



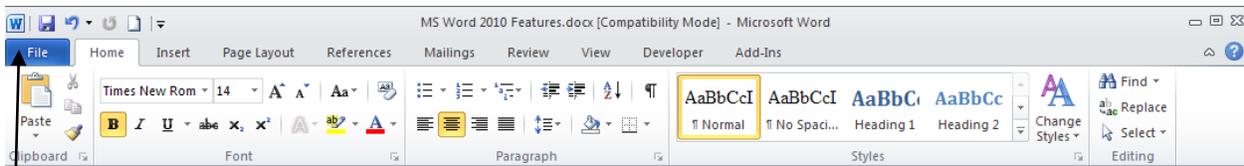
Chenango Valley CENTRAL SCHOOLS

Office 2010 Features, and New Menu Bars (Ribbons)

As you read through this document you will notice the Ribbon concepts can be used in all the Office Ribbons, not just within Word.

Word

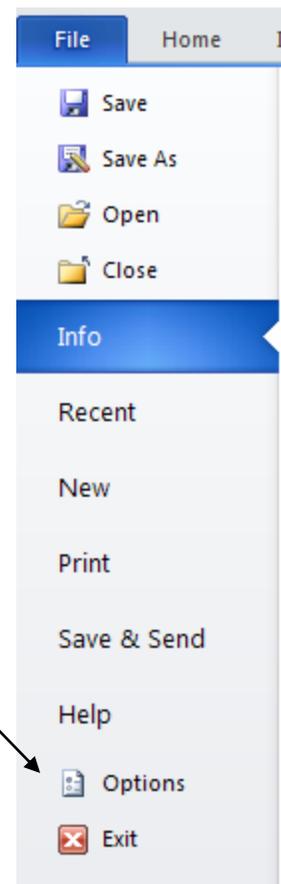
Ribbon – Different tabs when clicked, displays a new ribbon. When you select table, pictures or other items, different tabs appear at the top of the ribbon.



File Tab

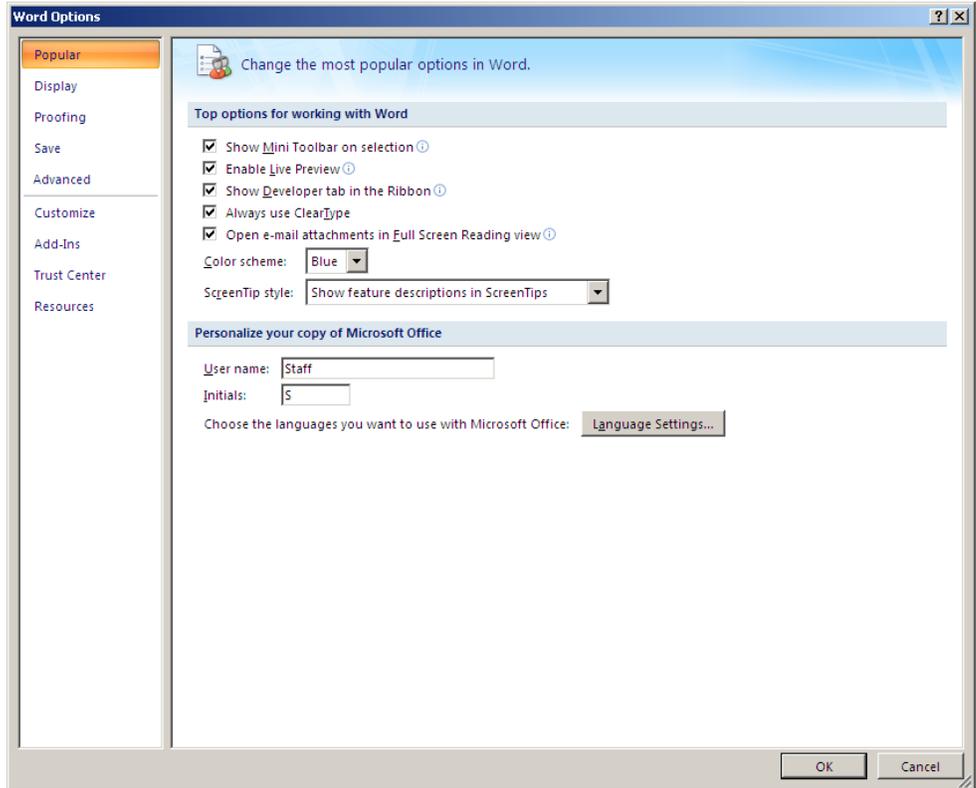
Select the File Tab and you'll see Options toward the bottom of the drop down. Click Options and Word Options will open up.

Options where users can customize save capabilities, change the color scheme of the interface, adjust auto corrections and other options.



