

New York City Council I.T. Division
presents:

Microsoft® Office Training

**Get up to speed with the
2010 system**

Course goals

- See how the 2010 Office system has changed, and why.
- Use the Ribbon to do what you're used to doing.
- Using the new “Office File Tab” button.

Overview: A new look to familiar programs

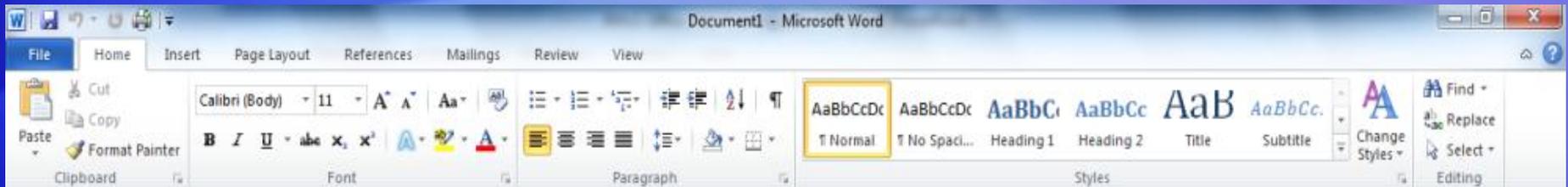


When you open a 2010 Microsoft Office system program, you'll see a lot that's familiar. But you'll also notice a new look at the top of the window.

Menus and toolbars have been replaced by **the Ribbon**, which contains tabs that you click to get to commands.

This presentation introduces you to the Ribbon and other new ways to make better documents, faster.

The new Office: Made for you



Yes, there's a lot of change to familiar Microsoft Office programs.

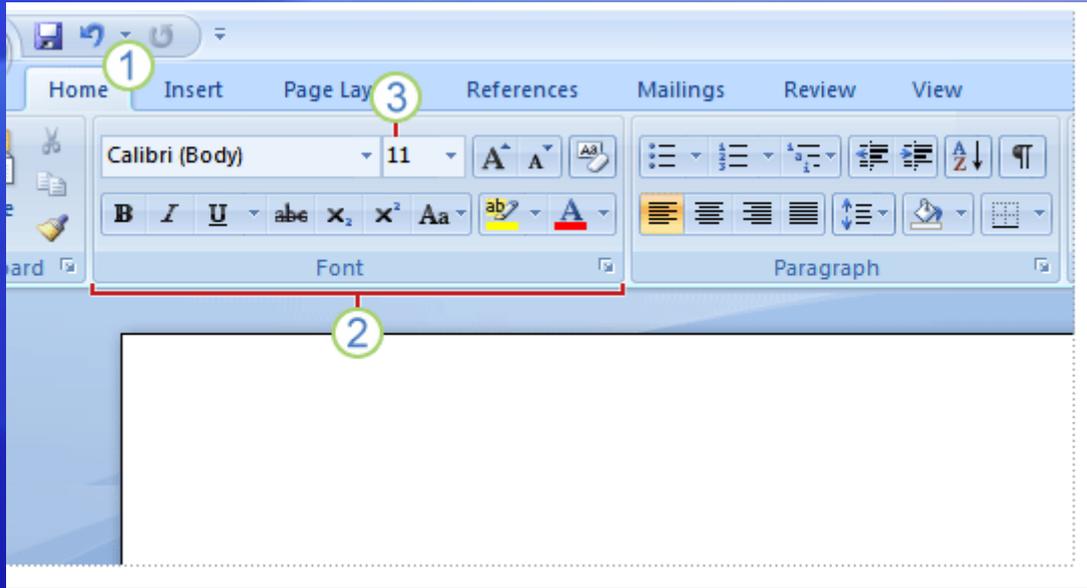
But it's good change.

With the Ribbon, commands and other tools you need are now exposed and more readily available.

The cut, copy and paste command will always appear on the first tab, as they are the most frequently used.

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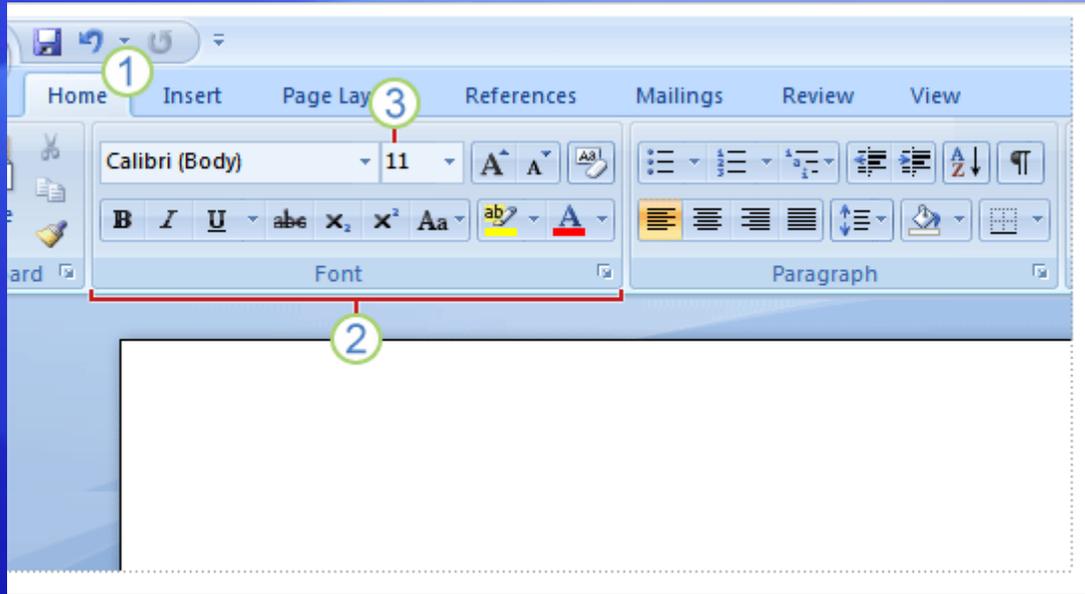
What's on the Ribbon?



The three parts of the Ribbon are **tabs**, **groups**, and **commands**.

- ① **Tabs** sit across the top of the Ribbon. Each one represents core tasks you do in a given program.
- ② **Groups** are sets of related commands. They remain on display and readily available, giving you rich visual aids.
- ③ **Commands** are arranged in groups. A command can be a button, a menu, or a box where you enter information.

What's on the Ribbon?

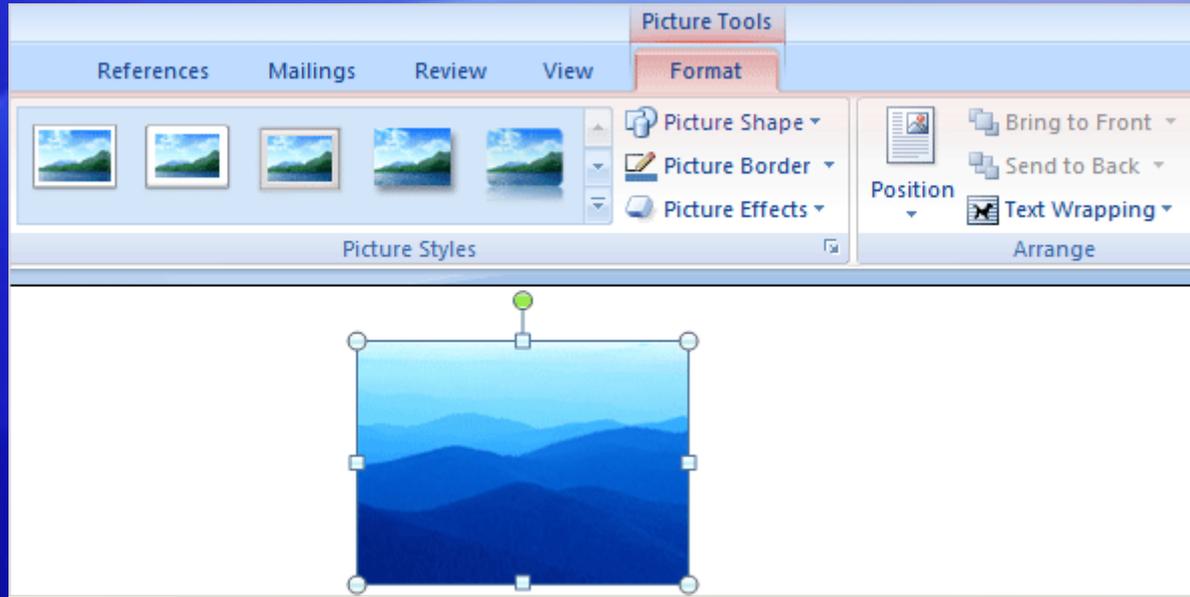


The first tab is the first one shown by default.

