



Getting Started

Office 2010

Microsoft® Office 2010 offers rich and powerful new ways to deliver your best work in the office, from home, or on the go across different devices.¹ Experience the enhanced Ribbon and new Microsoft Office Backstage™ view to help you quickly find the commands and tools you need to create and finalize your work easier and faster. Create impactful documents and presentations with new picture and video editing tools to get your ideas noticed. Track and highlight important data trends through new analysis and visualization tools. And with more streamlined communications, working together in groups now takes less time. Welcome to Office 2010. Our most powerful and intuitive release yet.

The Ribbon: Your fast lane to the finish

The enhanced Ribbon, available across Office 2010 applications, makes it easy to uncover more commands so you can complete your tasks quickly.

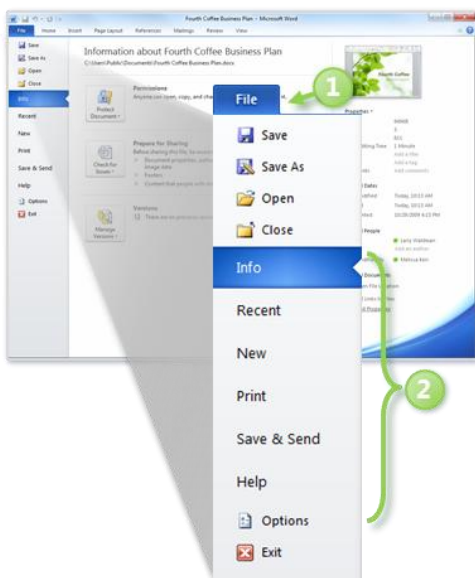
- 1 **Quick Access Toolbar:** Add your frequently used commands for one-click access.
- 2 **Contextual tabs:** Automatically appear for specific tasks, such as when a picture, chart, or table is selected.
- 3 **Dialog Box Launchers:** Opens a related dialog box or task pane with more options.
- 4 **Galleries:** Provide a set of clear results that set multiple options in a few clicks. Choose from effects and styles that bring professional polish to tables, pictures, charts and more.
- 5 **More Options:** Additional commands and advanced customization options.



Tip: Customize your Quick Access Toolbar. Right-click a command on the Ribbon and then click **Add to Quick Access Toolbar**. To reorder or add additional commands, right-click the Quick Access Toolbar and then click **Customize Quick Access Toolbar**.

Backstage View: Prep your work for prime time

Get centralized access to prepare your documents such as save, share, print, and publish, or define settings and customize your application experience.

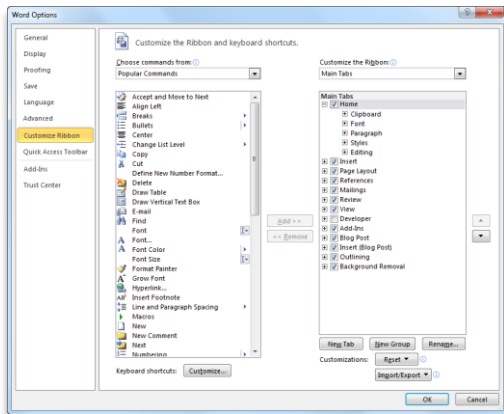


- 1 **File tab:** Opens Backstage view. Click any Ribbon tab to return to the main view.
- 2 **Backstage tabs:** Fast, easy, and organized access to tools and options that were previously spread across several locations.
 - **Info:** Obtain information about your document, such as file properties, and get a single access point to new and improved file management tools, such as the ability to recover unsaved versions of your files. In Microsoft Outlook® 2010, this is where you can set Out of Office notifications and account settings.
 - **Recent:** Displays a list of recent documents. Click the pushpin icon next to a document to 'pin' it to the list and move it to the top so it's readily available.
 - **New:** Quick access for starting new documents. Also find other options, such as a rich set of built-in templates or online and community-submitted templates.
 - **Print:** Print options and Print Preview are now combined in one effortless view in several applications.
 - **Save & Send:** Easily share your files in other formats, such as PDF or XPS. Send your documents to others via e-mail and find other options, such as save to Microsoft SharePoint® Server, SharePoint Online or your Windows Live™ SkyDrive™.
 - **Help:** Get application help and links to other online self-help resources, such as training tutorials. Also find information about the version you are running, activation, and licensing information.
 - **Options:** Offers extensive options for setting your preferences, including the ability to customize the Ribbon and Quick Access Toolbar.

¹Web and smartphone access require an appropriate device and some functionality requires an Internet connection. Web functionality uses Office Web Apps, which require a supported Internet Explorer®, Firefox, or Safari browser and either SharePoint Foundation 2010, SharePoint Online (Office 365) or a Windows Live ID. Some mobile functionality requires Office Mobile which is not included in Office 2010 applications, suites, or Office Web Apps. There are some differences between the features of the Office Web Apps, Office Mobile and the Office 2010 applications.

