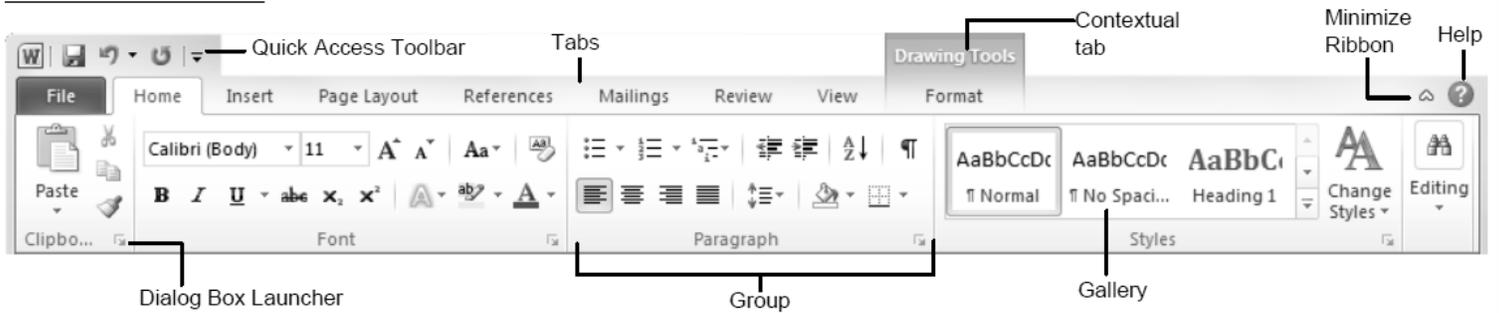


Office 2010

QUICK REFERENCE GUIDE

www.uflexdata.com

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 choices.

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 double-click a tab on the.

To Customize the Ribbon: right-click a tab and select Customize the Ribbon from the menu or click the File tab, select Options and click the Customize Ribbon command. 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 AND 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.

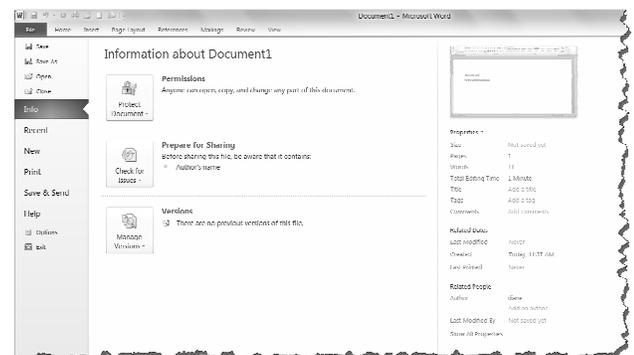
Recent: Displays documents most recently opened in the program. Use the push pin to anchor the documents to the list.

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 select print settings at the same time. The right pane displays a preview of the file, the center pane displays print options.

Share: Share the file and change file type. There are four ways to share a document:

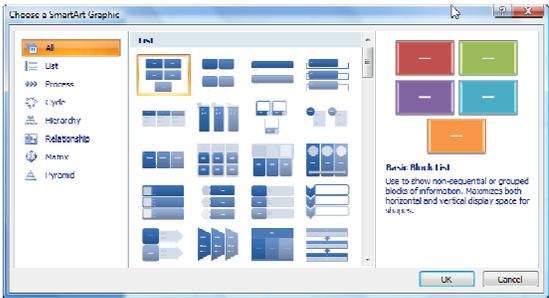
1. **Send Using E-mail:** Send the document as an attachment, a link, a PDF or XPS, or fax.
2. **Save to SkyDrive:** Save to a SkyDrive folder through your Windows Live account.
3. **Save to SharePoint:** Saves to a SharePoint workspace on your computer.
4. **Publish:** Publish the document to a service or blog.



QUICK TIP

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.

INSERT SMARTART



To Insert SmartArt: Click the Insert tab on the Ribbon and click the SmartArt option in the Illustrations group. Choose the category of SmartArt and then the type from the list. Use the Type your text here area to insert text in the SmartArt.

PICTURE TOOLS

To Remove Backgrounds: Click the Format tab on the ribbon and click the Remove Background option 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 option 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 option 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 option in the Adjust group and select an option from the gallery.



WORD ART

WordArt has received a huge face life 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 now searchable in the document.

To Add WordArt: Click the Insert tab on the ribbon and click the WordArt option in the Text group. Select a WordArt style and type 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 select a new WordArt style from the gallery.

FILE MANAGEMENT TOOLS

Office 2010 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. 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: Protected view protects you from cyber-attacks by opening the file as read-only. When a file appears to be from a risky location, such as the Internet, it is opened in Protected view. If you trust the file, you can 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.

To Use the Accessibility Checker: Click the File tab on the ribbon and select Info. Click the Check for issues option and select Check Accessibility.

CAPTURING SCREENSHOTS

To Insert a Screenshot: click the Insert tab on the Ribbon and click the Screenshot option 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 option 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.