

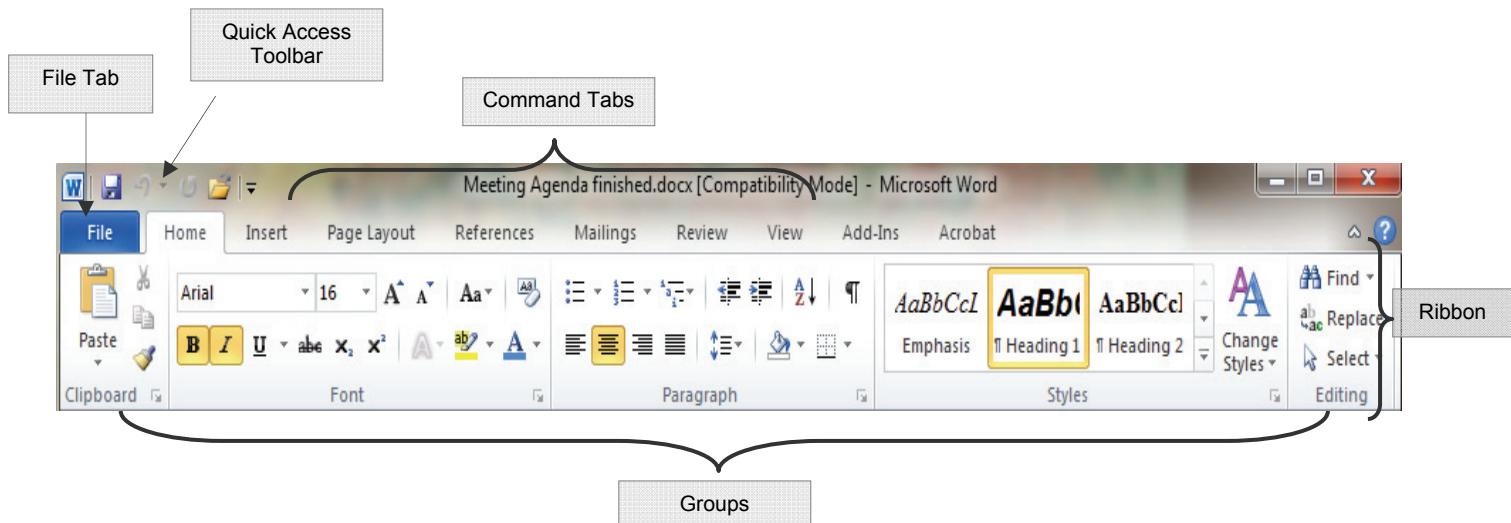
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View the Project

Hometown Realty is a real estate company that uses various Microsoft Office 2010 applications, including Word , Excel , and PowerPoint  to manage the various aspects of their day-to-day activities. Their administrative assistants use Word to produce internal memos and documents. Office managers use Excel to produce worksheets containing valuable operating and expense data. Realtors use PowerPoint to deliver powerful and professional presentations to their buyers and sellers.



Section I

Microsoft Office 2010 Changes

New File Formats

Word, Excel, and PowerPoint 2010 all have a new file format. The new file format is XML-based which means:

- Reduced File Size
- Increased security for your files
- Reduced chance of file corruption
- Greater privacy and control over personal information
- Improved damaged-file and data recovery
- Easier detection of documents that contain macros
- Better integration and interoperability of data across applications

Office 2010 applications are still able open a file that was created in Office 95 through 2003. When you save a file created in a previous version, the default in the Save As dialog box is to save the file as a previous version. You can also select to save the file as a 2010 version. When you save a file as a previous version, a Compatibility Checker will let you know of any 2010 features that may be disabled, or matched as closely as possible.

2010 Office Document file extensions:

	<u>XML File Type</u>	<u>Extension</u>
Word	Document	.docx
	Template	.dotx
Excel	Workbook	.xlsx
	Template	.xltx
PowerPoint	Presentation	.pptx
	Template	.potx
	Show	.ppsx
	Slide	.sldm

Note: Anyone who has versions 2000 through 2007 (and the latest patches and service packs) can work in your 2010 files. If they have never opened an Office 2007 or 2010 document, when they click on it, they will be asked if they want to download a converter that will let them open the newer version document.