In Word 2010, for example, that's the **Home** tab.

It's got the commands that people use most commonly when they write documents: font formatting commands (**Font** group), paragraph options (**Paragraph** group), and text styles (**Styles** group).

More commands, but only when you need them



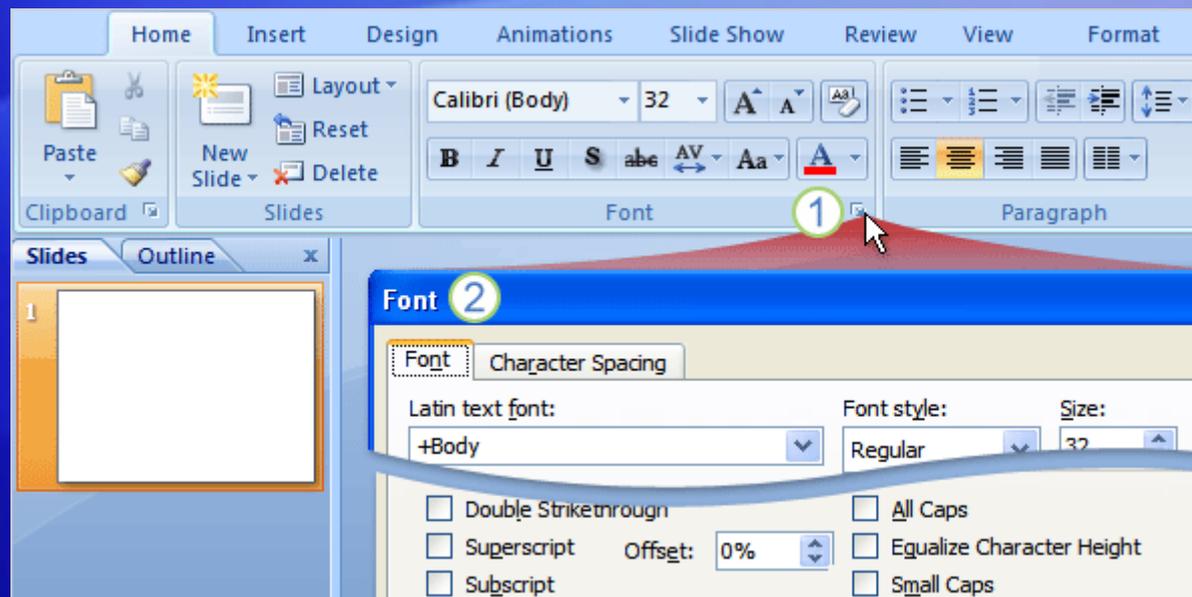
Commands you use most are available on the Ribbon all the time.

Others appear only when you need them, in response to an action you take.

For example, the **Picture Tools** in Word appear on the Ribbon when you insert a picture, and they go away when you're done. The Ribbon responds to your action.

So don't worry if you don't see *all* the commands at all times. Take the first steps, and what you need will appear.

More options if you need them



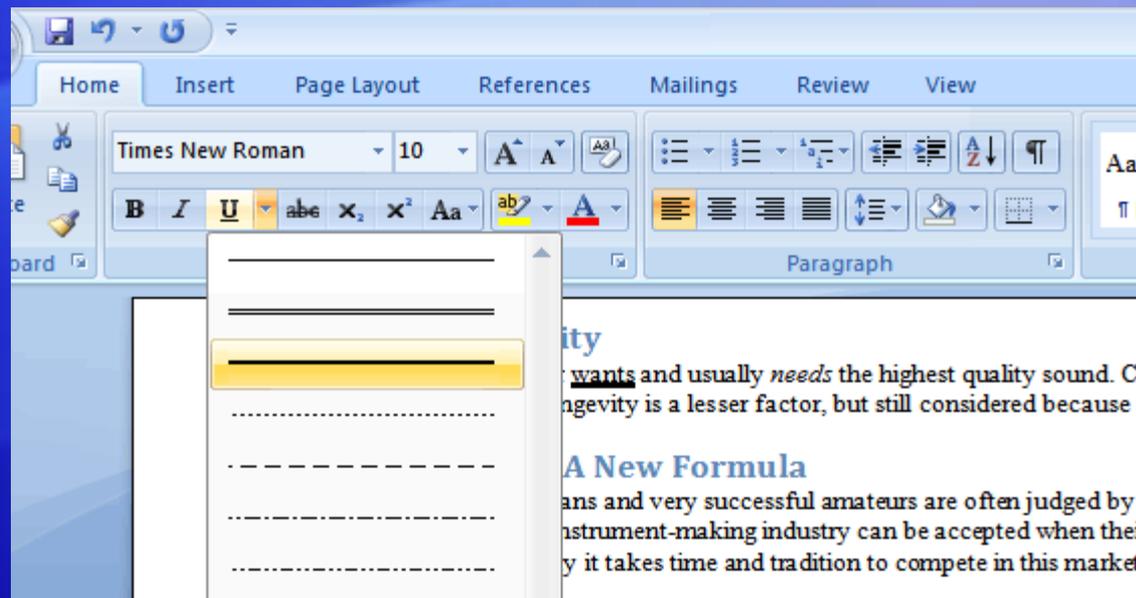
Sometimes an arrow, called the **Dialog Box Launcher**, appears in the lower-right corner of a group.

This means more options are available for the group. Hover the mouse over the dialog box launcher, and you'll see a note on the option available.

For example, to get to a less commonly used font option in PowerPoint® 2010:

- ① On the **Home** tab, click the arrow  in the **Font** group.
- ② The **Font** dialog box opens, with the full selection of font commands.

Preview before you select



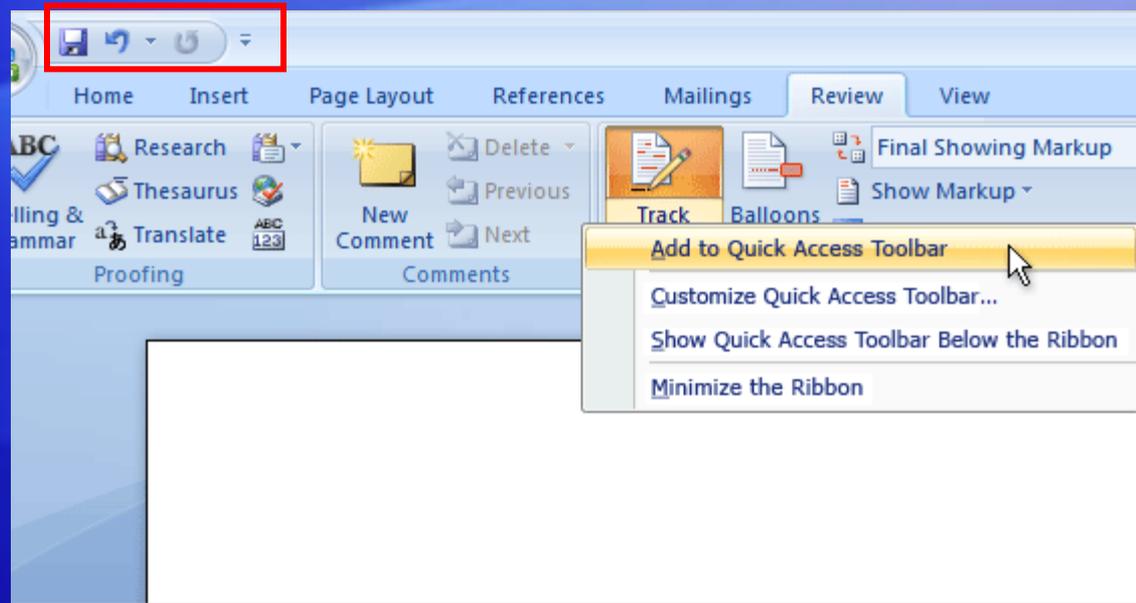
Are you familiar with the try-undo-try cycle?

