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What's New in Microsoft Office 2010?

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What's Inside

Getting Started.....	1
How Different is Microsoft Office 2010?.....	1
Switching from Office 2003 or Office XP/2002.....	1
Switching from Office 2007.....	2
Flavors of Office 2010.....	4
Touching on Windows 7 & Windows XP.....	4
Dramatic New Look and Feel.....	5
5 Key Changes to the Office 2010 Interface.....	5
Exploring the Office 2010 Interface.....	6
Working with the Ribbon.....	7
Backstage View.....	13
Transformed Toolbars.....	18
Working with Galleries & Live Preview.....	23
Themes in Office 2010.....	28
5 Helpful Tips to Know About Office 2010.....	30
New File Formats in Office 2010.....	31
Overview of Office 2010 File Formats.....	32
File Compatibility between Versions of Office.....	33
Office 2003 Files in Office 2010.....	34
Office 2010 Files in Office 2003.....	41
Office 2010 Files in Office 2007.....	42
Checking Compatibility.....	43
Macro Compatibility in Office 2010.....	45
Creating a PDF File in Office 2010.....	47
Temporarily Save Your Work.....	48
Protected View.....	48
Microsoft Office 2010 Tips & Tactics.....	49
Classic Keyboard Shortcuts.....	49
New Keyboard Shortcuts.....	50
Minimizing the Ribbon.....	51
Customizing Office 2010.....	52
Working with the Status Bar.....	54
Customizing the Ribbon.....	56
Help with Microsoft Office 2010.....	58
Microsoft Office Outlook 2010.....	61
Top 7 New Features in Outlook 2010.....	61
Exploring the Updated Outlook 2010 View.....	62
Using Instant Search.....	66
Working with Quick Steps.....	67
Conversations.....	68
Understanding Color Categories.....	70
Previewing Attachments.....	71
Sending a Calendar via E-mail.....	72
Out of Office Assistant.....	73
The People Pane.....	74
Creating and Sending Business Cards.....	75
Fast Steps: Where is That Command?.....	76

Microsoft Office Excel 2010	77
Top 7 New Features in Excel 2010	77
Excel By the Numbers	78
Applying New Cell Styles	79
Live Preview & Galleries	81
Easy Formula Writing	83
Page Layout View	85
Expanded Conditional Formatting	86
Better Sorting and Filtering	88
Improved Charts	90
Picture Your Data with Sparklines.....	92
Easy-to-use PivotTables.....	94
Fast Steps: Where is That Command?.....	98
 Microsoft Office Word 2010	 99
Top 7 New Features in Word 2010.....	99
Working with Building Blocks	100
Improved Search and Navigation.....	101
AutoText Becomes Quick Parts.....	106
Default Document Formatting in Word 2010.....	110
Reviewing Tools.....	114
Document Inspector.....	115
Adding a SmartArt Graphic.....	116
New Picture Editing & Graphics Tools.....	118
Proofing Tools.....	123
Fast Steps: Where is That Command?.....	124
 Microsoft Office PowerPoint 2010	 125
Top 7 New Features in PowerPoint 2010	125
Built-in PowerPoint Themes	126
Quick Styles and Galleries	127
New Transition Effects.....	128
Animation & the Animation Painter	130
New Picture Editing & Graphics Tools.....	132
Video Editing Tools.....	133
New Text Effects.....	135
Creating a Custom Slide Layout.....	136
Managing Large Presentations.....	138
Fast Steps: Where is That Command?.....	140
 Microsoft Office Access 2010.....	 141
Top 7 New Features in Access 2010.....	141
The Access 2010 Interface	142
Shortcuts for Creating Tables.....	145
Layout View for Forms & Reports	146
 Microsoft Office OneNote 2010	 147
Get Started with OneNote	147
Centralized Resource for Your Ideas.....	148
Work Together More Successfully	148
 Microsoft Office Web Apps	 149
 Index	 151

Dramatic New Look and Feel

In this section, we aim to show you many of the features in the Office 2010 interface and, in particular, the Ribbon, as well as the additions and improvements in Office 2010. With earlier versions of Microsoft Office, it got harder for users to find the things they wanted to do with the products as more and more features and functionality were added to the Microsoft Office applications. It was time, then, for Microsoft to take another look at Office to make it easier, more streamlined, and simpler for people to quickly locate the commands they need. The Ribbon is Microsoft's response to a growing problem in the Office programs—there are more and more features but limited screen space to show them in. Yet the biggest complaint about Office is “missing” features—when the command is actually already available—just not apparent to the user.

