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Microsoft® Office 2010

Your easy, colorful, SEE-HOW guide to Office!

Katherine Murray

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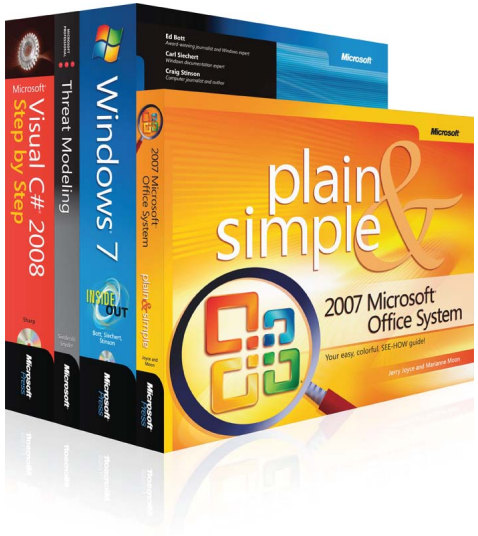
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2 Working in Office 2010

In this section:

- What's What in Office 2010?
- Using the Ribbon
- Using Galleries and Lists
- Using Shortcut Menus and Dialog Boxes
- Using Only the Keyboard
- Moving and Copying Content
- Working with Backstage View
- Getting Help
- Saving Your Work
- Office's File Formats

In this section of the book, we'll discuss the various programs in Microsoft Office 2010—their similarities and differences, and the ways they work separately and together. Depending on which version of Office you're running, you might have some or all of the programs installed on your computer. All the Office programs have elements in common—namely, the ribbon and Backstage view. The ribbon brings you all the tools you need by displaying them in tabs and tab groups across the top of the application window. You can customize the ribbon in Office 2010 to create your own tabs and tab groups. And Backstage view enables you to easily create, open, print, save, and share files by pulling together all the file management tools in one easy-to-use window.

This chapter focuses on these two common features available throughout the Office 2010 applications, and it introduces you to the various tools and procedures you'll use to navigate the programs using both the mouse and the keyboard. Along the way, you'll learn how to use the dialog boxes you discover, work with shortcut menus you display by right-clicking an element, use keyboard shortcuts to speed up your work, use Paste with Live Preview to paste copied information just the way you want it to appear, and use various Help features to learn more about tools and tasks in Office 2010.

What's What in Office 2010?

There are a number of versions of Microsoft Office 2010 available for users with differing needs. If you work with Office 2010 in a large corporate setting, you may be using Office Professional Plus 2010, which includes a larger number of Office applications than, say, Office Home and Business 2010. Here's a quick rundown. Find your version in this list so that you know which programs are likely to be available in your copy of Office 2010:

- Office Professional Plus 2010 brings together all the applications, with an emphasis on connectivity and mobility. In this version, you'll find Word, Excel, Outlook, PowerPoint, Publisher, Access, OneNote, InfoPath, SharePoint Workspace, and Communicator.
- Office Professional 2010 focuses on functionality by including the more popular programs, including Word, Excel, Outlook, PowerPoint, Publisher, Access, and OneNote.
- Office Home and Business 2010 offers the reliable standard applications to home and small business users who need power and dependability but aren't likely to need data management or connectivity features. The programs in this version include Word, Excel, Outlook, PowerPoint, and OneNote.

The following list introduces you to the most common programs in Microsoft Office 2010 and gives you a brief description of each program's purpose. Depending on which version of Office 2010 you have and whether you purchased any additional Office programs, you might have some or all of these programs installed on your computer.

Microsoft Office 2010 Programs

Microsoft Access 2010 is a relational database program for storing, retrieving, and analyzing data.

Microsoft Excel 2010 is a worksheet program for organizing, analyzing, and graphing data.

Microsoft OneNote 2010 is an electronic note-taking program for gathering, sharing, and organizing handwritten, typed, copied, drawn, or recorded notes.

Microsoft Outlook 2010 is an e-mail program and a great way to manage your contacts, tasks, and schedules.

Microsoft PowerPoint 2010 is a program for developing and sharing professional presentations.

Microsoft Publisher 2010 is a desktop publishing program for intricate placement of text and graphics on the printed page or on the Web.

Microsoft SharePoint 2010 is a program that enables you to create a shared workspace where you and team members can share files, create document libraries, discuss projects, and more.

Microsoft InfoPath 2010 (Designer and Filler) is a set of two programs that make it easy to design effective forms and enter the data you want to collect.

Microsoft Word 2010 is a powerful word processing program for doing everything from writing a letter to writing a novel to creating mass mailings.

Microsoft Office Tools are programs you can use in conjunction with the main Office programs:

- **Microsoft Clip Organizer** provides easy access to Clip Art and similar content.
- **Microsoft Office 2010 Language Preferences** control the languages identified and used in your programs.
- **Microsoft Office Upload Center** enables you to upload files to Web servers using the Microsoft Office Upload Center tool.
- **Microsoft Office Picture Manager** organizes, edits, and creates quick access to your pictures.

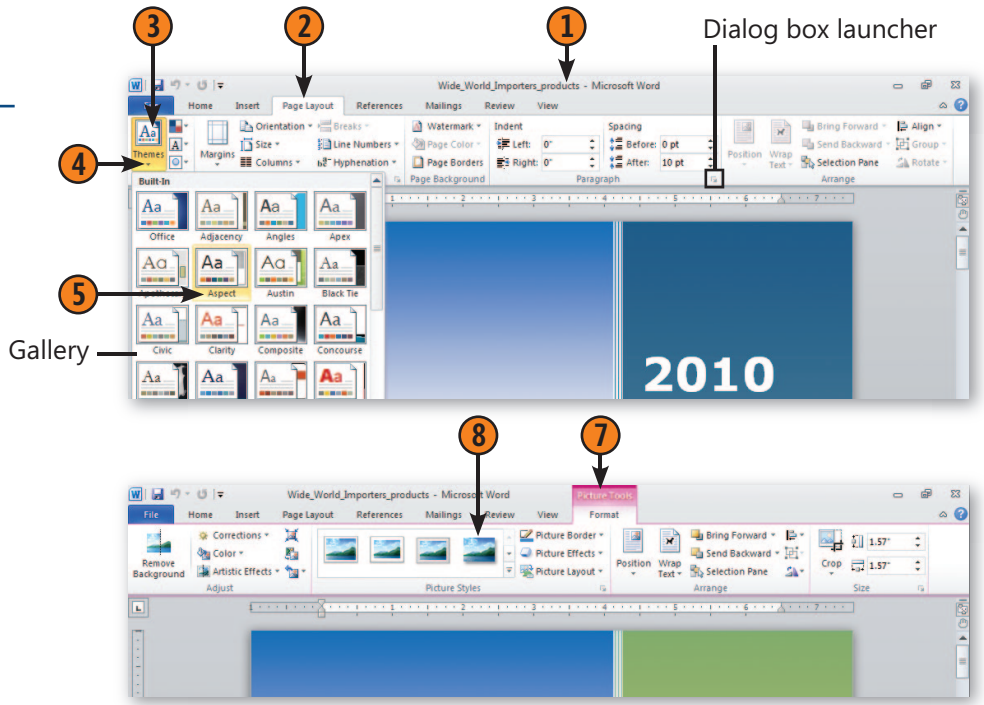
Using the Ribbon

All Office 2010 programs now use the ribbon to bring you the tools you need to create, work with, save, and share your files. The ribbon is organized in a similar way in all programs, organizing tools on tabs that reflect common tasks you want to complete in each application. For example, in Word, the tabs are Home, Insert, Page Layout, References, Mailings, Review, View, and Add-Ins.