File Tab

File

*The File menu in previous versions of Office has been replaced by the **File Tab**. The File Tab contains commands to open, save, send, print, close, prepare, and publish, as well as customize the Office application. It also provides you with a list of recently used documents and folder locations, allowing you to access them quickly. There are minor differences in the File Tab among Word, Excel, and PowerPoint, but for the most part they are very similar.*

<u>Command</u>	<u>Description</u>
Save	Saves the current file
Save As	Allows you to save the current file to a specified location, with a name, and/or a different file format
Open	Opens the Open dialog box. You are able to browse for a file and open it
Close	Closes the current file. If changes had been made since your last save, you are prompted to save before closing
Info	Prepares the file for distribution. You are able to view and/or edit file properties, restrict access permissions, convert an older document to the latest 2010 version, create new versions of the document, and check the document's compatibility if opened in older Office versions
Recent	The list of recent documents or locations to quickly retrieve a document
New	Opens the New dialog box. You are able to create a new blank file or create a file from a template with access to installed templates and templates available at Microsoft Office Online
Print	Gives you the options to print the file, or print preview
Save & Send	Sends a copy of the file to other parties via Email or Internet Fax, in other formats such as PDF or XPS. Can also save the file to a document management server, or blog spot

❖ Exploring the File Tab

We will review all of the options available on the new File Tab menu.

1. Click Start, choose All Programs, Microsoft Office, Microsoft Word 2010
2. Locate and click on the **File Tab**
3. Click **New**
4. Click **Installed Templates**
5. Scroll through the available templates and notice the templates available online
6. Click **Cancel**
7. Scroll down the office menu and familiarize yourself with each of the commands



❖ Pin an Item to the Recent Documents List

If there is a document you want quick access to on a continual basis, you can pin it to the Recent Document list, so that it will not be pushed out by another document, once you have opened more than 17.

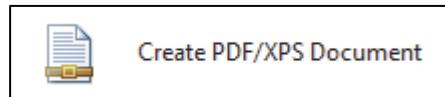


1. Click on the **Recent** item on the **File Tab's** menu
2. Click on the pushpin, next to any document in the list
3. To unpin it, click on the pushpin again

❖ Static Documents

You can now save a Word file as a static document that is very similar to a PDF document. A static document cannot be changed. There are 2 major advantages to saving your file as a static document: (1) the recipient of the file does not have to have Word installed to view the document. The viewer can be downloaded for free (2) a static document is a read-only snapshot of the file. Nothing in the document can be altered. There are 2 file formats you can save to. .xps files can be viewed using Internet Explorer. .pdf files can be viewed using Adobe Acrobat Reader.

1. To access this option, click the **File Tab**, select **Save & Send**, then select **Create PDF / XPS Document** in the **File Types** section

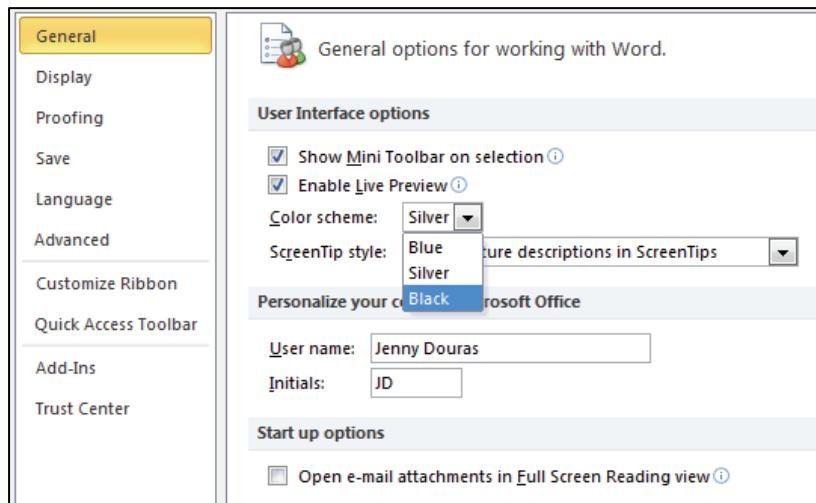
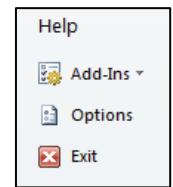


2. This will open a **Save As** dialog box where you can select your location as well as XPS or PDF format

❖ Application Options

The Options dialog box will allow you to set defaults and customize each application for your own use. The example shown below is **Options for Word**.

1. With the **File Tab** menu still displayed, click the **Options** item, under **Help** on the menu
2. Make sure the **General** option is selected and change the color scheme to **Black**
3. Click **OK**



❖ Exit Application

Exit will close the application. You will be prompted to save any changes that had been made to your file before exiting.