Starting with the release of Microsoft Office 2007, the way you interact with Office was re-designed to make it easier to find and use program capabilities.

5 Key Changes to the Office 2010 Interface

Beginning with Office 2007 and updated in Microsoft Office 2010, the most visible and radical change is the transformation of the user interface. This new results-oriented **Office Fluent User Interface** organizes commands in a highly graphical way.

The highlights of this new user interface include:

1. The **Ribbon** (see [Page 7](#))
2. The **Backstage View** (see [Page 13](#))
3. **Quick Access Toolbar** (see [Page 20](#))
4. **Mini Toolbar** (see [Page 18](#))
5. **Galleries** and **Live Preview** (see [Page 23](#))

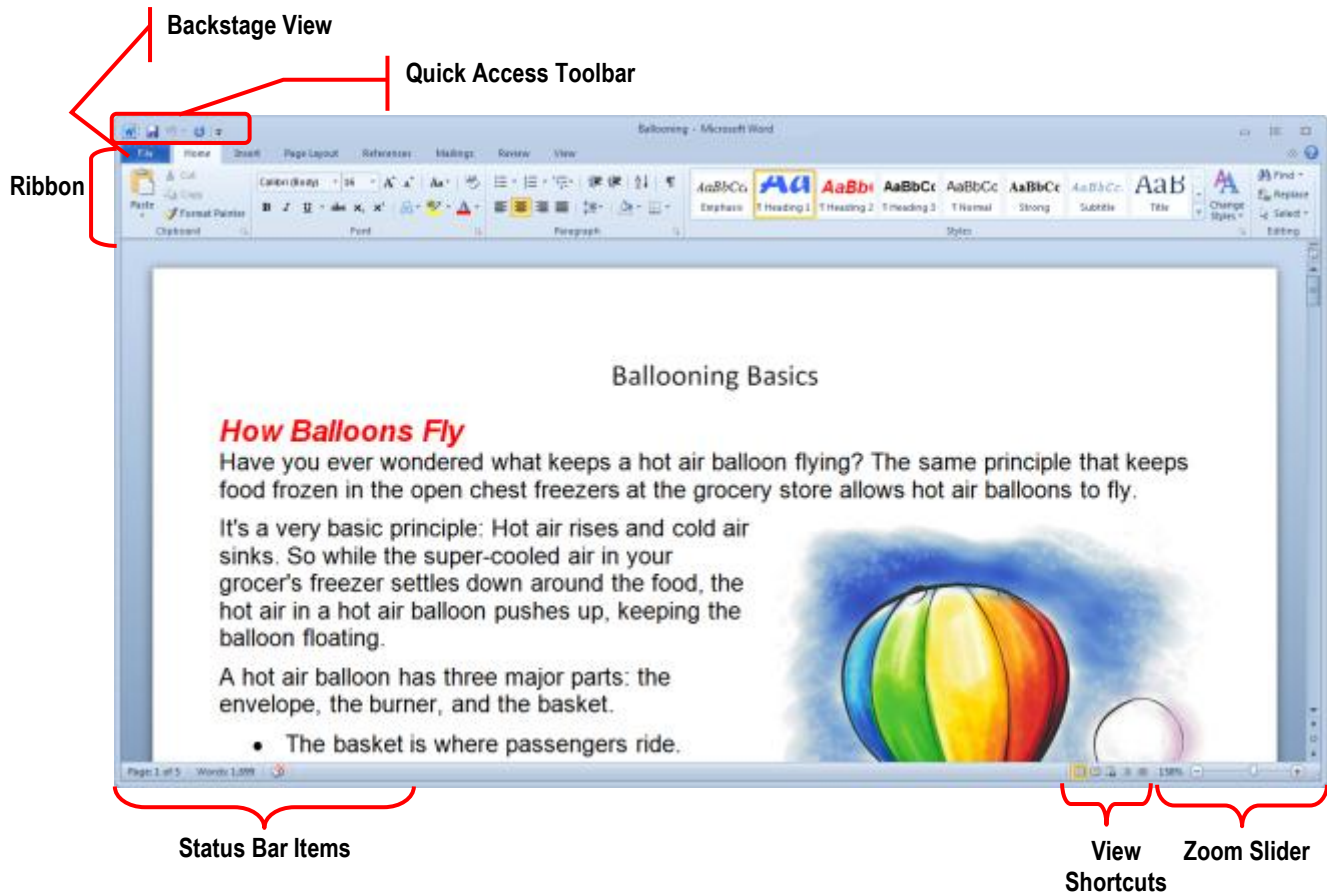
New terms and features in Microsoft Office 2010 are highlighted in yellow.