Within each tab, *tab groups* contain tools related to a specific aspect of that task. The Insert tab in Word, for example, includes tab groups for Pages, Tables, Illustrations, Links, Header & Footer, Text, and Symbols. When you want to add a picture to your Word document, you click the Insert tab and then click Picture in the Illustrations group to complete the task.

Explore the Ribbon

1. Open any Office 2010 program.
2. Click a tab on the ribbon.
3. Click a button to execute a command.
4. Click a down arrow to open a gallery or a list, or click a dialog box launcher to open a dialog box.
5. Point to an item in a gallery to see its effect on the content of your document.
6. Click an object in the program window.
7. Click the contextual tab that appears.
8. Click the tool you would like to use to work with the selected object.



Tip

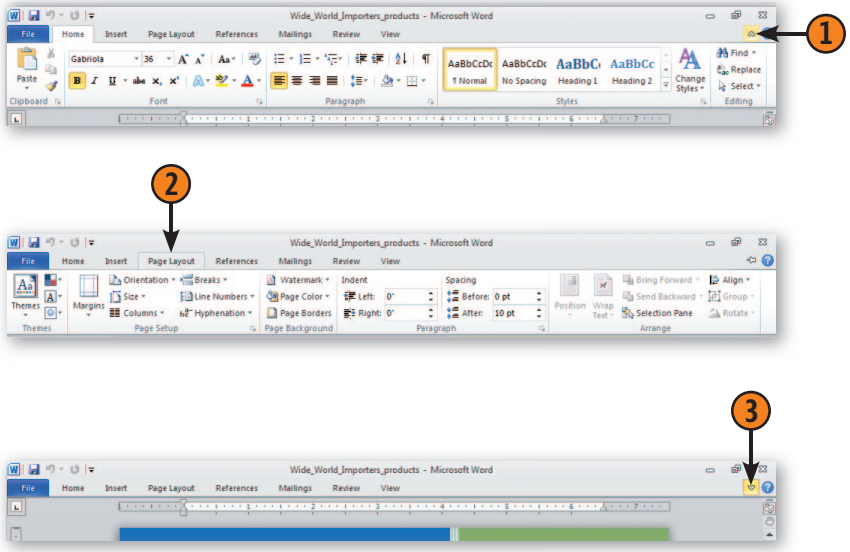
The ribbon is composed of tabs, groups, and tools. When the ribbon is minimized, you see only the tabs. You can display the full ribbon by clicking a tab or pressing Ctrl+F1.

See Also

Read "Customizing the Ribbon" on pages 392–393 if you'd like to learn how to create your own tabs and tab groups so that you can customize the ribbon for your Office 2010 programs.

Set the Ribbon Display

1. When you begin using Office 2010, the ribbon is displayed by default. Hide the ribbon by clicking the Minimize The Ribbon.
2. Display the ribbon by clicking a tab. The ribbon appears until you click a tool or click in your document.
3. To redisplay the ribbon, click Maximize The Ribbon.



Try This!

With the ribbon in its displayed state, double-click the active tab to minimize the ribbon, and then click any tab to display the ribbon temporarily. Click in your file to minimize the ribbon again. Double-click the active tab to have the ribbon always displayed. Press Ctrl+F1 to hide the ribbon, and press Ctrl+F1 again to have the ribbon always displayed.

Using Galleries and Lists

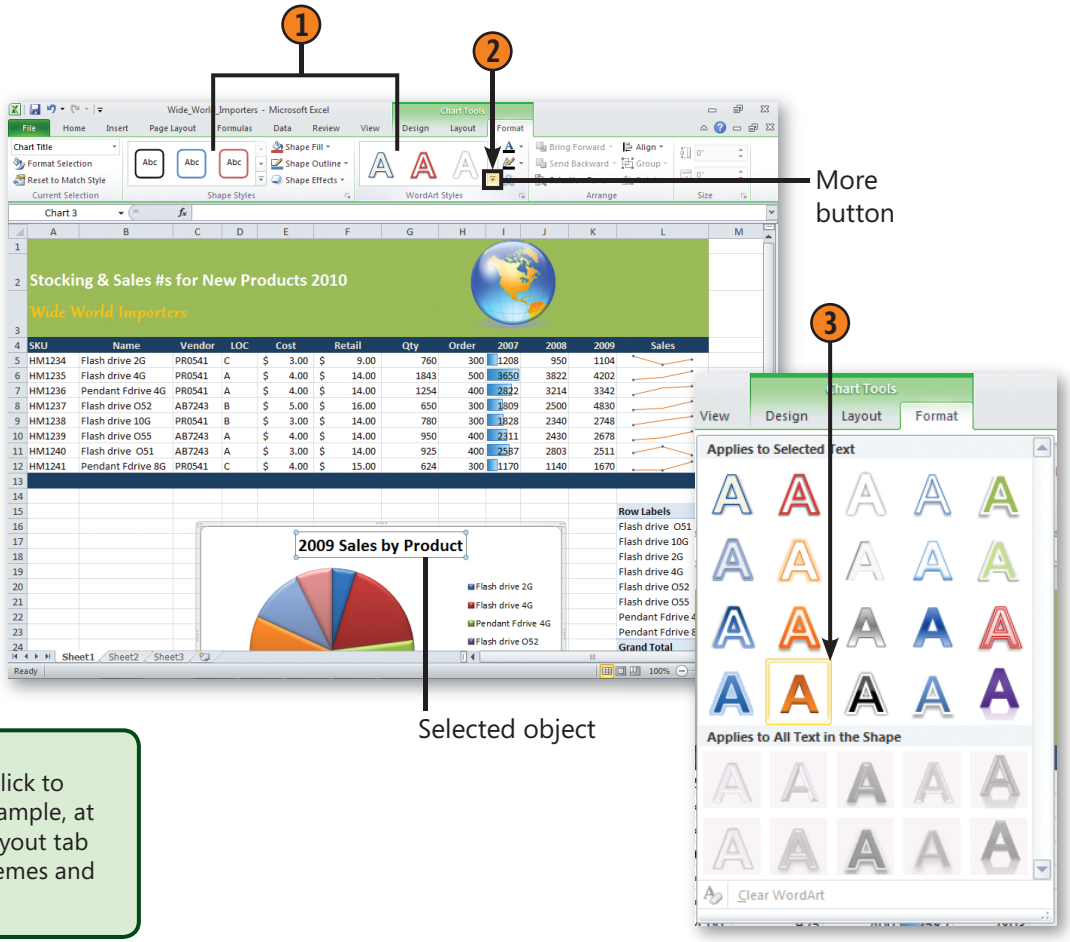
Each tab in an Office 2010 program offers you a different set of tools related to a specific task. The File tab, which contains Backstage view, and the Home tab, offering the most common tools, appears in all Office 2010 programs.

