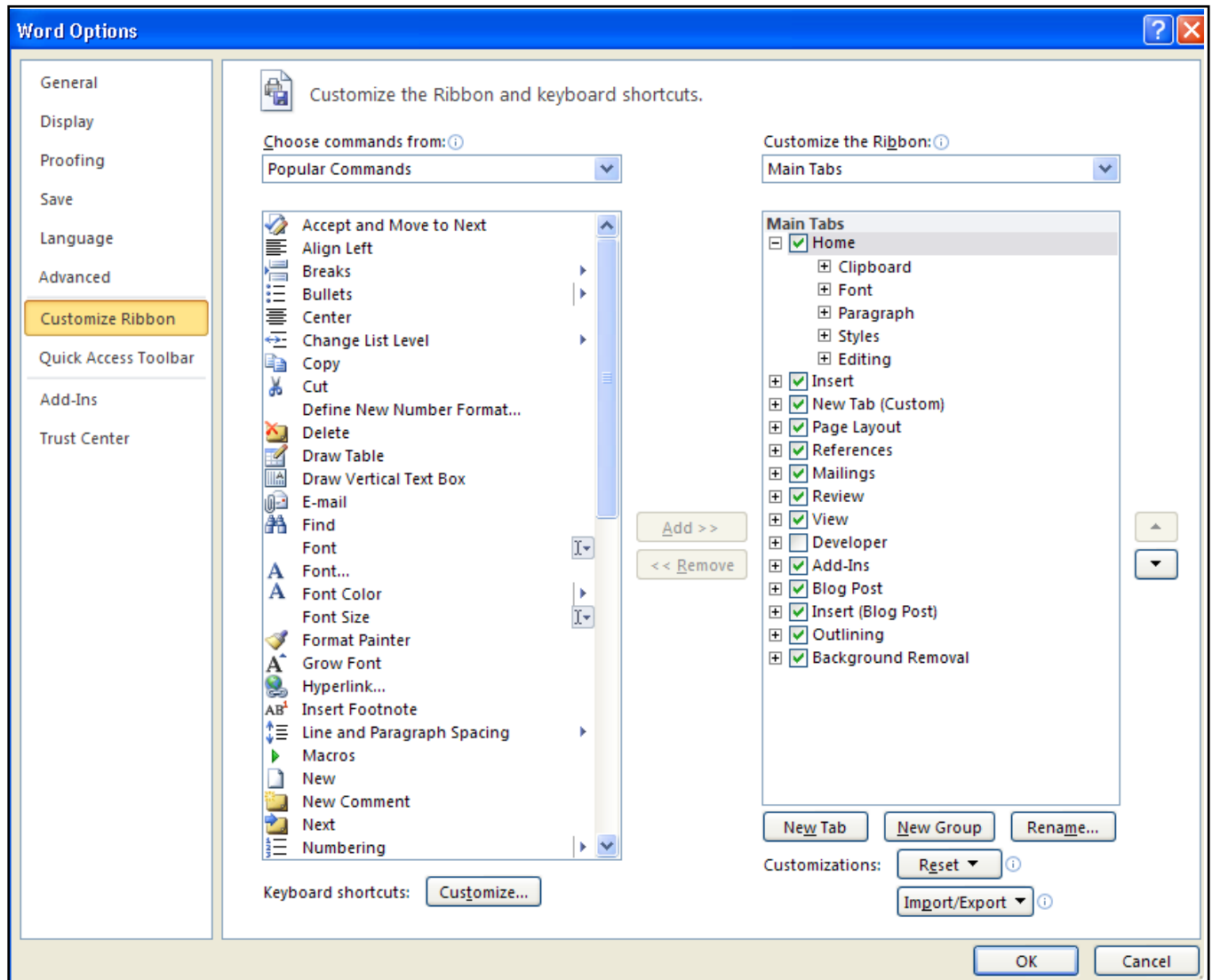
Minimize the *Ribbon* button method:

1. Click the **Minimize the Ribbon button (upward pointing chevron)** in the upper right corner of the window next to the blue *Help* circle. The chevron will toggle to point downward.
2. Click the **Minimize the Ribbon button (downward pointing chevron)** in the upper right corner of the window to maximize the *Ribbon*.