The familiar menu bar and toolbars have been replaced by three new components: the **Ribbon**, the **Backstage View**, and the **Quick Access Toolbar**. Two other new enhancements, the **Mini Toolbar**, and **Galleries** and **Live Preview**, support and expand your options on the Office 2010 Ribbon.

These dramatic changes will likely take some time getting used to even for very experienced Microsoft Office 2003 (or Office XP/2002) users.

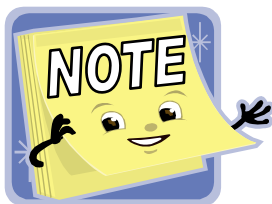
Exploring the Office 2010 Interface

From the moment you start any of the programs in Microsoft Office 2010, you will notice a dramatic difference. The entire user interface has been re-designed to be more intuitive, easier to navigate, and better suited to helping you get the results you want.



Office 2010: New user interface shown in Word 2010

These key elements and more are covered in detail on the following pages.



The standard Status Bar for each program is limited but can be personalized to include additional information about each open file. [Learn how to customize each program status bar on Page 54.](#)

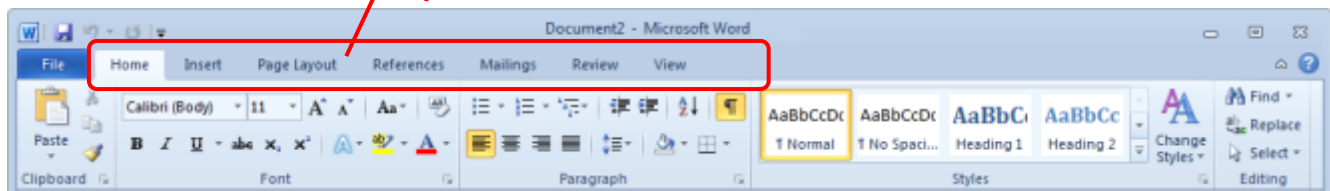
Working with the Ribbon

Instead of having 30 or so available toolbars, and commands buried on menus, each Microsoft Office 2010 program now has one control center, called the **Ribbon**, which brings all of an application's commands together.

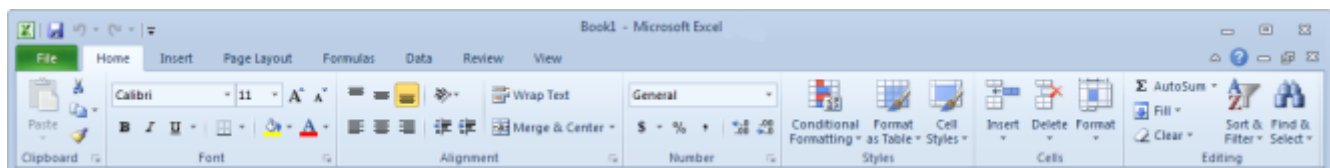
Why the new Ribbon? One reason for the re-design is that, over time, Office suffered from "toolbar creep". Toolbars would appear for specific purposes like picture editing and charting but stay on the screen after they were needed. The result was a jumble of toolbars taking up space and obscuring the document you are working on. The Ribbon tries to fix that by limiting the space used to a fixed depth. Extra tabs only appear as needed ([see Contextual Tabs on Page 11](#)).