Within each tab you'll find tab groups, displaying tools you can click to execute a command or display a gallery. The different lists and galleries offer you ready-made styles and options you can apply to the content in your document.

Explore the Galleries

1. In any Office 2010 program, locate a tab group that shows examples of styles or options you can select. You can also click an object in the file to display a contextual tab for that item.
2. Click the More button in the lower right corner of the display.
3. Point to the various choices in the gallery. The changes are previewed in your file. Click the option you want to apply.

Continue exploring the different tabs and galleries in this and other Office programs.



Tip

Some galleries also include commands you can click to continue your work with a specific object. For example, at the bottom of the Themes gallery in the Page Layout tab of Word and Excel, you'll find the Browse For Themes and Save Current Theme commands.

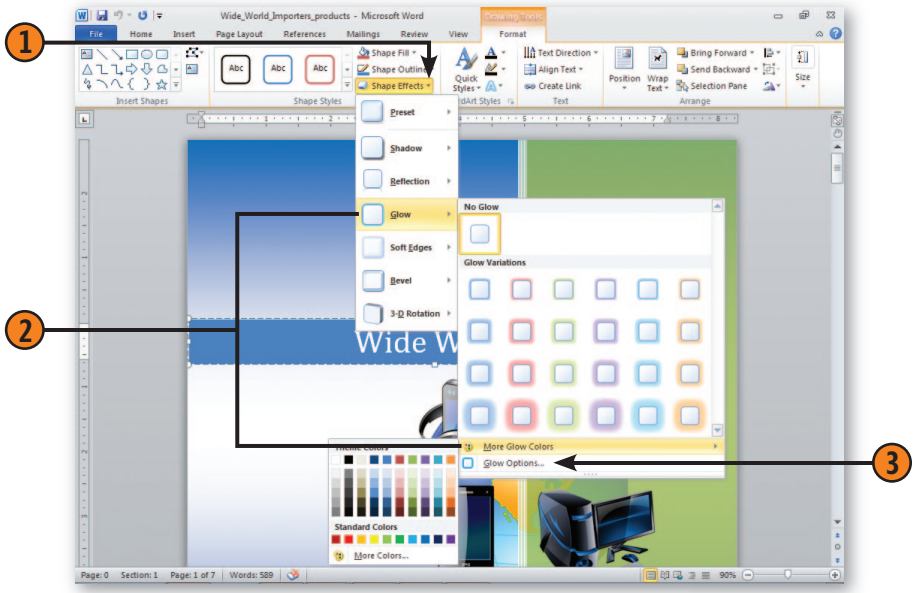
Display Lists and Choose Commands

1. To display a list of commands on a tab, click any tool showing a down arrow.
2. On the displayed list, click a command with a right-pointing arrow to display additional choices for that command.
3. Click a command with an ellipsis (...) to open a related dialog box.

To close a list without executing a command, click outside the list.

Use the Tools

1. Point to a tool on the toolbar, and wait for a ScreenTip, showing the tool button's name, to appear.
2. Some tools have two parts: the tool button and a down arrow. The two parts of the tool are highlighted independently. To apply the setting shown on the button, click the tool. To display a list of choices for that tool, click the down arrow.
3. If a tool button looks "pressed," click it again if you want to turn off that feature.





See Also

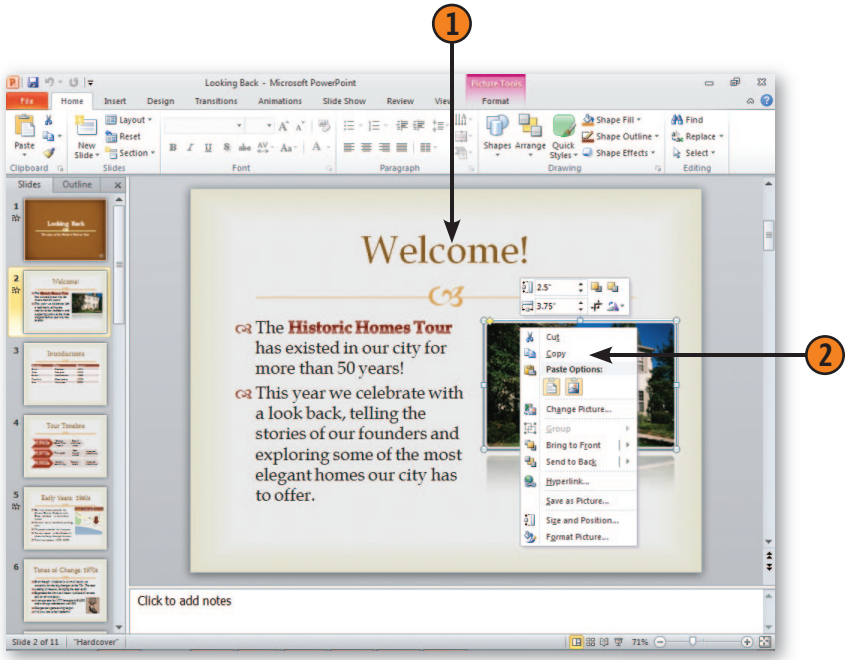
Read "Customizing the Quick Access Toolbar" on pages 394–395 for information about modifying the Quick Access toolbar in your favorite Office 2010 applications.

Using Shortcut Menus and Dialog Boxes

Word 2010 also offers many shortcut menus and dialog boxes that provide additional ways to choose the tools and settings you need. You can right-click an object in your file to display a shortcut menu showing choices related to that object, and you can click dialog box launchers to display dialog boxes of options related to the task you want to complete.

Use the Shortcut Menus

1. Right-click any content or location in your program where you want to execute an action.
2. Choose the action you want from the shortcut menu that appears.