You make a change, it's not what you want, and so you undo and keep trying until you get what you had in mind.

Now you can see a live preview of your choice before you make a selection, which saves you time and gives you better results.

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Put commands on your own toolbar

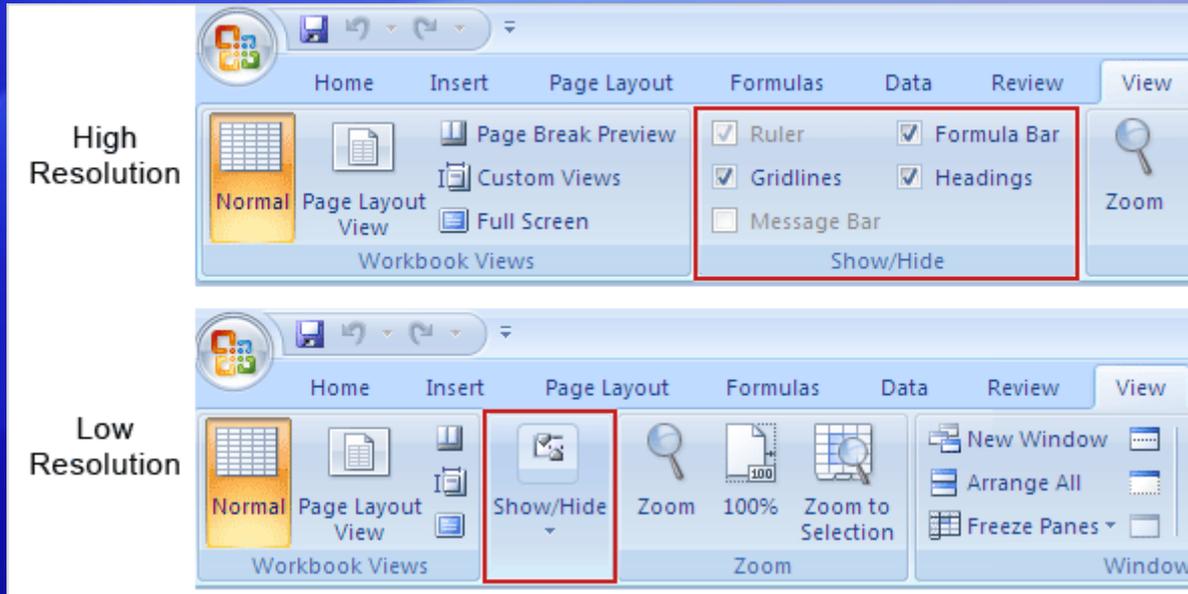


Do you often use commands that aren't as quickly available as you'd like?

You can easily add them to the **Quick Access Toolbar**.

Located above the Ribbon when you first start your Microsoft Office program, the Quick Access Toolbar puts commands where they're always visible and near at hand.

Working with different screen resolutions



Everything described so far applies if your screen is set to high resolution and the program window is maximized.

If not, things look different.

How? Like this:

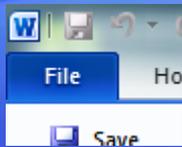
- **Low resolution:** If your screen is set to a low resolution, a few groups on the Ribbon will display the group name only, not the commands in the group. Click the arrow on the group button to display the commands.
- **Screen not maximized:** Some groups will display only the group names.

Suggestions for practice

1. Add a bulleted list in Word.
2. Apply heading styles in Word.
3. Insert a picture into a Word document.
4. Add a button to the Quick Access Toolbar, and then delete one.

Beyond the Ribbon

Answers to critical questions



New File Tab

New keyboard shortcuts



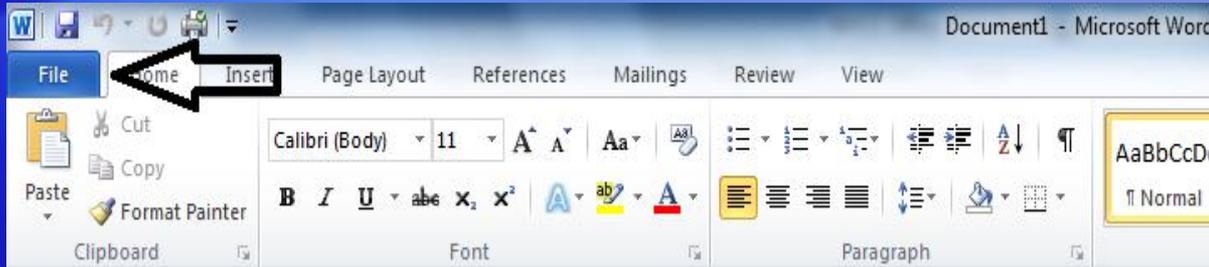
Now it's time to look beyond the Ribbon and see what else is new.

The **Microsoft File Tab** has changed. There are also new keyboard shortcuts.

In this lesson, you'll find out how to work with some of the new options.

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What happened to the **File** menu?



The Microsoft **File Tab** appears in the upper-left corner of the window in several Microsoft Office programs, such as Word and Excel.



But the File Tab offers more commands than the old **File** menu did.

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What happened to the **File** menu?

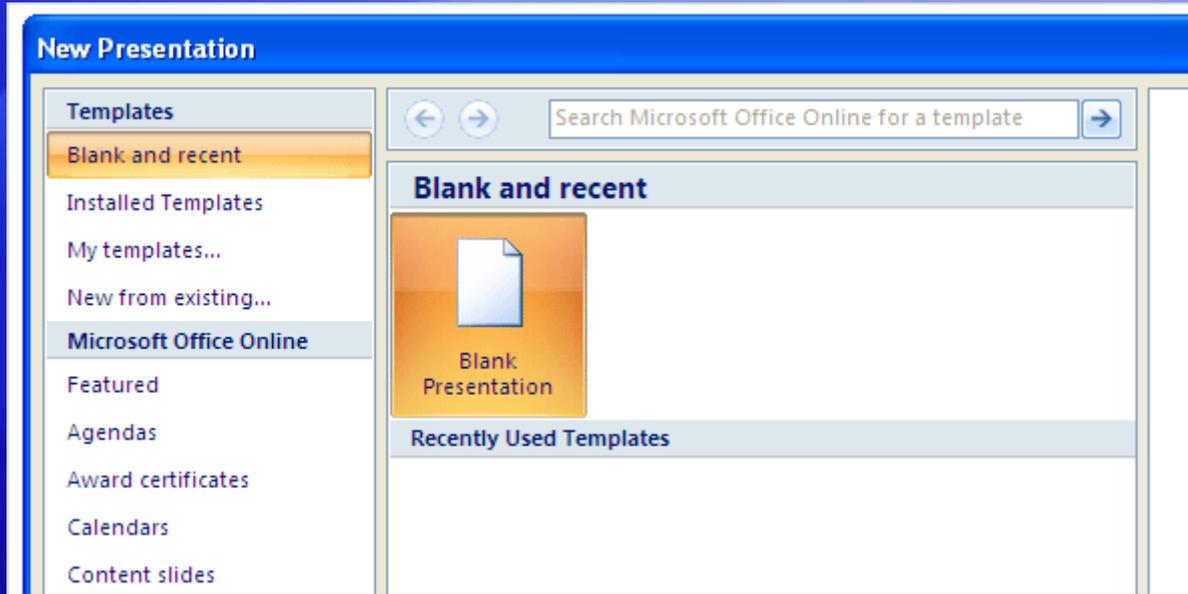


The **Microsoft File Tab** also leads you to the program settings that control things like your preferences for correcting spelling.