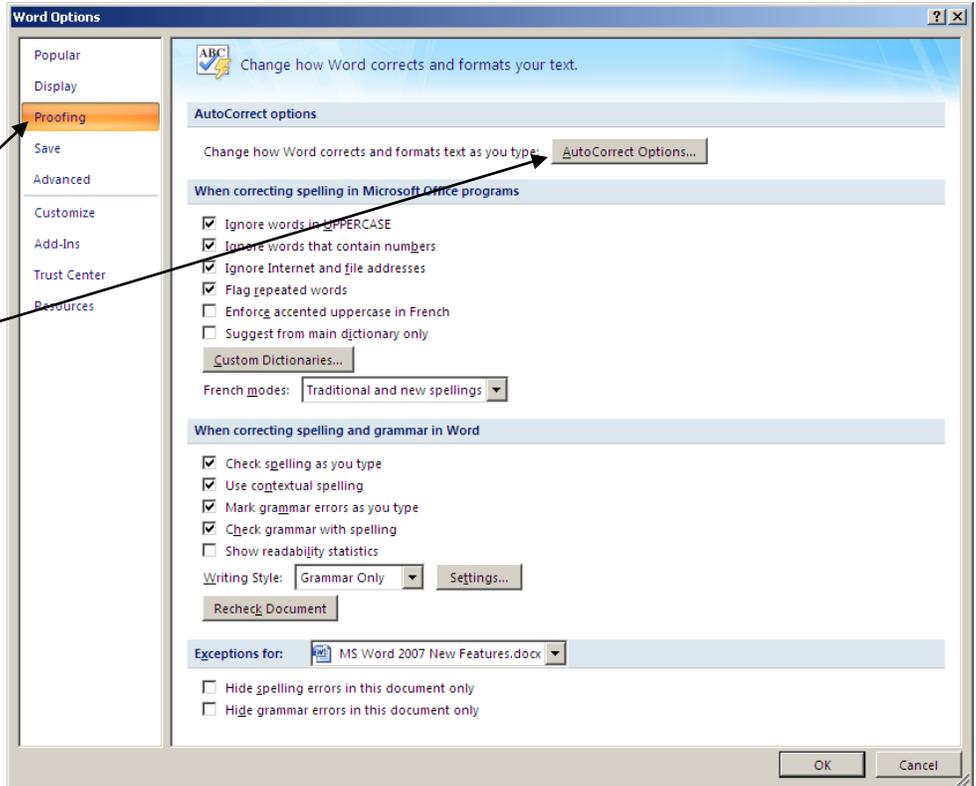
Word Options-

Click each item on the left side of the Window and new options will appear.

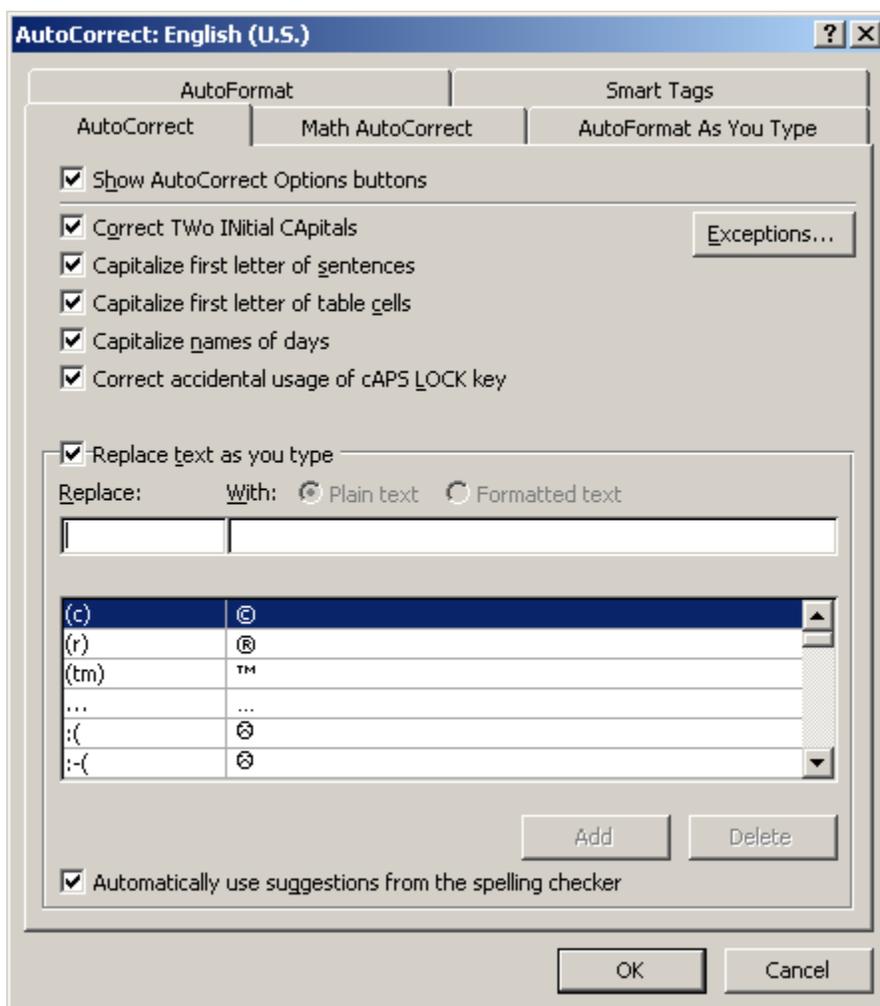


Click on **Proofing**

Look at the settings under **AutoCorrect Options**.



You will find items on AutoCorrect, AutoFormat, Math AutoCorrect, Smart Tags and AutoFormat As You Type

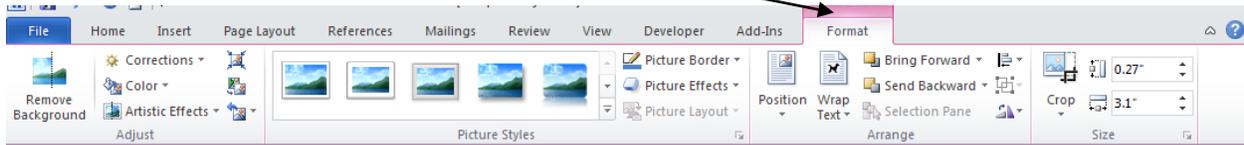


Quick Access Toolbar-

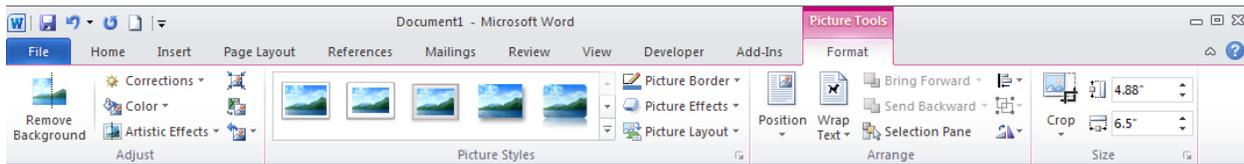


On the left pane within **Word Options**, click **Customize**, and you will be presented with two columns of options: the left has every addable function available for the program (which can be organized by Popular Commands, Commands Not in the Ribbon, and All Commands), and the right contains what functions have been added to the Quick Access Toolbar. Simply add and remove as you see convenient for your needs. This toolbar sits next to the Office button, but you can move it below the ribbon by choosing that option while customizing.