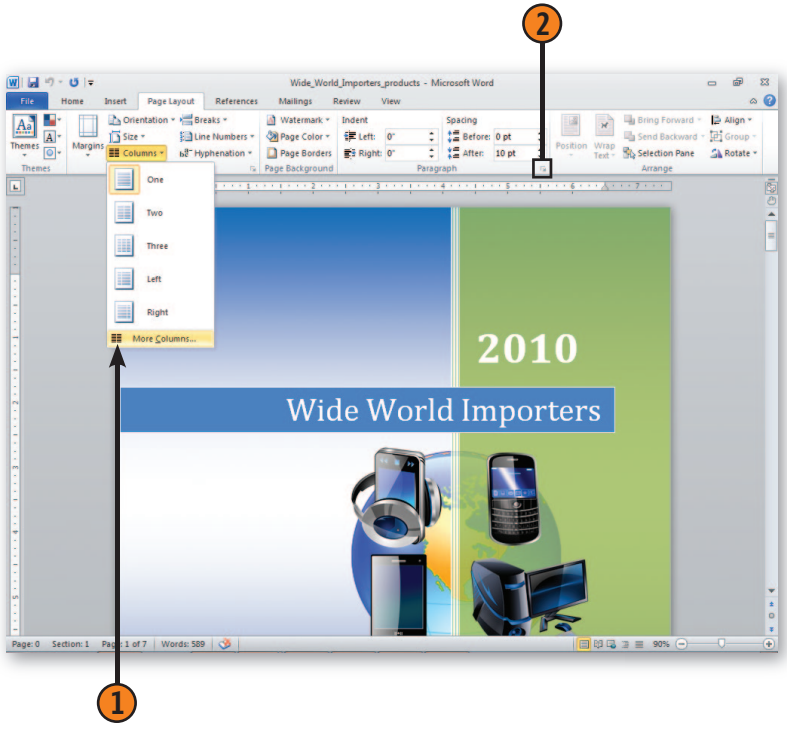


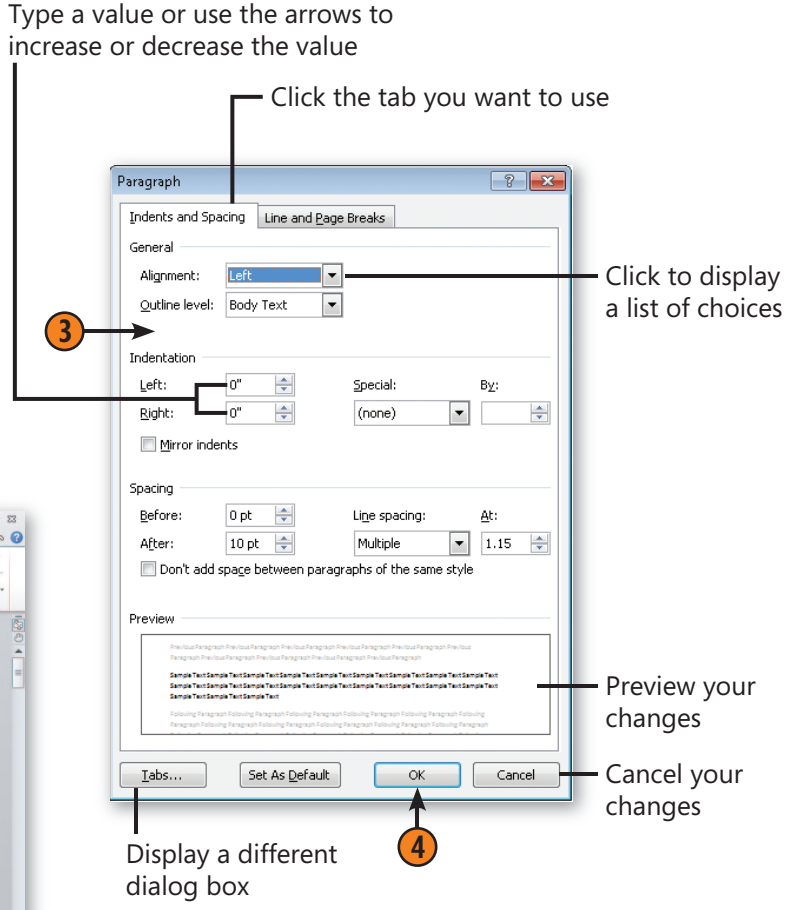
Tip

Items that are gray on menus or toolbars are items that aren't available at the moment. For example, if you haven't selected anything, the Cut and Copy commands are gray because there's nothing selected to cut or copy.

Working with Dialog Boxes

1. Click any command that shows an ellipses (...) or
2. Click a dialog box launcher in a tab group on the ribbon.
3. Choose the settings you want to apply to the item.
4. Click OK to save your changes.



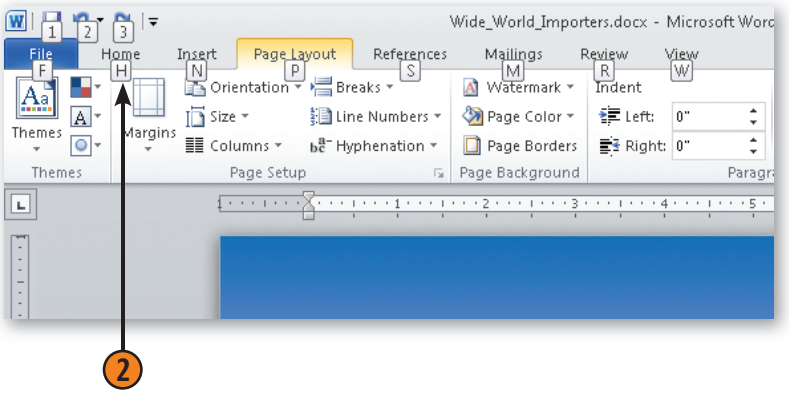


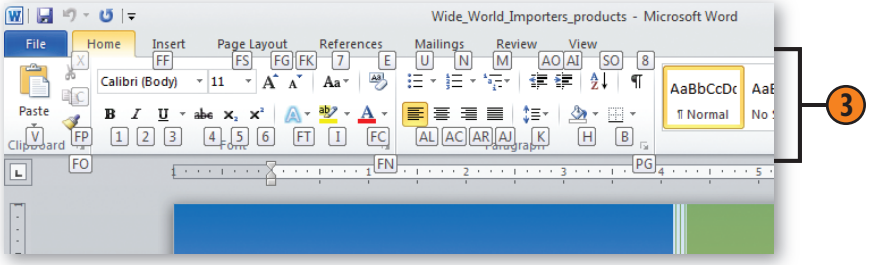
Using Only the Keyboard

If you prefer to keep your hands on the keyboard instead of using the mouse, you can do almost everything using Office and program-specific keyboard shortcuts. By activating the command tabs and the ribbon, you can use the displayed keys to navigate and to execute commands and activities. There are also many keyboard shortcuts you can use to execute some of the most common commands and activities.

Browse the Ribbon with Your Keyboard

1. Press and release the Alt key to display the KeyTips for access to the tabs and the ribbon.
2. Type the letter for the tab you want. You can also type the number for any item on the Quick Access toolbar or to open the Office menu.
3. Type the letter or the keyboard shortcut to access the item you want on the ribbon. If a gallery or a drop-down menu appears, use the arrow keys to select the item you want, and then press Enter.





Tip

If you decide you don't want to execute an action after you've pressed the Alt key, press the Alt key a second time to return to your work.

