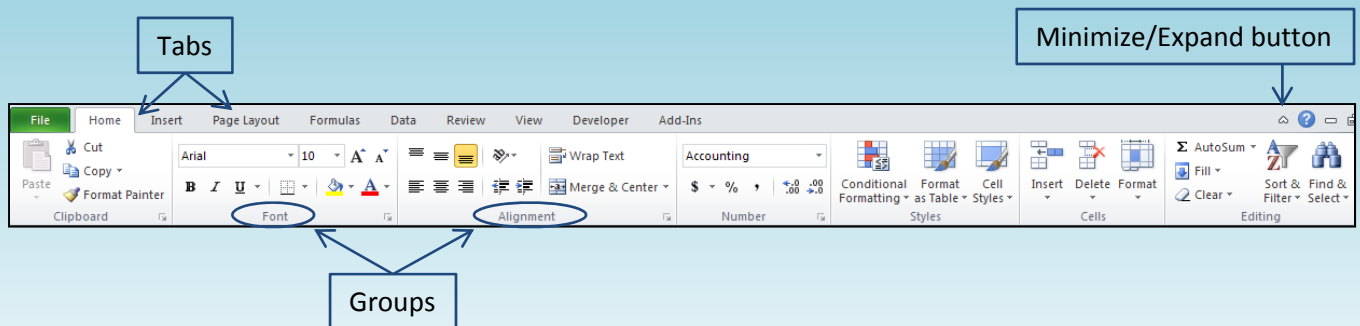


Smooth Move From Office 2003 to Office 2010

Office 2010 Common Features

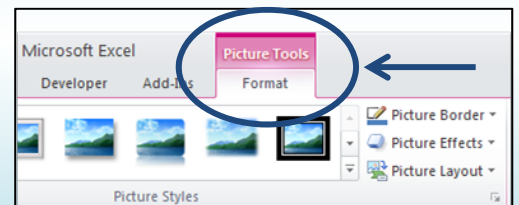
The Ribbon

The Ribbon appears at the top of the Window in Excel, Word, PowerPoint, Access and Outlook. It houses tabs with functional groupings of buttons and drop-down lists that are relevant to particular tasks. If you find that the Ribbon takes up too much screen space, click the Minimize button. To temporarily display the buttons on a minimized Ribbon, simply click the appropriate tab. To permanently redisplay the Ribbon, click the Expand button.



Contextual Tabs

Additional “Contextual” tabs appear on the Ribbon when an object requiring additional functionality is selected. For example, selecting a picture in an Excel, PowerPoint or Word document will cause a Picture Tools>Format tab to appear on the Ribbon, as shown here:



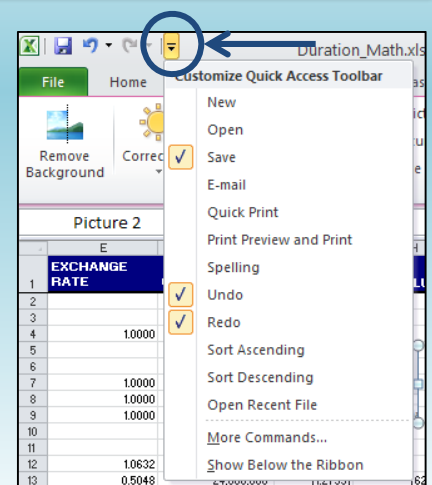
Quick Access Toolbar



The Quick Access Toolbar contains buttons for frequently used commands (Save, Undo and Redo by default) and appears above the Ribbon in the upper left corner of the window. The buttons and location of the Quick Access toolbar can be customized by clicking the Customize Quick Access Toolbar arrow at the end of the toolbar, as shown at right.