Format Toolbar- When you select an image you get a different tab and ribbon

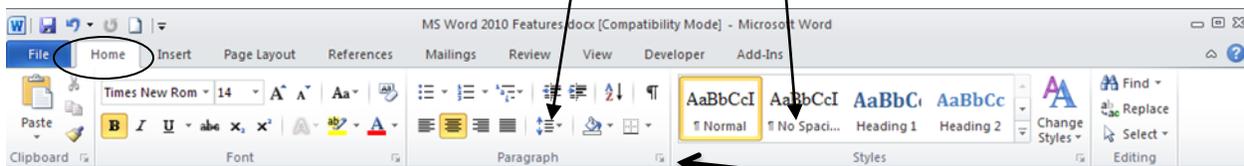


If you select a picture you'll see a different Tab called **Picture Tools** as well as **Format**



Remember to **select** the picture to see the Picture Toolbar displayed

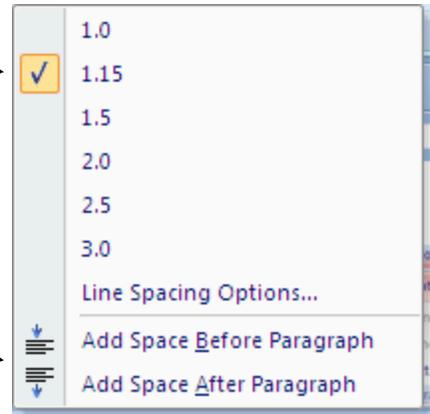
Line Spacing- there is an automatic line space after a return for a paragraph that can be turned on and off. Click on the line spacing button or select this **Style** for No Spaces.



You can set as default by opening the Paragraph window. Double click on Paragraph button.

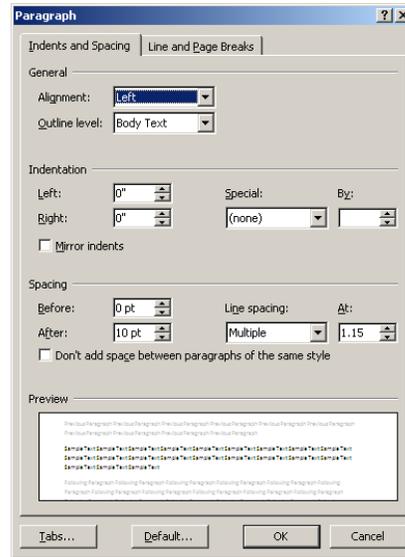
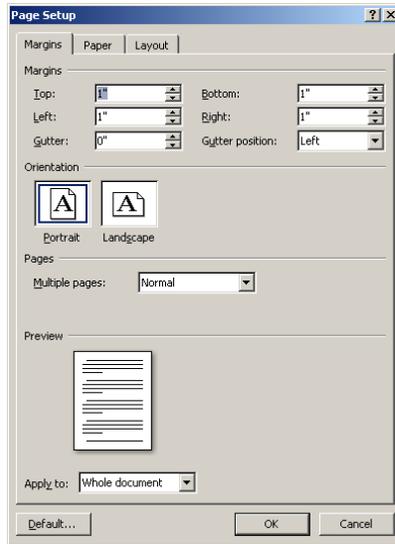
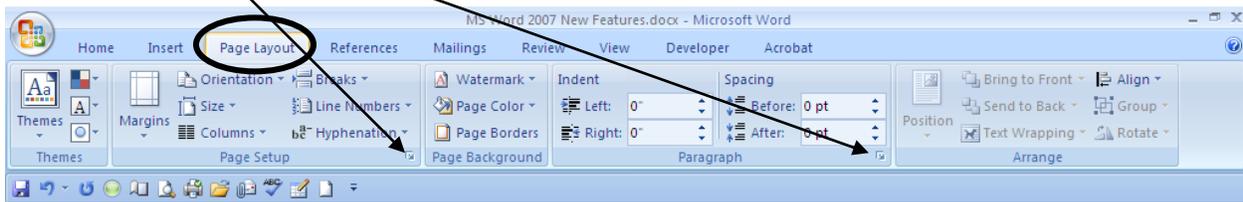
Choose settings and Click button for "Set As Default"

Note the default line spacing is 1.15



This menu will display, you can choose to add/or remove the space before or after a paragraph

Page Layout- Click on the bottom right of some areas in the ribbons to display more options.



Insert from Scanner and Camera- Open Microsoft Office Document Scanning in the Microsoft Office/Microsoft Office Tools folder