Use Keyboard Shortcuts

1. Use the keyboard shortcuts shown in the table at the right to execute the action you want. Not all shortcuts are appropriate for all programs all the time.
2. If you want to switch from mouse methods to keyboard methods, point to the button or other item you want to work with, and note the keyboard shortcut in the ScreenTip. Then use that keyboard shortcut.
3. If you don't see the keyboard shortcut you want in the table or in a ScreenTip, search Help for "keyboard shortcuts."

See Also

Read "Getting Help" on pages 24–25 for information about using Office 2010's Help system.

Common Keyboard Shortcuts

Action	Keyboard Shortcut
Copy and delete (cut) selected content	Ctrl+X
Copy selected content	Ctrl+C
Paste content	Ctrl+V
Hide or minimize ribbon	Ctrl+F1
Apply/remove bold formatting	Ctrl+B
Apply/remove italic formatting	Ctrl+I
Apply/remove underline formatting	Ctrl+U
Align paragraph left	Ctrl+L
Align paragraph center	Ctrl+E
Align paragraph right	Ctrl+R
Add/remove space before paragraph	Ctrl+0 (zero)
Apply double line spacing	Ctrl+2
Apply single line spacing	Ctrl+1
Apply Normal style	Ctrl+Shift+N
Change case	Shift+F3
Undo last action	Ctrl+Z
Redo last action	Ctrl+Y
Open shortcut menu	Shift+F10
Check spelling	F7
Save document	Ctrl+S
Save As	F12
Print (show Print dialog box)	Ctrl+P
Open Help	F1

Moving and Copying Content

Office programs, and most other programs, use a tool called the *Clipboard* as a temporary holding area for content that you want to move or copy to another part of your document, to another document in the same program, or to a document in another program. You simply park your text on the Clipboard and then, when you're ready, you retrieve it and "paste" it into its new location. One of the challenges with the Clipboard is that the format of information you copy and paste can be unreliable—one time you get the right font and color for a heading, for example, but the next time you don't necessarily get the result you wanted.

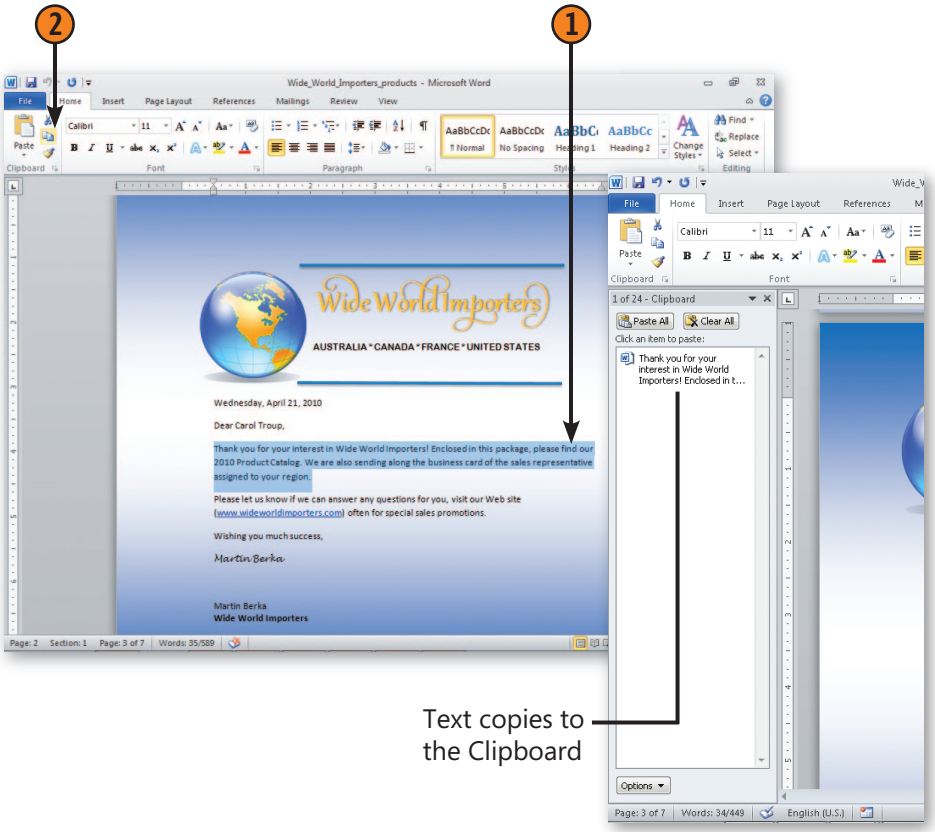
Now Office 2010 includes the Paste with Live Preview feature, which enables you to control how the information you copy is pasted into your file. Depending on the type of information you've copied—text, numbers, pictures, or objects—you are given a series of choices for the way the information is pasted. And what's more, you can preview your choice before you selected it. Nice.

Cut or Copy Information

1. Select the text you want to cut or copy.
2. Do either of the following:

   Click the Cut button (or press Ctrl+X) to delete the selected text and store it on the Clipboard.

   Click the Copy button (or press Ctrl+C) to keep the selected text where it is and place a copy on the Clipboard.



See Also

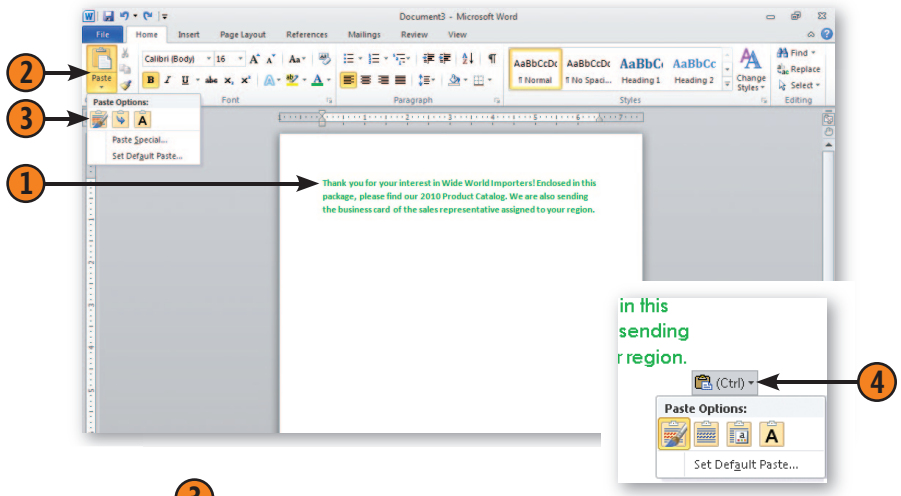
Read "Customizing Your Editing" on page 398 for information about modifying the default settings for the way items are cut and pasted in your document.

Tip

You can use the Office Clipboard to store items other than text, including pictures, tables, objects, and even data from Excel 2010 worksheets or Access 2010 data tables.

Paste Information Using Paste with Live Preview

1. Click in your document where you want to insert the information.
2. In the Clipboard group of the Home tab, click the Paste button.
3. Hover the cursor over each paste option to see how the information will look at the selected position. Click the option you want to apply.
4. You can change the format of the pasted information by clicking the Paste Options button and choosing the option you want to use.



