

Transitioning to Office 2010 from Office 2003

Introduction.....	1
Navigating the Office 2010 Interface	2
Working with Backstage View	3
Opening, Closing, and Saving Files.....	4
Using the Recent Documents List.....	5
Creating New Files	7
Printing Documents	8
Understanding the Info Category.....	9
Using the Save & Send Category.....	10
Getting Help.....	11
Using the Options Dialog Box	11
Using the Ribbon	12
Understanding the Parts of the Ribbon	12
Understanding Ways to View the Ribbon	16
Using KeyTips to Access Ribbon Commands.....	17
Using the Mini Toolbar.....	18
Exercise 1.....	19
Understanding the Quick Access Toolbar	20
Moving the Quick Access Toolbar	20
Adding Commands to the Quick Access Toolbar.....	21
Using the Status Bar.....	24
Customizing the Status Bar.....	24
Working with the Zoom Slider	25
Using the View Buttons	25
Working with Galleries and Live Preview.....	26
Using Galleries.....	26
Turning Off Live Preview.....	26
Understanding the New Paste Preview Options	28
Working with File Formats	29
Working with File Formats in Office 2010.....	30
Using the Compatibility Checker.....	34
Using the Document Inspector.....	35
Exercise 2.....	37

Customizing the Office 2010 Interface	38
Removing Screen Tips	38
Changing the Color of the Office 2010 Interface	39
Customizing the Ribbon	40
Importing and Exporting Customizations	43
Resetting the Ribbon	43
Appendix A: Understanding Word 2010 Default Font and Paragraph Formatting	44
Appendix B: Understanding Protected View	47
Appendix C: Tabs by Program	50
Appendix D: Solutions to Exercises	52