Choose your scanner



Or from the Clip Art Organizer

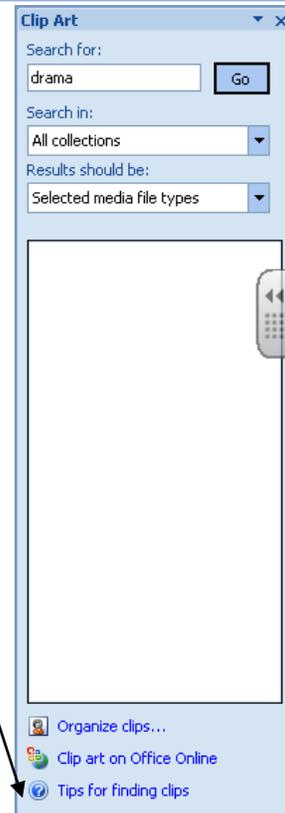
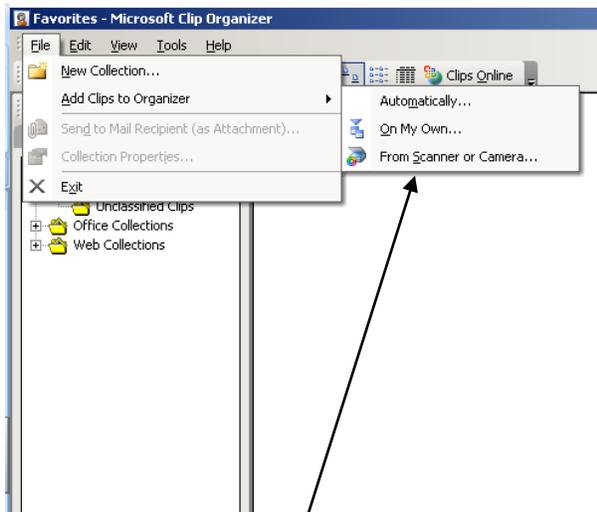
Click on Insert Tab



Click on **Clip Art**

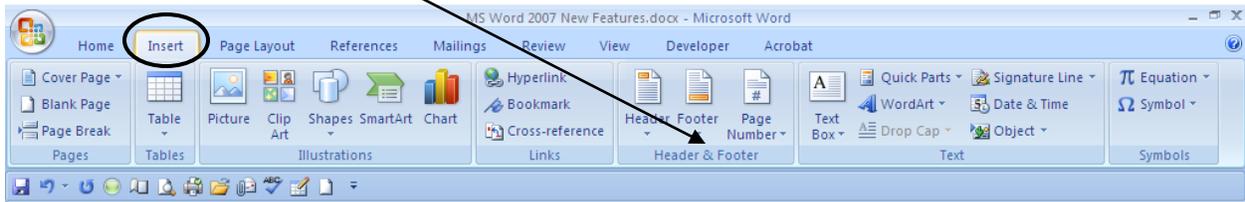
Click on **Organize clips...**

Click on **File** and choose **Add Clips to Organizer**

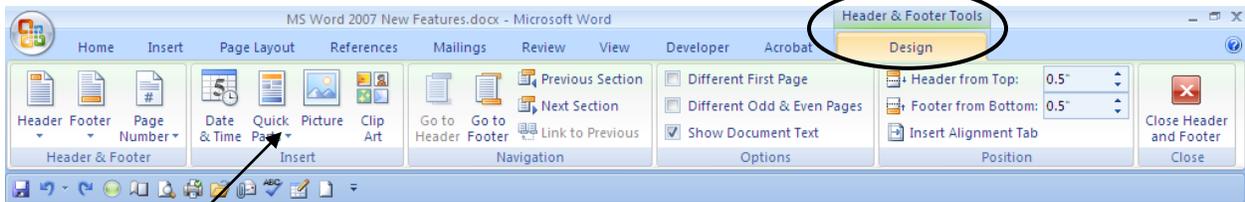


Choose **From Scanner or Camera**

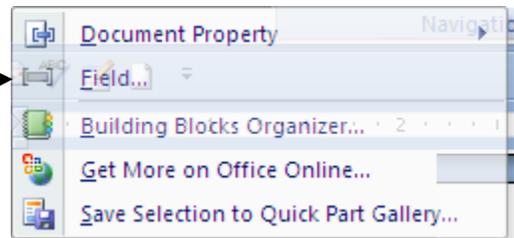
To Insert a Header and Footer make a selection from the Insert ribbon-



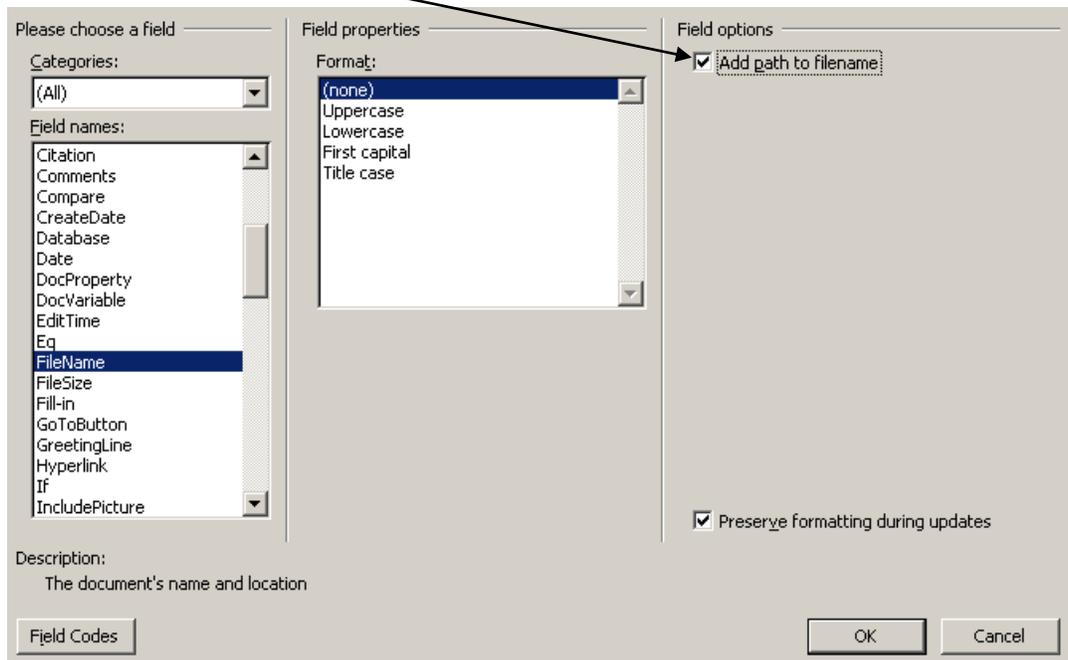
Header & Footer Tools ribbon will display