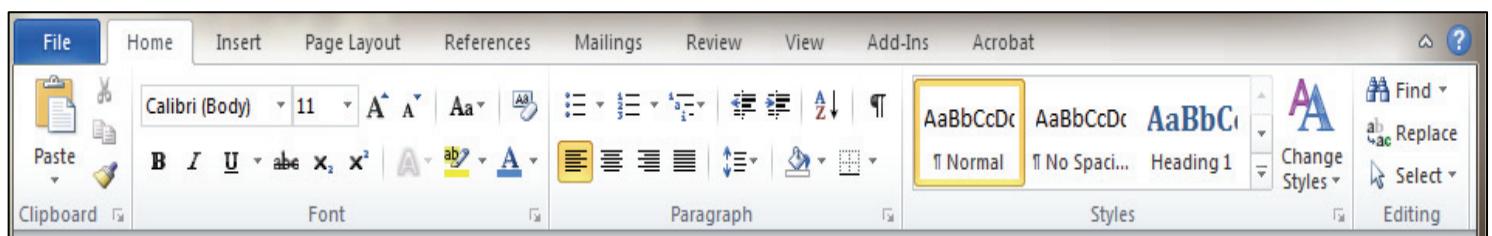
1. Click on the **File Tab**, then click the **Exit** option at the bottom of the menu
2. If prompted to save your changes, click **No**



Overview of the Ribbon

In past Microsoft Office versions (2003 and previous), commands were stored in menus and toolbars. These have been replaced by the **Ribbon**. The Ribbon contains tabs that you click to access the commands or buttons. These commands are much easier to find, instead of being buried in various menus and dialog boxes, as they were in previous version of Office. The picture below represents the Ribbon in Word 2010. Each application will have its own set of tabs and commands within the Ribbon.

The Ribbon



There are three components of the Ribbon: **Tabs, Groups, and Commands**

❖ Tabs

Tabs are laid out across the top of the Ribbon. There are 8 basic tabs and each Tab represents a group of tasks you can perform in the application. Microsoft has organized these tabs in a logical order with the most commonly used commands being displayed first.

1. Open the file “Meeting Agenda”
2. Notice that the **Home** tab is the active tab
3. View the other available tabs



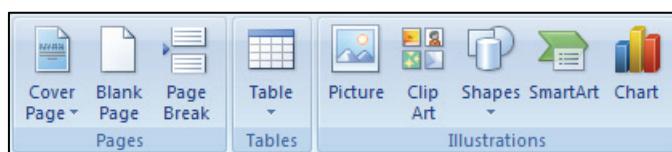
Note: The first tab in Word 2010 is the Home tab. Since the primary task in Word is writing, the most common commands used in writing and formatting, have been placed on the Home tab. The first tab in Excel and PowerPoint is also the Home tab, which contains the most commonly used commands for those applications.

❖ Groups

Groups are sets of related commands which are displayed on the tab. Each group contains all of the commands you are likely to need for a certain task. These commands are all displayed as long as that tab is open.

1. View the **groups** available within the **Home** tab
2. Click on the **Insert** tab to view the groups
3. Click on the remaining tabs to familiarize yourself with each tab and its groups

*Pages, Tables & Illustrations groups on the **Insert** tab*



❖ Quick Access Toolbar

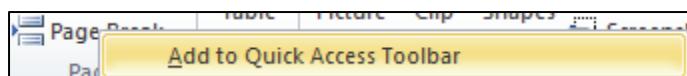
The quick-access toolbar is located above the ribbon and is designed to provide convenient access to frequently used commands such as **Save**, **Undo**, and **Repeat**. You can customize the toolbar to include additional commands and you have the option to relocate it.



❖ Adding a Command to the Quick Access Toolbar

You can add your most frequently used commands to the Quick Access Toolbar so that they are available no matter which tab you are on. There are 3 ways to add a command to the Quick Access Toolbar.

1. Click the **arrow** to the right side of the **Quick Access Toolbar** to access the **Customize Quick Access Toolbar** menu
2. Click just to the left of the **Print Preview** and **Print** option on the menu to select it
3. Notice now that the **Quick Access Toolbar** displays a **Print Preview** icon
4. To remove the button repeat steps 1-3 above and click on the **check mark** next to the command you want to remove to uncheck it
5. Click the **arrow** to the right side of the **Quick Access Toolbar** again, and select **More commands** from the menu
6. Filter the list from **Popular Commands** to **All Commands**
7. Scroll down until you find the command for **Close**, then select it and click the **Add** button, to add it to the toolbar list, then click **OK**
8. Click on the **Insert** tab on the Ribbon, and find the **Page Break** button in the **Pages** group, right-click on it and select **Add to Quick Access Toolbar**



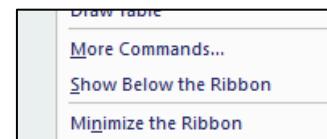
9. You should now have the following new buttons on your **Quick Access Toolbar**: **Print Preview**, **Close** and **Page Break**



❖ Moving the Quick Access Toolbar

By default, the Quick Access toolbar is located to the right of the Office Button and above the Ribbon. You can change it so it displays below the Ribbon.