In previous versions of Office programs you could set options in the **Options** dialog box, which you opened through the **Tools** menu.

Many of those options can now be found when you click the **Microsoft File Tab Button**.

Where do I start a blank document?

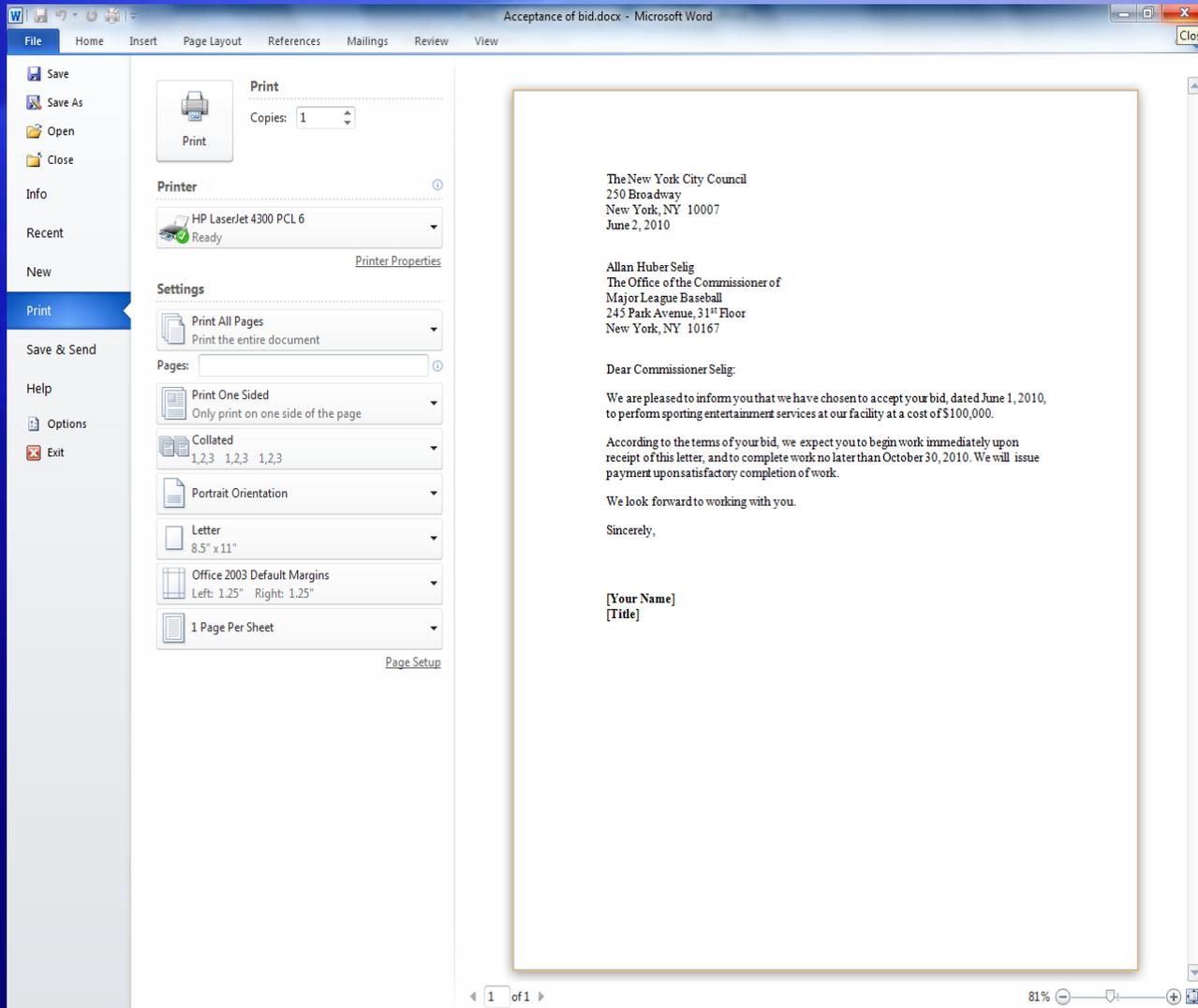


When you create a new document, workbook, presentation, or database, you'll get a full, colorful window to help you begin.

You can start with a blank or existing file, as you're accustomed to doing.

Or to jump-start your authoring work, look on the left. Under **Microsoft Office Online**, click **Featured**, and choose from the catalog of links to online templates and training courses.

Live Print Preview

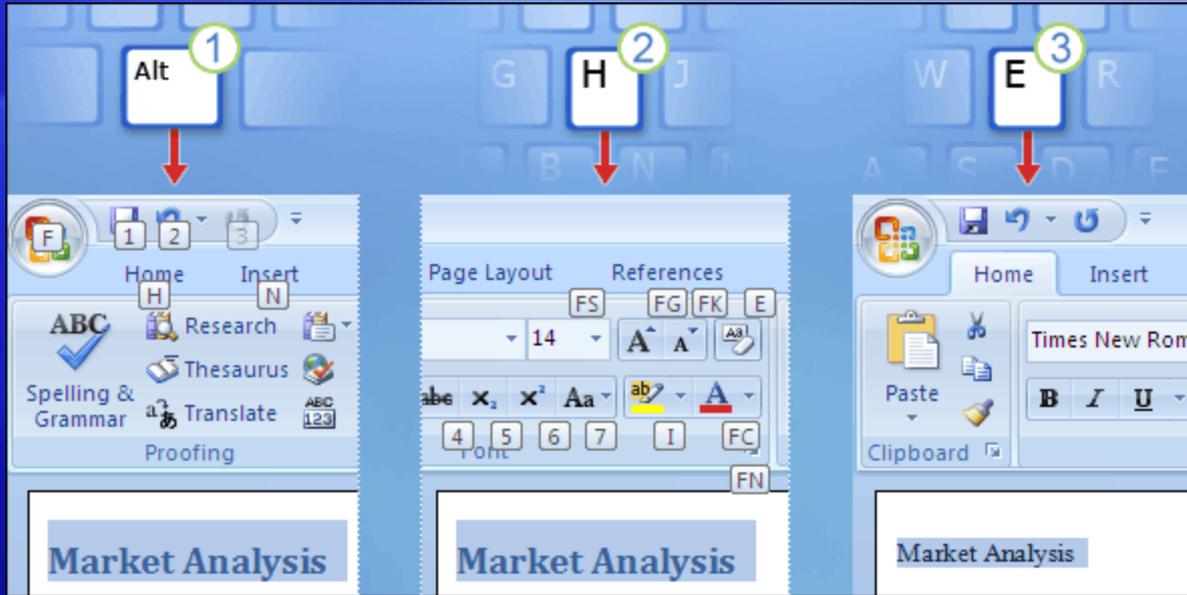


New Print Menu

When you select "Print" from the File tab, in addition to all the printing options normally available, you will also see a live preview of your printed document.

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What about favorite keyboard shortcuts?