Click on **Quick Parts** drop down to bring up a menu to insert your filename in your footer or header. Click on **Field...**



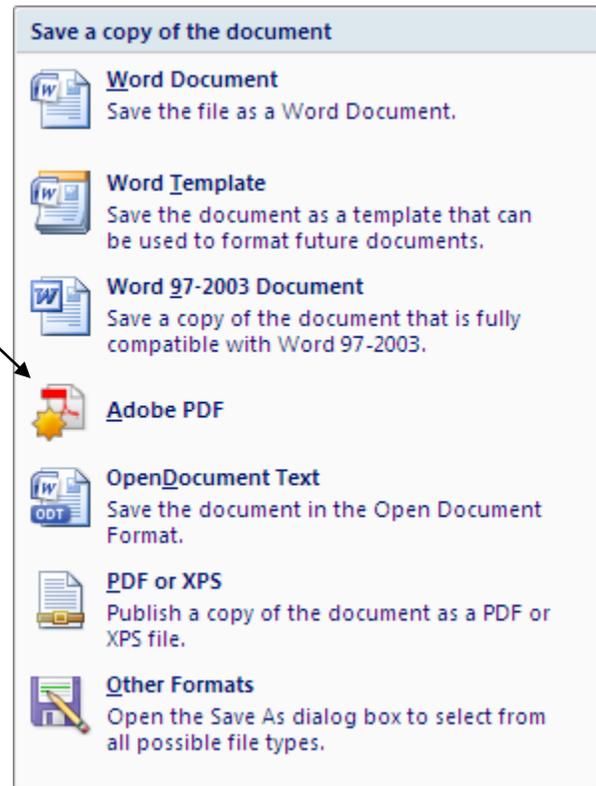
Note the Checkbox for **Add path to filename**



Special add on feature for saving a document as a PDF we installed

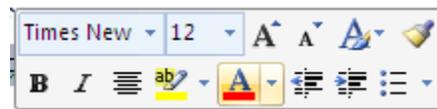
Save As to PDF-

Click on **Save As** from the **Office Button** to display this menu. Choose **Adobe PDF**.



If you save as a Web Page XTML file, note that a folder will be created as well as a file. So if you delete the folder you also need to delete the file that was created.

Mini-Toolbar- (shown below) comes up when you **Right Click** where you are typing or **Select** text. You will notice the menu comes up dull in appearance; but move your mouse over the area and it becomes fully viewable. (You cannot change the buttons on this toolbar)

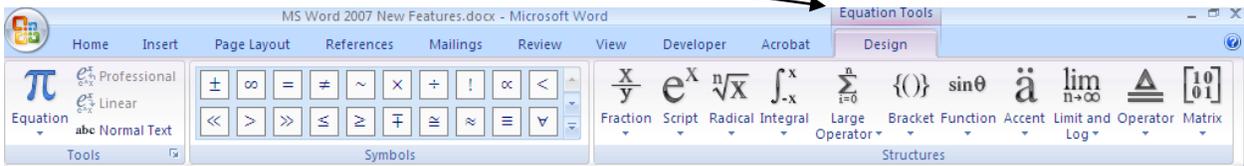


Math Tools

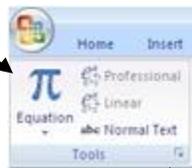
Click on the **Insert** tab in the ribbon and then select the **Equation** drop down



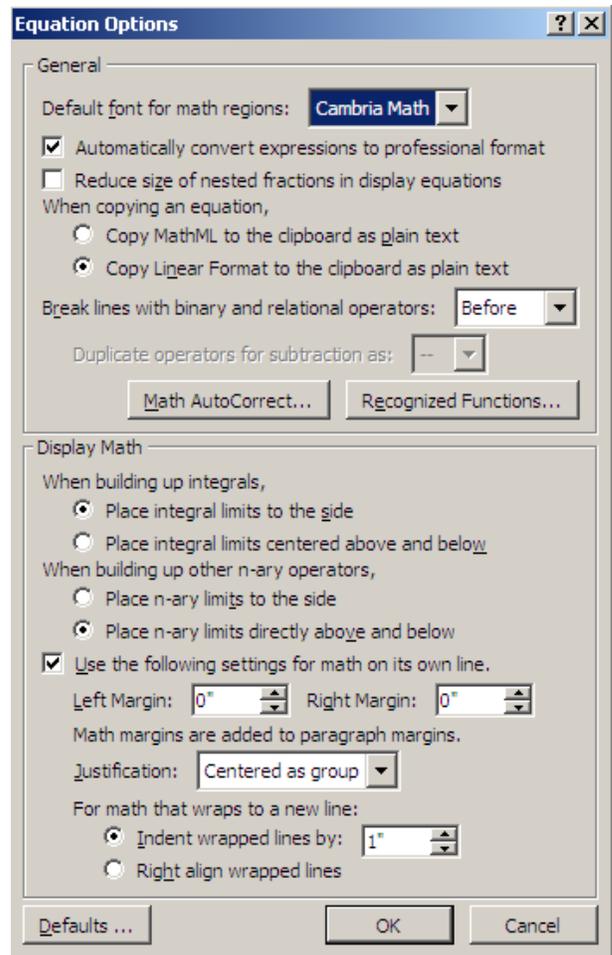
New **Equation Tools** ribbon will display



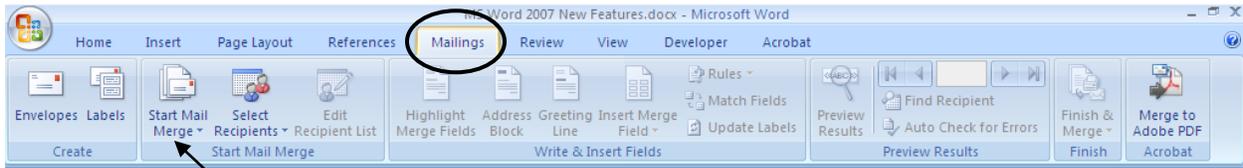
If you select the **Equation Button**, you will find a number of built in equations to choose from.