## Customizing the Ribbon

Custom tabs and groups can be added to the *Ribbon*, commands can be added to custom groups, and the names of existing tabs and groups can be changed. The tools to perform these processes are found in the *Customize Ribbon* category in the application *Options* dialog box. The application *Options* dialog box can be accessed directly from the *Options* command in the *Backstage View/File* tab list, in the *Backstage* list's *Help* category under *Tools for Working with Office*, or by right-clicking a *Ribbon* tab and selecting *Customize the Ribbon...*



Add and name a custom *Ribbon* tab:

1. Within the application *Options* dialog box, click the **New Tab** button.
2. Select **New Tab (Custom)** in the list.
3. Click the **Rename** button.
4. Type the new name and click the **OK** button in the **Rename** dialog box.
5. Click the **OK** button for application *Options* dialog box.

Add and name a custom group on an existing *Ribbon* tab:

1. In the application *Options* dialog box, click the **New Group** button.
2. Select **New Group (Custom)** from the list.
3. Click the **Rename** button.
4. Type the new name and click the **OK** button in the **Rename** dialog box.
5. Click the **OK** button for application *Options* dialog box.

Add commands to custom groups:

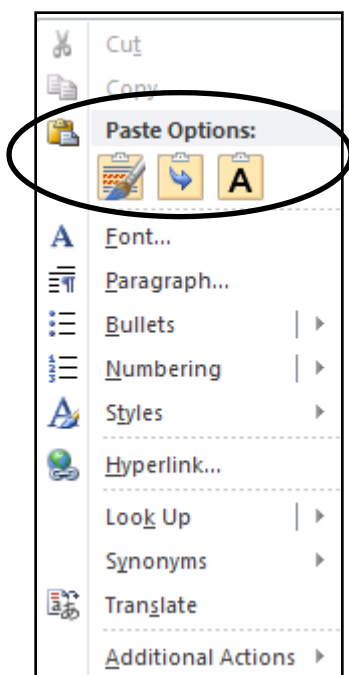
1. Select a custom group name.
2. Select a command from the list on the left.
3. Click the **Add>>** button.
4. Click the **OK** button for application *Options* dialog box.

## NEW & ENHANCED FEATURES

### Features Available in Multiple Applications

#### Paste Preview

*Paste Options* include a variety of ways to paste text, either with or without formatting. The *Paste Preview* feature is used to preview the ways text can be pasted before it is actually pasted. Upon a right-click in the place where the text is to be pasted, a short-cut menu displays the various *Paste Option* buttons for the application. A preview of the text with each option is displayed when hovering over the options. When an option is selected with a click, the text is pasted accordingly. This feature is available in Word, PowerPoint, and Excel after a piece of text is copied and ready to be pasted.