Copy and Paste Multiple Items

1. Display the Clipboard by clicking the dialog box launcher in the Clipboard group on the Home tab.
2. Click the item to be inserted. Click Paste.
3. Click Clear All to empty the Clipboard.



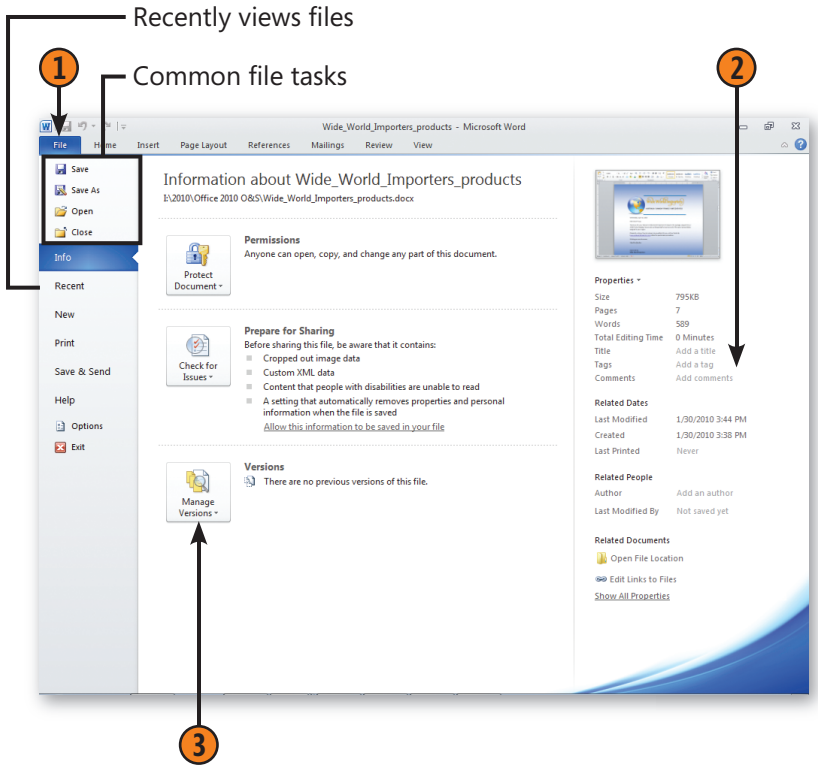
Working with Backstage View

All the tools you need to create, save, share, and choose options for your Office 2010 files are now available in Backstage view. This convenient view presents the various commands as tabs so that you can easily find the task you want to complete and choose the options you need associated with it.

When you first click the File tab, Backstage view appears and the Info tab is displayed. This tab displays the file's properties and authors, and gives you access to the commands you need to set permissions, prepare to save the file, and work with file versions. Other tabs in Backstage view—such as Recent, New, Print, and Save & Send—give you access to existing and new files and help you print and share the files you create. Additionally, you set program options and get Help in Backstage view.

Finding File and Program Information

1. Click File to display Backstage view.
2. Review the file's properties.
3. Choose the tools you want to work with in the center of the Backstage view window.



Tip

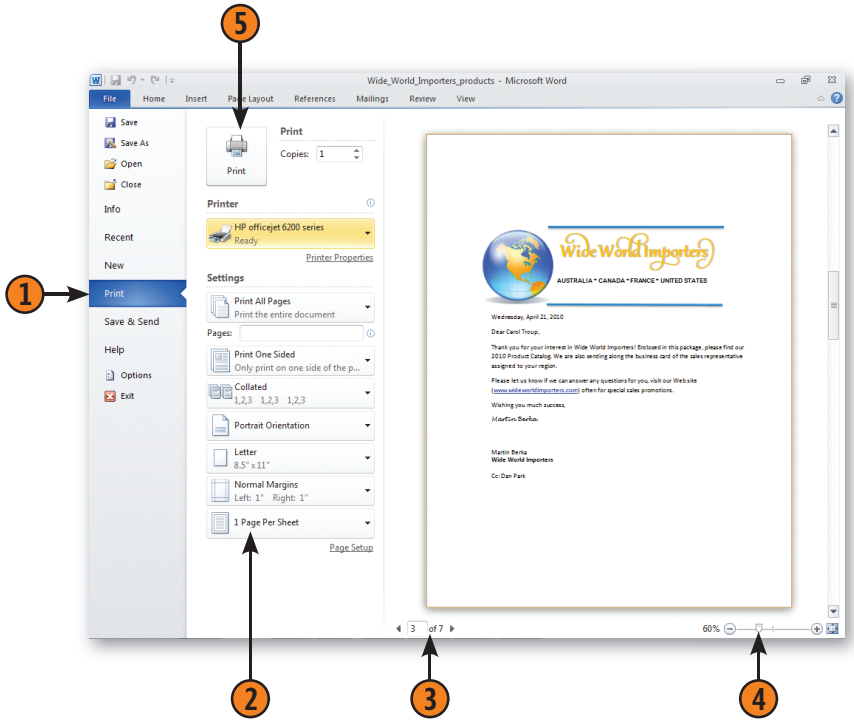
To close Backstage view and return to your file, click the File tab a second time.

Try This!

Click Manage Versions in the Info tab of Backstage view and choose Recover Draft Versions. A dialog box opens showing unsaved versions of your file so that you can open and save the content. In this way, you can recover information that you might have accidentally forgotten to save.

Printing a File

1. In Backstage view, click Print.
2. Set print options in the center of the Print window.
3. Preview the file by clicking the arrows near the page number at the bottom of the document preview to move through the document.
4. Drag the Zoom slider to change the size of the document display.
5. Click Print to print the file.



