

## Live Preview

This feature allows you to see formatting changes without applying them.

**Try this:** Select some text and hover the mouse pointer over various font names in the drop-down list to preview the selected text in those fonts. Click to choose a font or move the mouse away from the list to leave the text unchanged.

## Top Tips

- **To close files without closing the application:**

Don't use the  icon to close a file instead use one of the following methods:

- From the **File tab**, choose the **Close** command
- Use the keyboard command **Ctrl + W**
- Add the **Close** command to the **Quick Access Toolbar**
- **Page Layout Tab** gives access to margins etc
- **Spellcheck** can be found on the **Review Tab** (or can be added to the **Quick Access Toolbar**)
- **PDF** files can be created using the **Save and send** command from the **File tab**

## New and Different File Types

*Office 2010* uses a new file format known as XML which produces smaller, more efficiently organised files. All *Office 2010* file extensions have an x added to the end, e.g. **.docx** instead of **.doc**

### Converting files from previous versions

If you open a file in *Word*, *Excel* or *PowerPoint* which was created in a previous version, the file will open in *Compatibility Mode*.

To convert a file to the latest format, either:

- From the **File tab** choose **Save as** and then select the latest format under **Type**; or
- From the **File tab** select **Info** and then **Convert** to create a new file in the latest format, leaving the original old format file intact.

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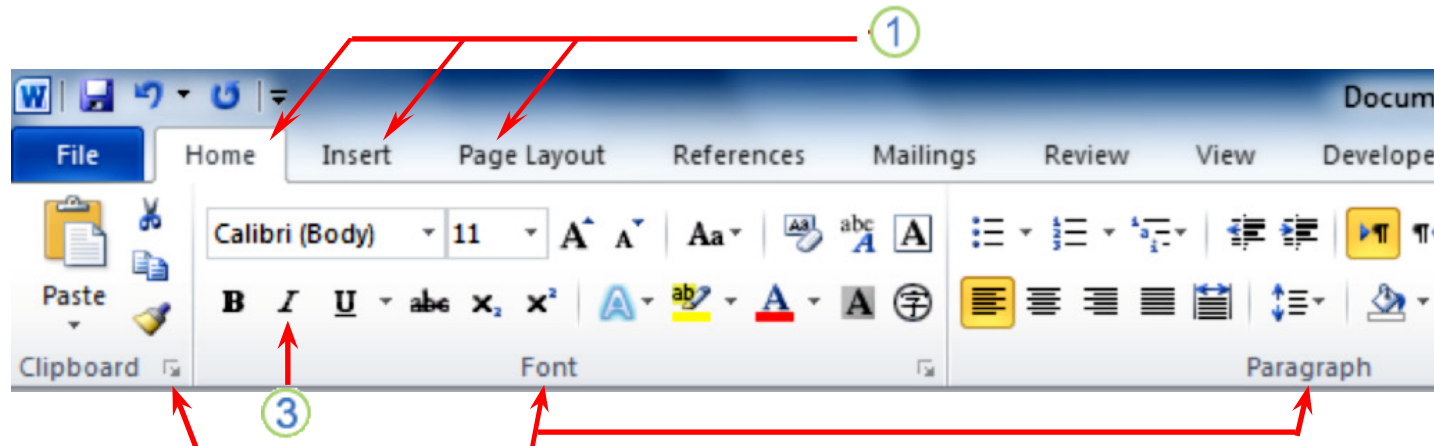
IT Services

## Office 2010: Quickstart Guide

Office 2010 includes the latest versions of **Word**, **Excel**, **PowerPoint** and **Access**. Although most things work in just the same way, it looks somewhat different from previous versions you may have used.



# Menus out - Ribbons and Tabs in



**Dialog Box Launcher**

The **Ribbon** has three basic components:

- 1. Tabs**  
Basic task-oriented tabs
- 2. Groups**  
Each tab has groups that show related items together
- 3. Commands**  
A button, a box to enter information, or a menu

## Tabs

There are three types of tab:

- Standard**  
For example **Home** which contains the items you use frequently, such as the commands in the **Font** group for changing text: **Font, Size, Bold, Italic** etc
- Contextual**  
Certain tabs appear only when you need them, for example **Tables, Drawings** or **Charts**

## Dialog Box Launcher



Click the **Dialog Box Launcher** to see more options for that particular group. Those options will often appear in the form of a dialog box that you may recognize from an earlier version.



## File tab & backstage view

Select the **File** tab to reveal **Backstage view** and display commands for managing your files including **New, Save, Open, Print** and **Close**.

To return to your document from **Backstage view** click on any tab or hit the **[esc]** key.

Recently opened documents are listed on the right of the menu. To keep or pin a file in the **Recent Documents** list, click **Pin this document to the Recent Documents list**:   
When a document is pinned to the **Recent Documents** list, the pin button looks like this: 

## Quick Access Toolbar

The **Quick Access Toolbar** is a small area to the upper left of the **Ribbon** containing options that you use frequently including **Save, Undo** and **Repeat**.

### Adding Useful Icons

You can customise this toolbar to show useful commands such as **Open, Print** or **Spelling**. Click on the **More** symbol and select the required commands.



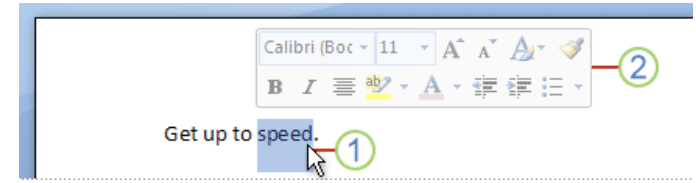
**More symbol**

## Temporarily hide part of the Ribbon

If you need additional space to work on your document double-click on the active tab, which hides part of the Ribbon. To restore it, double-click the active tab again.

## The Mini Toolbar

When you select text and point at it, the **Mini toolbar** will appear.



- 1.** Select your text and then point at the selection
- 2.** A transparent **Mini toolbar** will appear. Pointing at it causes it to become opaque - you will then be able to click on one of the formatting options upon it

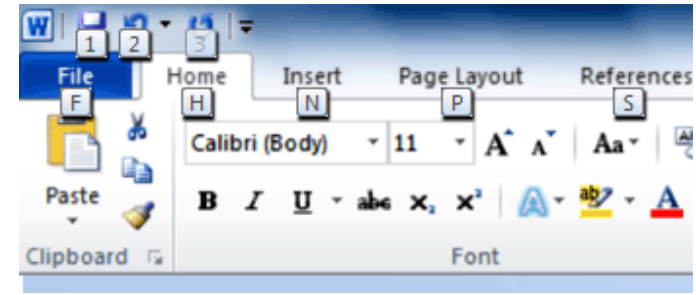
## Short-Cut Menu

You can still right-click on selected text or an object and the **Short-Cut menu** will be displayed as well as the **Mini toolbar**.

## Keyboard Shortcuts

These shortcuts have a new name: **Key Tips**.

Press **[ALT]** to display the Key Tip badges for the **Ribbon** tabs, for the **Microsoft Office Button** and for the **Quick Access Toolbar**.



Press the **Key Tip** indicated (for example **H** for the **Home** tab). The **Key Tips** for that tab's commands appear - press the Key Tip for the required command.

**NB:** You can still use the keyboard shortcuts from previous versions.