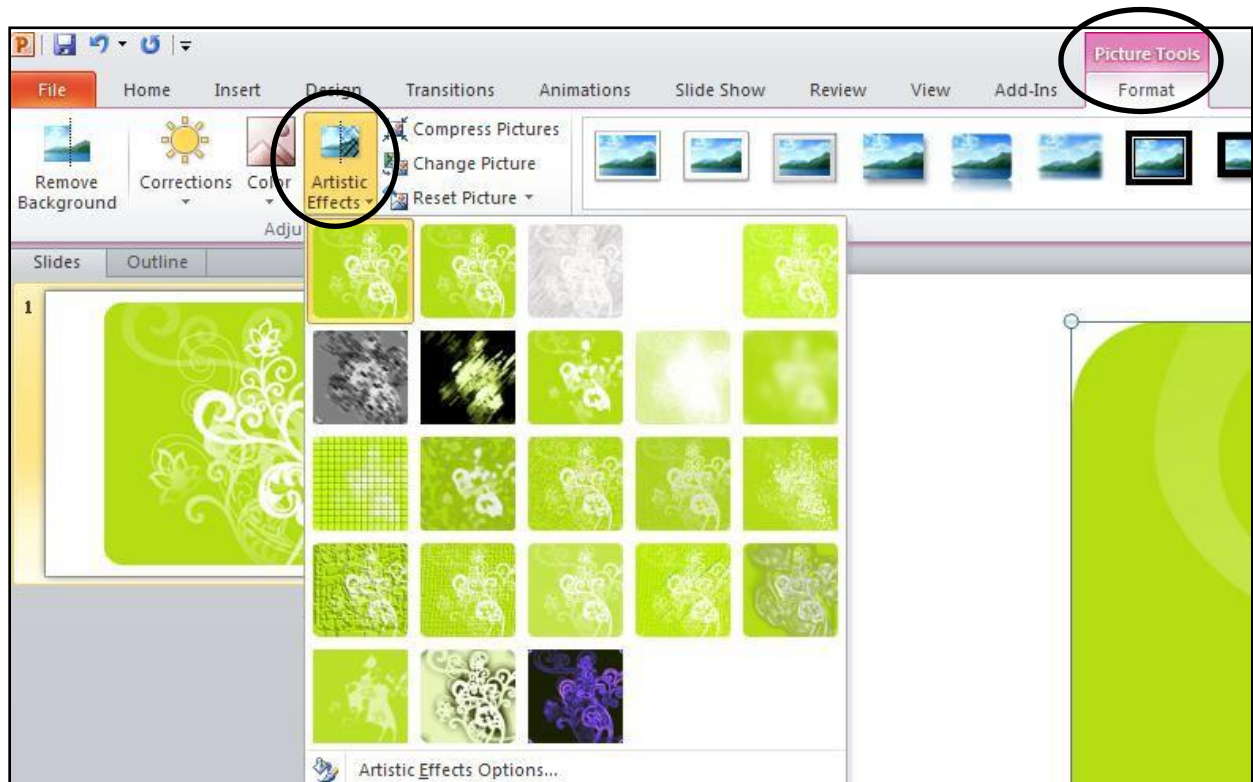
## Screenshot Feature

The *Screenshot* feature is located on the *Insert* tab in Word, PowerPoint, and Excel. This feature captures screenshots from all open applications and allows them to be selected and pasted into the active file. The *Screen Clipping* command allows the screenshot to be cropped as needed before being pasted in the active file.



## Artistic Effects

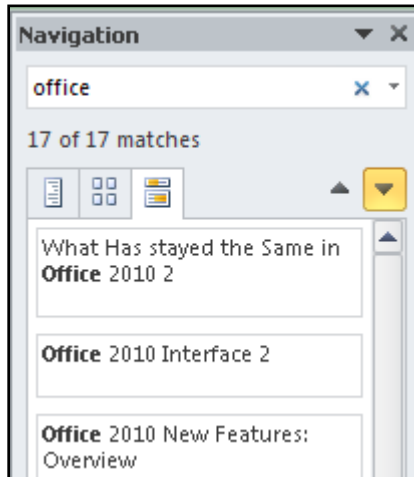
The *Artistic Effects* feature is available on the *Picture Tools* contextual tab when an image is added to a file in PowerPoint, Word, and Excel. This feature can be used to add a variety of effects, such as Light Screen and Paint Strokes to an image. *Live Preview* is associated with this tool.



## Word 2010

### Navigation Pane

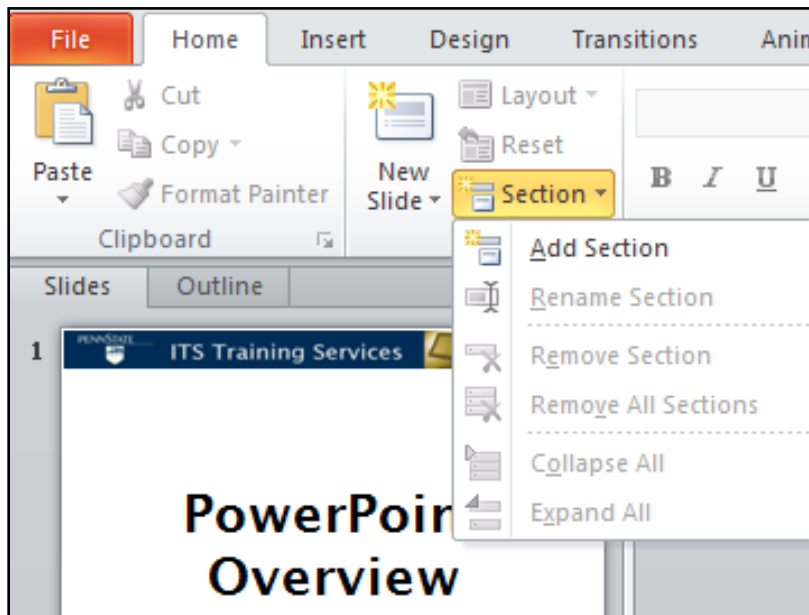
The *Navigation Pane* is part of the *Find* feature in the *Editing* group of the *Home* tab. When the *Find* tool is used, the pane opens on the left side of the Word interface. A search term is entered in the search box, and the resulting text is highlighted in the document and appears in the pane within the context used in the document.



