# New/Enhanced Office 2010 Features

Microsoft Office 2010 has a new interface – the way you navigate through the various Office products. Office 2010 is very similar to 2007 but the differences noted here are as compared to 2003 and earlier versions. As there are differences between Excel and Word 2003, those similar differences exist within Excel and Word 2010. Navigation through the Office 2010 products uses ribbons with tabs, toolbars and dialog box launchers. The following has some of the major differences for Office 2010.

- Quick Access Toolbar
- Status Bar
- Mini toolbar
- Ribbon
- File Format
- Compatibility
- Available help

Quick Access Toolbar

Ribbon

Word 2010

Status Bar
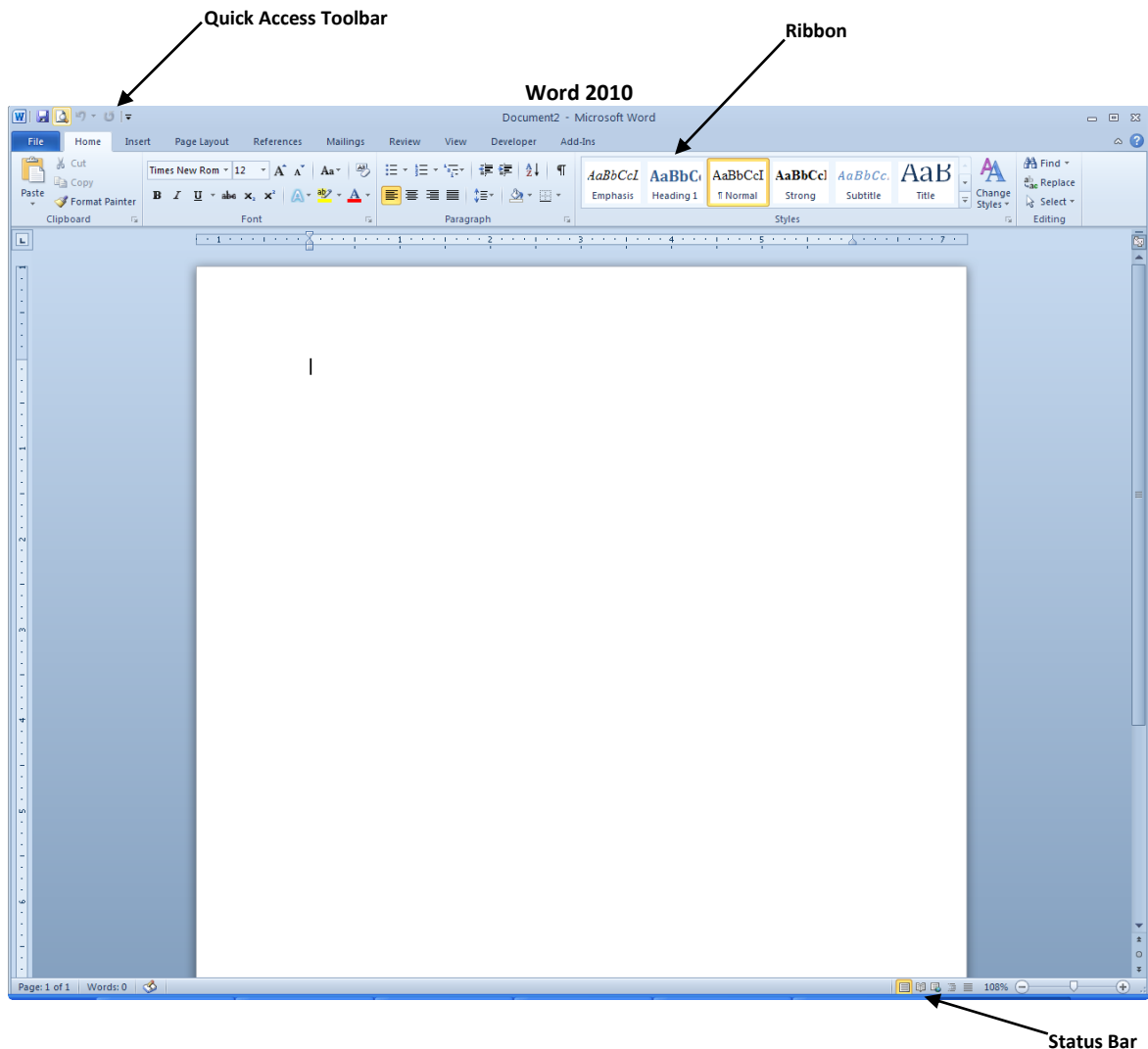
Quick Access Toolbar

- The Quick Access Toolbar is located above the ribbons (tabs).
    - The location can also be moved to below the ribbon (does take more work space).
- It displays the most commonly used commands.
    - Default toolbar contains Save, Undo and Redo.
- It can be customized to meet the needs of the user.
    - Select the pull-down next to the toolbar.
    - Check or uncheck commands to be visible.
    - To add commands not listed:
        - Select More Commands.
        - Add/remove commands.
        - Click Save.
- Toolbar cannot be deleted.