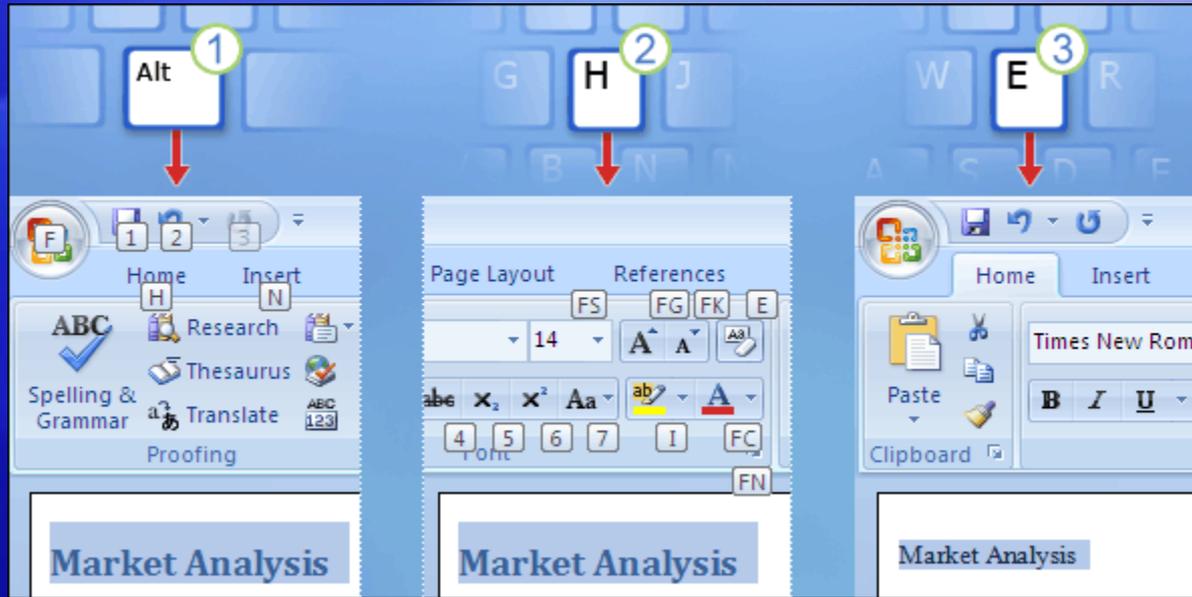
If you rely on the keyboard more than the mouse, you'll want to know that the Ribbon design comes with new shortcuts.

This change brings two big advantages over previous versions of Office programs:

- There are shortcuts for every single button on the Ribbon.
- Shortcuts often require fewer keys.

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What about favorite keyboard shortcuts?



The new shortcuts also have a new name: **Key Tips**.

The picture shows an example of using Key Tips to remove a heading style in Word.

- ① Press ALT to make the Key Tips appear.
- ② Press H to select the **Home** tab.
- ③ Press E to select the **Clear Formatting** button in the **Font** group to remove the heading style.

What about favorite keyboard shortcuts?

What about the old keyboard shortcuts?

Keyboard shortcuts of old that begin with CTRL are still intact, and you can use them as you always have.

For example, the shortcut CTRL+C still copies something to the clipboard, and the shortcut CTRL+V still pastes something from the clipboard.

What if I can't find a command?



If you can't find the command you're looking for, there's help.

For Word 2010, Excel 2010, and PowerPoint 2010, there's a visual, interactive reference guide to help you quickly learn where things are.

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Outlook[®] 2010

What's changed and why

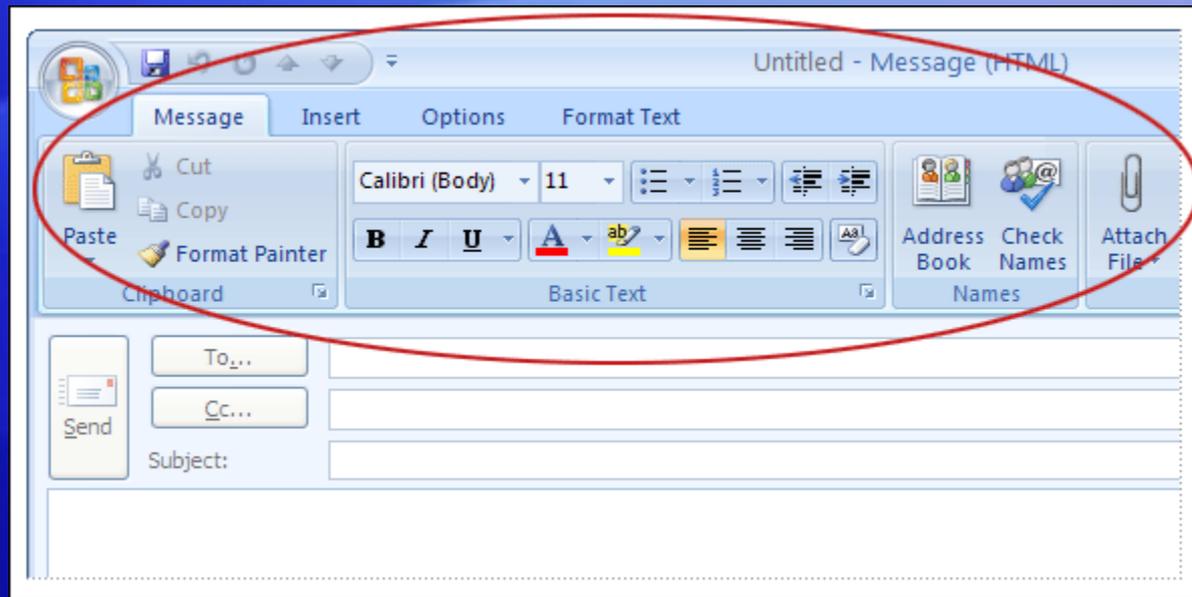


The first time you open Outlook 2010, you'll again see **the Ribbon** across the top of the window.

One of the most dramatic changes in Outlook, the Ribbon gives Outlook its new look.

But as you get up to speed, you'll see that the change is more than visual—it's there to help you get things done more easily and with fewer steps.

Introducing the Ribbon



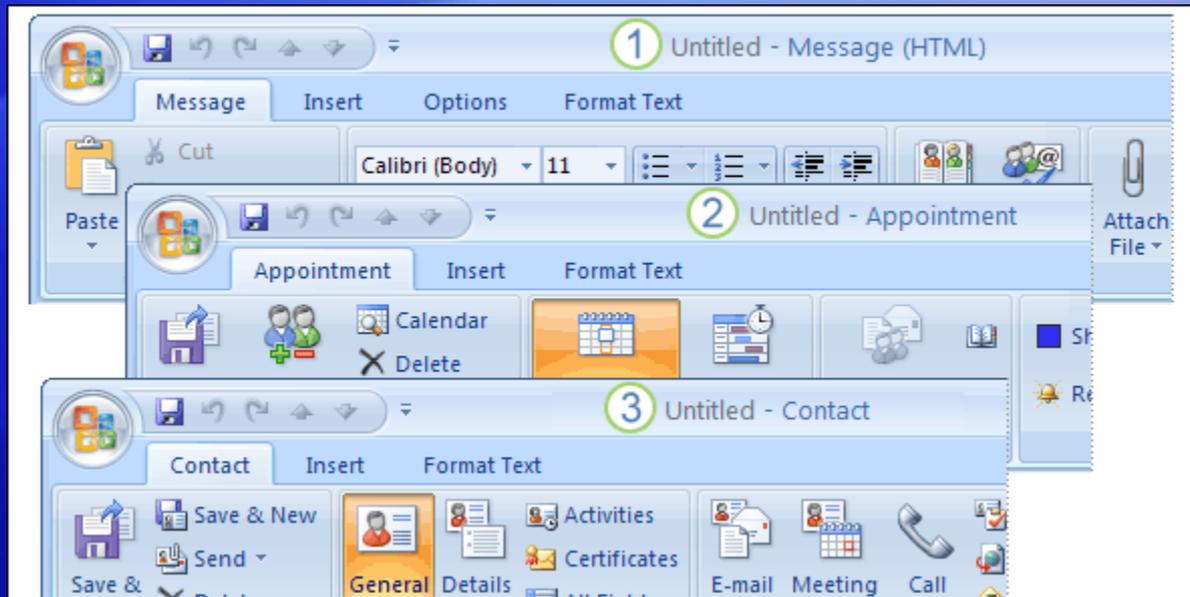
Here's a new e-mail message. The Ribbon is at the top of the window.