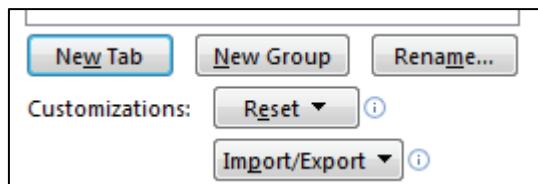
1. Click the **arrow** to the right side of the **Quick Access Toolbar** to access the **Customize Quick Access Toolbar** menu
2. Click **Show Below the Ribbon**
3. Repeat the same steps and click **Show Above the Ribbon** to move it back to its original position



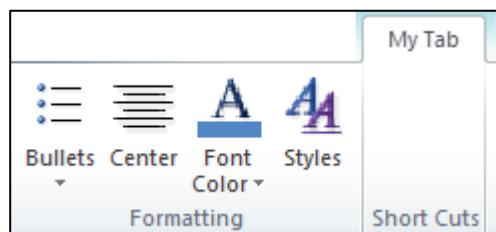
❖ Customizing the Ribbon

If you find that there are a large group of commands you want to add to your Quick Access Toolbar, it might be quicker to customize the Ribbon instead by creating your own Tab, Groups and commands.

1. Click on the **File Tab** and then select **Options**
2. Select **Customize Ribbon** from the left hand options
3. On the right hand side of the dialog box, click on the **New Tab** button



4. Select the **New Tab (Custom)** item now visible in the **Main Tabs** list and click the **Rename** button
5. Type **My Tab** in the dialog box, then click **OK**
6. Select the **New Group (Custom)** and click the **Rename** button
7. Type **Formatting**, then click **OK**
8. Click the **New Group** button, then rename the group **Short Cuts**
9. With the **Formatting** group selected, find and add the following commands from the left hand list: **Bullets**, **Center**, **Font Color** and **Styles** (from the Popular Commands options)
10. Click **OK** to finish
11. On the Ribbon, select **My Tab** and view your commands

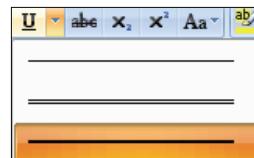


Additional Ribbon Features

❖ Commands, Lists and Menus

Within each group, there are sets of Commands. Commands can be a button, found in a list, menu, or a dialogue box. Commands are organized by how they are used.

1. Highlight the text “**Meeting Agenda**”. For now, we will ignore the Mini toolbar that appears
2. Click the **Home** tab
3. In the **Paragraph** group, click the **Center** button 
4. In the **Font** group, increase the font size by clicking on the **Grow Font** button twice 
5. In the **Font** group, use the **arrow** to drop down the **Underline** list. Click the **Thick Underline**



❖ Live Preview

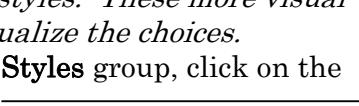
Have you ever changed the font only to discover you didn’t like how it looked in your document once you selected it? In previous versions of Office, you would click Undo and try another font until you got it right. Office 2010 now lets you see a live preview of your choice before you actually make the selection.

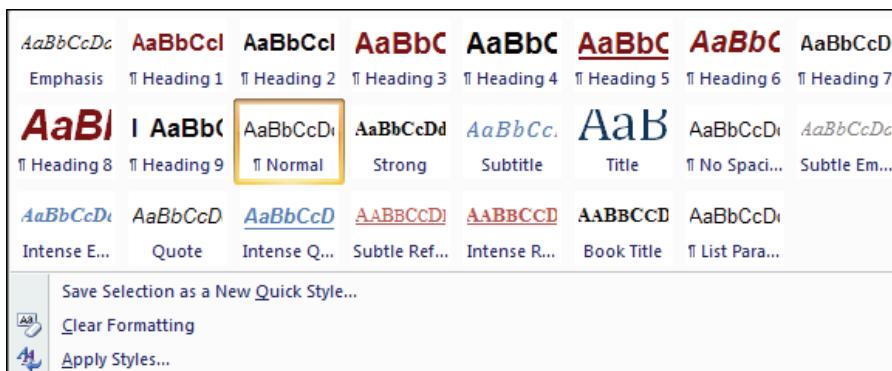
1. Highlight the text **Meeting Agenda**
2. In the **Font** group, click the **Font** list and roll your mouse over a few of the fonts without clicking on them.
3. Notice how you now have a **Live Preview** of each font displayed in your document
4. Select the **Arial** font