Just like the menus in Office 2003, the tabs in each application will, of course, vary according to the functionality of the program. For example, the **Functions** tab in Excel 2010 includes choices for working with functions, names, and formula auditing.

Tab Bar/Names



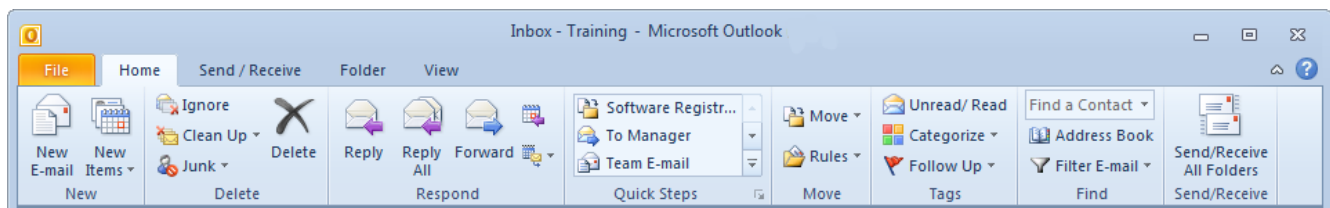
Word 2010 Ribbon



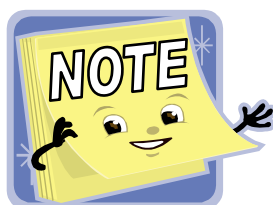
Excel 2010 Ribbon



PowerPoint 2010 Ribbon



Outlook 2010 Ribbon



Notice how each tab for the **Backstage View (File)** is color-coded to match the application.

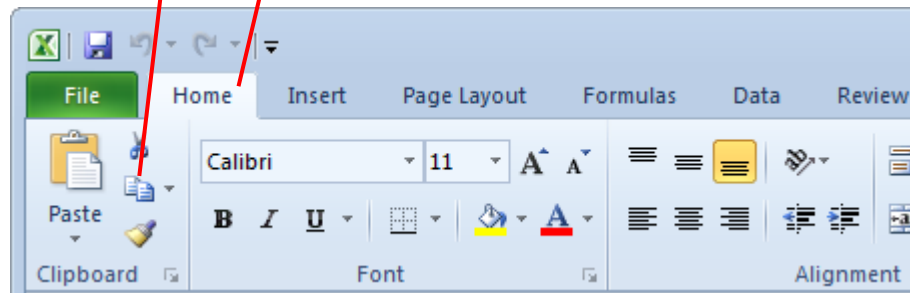
What's on the Ribbon?

The Ribbon is organized with **Tabs**, **Groups**, and **Command Buttons**. A Group is a block of related tools; the name of the Group appears below the tools.

Home is the first tab in each of the primary Office 2010 applications (Word, Excel, Outlook, PowerPoint, and Access). The **Home** tab is where you will find commands used most commonly. In Excel 2010, for example, these are groups of formatting and editing commands.

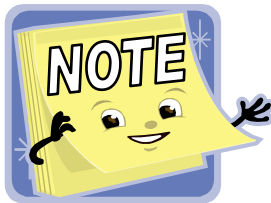
COMMAND BUTTONS in each group carry out a command or display a menu of commands

TABS in the Ribbon are designed to be task-oriented

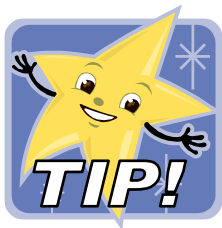


GROUPS within each tab break a task into subtasks

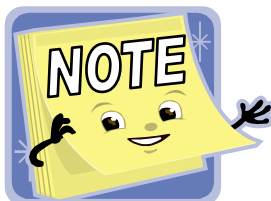
Exploring the Ribbon



Outlook 2010 fully implements the Ribbon interface although Outlook 2007 did not. For example, in Outlook 2007, most of the toolbars from Outlook 2003 were retained although the Ribbon displayed for new items such as messages and calendar entries.