The Ribbon is visible each time you create or edit something in Outlook.

Why the new system? Microsoft carefully researched how people use commands in Outlook.

As a result of that research, some Outlook commands are now more prominent, and common commands are displayed and grouped in ways that make them easy to find and use.

The Ribbon shows what you need

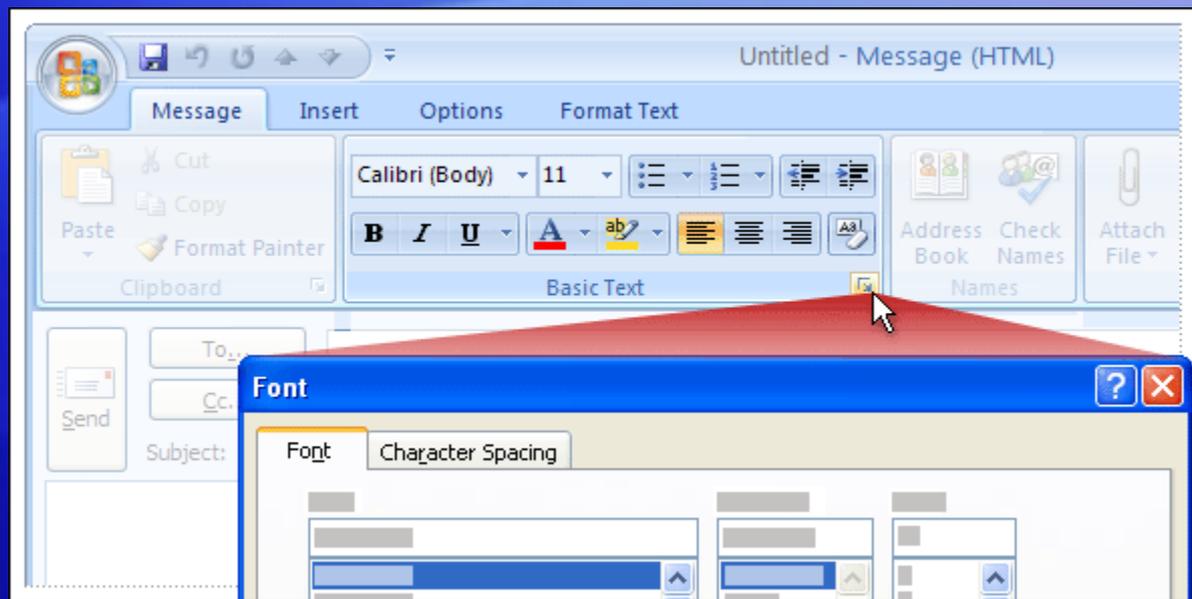


Once again, you'll encounter the Ribbon when you take certain actions such as creating messages, calendar entries, or contacts.

The Ribbon shows tabs and commands appropriate for what you're doing.

That is, the tabs on the Ribbon will differ depending on the area of Outlook you're working in.

There's more than meets the eye

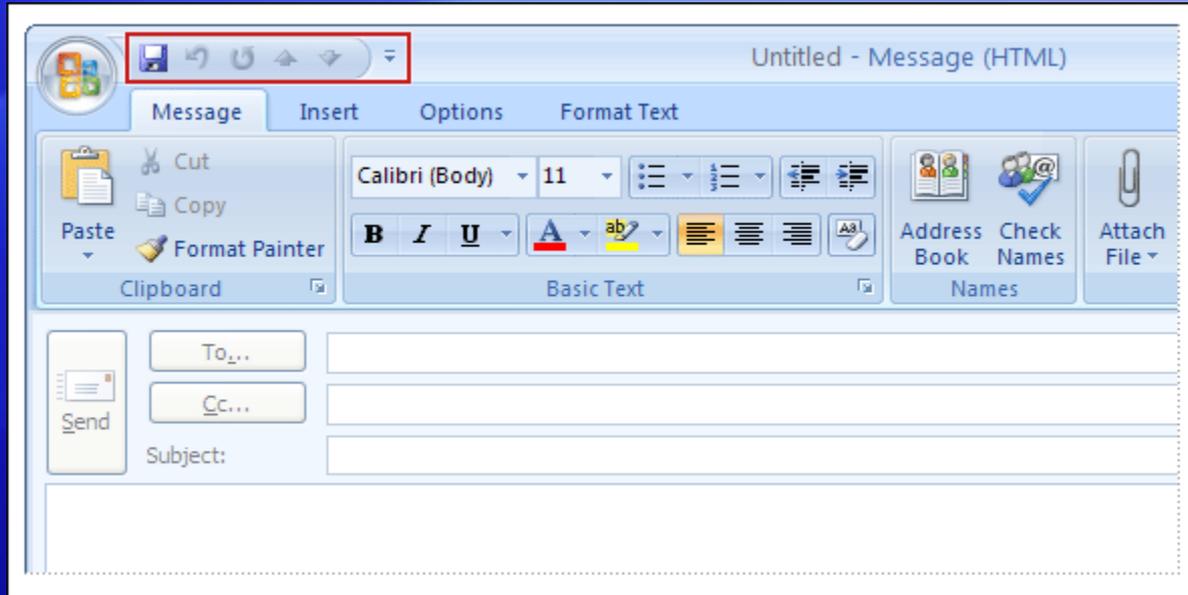


A small arrow at the bottom of a group means there's more available than what you see.

This button  is called the **Dialog Box Launcher**.

The picture shows that to see a full list of font options, you'd click the arrow next to the **Basic Text** group on the **Message** tab of a new e-mail message.

The Quick Access Toolbar



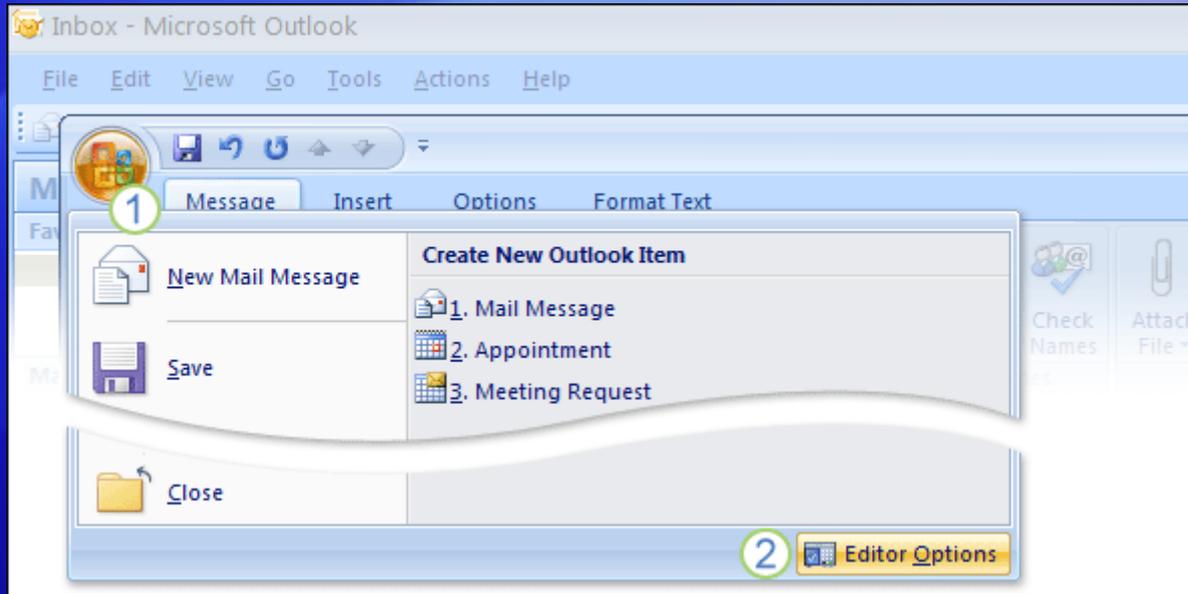
The **Quick Access Toolbar** is also available in Outlook 2010.

