

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.



down. Click Options and Word Options will open up.





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

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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

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

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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 ₁ or select this **Style** for No Spaces.

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

Choose settings and Click button for "Set As Default"



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

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Insert from Scanner and Camera- Open

Microsoft Office Document Scanning in the Microsoft Office/Microsoft Office Tools folder

Choose your scanner

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Or from the Clip Art Organizer

Click on Insert Tab



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

Header & Footer Tools ribbon will display

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

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	Save Selection to Quick Part Gallery

Note the Checkbox for Add path to filename

Please choose a field	Field properties	Field options
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Special add on feature for saving a document as a PDF we installed

Save As to PDF-



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

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New Equation Tools ribbon will display_____

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Mail Merge- click the Mailings tab



Click on Start Mail Merge drop down to display this menu

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

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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



Live Preview- temporarily applies formatting on the selected text or object when you mouseover 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:	 Click View from the toolbar. Select preferred view from the resulting menu. 	 Select the View tab Select preferred view from Document Views group 					
Create a new blank document:	 Click File from the toolbar. Select New from the resulting window. 	 Click the MS Office Button and select New. Select New from the resulting menu and click the Create button. (Control N) 					
Open an existing document:	 Click File from the toolbar. Select Open from the resulting menu. 	 Click the MS Office Button and select Open. Navigate to existing document and click the Open button. (Control O) 					
Save a file:	 Select File from the Menu Bar. Select Save from the resulting menu. 	1. Click the MS Office Button and select Save. (Control S)					
Save an existing document as a new Word document or file type:	 Select File from the Menu Bar. Select Save As from the resulting menu. Navigate to location to save file. Enter the name for the new file in the File name: box. Click the Save button. 	 Click the MS Office Button and select Save As. Select the file format type from the resulting menu. Navigate to location to save file. Enter the name for the new file in the File name: box. Click the Save button. 					
Use the Mini Toolbar to modify text	Not available.	 Select the text you wish to modify and direct pointer to the Mini Toolbar above the text selection. Click on the appropriate formatting option 					
Format font:	1. Select the appropriate formatting option from the Formatting toolbar.	 Select the Home tab. Select the appropriate formatting option from the Font group 					

Insert a bulleted or	1. Select the Bullets or	1. Select the Home tab and			
numbered list	Numbering buttons from	select one of the following			
	the Formatting toolbar.	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.			
Insert a picture:	1. Select Insert from the Menu	1. Select the Insert tab.			
	Bar.	2. Click on Picture from the			
	2. Select Picture from the	Illustrations group.			
	resulting menu	3. Navigate to the location			
	3. Select From File from the	where the picture is			
	resulting menu.	located.			
	4. 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