❖ Galleries

Many menus have been replaced with galleries. A gallery is a drop down menu that displays all options of a command. Galleries are usually available for formatting type commands such as themes, font styles, and table styles. These more visual type commands use a gallery to allow you to better visualize the choices.

1. With the **Meeting Agenda** text still selected, in the **Styles** group, click on the **More** button 
2. Notice that instead of a dialog box, Word displays a gallery of available styles
3. Click anywhere outside the gallery to close it



❖ Dialogue Boxes and Task Panes

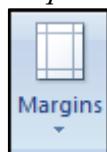
If you don't see a particular command that you are looking for in a Group, many of the groups have a small diagonal arrow  in the lower right hand corner called a Dialog Box Launcher. Once you click it, you'll see more options related to that group. These options will appear in the form of a dialog box or may appear in the form of a task pane, similar to previous versions of MS Office.

1. With the **Meeting Agenda** text still selected, in the **Font** group, click the  Dialog Box Launcher
2. Notice that the familiar **Font** dialog box pops up.
3. Change the **Font Style** to **Bold Italic**
4. Click **OK**

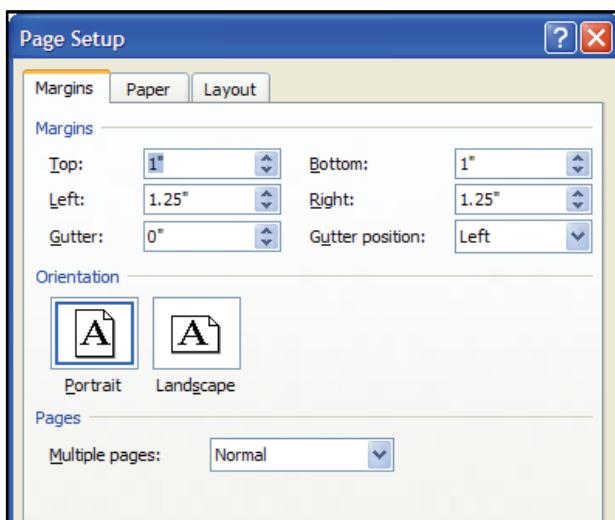


❖ Expanded Menu Options - Page Setup

You will notice in 2010 that many menus provide you with pre-formatted options. This will save you time from having to always customize every specific item. For example, you can select from a list of commonly used margin settings rather than creating them from scratch. However, you still have complete control to set them up from scratch if desired. Microsoft has created a **Page Layout** tab and a **Page Setup** group. Here you will be able to set your page margins, change page orientation and the page size, just as you did in previous versions – they are just easier to find now.



1. Click the **Page Layout** tab to make it active
2. In the **Page Setup** group, click the **Margins** button and select **Wide** from the menu
3. View the margin changes in your document. Click the dialog box launcher  button in the **Page Setup** group to display the **Page Setup** dialog box
4. Change the **left** and **right** margins to **1.25**, then click **OK**



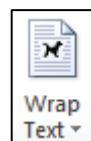
❖ Contextual Tabs and Sub-menus

Some commands are not always visible, but instead appear only in response to an action you take. For example, when you are working on a chart, a contextual tab will appear that gives you a ribbon of options for formatting your chart.

1. Click on the **Insert** tab, in the **Illustrations** group, click **Clip Art**
2. In task pane, type the word: **house**, then click the **Go** button
3. Click the thumbnail for the 1st picture to insert the picture into your document
4. Close the **Clip Art** task pane by clicking the red **X**
5. If the picture is not already selected, click the picture.
6. Note the change in the ribbon. Because you now have a picture selected, Word automatically displays the **Picture Tools Format** contextual ribbon. The **Picture Tools Format** tab contains new **groups** and **commands** used specifically for formatting pictures.