What's best about the Quick Access Toolbar? What's on it is up to you.

That is, you can add your favorite commands to it with a simple right-click.

More about options

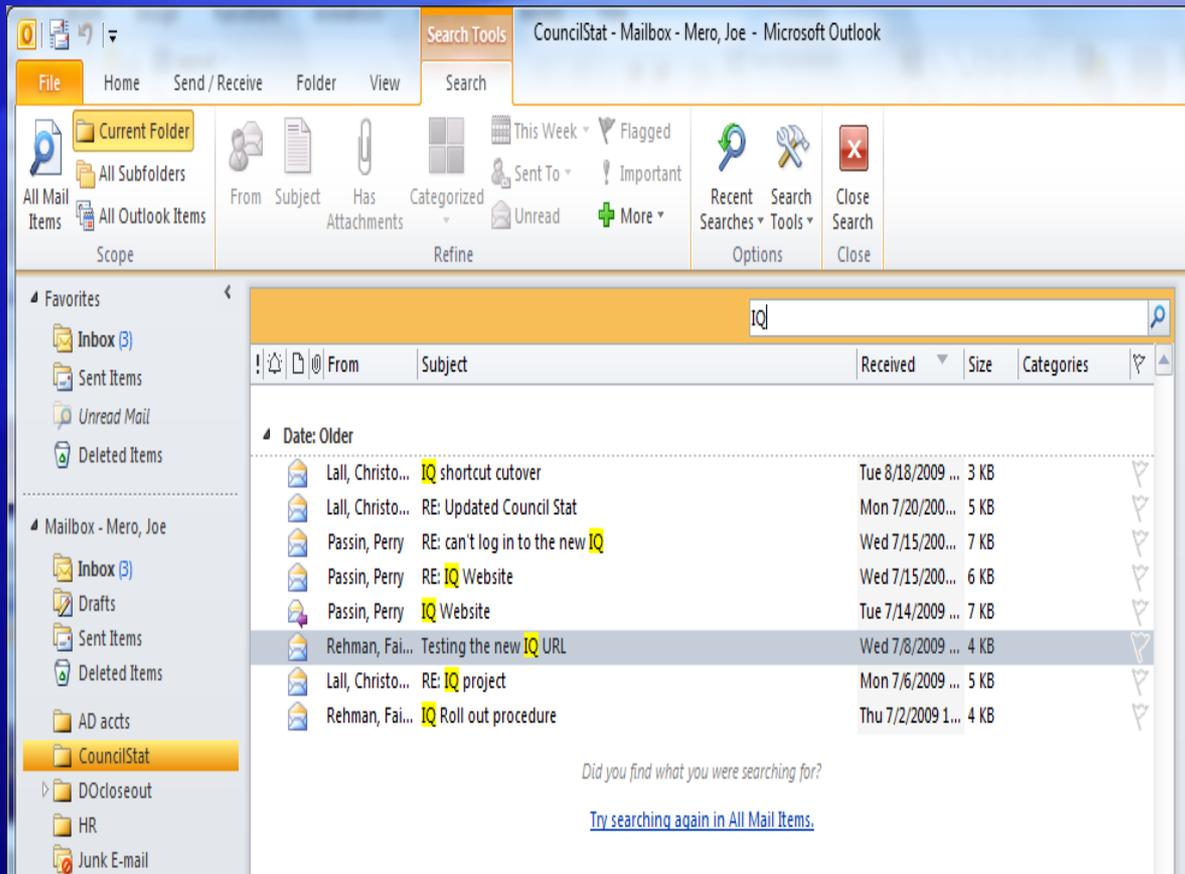
In Outlook 2010, you set options from a few different locations.



Options for writing e-mail

If you want to change your settings for writing e-mail—for example, to make the spelling checker stop ignoring words in uppercase—you do that from the **Editor Options** dialog box.

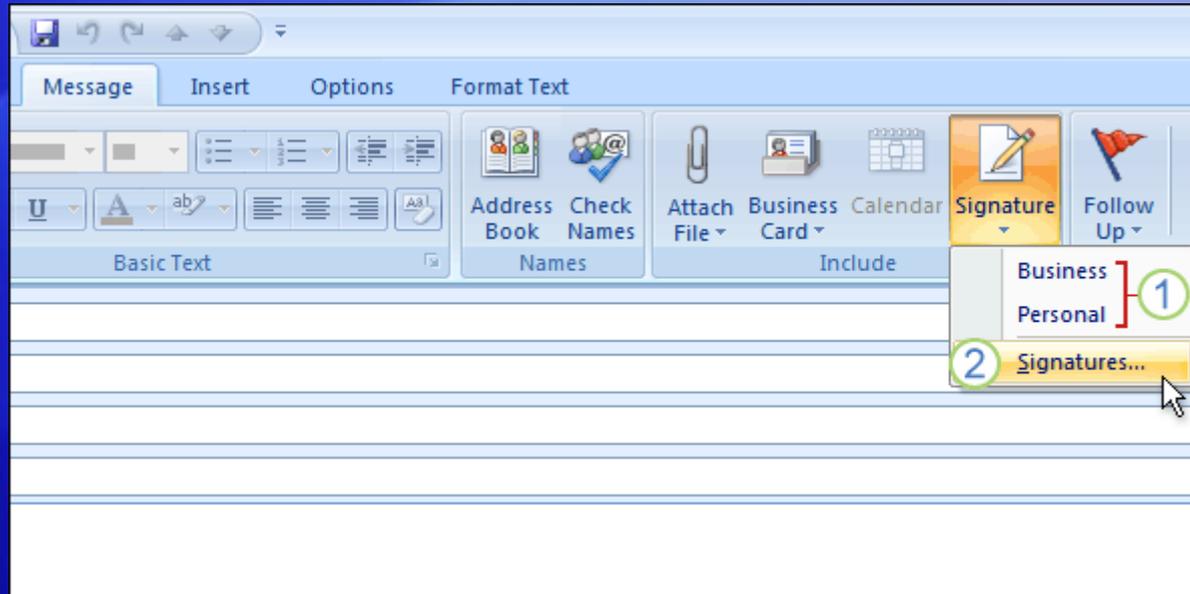
New “Search” Feature



The expanded “Search” function helps you locate emails quickly.