Status Bar

- The status bar in Office 2010 can be customized.
    - Right click on status bar to open menu.
    - Check item to appear on status bar.
    - Uncheck item to remove.
    - Click anywhere outside of menu.
- Zoom slider replaces zoom selection on the toolbar.

Mini toolbar

- The mini toolbar appears when text is selected.
- It appears semi-transparent until the mouse hovers over.
- Has the basic text formatting options available from the Home command on the ribbon.
- Mini toolbar can be turned off.
    - Click File tab.
    - Click Options button.
    - Select General.
    - Uncheck 'Show mini toolbar…'
    - Click OK.

Ribbon

- The ribbon replaces much of the menu and toolbar.
- The ribbon is designed to group like functions together.
- The tabs describe the group of commands.
- Tabs may vary based upon the product.
    - Excel has a *Formula* group.
    - Word has a *Mailings* group.

- Not all tabs are displayed; these are Contextual tabs that appear based upon the content selection. Examples:
  - Picture selected a *Picture Tools/Format* tab is available.
  - Table selected a *Table Tools/Design* and *Layout* tabs are available.
- Within each tab there are subgroups. Examples:
  - Home tab: Clipboard, Font, Paragraph, Styles and Editing.
  - Insert tab: Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.
  - Page Layout tab: Themes, Page Setup, Page Background, Paragraph and Arrange.
- The ribbon is best viewed with the resolution set at 1024 x 768 and with the Office product maximized.
  - If the window is not maximized, the ribbon will start to compact.
- The ribbon can be minimized to allow more work space.
  - Double click on any of the tabs.
  - Ribbon is reduced to just show the tabs.
  - To view/use the commands, click on the desired tab once and make selection.
  - To restore ribbon, double click on any of the tabs.
- Submenus are accessible from the command.
  - The submenus show more commands than is shown on the ribbon.
  - The submenus are identified by the down arrow (next to or below the command) that opens the available menu. Examples:
    - Home/Clipboard Paste command: Options of Paste and Paste Special.
    - Home/Editing Find command: Options of Find and Go To.
- Dialog boxes are accessible for most of the groups and some commands.
  - Dialog boxes are accessed by selecting the dialog box launcher within a group or from a submenu command.
  - Dialog boxes are the same in Office 2010 as Office 2003.
  - Click the (Dialog box launcher).
    - Located in the lower corner of most groups.
- Galleries are groups of formatting commands. i.e.; Styles, Table Styles, Themes.
  - Available galleries will vary between the Office products.
  - Many of the galleries support Live Preview; the document temporarily changes to reflect the formatting of the selected formatting.
    - Some gallery options require that the text/object that is to be formatted, be selected in order to view the changes.
    - Live Preview is also available with several of the formatting commands. i.e.; font, font size.

File Formats

- File formats for Office 2010 products have changed.
- The format is XML.
- This allows for smaller files sizes, increased security and reduced risk of file becoming corrupt.
- File extensions:
  - Word: .docx and .docm (if document has macros)
  - Excel: .xlsx and .xlsm (if workbook has macros)
  - PowerPoint: .pptx
  - Access: .accdb

Compatibility

- For users that have not upgraded to Office 2010:
  - Compatibility file is available for download from Microsoft.
  - Allows users of 2000, XP and 2003 to open, edit and save 2010 files (exception is Access).
  - All high priority updates for current version of Office products must be installed prior to downloading compatibility file.
  - When opening a 2010 file for the first time, should be prompted to download compatibility file.
  - If not prompted, can download file from http://www.microsoft.com/downloads/en/details.aspx?FamilyId=941B3470%2D3AE9%2D4AEE%2D8F43%2DC6BB74CD1466&displaylang=en and follow online instructions.
- For users that have upgraded to Office 2010:
  - Compatibility Mode allows the user to save file in an earlier version.
  - Compatibility Checker automatically opens when a file is saved in an earlier version to identify formatting that is not recognized by the earlier version.

Help

- Help is available in several forms.
- Microsoft offers Interactive Guides that can be viewed/downloaded from http://office.microsoft.com/en-us/support/learn-where-menu-and-toolbar-commands-are-in-office-2010-and-related-products-HA101794130.aspx and select the appropriate product.
  - There is an interactive guide for Word, Excel, PowerPoint and Access.
  - If you know how you performed a task in 2003, the interactive guide will show you how to do the same task in 2010.
- Microsoft also offers several online resources; from www.office.microsoft.com select the Support drop-down and make selection of support type.
- Open labs will be available for Office 2010 products Word and Excel.
  - Open lab times will be available from http://www.siue.edu/its/fac_staff/training/index.shtml.
  - Additional dates and times will be added monthly.
  - Not for new users of Word and Excel.
- Call Help Desk at x5500.