Is there a wheel on your mouse? If so, you can use it to select tabs in the Ribbon. Just point to the Ribbon and spin the wheel toward you to activate the tab to the right of the active tab; spin the wheel away from you to select the tab to the left of the active tab.

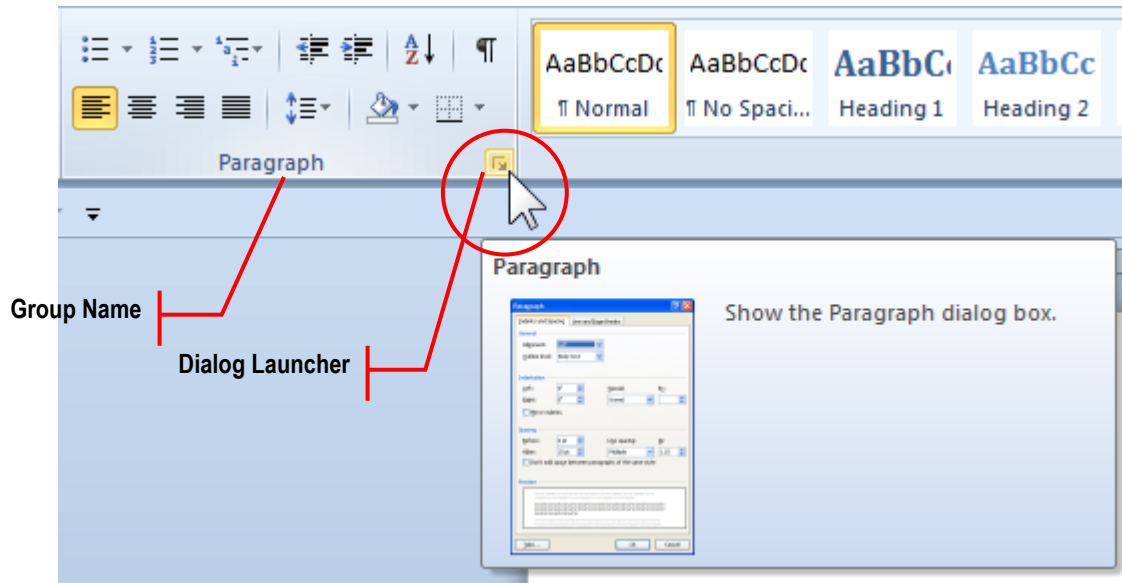


For each primary Office 2010 program, the tabs begin with **Home** and end with **View**. Any additional tabs to the right of **View** might include the optional **Developer** and **Add-ins** tabs as well as custom tabs for internal, installed programs.

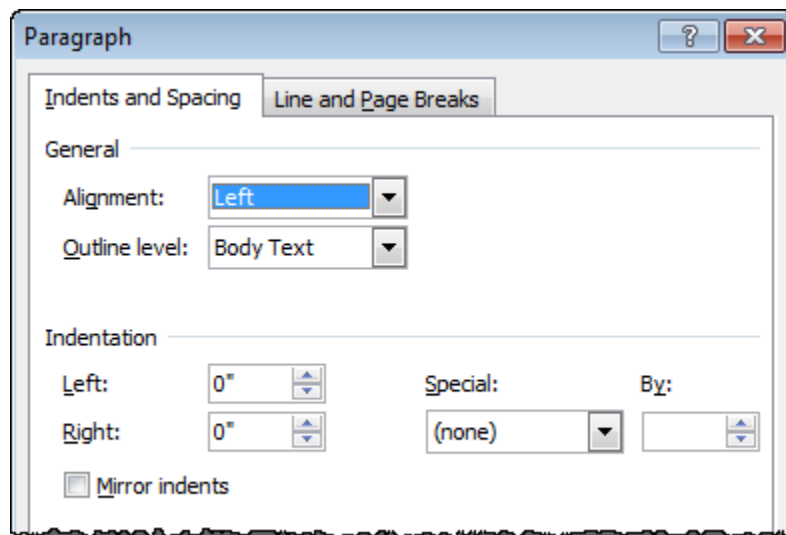
Dialog Launchers

For a number of the groups within Ribbon tabs, there may be additional choices not displayed on the Ribbon. To show your other options, such as a special font formatting, look for the small diagonal arrow in the bottom right of a group. Click on this arrow, called the **Dialog Box Launcher** to display and open the related dialog box.

