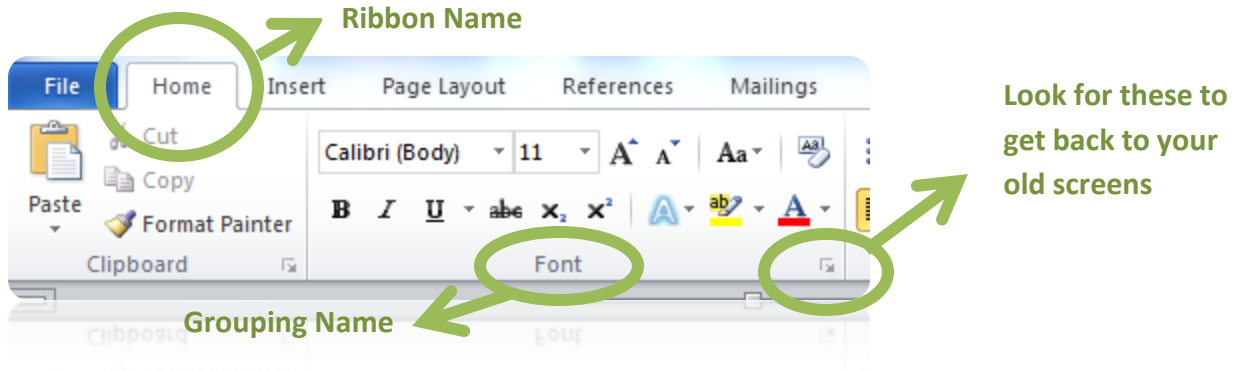


Office 2010 Reference Guide

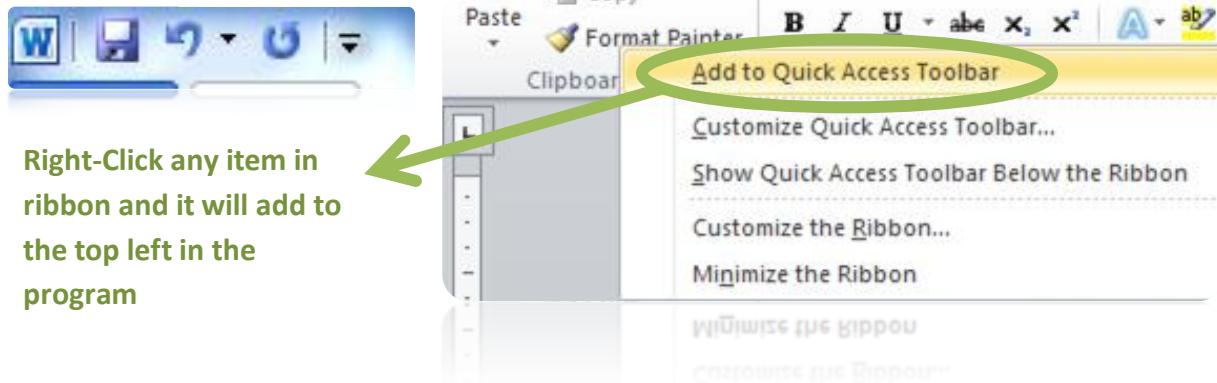
The Ribbon:

All programs now have a ribbon! To navigate, look at the ribbon name, the grouping name, and you should find the item you are looking for.



Customize Navigation:

Add to Quick Access Toolbar



Create your own Ribbon:

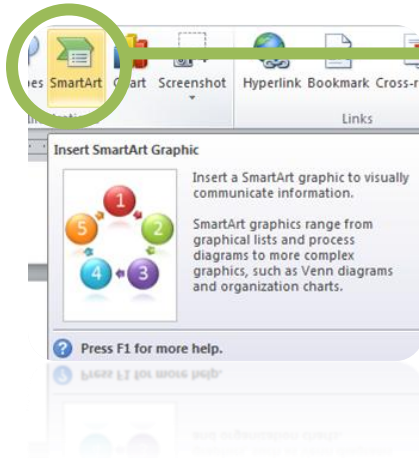
1. Click on "File" ribbon
2. Click on "Options"
3. Click on "Customize Ribbon"
4. Click "New Tab"
5. Click on the grouping of the new tab, find an item to add, and click the "Add" button
6. Click "Rename" of "New Tab" to change the name
7. Click "OK" to close out

Saving Options:

- 97-2003 version means anyone can work with the file [Compatibility Mode]
- Document means new format that anyone can open with 2007 or 2010 Word, Excel, PowerPoint
- PDF means read only file as a PDF

New Features Available In All Programs:

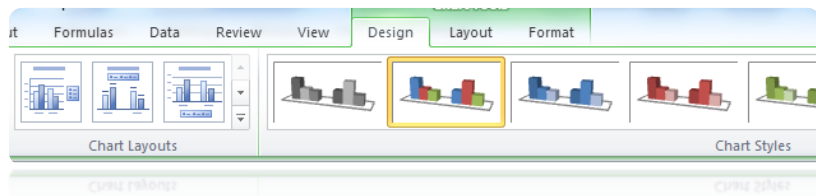
SmartArt (Insert Ribbon)



**New 3-D graphic options
and styles replace old
Diagrams**

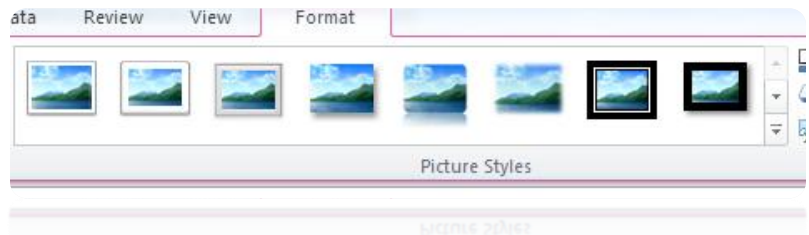
Charts (Insert Ribbon)

- New Formats
- Save as Templates



Photos (Insert Ribbon)

- New formats



Shapes (Insert Ribbon)

- New formats