Customize how you work: Make the Ribbon your own

Tailor any Office 2010 application to your work style by customizing or creating your own tabs on the Ribbon.

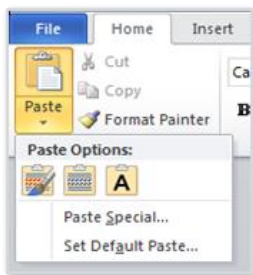


To customize the Ribbon:

1. Click the **File** tab to open Backstage view.
2. Click **Options** and then click **Customize Ribbon**. On the left, you see commands that you can add to the Ribbon and, on the right, the Ribbon tabs.
3. Beneath the tab list, click **New tab** to add your own custom tab or select a tab and then click **New Group**. Click **Rename** to give your tab or group a custom name.
4. Select a command from the list of **Popular Commands**. Or, under the heading **Choose commands from**, select a location from which to select a command. Select from available tabs, commands not in the Ribbon, or even available macros. After you make your selection, click the **Add** button to add your command to your selected custom tab or group.
5. Use the **Remove** button if you change your mind about a command you added.
6. To reorder tabs, groups, or individual commands, make a selection, and then on the right side of the dialog box, use the up and down arrows to reorganize the Ribbon.
7. Back up your customizations or share them with others. Use the **Import/Export** option at the bottom of the dialog box to save your Ribbon and Quick Access Toolbar customizations.

Streamline your tasks: Get things done faster

Accomplish your work more seamlessly and in fewer clicks through Paste with Live Preview and Quick Steps.



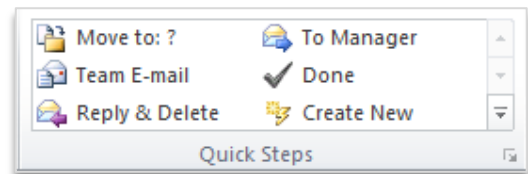
Preview before you paste

Save time when reusing content across applications using Paste with Live Preview. Determine how your pasted content will look prior to actually pasting and get it right the first time.

- On the **Home** tab, in the **Clipboard** group, click the arrow beneath the **Paste** button or right-click at the insertion point to view available **Paste Options**.

- Hover your mouse pointer on individual **Paste Options** to preview results and click your preferred option to paste. As you point to options, a ScreenTip appears with the name of that option.

Note: Available Paste Options change contextually to best fit the content you are reusing.



Create single-click actions for multi-step tasks

With Quick Steps in Outlook 2010 you can rapidly respond to an e-mail. Transform multiple actions, such as reply and delete, into commands you can execute with a single click.

1. On the **Home** tab, select pre-defined commands in the **Quick Steps** group.
2. To create a new Quick Step, click **Create New**.
3. Click the **dialog box launcher** for more options.

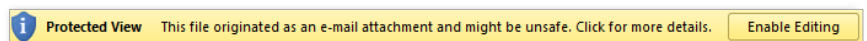
Protect yourself from malicious files

Office 2010 introduces Protected View to help you make more informed decisions before exposing your computer to possible vulnerabilities.

More information helps you make better decisions

In Microsoft Word 2010, Microsoft PowerPoint® 2010, and Microsoft Excel® 2010, files received in e-mail, or originate from an Internet source, are automatically opened in a Protected View so you can view the content before you choose whether to enable the file for editing.

1. Opening in Protected View is automatic. A message bar appears below the Ribbon to indicate that your file has been opened in Protected View.
2. If you trust the contents and choose to proceed with editing, click **Enable Editing** on the message bar to close Protected View.



To manage Protected View settings:

1. Click the **File** tab to open Backstage view.
2. Click **Options**, then in the Options dialog box, click **Trust Center**.
3. On the right, click the **Trust Center Settings** button to view your security and privacy settings.
4. In the Trust Center dialog box, click the **Protected View** tab to display options for enabling Protected View.

Make a bigger impact with your work

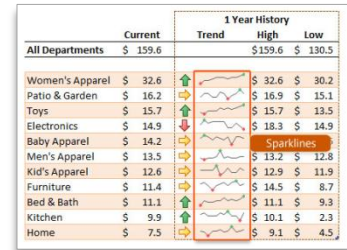
Faster and easier is good. But better is what can set you apart. Use new features in Office 2010 to make your work stand out like never before.

Create powerful data insights and visuals

The Sparklines feature in Excel 2010 enables you to present a clear and compact visual of your data in small charts within a worksheet cell. Show trends in a series of values, highlight maximum or minimum values, and more to increase the impact of that data.