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Include your signature

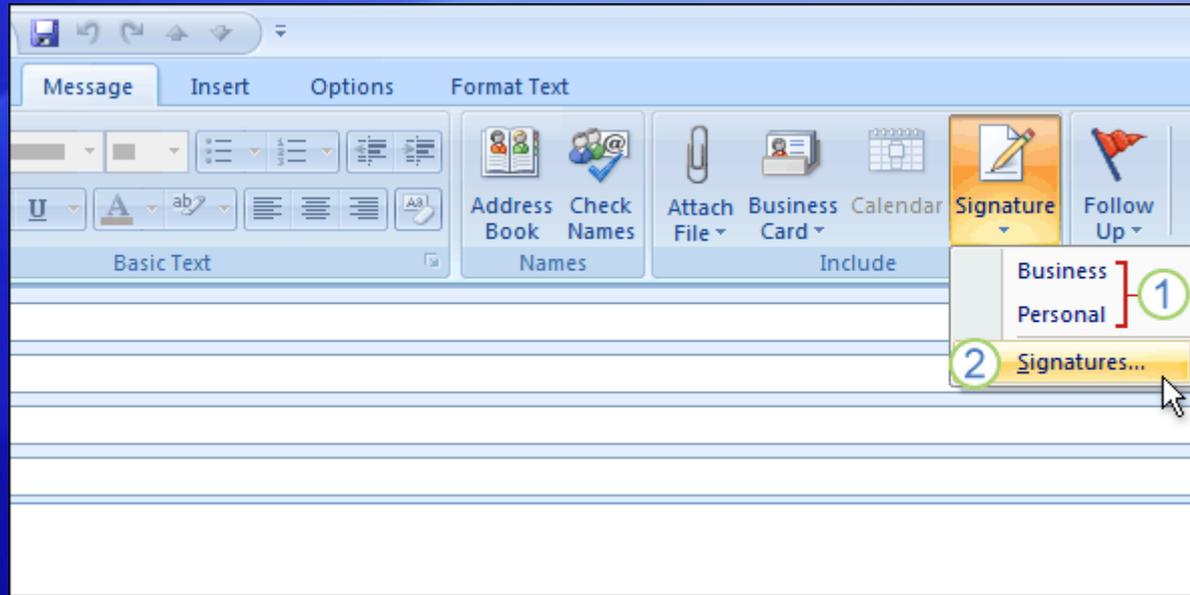


Do you use a personal e-mail signature at the end of your Outlook messages?

The same signature you used in earlier versions will be available when you upgrade to Outlook 2007.

If you didn't use signatures (maybe they seemed too complex or you could never remember how to create them or where to find them), you'll be surprised to see how easy signatures are in Outlook 2007.

Include your signature



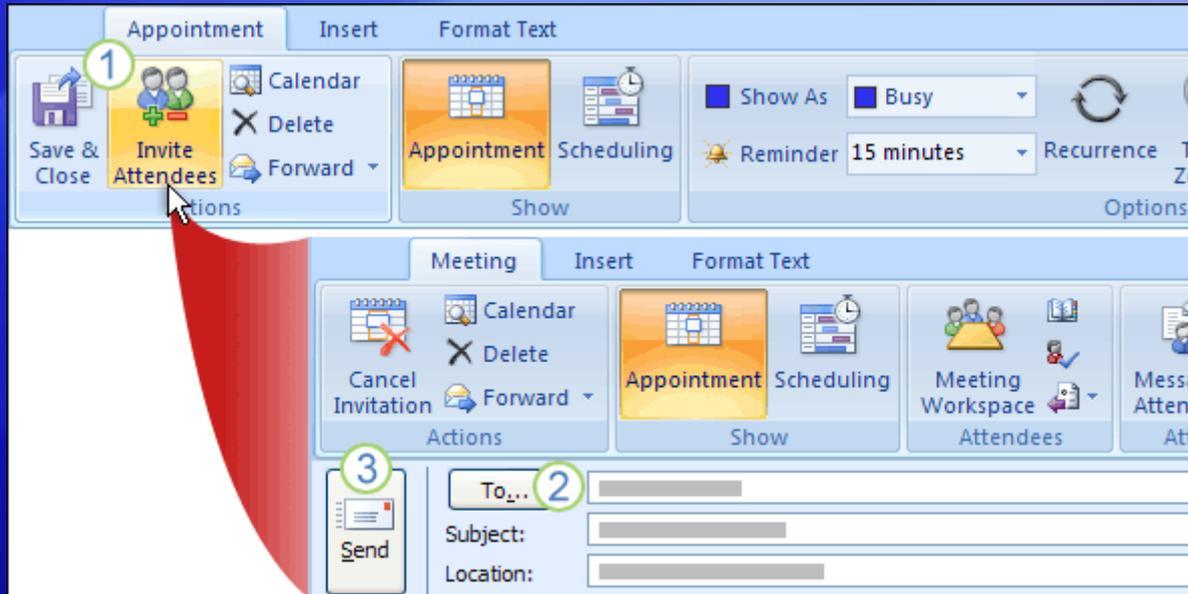
You can modify existing signatures or create new ones, as well as set a default signature.

Start by clicking the arrow under the **Signature** command.

The picture shows what happens next:

- ① If you created signatures previously, you'll see them listed here.
- ② To create new signatures, set a default signature, or modify existing signatures, click **Signatures**.

Want to create a meeting? Invite others

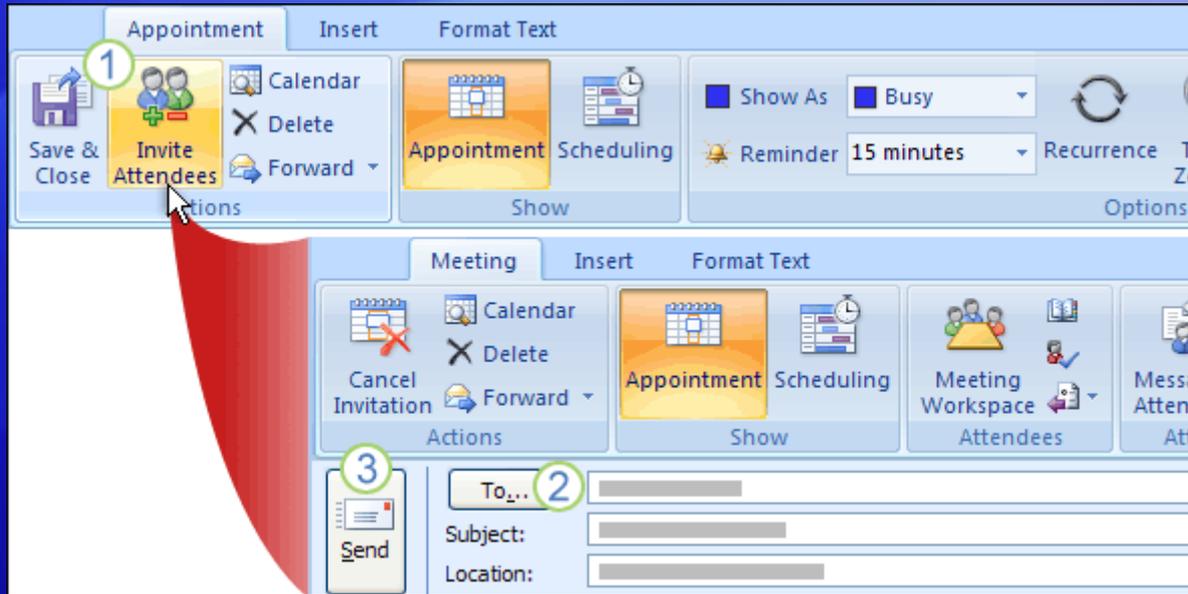


An appointment is just for yourself.

When others are involved, create a meeting.

- ① On the **Appointment** tab, click **Invite Attendees**.
- ② A **To** button and box appear. Type names directly in the box or click the **To** button to add invitees by selecting from a list.

Want to create a meeting? Invite others



An appointment is just for yourself.

When others are involved, create a meeting.

- 3 Once you've entered all of the meeting details, click **Send** to send the invitation to the other meeting participants.

A new look for contacts



In Outlook 2010, **Electronic Business Cards** make contacts easy to view and easy to share.

You'll first notice the new look for contacts when you click **Contacts** to switch to that area of Outlook.

You can send Electronic Business Cards through e-mail. You might want to include your own Electronic Business Card as part of your e-mail signature.

Outlook 2010 Help

Help is always available by clicking the “Help” icon at the top right of the Application Window

Final Words

Extensive help and free online Office training is available at:

<http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx>

from any internet-connected computer



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