If you click the button to the right of **Tools** area, you will bring up the **Equation Options** window.



Mail Merge- click the Mailings tab

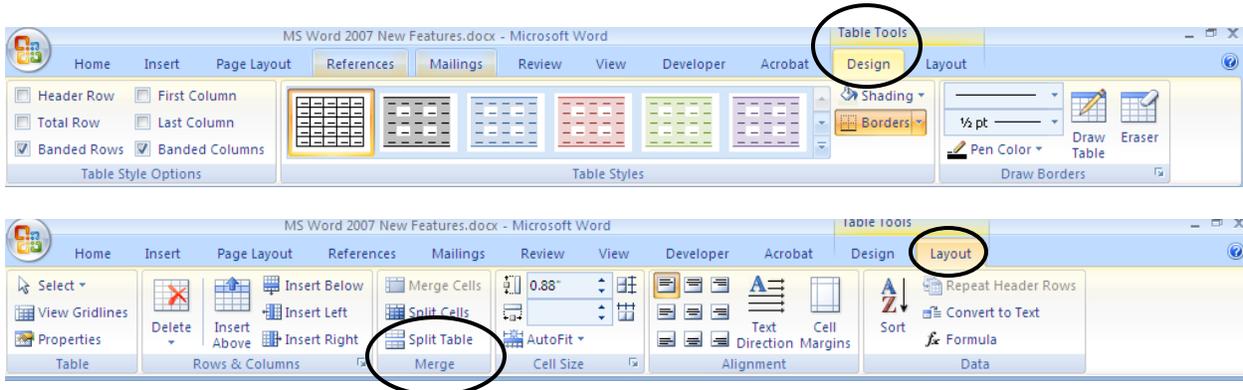


Click on **Start Mail Merge** drop down to display this menu



Step by Step Mail Merge Wizard... works like Word 2003

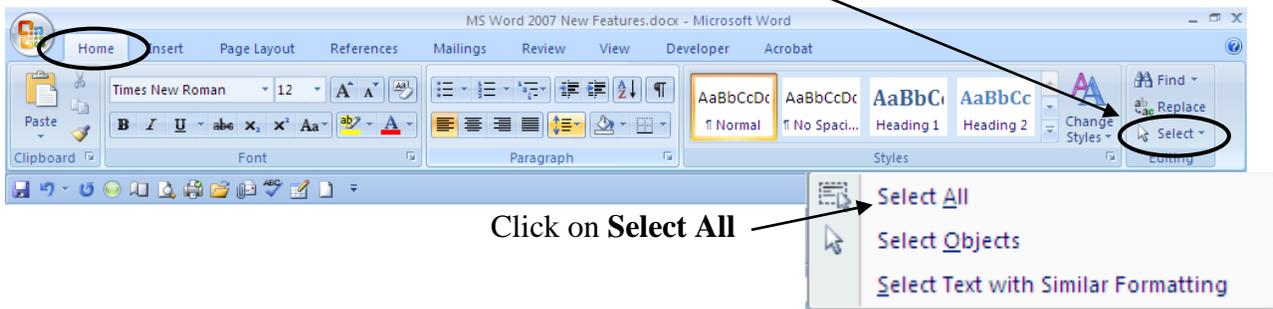
Tables- Notice two different tabs, Design and Layout- click tab to select the Ribbon needed



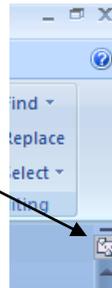
To split one table into two tables, you must do the following:
Select the row that you want to be the first row of the second table.
Under **Table Tools**, on the **Layout** tab, in the **Merge** group, click **Split Table**.

Select All

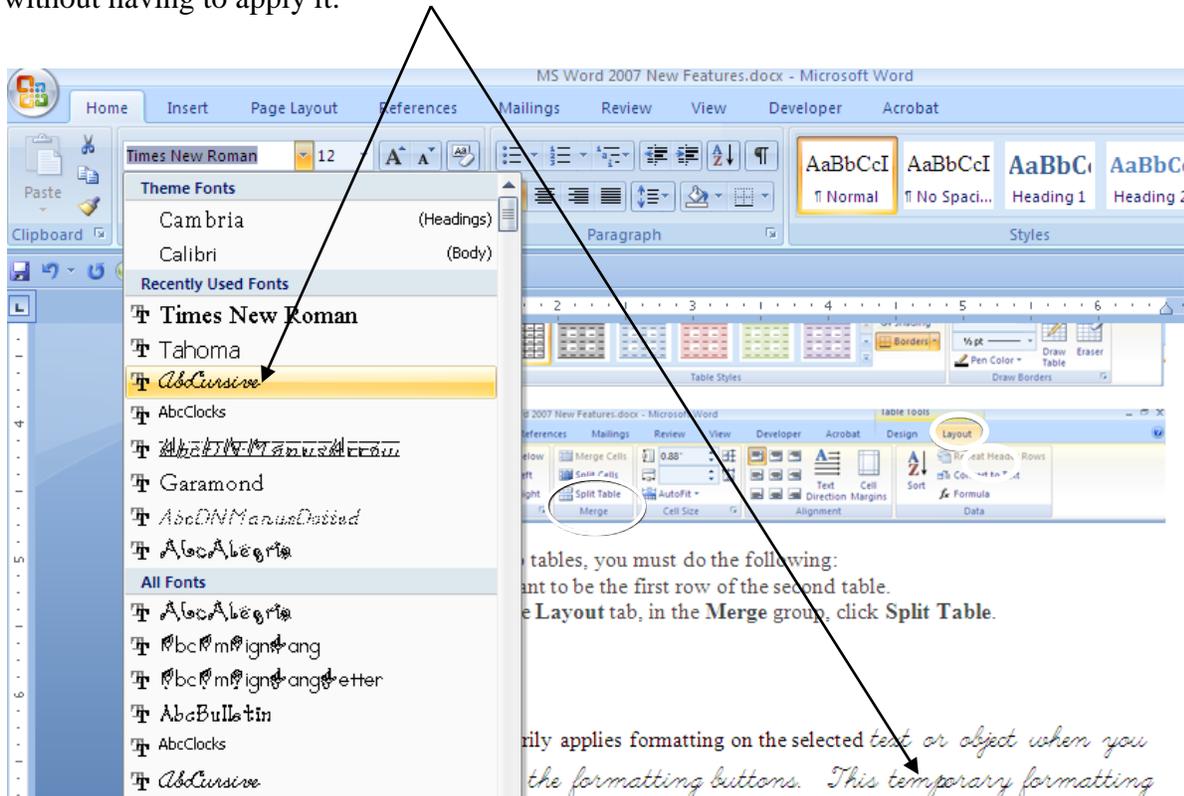
Control A still selects the entire document or Click on the **Select** Button from the **Home Ribbon**