## PowerPoint 2010

### Slide Sections

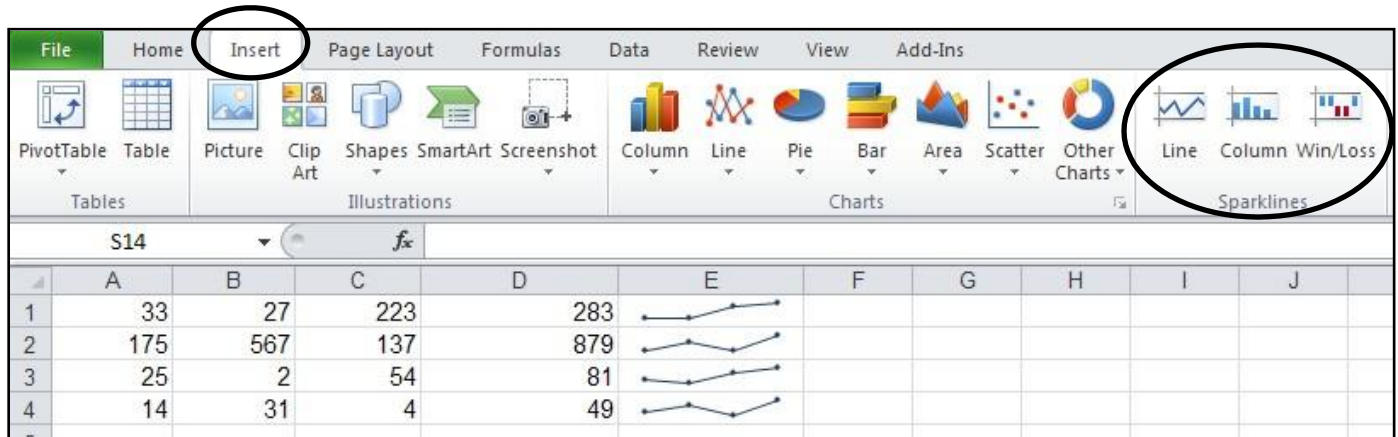
The *Sections* command is located in the *Slides* group of the *Home* tab. Sections can be added to a presentation to organize slides. The sections can be named and removed as needed. When sections have been added, they may be collapsed and expanded as needed.



## Excel 2010

### Sparklines

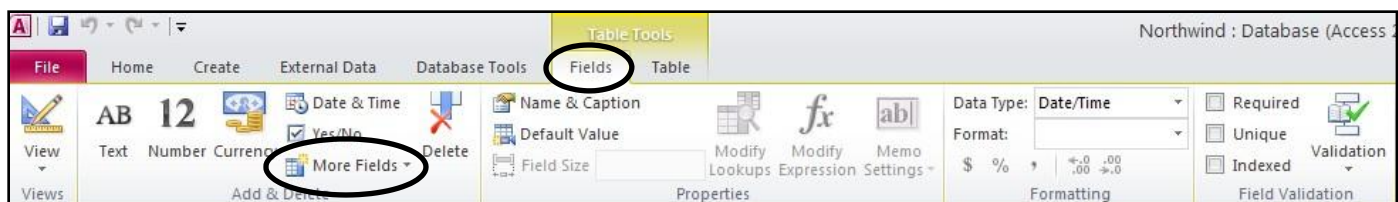
The *Sparklines* feature is found in the *Sparklines* group of the *Insert* tab. Sparklines are small charts in individual cells. They may be used to summarize data and show trends. There are three types of Sparklines: Line, Column, and Win/Loss. When the command is selected, a dialog box appears to collect the Data Range to be used and the Location Range where the mini charts will be placed. When a Sparkline is inserted into a worksheet, the *Sparkline Tools Design* contextual tab appears on the *Ribbon* to provide formatting options.



## Access 2010

### Table Datasheet View Fields Tab

The *Fields* tab, present under the *Table Tools* contextual tab, contains tools to create and format a table in Datasheet view. The *More Fields* command provides an expanded list of field templates, including *Quick Start* options used to insert individual and groups of fields based on commonly used field categories. A *Calculated Field* option inserts calculations into the table based on field data type.



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