7. In the **Arrange** group, click the **Wrap Text** button to display the menu

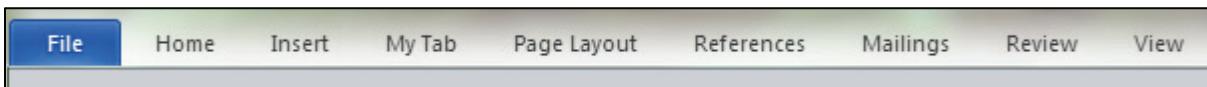


8. Select the **Square** or **Tight** option, then click and drag the picture to the upper left corner of your document
9. Click one of the corner handle bars on the picture and click-and-drag with your mouse to resize the picture to about 1x1 inch
10. Click anywhere outside of the picture to deselect it
11. Notice that the **Picture Tools** tab disappears. Click on the picture again and the tab will reappear.

❖ Hiding the Ribbon

The Ribbon makes everything in Office 2010 easy to find. Sometimes, however, you may need more space to view your document. It is just as easy to hide the Ribbon temporarily as it is to use it.

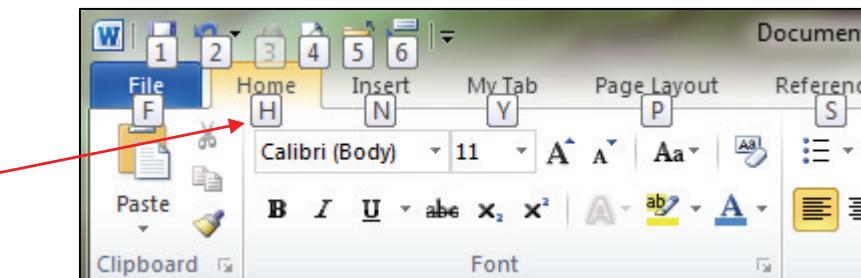
1. Double-click on any tab. The commands disappear, so that you have more room.
2. To see all of the commands again, double-click a tab to open it back up



❖ Key Tips

If you like to use keyboard shortcuts, you have access to the **Key Tips** in Excel which displays what short cut keys can be used for each command. You can display all available Key Tips by pressing the **Alt** key on the keyboard.

1. Press the **Alt** key on your keyboard
2. Press the **N** key on your keyboard to view the options within the **Insert** command
3. Press the **C** key on your keyboard to open the commands for Columns
4. Press the **Esc** or **Alt** button to go back or click anywhere in the application to close the **Key Tip**



Tip: Shortcuts that start with the **CTRL** key (for example, **CTRL+C** for copy, or **CTRL+P** for paste); remain the same as in previous versions of Office.



Note: You can still use the old **ALT+** shortcuts that accessed menus and commands in previous versions of Office, but because the old menus are not available, you'll have no screen reminders of what letters to press.

Mini Toolbar & Status Bar

Some formatting commands are used so frequently that Office makes them available without having to access the Ribbon with a Mini Toolbar. The Mini toolbar allows you to quickly format selected text without having to access the Home tab. There are also some enhancements to the Status bar area, to make working with documents easier.

❖ Accessing the Mini Toolbar

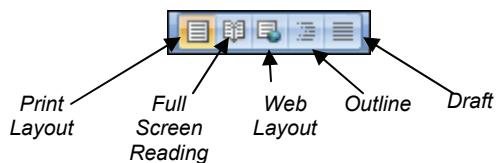
1. Click-and-drag to highlight the text **January 25, 2008**
2. The **Mini toolbar** will appear in a faded fashion. Point to the **Mini toolbar** until it becomes solid.
3. Click the **Center** button

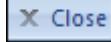


Tip: Another way to activate the Mini toolbar is to highlight your selection and right-click. The shortcut menu you are already familiar with is displayed with the Mini toolbar.

❖ Status Bar

The Status Bar is always displayed at the bottom of the window frame in all Office 2010 applications. The Status Bar displays information about the current file. It also contains buttons that allow you to zoom in and out and easily switch the page view. Content on the Status Bar varies by application. The diagram below is the Status Bar in Word 2010

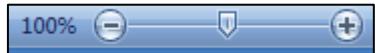


1. Click on the **Full Screen Reading** button. Note that this view is primarily read-only with the exception of the toolbar on the upper left-hand corner of the screen
2. Click the **Close** button 

❖ Zoom Options

You can use the zoom option in the Status Bar to view the contents in your document to your specification. This is especially helpful if you need to get a closer look at the details in your document.