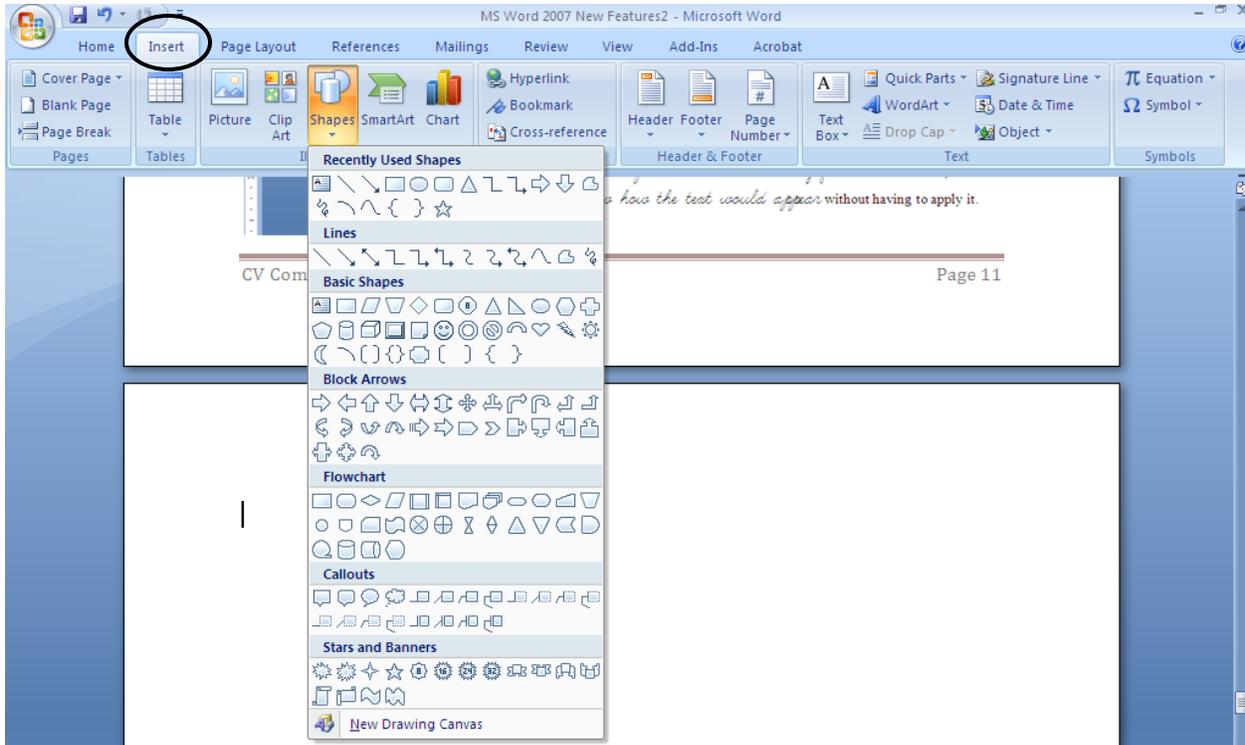
Rulers- click the icon to the far right at the top of the slide bar



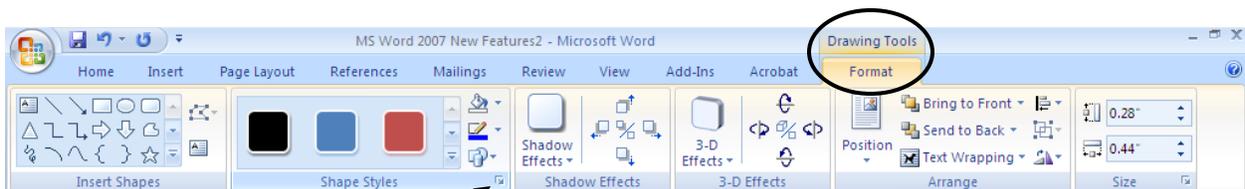
Live Preview- temporarily applies formatting on the selected text or object when you mouse-over any of the formatting buttons. This temporary formatting is removed once the mouse pointer is moved away from the button, allowing you to preview how the text would appear without having to apply it.



Drawing Toolbar- Click on the **Insert** Tab and click on **Shapes**, you will see a number of new options to choose from.



Once you create a shape and have it selected a new **Drawing Tools** tab appears



Using the **Shape Styles** area button, you can open the **Shape AutoFormat** Window.