- Select the cells in which you would like to place Sparklines and then, on the **Insert** tab, in the **Sparklines** group, click **Line**, **Column**, or **Win/Loss**. In the Create Sparklines dialog box, select the associated values from which to create Sparklines.

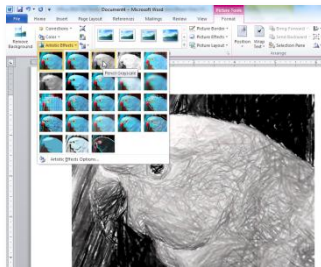
Note: Do not include data labels when selecting associated values.



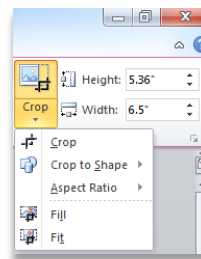
Tip: Easily customize your Sparklines. Select cells containing Sparklines. On the Sparkline Tools Design tab, which displays automatically, find options to change the Sparkline type, style, and more. Use the Clear options to remove Sparklines.

Turn your images into works of art

Use new and improved picture editing tools in select Office 2010 applications and add a professional touch to your images without leaving your application. Add picture effects, sharpen or soften, and more.



- Select a picture. The **Picture Tools Format** tab automatically displays.
- In the **Adjust** group, click **Artistic Effects** to preview a wide range of effects that you can apply to your photo. For example, use the Pencil Grayscale effect to make a photo look like a pencil drawing as you see on the left.
- Also explore **Corrections** and **Color** options in the **Adjust** group along with the newly added **Remove Background** functionality.



Get the perfect picture every time

Improved cropping enables you to see the entire image while making your adjustments. You can also move the image within the crop box to fine tune your pictures.

- Select a picture. The **Picture Tools Format** tab automatically displays.

- In the **Size** group, click **Crop** to crop the picture.
- Drag a crop handle to crop your picture or drag the picture to easily display exactly what you want to see.

Note: Click the arrow below **Crop** to display additional options, such as **Crop to Shape**, **Aspect Ratio**, **Fit**, and **Fill**.

Personalize and share a multimedia presentation

Embed and edit videos right in PowerPoint 2010. Trim your video, add fades, formatting effects, and bookmark scenes for the perfect multimedia experience.



Make the media fit the message

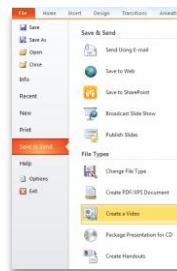
Video you insert from your files is now embedded in your presentation by default. Easily trim your video within PowerPoint 2010 so your audience only sees what you want them to see.

- Select a video. The **Video Tools** appear automatically.
- On the **Video Tools Playback** tab, in the **Editing** group, click **Trim Video**.

- In the Trim Video dialog box, set the **Start Time** or **End Time**, and click **OK**.

Insert bookmarks to quickly jump to specific points or trigger animation in your video during your presentation:

- Select a video. The **Video Tools** appear automatically.
- Click the timeline in the video controls below the video to navigate to the location for your Bookmark.
- On the **Video Tools Playback** tab, in the **Bookmarks** group, click **Add Bookmark**.



Easily share compelling presentations

Just click the File tab to open Backstage view and find everything you need to prepare your presentation for optimal viewing. Easily share your presentation via e-mail or use Broadcast Slideshow to create a link where your audience can view the presentation in a Web browser. Viewers see your slides in high fidelity, even if they don't have PowerPoint installed.

Prepare to share:

- Click the **Info** tab for options such as **Optimize Compatibility** and **Compress Media**.

Share your work:


- On the **Share** tab, choose how you would like to share your presentation, such as **Send Using E-mail** or **Broadcast Slideshow** (also found on the **Slide Show** tab).

Note: Broadcast Slide Show requires SharePoint Foundation 2010, SharePoint Online (Office 365) or a free Windows Live ID. To broadcast via SharePoint, Office Web Apps must be installed.

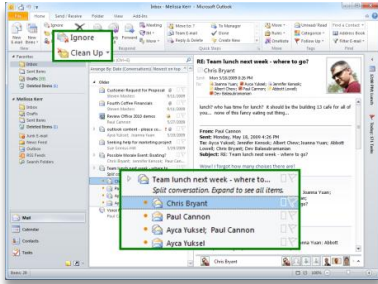
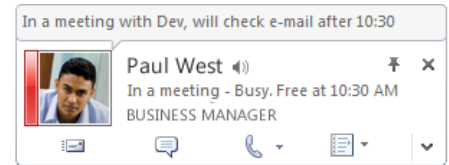
Communicate more, cobble less

Streamlined communications and new e-mail management features in Office 2010 enable to you more easily incorporate the insights of others.