Most dialog boxes have not been changed and will be familiar from earlier versions of Microsoft Office.



Word 2010: Select the icon for the Paragraph group to open the Paragraph dialog box



Word 2010: Paragraph dialog box



New File Formats in Office 2010

One of the biggest changes and challenges are new default file formats, first introduced in Microsoft Office 2007. Although you don't have to understand the specifics, the file formats are based on the new **Office Open XML** Formats (XML is short for Extensible Markup Language). This change in file formats can create some huge obstacles as Office 2010 users try to share files with everyone else.

The change to these XML-based formats supports new features to facilitate the sharing of data across applications and helps make your documents:

- **Better security.** Documents saved with the default Office 2010 file formats cannot contain scripts or macros, making it easier to identify and block unwanted code or macros. Steps to detect and remove personal data (sometimes called *metadata*) are now also easier to implement.
- **Smaller in file size.** Files are compressed when saved, decreasing the amount of disk space needed to store the file, and the amount of bandwidth needed to send files as an attachment in e-mail, across the Internet, or over a network.
- **Less susceptible to damage or file corruption.** It is now also possible to recover at least some of the content of damaged files because XML files can be opened in a text program such as Notepad. Following a consistent backup routine is still important!

For most people using Microsoft Office 2010, the change in file format will likely be primarily seen in the file extensions used for naming files. Conversion options are available on both sides but require patience and knowledge to build a successful strategy for exchanging Office files.

 My Summer Vacation.doc	6/1/2010 1:02 PM	Microsoft Word 97 - 2003 Document	242 KB
 My Summer Vacation.docx	6/1/2010 1:04 PM	Microsoft Word Document	155 KB

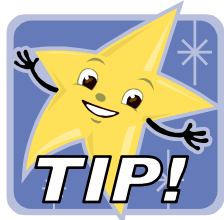
Office 2010: New file format reduces file size

Overview of Office 2010 File Formats

The new file formats in Office 2010 (and Office 2007) are identified by different file extensions. Standard documents and templates now have an *x* (for XML) at the end. Creating and saving macros in an Office 2010 document requires the use of special macro-enabled (programming code) file types labeled by the *m* (for macro) at the end.

Office program	Previous file extensions (Office 2003 or Office XP/2002)	Document	Template	Macro-enabled Document	Macro-enabled Template
Word 2010	.doc .dot	.docx	.dotx	.docm	.dotm
Excel 2010	.xls .xlt	.xlsx	.xltx	.xlsm	.xlsm
PowerPoint 2010	.ppt .pot	.pptx	.potx	.pptm	.potm
Access 2010	.mdb	.accdb	A converted Access database can only be used with Access 2010. Databases with an .mdb extension can be opened and used with Access 2010 without conversion.		

Microsoft Office 2010 file formats



What is the easiest way to figure out what Microsoft Office version a file is?

Look at the file extension!

3 character file extension = Microsoft Office 97-2003

4 character file extension = Microsoft Office 2010

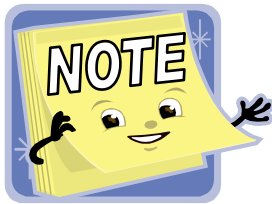
(An exception to the rule: Once again, Access 2010 is the "odd ball" with a 5 character file extension)

File Compatibility between Versions of Office

If you are one of the first to get the Microsoft Office 2010 system, you can still share documents between Office 2010 and earlier versions of Office.