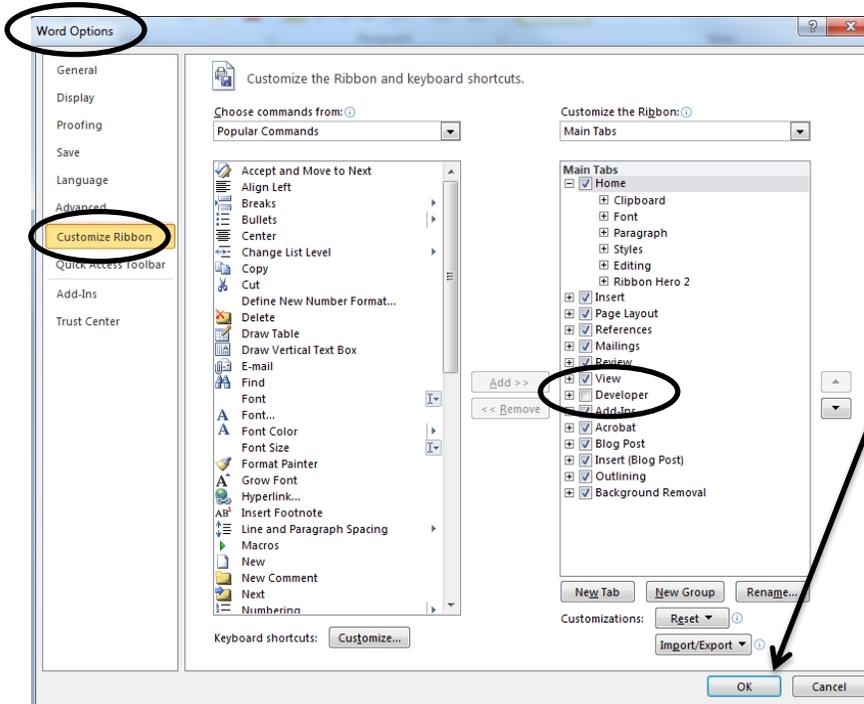
Compare Word 2003 to Word 2007 with some tasks

Task	Word 2003	Word 2007
Change the document view:	<ol style="list-style-type: none"> 1. Click View from the toolbar. 2. Select preferred view from the resulting menu. 	<ol style="list-style-type: none"> 1. Select the View tab 2. Select preferred view from Document Views group
Create a new blank document:	<ol style="list-style-type: none"> 1. Click File from the toolbar. 2. Select New from the resulting window. 	<ol style="list-style-type: none"> 1. Click the MS Office Button and select New. 2. Select New from the resulting menu and click the Create button. (Control N)
Open an existing document:	<ol style="list-style-type: none"> 1. Click File from the toolbar. 2. Select Open from the resulting menu. 	<ol style="list-style-type: none"> 1. Click the MS Office Button and select Open. 2. Navigate to existing document and click the Open button. (Control O)
Save a file:	<ol style="list-style-type: none"> 1. Select File from the Menu Bar. 2. Select Save from the resulting menu. 	<ol style="list-style-type: none"> 1. Click the MS Office Button and select Save. (Control S)
Save an existing document as a new Word document or file type:	<ol style="list-style-type: none"> 1. Select File from the Menu Bar. 2. Select Save As from the resulting menu. 3. Navigate to location to save file. 4. Enter the name for the new file in the File name: box. 5. Click the Save button. 	<ol style="list-style-type: none"> 1. Click the MS Office Button and select Save As. 2. Select the file format type from the resulting menu. 3. Navigate to location to save file. 4. Enter the name for the new file in the File name: box. 5. Click the Save button.
Use the Mini Toolbar to modify text	Not available.	<ol style="list-style-type: none"> 1. Select the text you wish to modify and direct pointer to the Mini Toolbar above the text selection. 2. Click on the appropriate formatting option
Format font:	<ol style="list-style-type: none"> 1. Select the appropriate formatting option from the Formatting toolbar. 	<ol style="list-style-type: none"> 1. Select the Home tab. 2. Select the appropriate formatting option from the Font group

<p>Insert a bulleted or numbered list</p>	<ol style="list-style-type: none"> 1. Select the Bullets or Numbering buttons from the Formatting toolbar. 	<ol style="list-style-type: none"> 1. Select the Home tab and select one of the following options from the Paragraph group: Click the arrow on the Bullets button to select your bulleted list style, or Click the arrow on the Numbering button to select your numbered list.
<p>Insert a picture:</p>	<ol style="list-style-type: none"> 1. Select Insert from the Menu Bar. 2. Select Picture from the resulting menu 3. Select From File from the resulting menu. 4. Navigate to the location where the picture is located. 	<ol style="list-style-type: none"> 1. Select the Insert tab. 2. Click on Picture from the Illustrations group. 3. Navigate to the location where the picture is located.

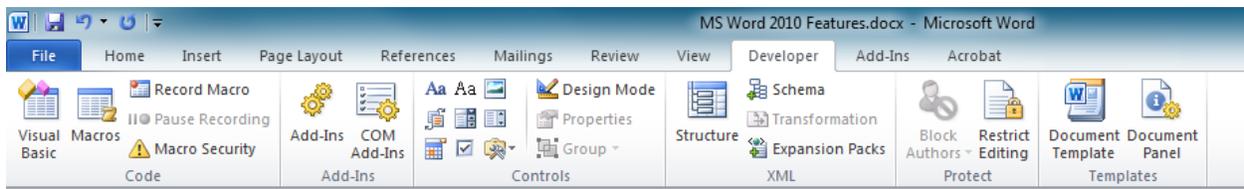
Developer Ribbon

Place a **check** for Developer under Customize Ribbon section in Word Options



Click OK and Developer Ribbon will appear as a tab selection.

Developer Ribbon



Here is where you will find the controls for Forms