1. Drag the **Zoom slider** to the left until it reaches 50%
2. Click the **Zoom In**  button on the slider until it reads 100%
3. Click the **Zoom Out**  button on the slider until it reads 70%
4. Double-click on the **70%** number and check the box next to **75%** and click **OK**



Tip: You can also access Zoom commands on the View tab, in the Zoom group

❖ Spelling and Grammar Checker

The spelling checker has been made more consistent across the 2010 Microsoft Office applications. Examples of this change include the following:

- Several spelling checker options are now global. If you change an option in one Office application, that option is also changed for all other applications.
- In addition to sharing the same custom dictionaries, all applications can manage them by using the same **dialog box**.
- An **exclusion dictionary** is automatically created for a language the first time that language is used. **Exclusion dictionaries** let you force the spelling checker to flag words you want to avoid using.
- The spelling checker can find and flag some contextual spelling errors. Have you ever typed a mistake similar to the following? I will see you their. In Office 2010, you can enable the **Use contextual spelling option** to get help with finding and fixing this type of mistake.

1. On the **Status bar** at the bottom of your window, click on the **Proofing Errors** button
2. Click **issues** to correct its spelling
3. Note that the Proofing Errors button now displays no errors



*Tip: Additional proofing tools can be found on the **Review** tab, in the **Proofing** group*

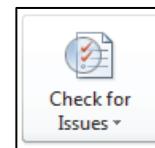
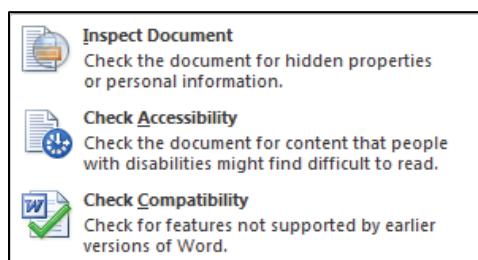


Other New Features

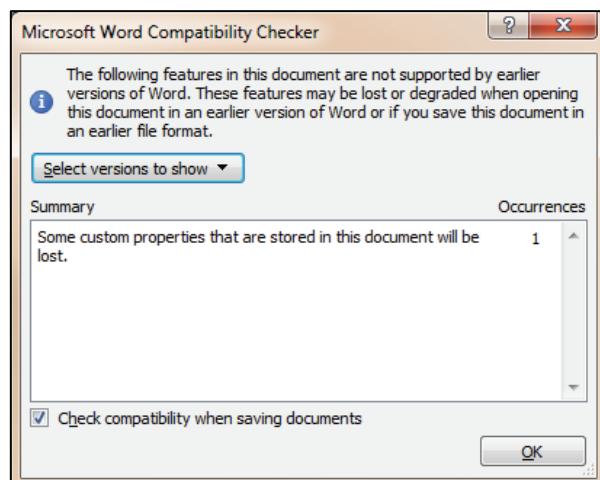
❖ Run Compatibility Checker

We can run the compatibility checker to see if our document would lose any formatting if saved to an older version.

1. Click the **File Tab**
2. Click the **Info** option
3. Click the **Check for Issues** button, then select **Check Compatibility**



4. Click **OK** to close the dialog box when complete



❖ Document Properties Panel

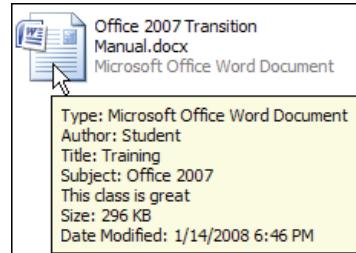
The Document Properties Panel makes it easy to view and edit document properties for your file. These properties will display whenever you hover over the file before selecting it to tell you general information about the document.

1. Click the **File Tab**
2. Choose **Info**
3. In the right hand side, click on the **Show All Properties** item
4. Fill out the **Document Properties** fields with the following information (click in each field to add text): **Title: Training, Tags: Training, Word, Excel, Category: Office 2010, Comments: This class is great!**



Title	Training
Tags	Traing, Word, Excel
Comments	This Class is great
Template	Normal.dotm
Status	Add text
Categories	Office 2010
Subject	Specify the subject

5. Save and close your document (to your Desktop)
6. Hold your mouse over the file you just saved
7. The fields you entered in the **Document Information Panel** are now displayed as document properties



❖ Format Painter

The Format Painter is a high-speed formatting command that allows you to quickly duplicate the formatting of text or a cell from one area to another. It is available in Word, Excel, and PowerPoint.

1. Highlight the text **Meeting Agenda**
2. On the **Home** tab, in the **Clipboard** group, click the **Format Painter** button
3. Drag-select the text **January 25, 2008**. Note that the text changed to match the **Meeting Agenda** format.



