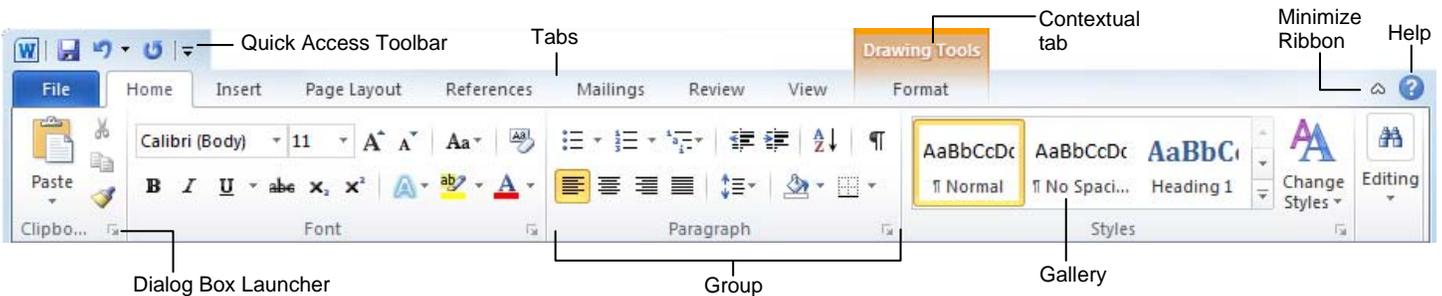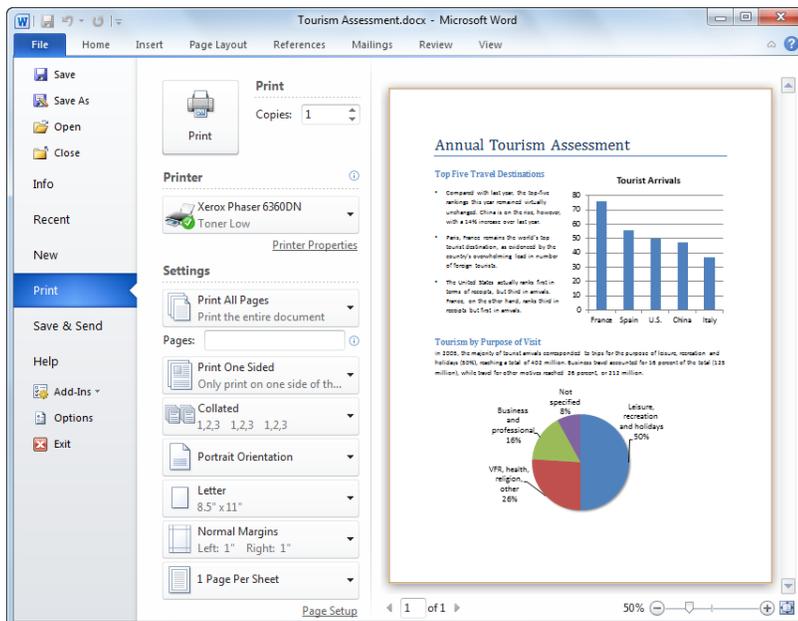Microsoft®
Office 2010
Quick Reference Card

The Ribbon

- **Ribbon:** Displays the commands and tools you need to perform various tasks. The ribbon can also be minimized and customized to fit your work style.

- **Tabs:** Display the commands you can use in a Microsoft Office program. Click a tab to view its commands.

- **Contextual tabs:** Display commands for a selected object.

- **Dialog Box Launcher:** Click to open a dialog box or task pane.

- **Group:** Related commands that appear under each tab.

- **Gallery:** A list of options and additional choices displayed as thumbnail previews so you can see results before making a choice.

- **Quick Access Toolbar:** Provides quick access to the commands you use most frequently. The Save, Undo, and Redo/Repeat buttons appear on the Quick Access Toolbar by default.

- **To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl>** + **<F1>**. Or, double-click a **tab** on the Ribbon. Or, right-click a **tab** and select **Minimize Ribbon** from the contextual menu.

- **To Customize the Ribbon:** Right-click a tab and select **Customize the Ribbon** from the contextual menu. Or, click the **File** tab, select **Options**, and click **Customize Ribbon**. Use the controls in the dialog box to rename and rearrange tabs, and to rearrange tab commands.
  * Click the **New Tab** button to create a new tab on the Ribbon.
  * Click the **New Group** button to create a new group in a tab on the Ribbon.

- **To Add a Command to the Quick Access Toolbar:** Click the **Customize Quick Access Toolbar** button and select a command from the menu. Click **More Commands** to select from a longer list of commands.

- **Get Help:** Click the **Help** button. Or, press **<F1>**. Or, click the **File** tab and select **Help** from the menu.

File Tab and Backstage View

The **File tab** replaces the File menu and Office Button found in previous versions of Microsoft Office. Common file management commands– Save, Save As, Open, and Close – appear at the top of the menu.

Backstage view appears when you click the File tab. The left panel displays commands in the File tab menu. The center panel displays options related to the selected command. The right panel displays a preview or additional options for a command.

Backstage View Commands

- **Info:** Set permissions to control who can open or change the document; prepare the file for sharing by removing metadata and other personal information; and view and manage autosaved versions of the document.

- **Recent:** Displays documents most recently opened in the program.

- **New:** Create a new blank document, or create a document from a template. Browse templates with the preview feature in Backstage view.

- **Print:** Preview the document and set print settings at the same time. The right pane displays a preview of the file; the center pane displays print options.