Tip

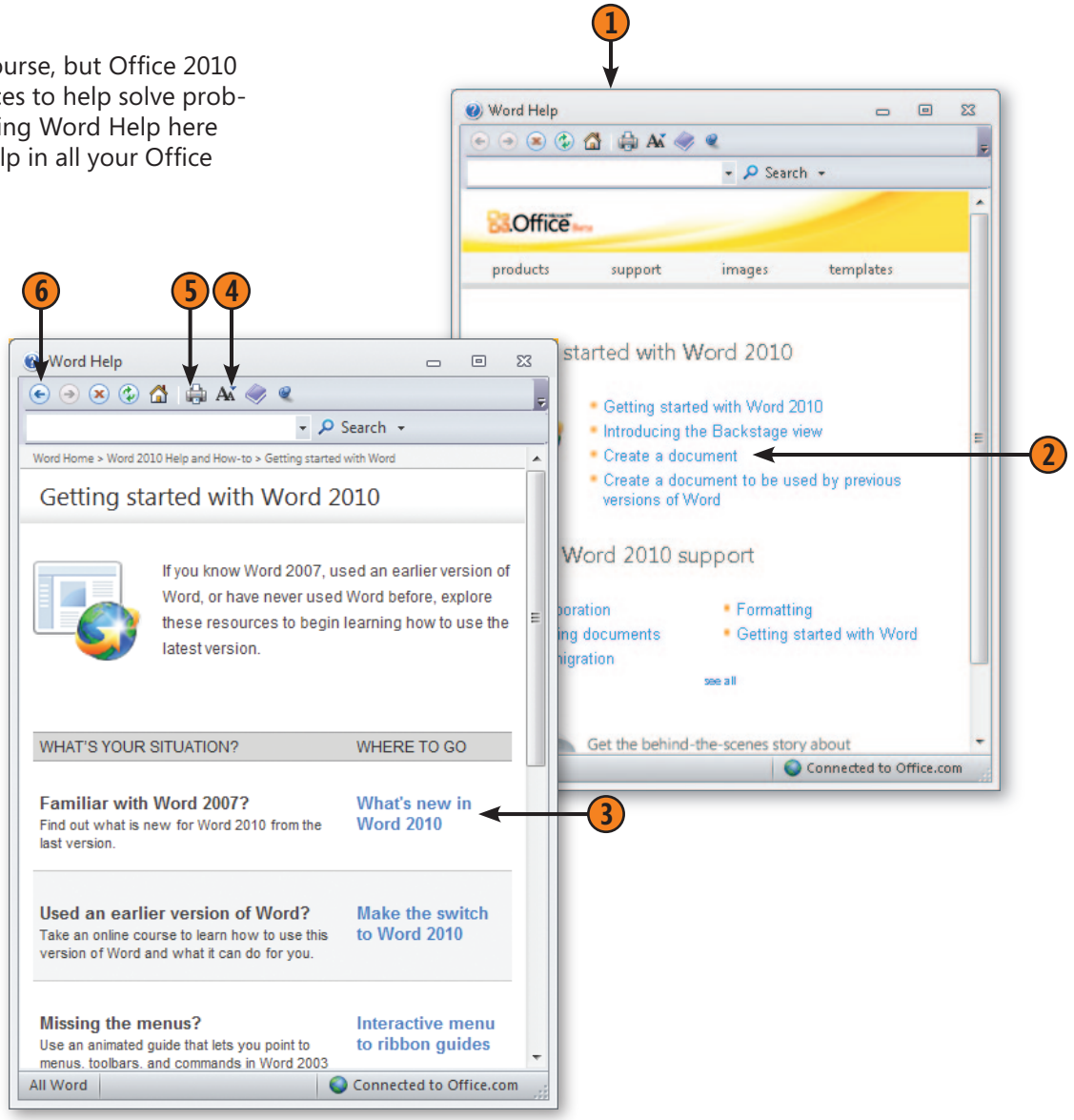
You can print a document directly to a OneNote 2010 notebook by clicking the Printer setting arrow and choosing Send To OneNote 2010. When the Selection Location In OneNote dialog box appears, choose the notebook and section where you want to insert the document and click OK.

Getting Help

Nothing can replace this book, of course, but Office 2010 does provide you with other resources to help solve problems you might encounter. We're using Word Help here to illustrate the ways you can get help in all your Office programs.

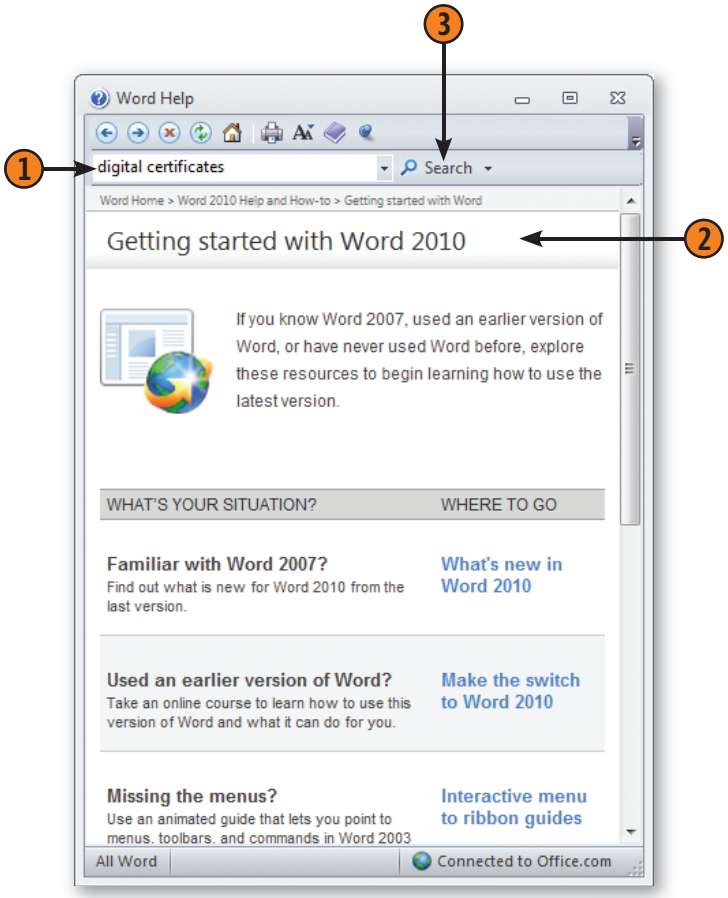
Browse for Help

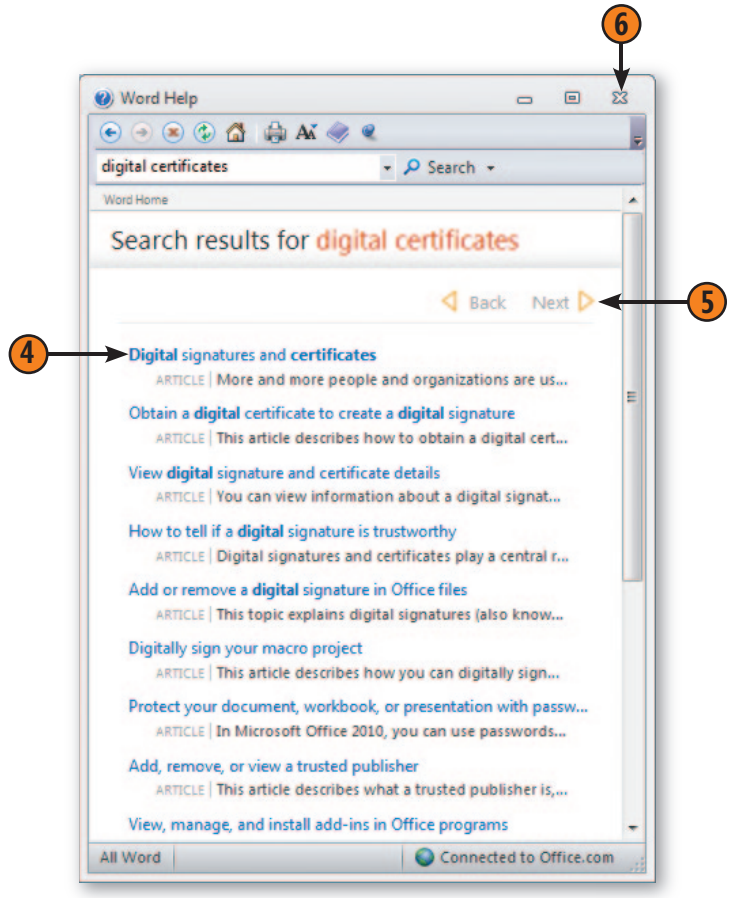
1. In your program, press the F1 key to display the Help window for that program.
2. Click a category that reflects what you want to learn.
3. Find what you want to do, and then click the link that seems relevant to your question.
4. If the font size is too small or too large, click the Change Font Size button, and choose a font size from the menu.
5. To print the topic, click the Print button.
6. To return to either the list or the articles, click the Back button. To return to the list of categories, click the Back button again.