Tip: If you have more than one area of text to copy the formatting to, double-click the Format Painter button to get it to stay on so you can conduct multiple clicks to apply formatting to the desired areas. To turn it off, click the Format Painter button once or press Esc.

Review

1. Add the **New** button to the **Quick Access Toolbar**. (*page 11*)
2. On the **My Tab** you created on the Ribbon, add the following commands to your **Short Cuts** group: **Cut, Copy, Paste, and Find**. (*page 12*)
3. Center the text **10:00AM** so it appears under the document title & date (*page 13*)
4. Increase the text: **Type of Meeting: January 2008 Meeting** to a 14pt and make it **Bold**. (*page 13*)
5. Insert the following **clip art image** by searching for “**Real Estate**” (*page 15*)
6. Position the picture in the **lower right-hand corner** of the document. (*page 15*)
7. Run the compatibility checker to see if any formatting will be lost if the document is opened from a 2003 Office format. (*page 18*)
8. Copy the format of the text: **January 25, 2008** to the text **10:00AM**. (*page 19*)
9. Change the **Document Properties** so the **Title** is now **Meeting Agenda**. (*page 19*)
10. Your completed document should look like the diagram 1.1 below.

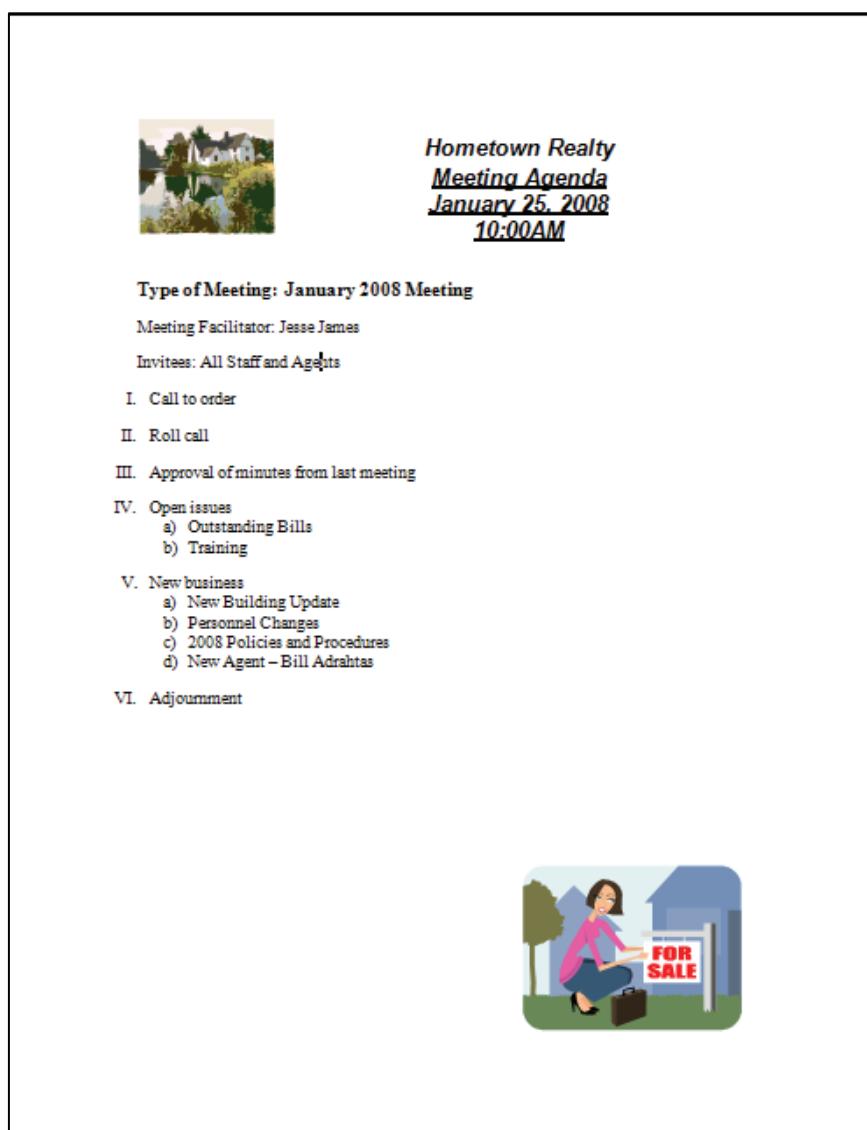


Diagram 1.1