- **Save & Send:** Share the file, and change file type. There are four ways to share a document:
  1. **Send Using E-mail:** Send the document as an attachment, a link, a PDF or XPS, or fax.
  2. **Save to Web:** Save to a SkyDrive folder through your Windows Live account.
  3. **Save to SharePoint:** Saves to a list or library on a SharePoint site.
  4. **Publish:** Publish the document to a service or blog.

- **Help:** Learn more about a task or the program.

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Insert Screenshots

A **Screenshot** is an image of any visible item displayed on your monitor, such as a program window.

- **To Insert a Screenshot:** Click the **Insert** tab on the Ribbon and click the **Screenshot** button in the Illustrations group (Word/Excel/Outlook) or the Images group (PowerPoint), then click an available window.

- **To Insert a Screen Clipping:** Click the **Insert** tab on the Ribbon and click the **Screenshot** button in the Illustrations group (Word/Excel/Outlook) or the Images group (PowerPoint), then click **Screen Clipping**. Click and drag your mouse across the area of the program window that you want to clip.

Picture Tools

Microsoft Office 2010 suite offers enhanced tools for editing and adjusting pictures.
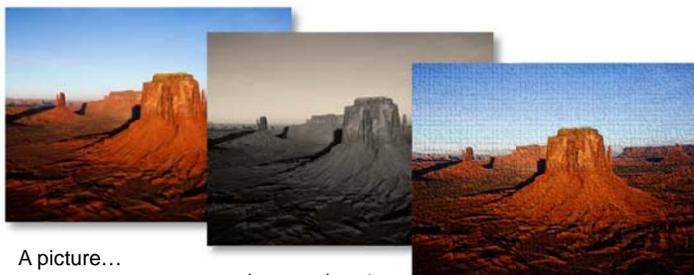
A picture…

can be re-colored in sepia…

or have an artistic effect applied.

- **To Remove Backgrounds:** Click the **Format** tab on the Ribbon and click the **Remove Background** button in the Adjust group. Refine the image and click **Keep Changes**.

- **To Correct Brightness and Contrast or to Sharpen or Soften a Picture:** Click the **Format** tab on the Ribbon, click the **Corrections** button in the Adjust group, and select an option from the gallery.

- **To Change the Color of a Picture:** Click the **Format** tab on the Ribbon, click the **Color** button in the Adjust group, and select an option from the gallery.

- **To Apply an Artistic Effect:** Click the **Format** tab on the Ribbon, click the **Artistic Effects** button in the Adjust group, and select an option from the gallery.

SmartArt

SmartArt has a few improvements in Office 2010, offering a new picture category for SmartArt graphics.

- **To Insert Picture SmartArt:** Click the **SmartArt** button on the Insert tab of the Ribbon and click **Picture** in the Choose a SmartArt graphic dialog box. Select the picture SmartArt graphic you wish to use and click **OK**.

- **To Add a Picture to a SmartArt Graphic:** Click the **picture icon** in the SmartArt graphic, find and select a picture from the Insert Picture dialog box, and click **OK**.

Paste with Live Preview

Live Preview now lets you preview and choose from different formatting options that you can apply to the content when it is pasted.
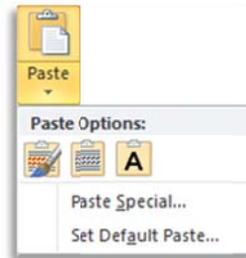
- **Paste with Live Preview** lets you preview how something will look before it is pasted.

- **To Paste with Live Preview:** Cut or copy content. Click the **Paste** button list arrow and point to a paste option. Or, press **<Ctrl>** + **<V>** and click the **Paste Options** button. Point at a paste option to preview it.

WordArt

WordArt has received a huge facelift in Office 2010. New WordArt styles and functionality make it easy to add and format WordArt. It is also treated as text instead of a picture, so the text is searchable in the document.

- **To Add WordArt:** Click the **Insert** tab on the Ribbon and click the **WordArt** button in the Text group. Click the WordArt style from the gallery and enter the text in the text box.

- **To Move WordArt:** Click the WordArt object, drag it to the desired location, and release the mouse button.

- **To Format WordArt:** Click the WordArt object, then click the **Format** tab on the Ribbon under drawing tools. Select a formatting option in the WordArt Styles group, or click a new Word Art style from the gallery.

File Management Tools

The Microsoft Office 2010 suite offers new and improved tools to help you manage, protect, and share your content.

Autosaved Versions: This feature improves on the AutoRecover feature from earlier versions of Office. The AutoRecover feature automatically saves versions of your files at regular intervals to protect them if a program fails. Now, you can access those versions whenever you want. This makes it easy to revert to an earlier version of the file, or to recover changes when you forget to save manually.

- **To Recover Autosaved Versions:** Click the **File** tab on the Ribbon and select **Info**. Select an autosaved version from the Versions list. Or, click the **Manage Versions** button and select **Recover Draft Versions**.

Protected view: The purpose of Protected View is to protect you from cyber-attacks. When a file appears to be from a risky location, such as the Internet, it is opened in Protected View, which is a read-only mode. If you trust the file, you can then enable editing and work with the file as usual.

Trusted documents: Trusted documents now remembers the trust decisions you make in a document so you don't have to be asked if a document with active content (e.g. Macros, ActiveX controls, etc.) is safe every time you open it.

Accessibility Checker: Helps you identify and resolve problems in your files that might keep someone with a disability from accessing your content.

- **To Use the Accessibility Checker:** Click the **File** tab on the Ribbon and select **Info**. Click the **Check for Issues** button and select **Check Accessibility**.

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