Important considerations when working in Microsoft Office 2010:

- With Office 2010, you can open files created in Office 95 through Office 2007.
- Microsoft Office 2007 uses the same file formats as Office 2010.
- Microsoft Office 2010 programs can save to all current and earlier file formats.
- Colleagues who have Office 2000 through 2003 can work in your Microsoft Office 2010 files using a free converter ([turn to Page 41](#)) which lets them open your document.



If you work with Microsoft Excel workbooks which link to other workbooks, all files must be maintained either with an Excel 97-2003 file format or all files must be converted to an Excel 2010 file format to retain the links between files.

Earlier versions of Excel cannot update links to workbooks saved with the Open XML format.

Office 2003 Files in Office 2010

By default, files created and saved in Microsoft Office 2010 are designed to be opened and edited by Microsoft Office 2010. What are your options, however, when you are working with files created by earlier versions of Microsoft Office (version 2003, 2002 and older) or you need to share work with someone who does not have Office 2010?

- **Option #1: Save the File with an Office 2010 Format**
You can save any Office 2003 or earlier file as a Microsoft Office 2010 version ([see Page 35](#)). The **Save As** option is found under the **Backstage View**. Unless you specify a different location, both files will remain in the same location but with different file extensions.
- **Option #2: Maintain Compatibility with Older Versions**
When you save a file created in a previous version, the default in the **Save As** dialog box is to continue saving the file with the current file format such as Office 2003. The notation, [**Compatibility Mode**] ([see example on Page 37](#)) displays in the title bar next to the file name for any files from earlier versions of Office. If you continue editing a file as an Office 2003 version, keep in mind that many of the new features in Office 2010 will be available. When you save an Office 2010 file as a previous version, a **Compatibility Checker** will let you know of any Office 2010 features that may be disabled or matched as closely as possible.
- **Option #3: Convert File to Office 2010 Format**
Microsoft Office 2003 files can also be converted individually to an appropriate Office 2010 file format. With the **Convert** command ([described on Page 38](#)), the Office 2003 file is deleted and replaced by the new Office 2010 file.
- **Option #4: Change the Default File Format for Saving Documents**
If most of your work needs to be saved with an Office 2003 file format, each Microsoft Office 2010 program can be customized to change the default file format to save as an Office 2003 format ([reference found on Page 40](#)).
- **Option #5: Bulk Conversion of Files to Office 2010 Format**
IT departments or tech-savvy individuals can also perform a bulk conversion of Microsoft Office 2003 to the Office 2010 file formats using a free Microsoft utility. With a bulk conversion, both versions of the files remain in different locations and can be moved or deleted once the conversion process is completed. Learn more or download the bulk conversion utility at: http://www.softwarepro.com/msoffice/office2010_resources.htm.

Your strategies for working with Microsoft Office 2003 files in Office 2010 will likely be a blend of options (described above and detailed on the next pages) depending on the results you need.

Index

A

Access 2010..... 32, 55, 141–46
 Database Templates 141
 Datasheet 141
 Interface 142
 Layout View 141, 146
 Report View 141
 Tabbed Documents 141
 Table Tools 99
 Animation Painter 130–31
 Artistic Effects 132
 AutoText..... *See Word 2010: AutoText*

B

Backstage View ...5, 7, 13–17, 19, 26, 34, 35, 38–40, 43, 47, 50, 52, 115
 Building Blocks *See Word 2010: Building Blocks*

C

Cloud Computing 149
 Comments *See Reviewing Tools*
 Comparing Documents..... *See Reviewing Tools*
 Compatibility Checker 34, 36, 43–44
 Compatibility Mode 34, 37–40, 44, 94, 111, 112, 120
 Converting Files..... 14, 34, 38, 39
 Customize Office 2010 20–22, 52–55, 80