Search for Help

1. Type your Search text.
2. If you want to specify which Help resources you want, click the Search down arrow, and then click the resource.
3. Click Search.
4. Click a search result that seems relevant.
5. If there's more than one page of results, click the Next button at the top and bottom of the search results to see any additional pages.
6. Close the window when you've finished.

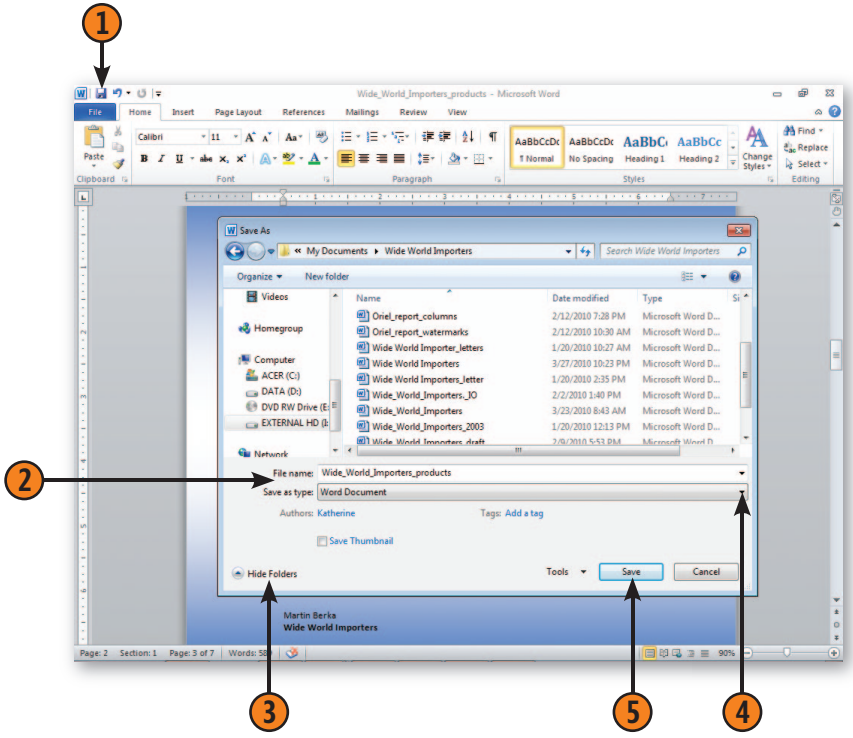




Saving Your Work

While you're working on your document, you'll want to save it frequently to make sure that it's preserved for posterity—or at least until you've completed it, printed it, or shared it with others for review. After you've named and saved the file, the Save As dialog box won't appear for subsequent saves.

Save the File



1. In Word, Excel, PowerPoint, and Publisher, you can click the Save button on the Quick Access toolbar. In OneNote, your information is saved for you automatically. And in Access, the file is saved automatically when you create it, although you can click the Save button to save individual items, such as a new table.
2. Type a name for the file in the File Name box if you don't want the name that the program proposes. File names can be as long as 250 characters and can include spaces, but you can't use the \ / * ? < > and | characters.
3. If you'll always want to save the file to your default location, click Hide Folders.
4. If you don't want to save the file in the suggested format, select the format you want.
5. Click Save.

Tip

In some applications, like Word 2010, you will also see the Save Thumbnail check box. Click this box if you want to see a preview of the file in a folder window.

Tip

After you save the file, continue to work on it as needed, saving your work frequently by clicking the Save button or pressing the keyboard shortcut Ctrl+S.

Office's File Formats

Beginning with Office 2007, Microsoft Word, Excel, PowerPoint, and Access saved files in a different format that was more efficient and flexible than the format used in previous versions. Some people you trade files with may be using different versions that produce files in different formats than the program you are using in Office 2010. Fortunately, you can save your Office 2010 files in earlier formats if this is a problem for you, or you can get a file converter (available from Microsoft Downloads) that enables your friends and colleagues to view and work with Office 2010 files.

If you decide not to use the latest formats available in the various Office 2010 applications, however, be aware that you won't be able to use some of the programs' very cool new features. For example, features such as video styles in PowerPoint or text effects in Word will not be available to you. Review the following descriptions of the formats used in Word, Excel, and PowerPoint to see which formats work best for you. To see the list of all available formats, choose Save As from the Office menu, and, in the Save As dialog box, scroll through the Save As Type list. To see a description of the Access file format choices, see "Open an Existing Database File" on page 367.

- **Document, Workbook, or Presentation** This is a format that was new with Office 2007 that enables all of the programs' new features. Files in this format can't be opened in earlier versions of their respective programs unless you've downloaded and installed a special translating filter program. The new format has the standard file extension with an added "x" (for example, .docx, .xlsx, .pptx).
- **Macro-Enabled Document, Workbook, or Presentation** This is the same format as the Document, Workbook, or Presentation format, except that it contains macros.
- **XML Document or Presentation** This is a plain Text file that includes all the text and the XML coding. This format is used primarily in a corporate setting where transforms are created to extract and/or reformat information that will be stored for reuse.
- **Word, Excel, or PowerPoint Template** This new form of template, first available in Office 2007, also enables the new features of the program.
- **Word, Excel, or PowerPoint Macro-Enabled Template** This is the same format as the Template format, except that it can contain macros.

Other File Formats for Office Programs

- **Word, Excel, or PowerPoint 97–2003 format** This is the binary file format used in previous versions of these programs. Although it provides compatibility with earlier versions, saving in this format disables some of the advanced features of the 2007 programs.
- **Word, Excel, or PowerPoint 97–2003 Template** This is the binary file format for templates used in previous versions of Word.
- **Single File Web Page** This format creates a Web page and stores all the graphics in the same file.
- **Web Page** This format creates a standard HTML-format Web page whose graphics are stored in a separate folder.
- **Rich Text Format** This is a binary file that contains the text and formatting information but little else. It provides compatibility with many programs.
- **Plain Text** This text file contains only the text of the document and no formatting.

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