- Click the name of the button you wish to add OR
- Click More Commands to add a button not listed OR
- Click Show Below the Ribbon to position the Quick Access Toolbar below the Ribbon

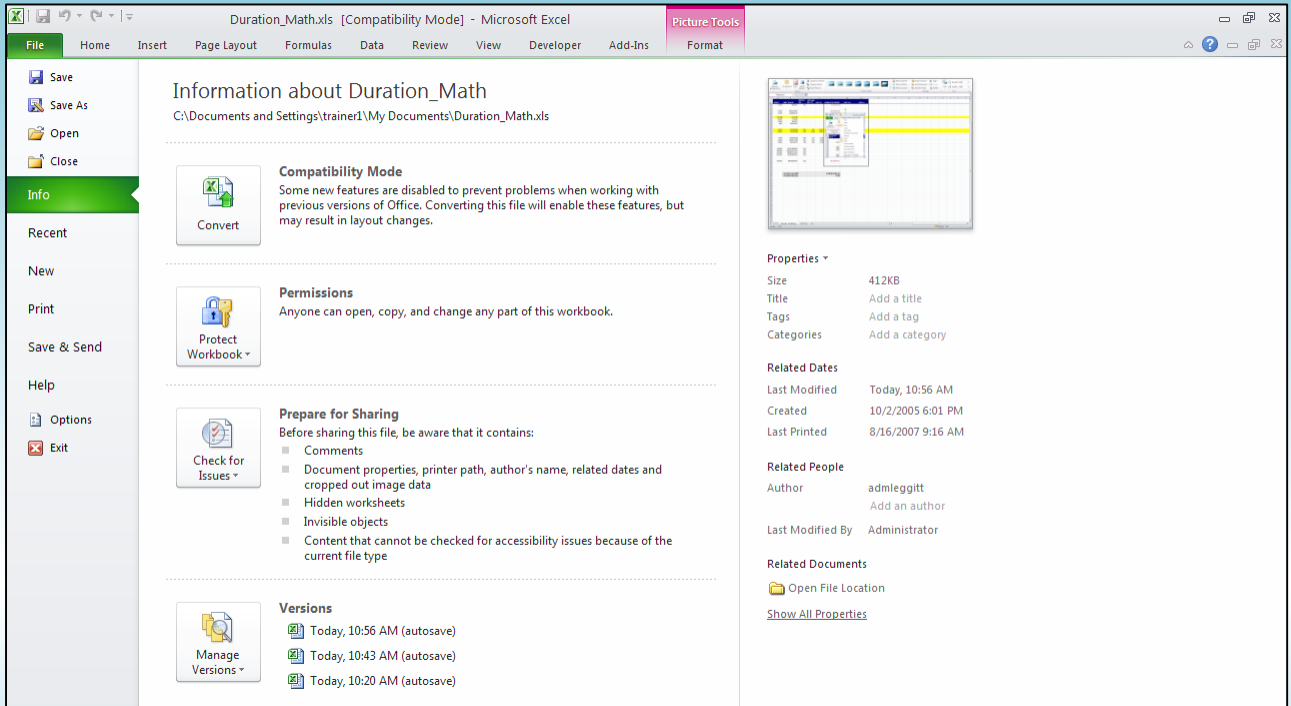
NOTE: You can also add a button from the Ribbon to the Quick Access Toolbar by right-clicking that button.



Backstage View

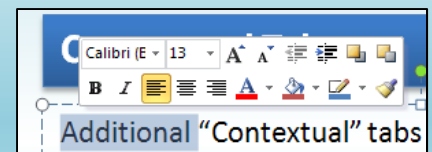
Backstage View hides your current document and gives you access to file-related activities. Much of the functionality on the File menu in Office 2003 is now located in Backstage View. For example, the Open, Save, Save As and Print commands are now found in this view. In addition, Backstage View gives you access to the application's options, many of which were previously managed by selecting Tools>Options in Office 2003.

- To access Backstage View, click the file tab on the Ribbon.
- To return to the document, click the thumbnail in the upper right corner of Backstage View, or simply click any other tab on the Ribbon.



Mini Toolbar

The Mini Toolbar includes commonly used buttons for text editing. The Mini Toolbar displays automatically in Word and PowerPoint when you highlight text and move the mouse in an upwards motion. To use the Mini Toolbar in Excel, select the cell(s) to be formatted and right-click the selection.



The Status Bar

The Status Bar in all of the Office 2010 applications includes additional functionality. For example, the right side of the Status Bar includes buttons that let you easily change the view of the document and a Zoom Slider that lets you quickly zoom in or out. The Status Bar can be customized by simply right-clicking anywhere in the Status Bar.