D

Dialog Box Launcher..... 9, 111

E

Excel 2010 7, 8, 24, 32, 40, 43–45, 55, 71, 98, 99, 116, 141
 Cell Styles 79–80
 Charts 77, 90–91
 Conditional Formatting 86–87
 Formulas..... 83–84
 Page Layout View 77, 85
 PivotTables 77, 94–97
 Slicer 96–97
 Sorting and Filtering 88–89
 Sparklines 92–93
 Table Styles..... 24, 81
 Table Tools 81
 Wizards..... 97
 Workbook..... 39, 42, 44, 77, 78, 85, 94

F

File Formats..... 31–47
 Compatibility 34, 36, 43–44
 Compatibility Mode..... 37–40
 Converting Files 34, 38
 Working with Office 2003 Files..... 34–36
 File Tab 13, 14, 56, 139, 142, 147

G

Galleries 5, 23, 81, 127
 Graphics
 Picture Editing Tools, PowerPoint 2010..... 132
 Picture Editing Tools, Word 2010 118–21
 Graphics, SmartArt 29, 36, 99, 116–17, 125

H

Help with Microsoft Office 2010 58–59

K

Keyboard Shortcuts 49–51, 83

L

Live Preview 5, 23–27, 81–82, 90, 126
 Paste Live Preview 27

M

Macro Compatibility..... 32, 45
 Metadata, removing..... 99, 115
 Microsoft Office Button 43, 50
 Mini Toolbar 5, 18–19

N

Normal Template 112–13

O

Office 2010 Interface..... 5–26
 Office Web Apps..... 149
 OneNote 2010 147–48
 Outlook 2007..... 8
 Outlook 2010..... 4, 30, 61–76
 Automatic Replies..... 73
 Calendar 61–62, 66, 72
 Color Categories 61, 70
 Conversations 68–69
 Daily Task List 61, 66
 Electronic Business Cards 75
 Instant Search..... 61–62, 66
 Navigation Pane..... 63
 Out of Office Assistant..... 73
 People Pane..... 74
 Previewing Attachments..... 61
 Quick Steps 67
 To-Do Bar 61–62, 64

P

Page Layout View	See Excel 2010
Paste Live Preview	27
PDF, creating a	47
People Pane	74
Picture Styles	120
PowerPoint 2010	32, 36, 55, 77, 90, 125–40
Animation Painter	130–31
Artistic Effects	132
Custom Slide Layouts	136
Picture Editing Tools	132
Picture Styles	120
Quick Styles	125, 127
Reading View	136
Text Effects	128–31, 135
Themes	28, 125–26
Transition Effects	128–29
Video Editing	133–34
Protected View	48

Q

Quick Access Toolbar	18, 20–22, 51
Quick Parts	See Word 2010: Quick Parts

R

Remove Background	119
Reviewing Tools	114
Ribbon	5, 7–12, 21, 30, 50–51, 75, 79, 99, 108, 144
Command Buttons	8
Contextual Tabs	11
Customizing the Ribbon	56–57
Groups	8, 141
Key Tip Badges	50
Minimizing	51
Navigation	50
Screen Resolution	12
Tabs	8
Ribbon Hero	59

S

Screenshot	121
SkyDrive	149
Slicer	96–97
SmartArt	29, 36, 99, 116–17, 125
Sparklines	92–93
Status Bar	6, 49, 51, 54, 55, 85, 129
Styles	24, 77, 79–81, 87, 90, 97, 99, 120, 125, 127, 135

T

Themes	28–29, 77, 80, 91, 99, 125–26
Toolbars	18–22
Transitions	128–29

V

Video Editing	133–34
---------------------	--------

W

Windows 7	4, 30
Windows Vista	4
Windows XP	4, 30
Word 2010	32, 43–45, 50–51, 55, 90, 124, 116
AutoText	99, 101–7
Building Blocks	99, 100, 107
Change Default Formatting	111–13
Changing Default Page Layout	110
Comments	114–15
Document Inspector	115
Headers and Footers	100
Navigation Pane	101–4
Normal Template	112–13
Picture Editing Tools	118–21
Quick Parts	99, 101–7, 108
Quick Styles	99
Remove Background	119
Reviewing Tools	114
Screenshot	121
Spelling Checker	123
Text Effects	122

Z

Zoom	26, 54–55, 85
------------	---------------