The power of presence

The presence icon  is available throughout several Office 2010 applications. View the availability of a person and instantly reach out to them without switching to another program.¹

- Hover your mouse over a presence icon to view a new contact card with e-mail, instant message options, person name pronunciation, and more.² Expand the contact card for even more details.



Conversation management in Outlook 2010

Conversation View helps reduce information overload and manage large amounts of e-mail with ease. Entire e-mail conversations can be cleaned up, categorized, or even ignored, with a just a few clicks.

- **Easily view the entire conversation:** Click the arrow to the left of a selected e-mail to expand the conversation and reveal all messages in the conversation thread.
- **Remove redundant messages and save valuable inbox space:** On the **Home** tab, in the **Delete** group, click **Clean Up** and find options to clean up the selected conversation or all conversations in the active folder or subfolders.
- **Ignore a Conversation:** On the **Home** tab, in the **Delete** group, click **Ignore**. Outlook 2010 will

move those messages, and future messages, to your Deleted Items folder.

- **Start harnessing the power of Conversation View!** On the **View** tab, in the **Conversations** group, select **Show as Conversations**.

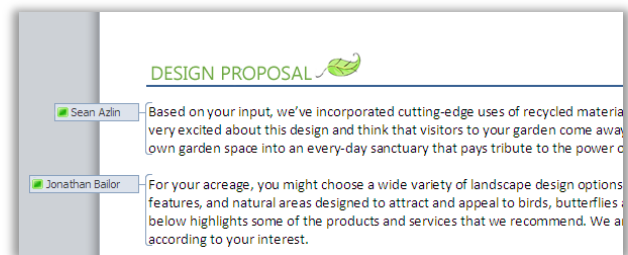
Connect, share and accomplish more together

Break down location and version barriers with simultaneous editing and sharing capabilities in select Office 2010 applications and Office Web Apps.

Work together without waiting your turn

Co-authoring in Word, PowerPoint, a Microsoft OneNote® 2010 shared notebook, and Microsoft Excel Web App lets you work more efficiently than ever with people—even when they're in different locations.

- Simultaneously edit a Word 2010 document or PowerPoint 2010 presentation with colleagues and instantly initiate a conversation without leaving the program.¹
- When using co-authoring in Word 2010 and PowerPoint 2010, you see the changes that others make when you save the file.
- Use Excel Web App to edit the same workbook at the same time as other people, even if they don't have Excel installed.
- Edit the same OneNote 2010 shared notebook simultaneously with others who are using OneNote on their desktop or in a Web browser.
- When co-authoring using OneNote, Excel Web App or Microsoft OneNote Web App, changes sync automatically in near real-time.



How to start co-authoring or create a shared notebook:

- Co-authoring is automatically enabled when multiple authors open the same file from a SharePoint 2010 site.
- To create a OneNote shared Notebook, on the **Share** tab in the Shared Notebook group, click **New Shared Notebook**.

Note Co-authoring requires SharePoint Foundation 2010 or SharePoint Online (Office 365) for business use or a free Windows Live ID for personal use.

Keyboard shortcut tips:

- Press the Alt key to view KeyTips. KeyTips appear on the Ribbon with letter or number combinations you press sequentially on the keyboard to execute commands. Press a KeyTip to activate a Ribbon tab and then press the KeyTip for your desired command. KeyTips are also available for the Quick Access Toolbar and Backstage view.
- Hover your mouse pointer on Ribbon commands and find keyboard shortcuts in the ScreenTips. (Note not all commands have shortcuts.)
- Many common commands use Ctrl + the first letter of the command. Here are a few examples:
New: Ctrl + N • **Open:** Ctrl + O • **Save:** Ctrl + S • **Print:** Ctrl + P

New keyboard shortcuts:

- Working with shapes (Word, Excel, Outlook, and PowerPoint):
Resize: Shift + Arrow keys • **Rotate:** Alt + right or left arrow keys (Add the Ctrl key to these shortcuts for smaller increments.)
- Conversation management tools in Outlook:
Ignore: Ctrl + Delete • **Clean up:** Alt + Delete
- Copy and paste formatting:
(New for OneNote 2010. Previously available in Word, PowerPoint, Outlook, Publisher, and for objects, such as shapes, in Excel.)
Copy formatting: Ctrl + Shift + C • **Paste formatting:** Ctrl + Shift + V

¹ Instant messaging and presence information requires one of the following: Microsoft Lync Server 2010 or Microsoft Lync Online with Microsoft Office 2010, Microsoft Office Communications Server 2007 R2 with Microsoft Office Communicator 2007 R2, Windows Live Messenger, or another instant messaging application that supports IMessenger.

² Microsoft Exchange Online or Exchange Server 2007 or higher and audio file with pronounced name must be available for person name pronunciation.