

# Sample Pages from book

## ***What's New in Microsoft Office 2010?***

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## Dramatic New Look and Feel

In this section, we aim to show you many of the features in the Office 2010 interface and, in particular, the Ribbon, as well as the additions and improvements in Office 2010. With earlier versions of Microsoft Office, it got harder for users to find the things they wanted to do with the products as more and more features and functionality were added to the Microsoft Office applications. It was time, then, for Microsoft to take another look at Office to make it easier, more streamlined, and simpler for people to quickly locate the commands they need. The Ribbon is Microsoft's response to a growing problem in the Office programs—there are more and more features but limited screen space to show them in. Yet the biggest complaint about Office is “missing” features—when the command is actually already available—just not apparent to the user.

Starting with the release of Microsoft Office 2007, the way you interact with Office was re-designed to make it easier to find and use program capabilities.

### 5 Key Changes to the Office 2010 Interface

Beginning with Office 2007 and updated in Microsoft Office 2010, the most visible and radical change is the transformation of the user interface. This new results-oriented **Office Fluent User Interface** organizes commands in a highly graphical way.

The highlights of this new user interface include:

1. The **Ribbon** (see [Page 7](#))
2. The **Backstage View** (see [Page 13](#))
3. **Quick Access Toolbar** (see [Page 20](#))
4. **Mini Toolbar** (see [Page 18](#))
5. **Galleries** and **Live Preview** (see [Page 23](#))

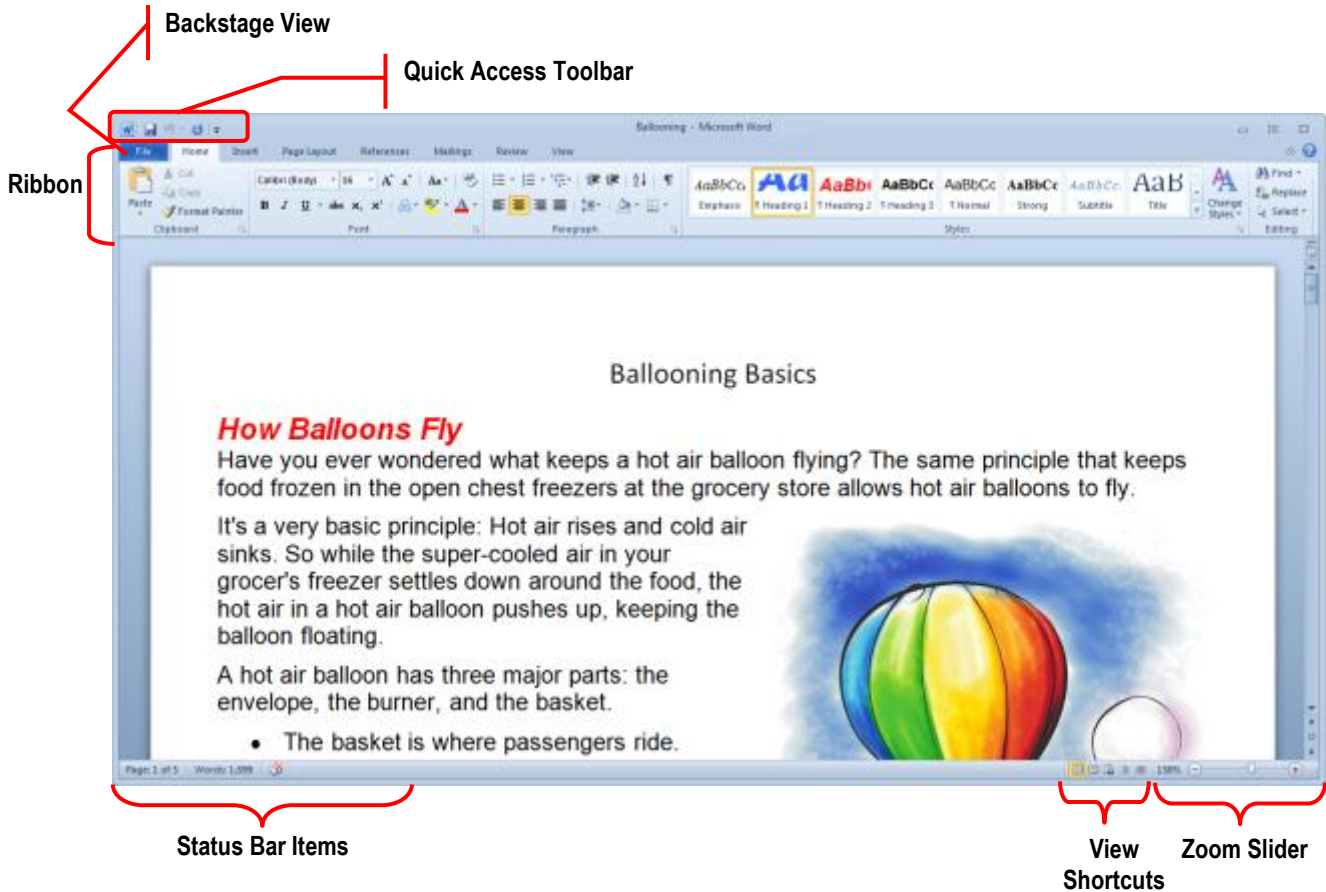
New terms and features in Microsoft Office 2010 are highlighted in yellow.

The familiar menu bar and toolbars have been replaced by three new components: the **Ribbon**, the **Backstage View**, and the **Quick Access Toolbar**. Two other new enhancements, the **Mini Toolbar**, and **Galleries** and **Live Preview**, support and expand your options on the Office 2010 Ribbon.

These dramatic changes will likely take some time getting used to even for very experienced Microsoft Office 2003 (or Office XP/2002) users.

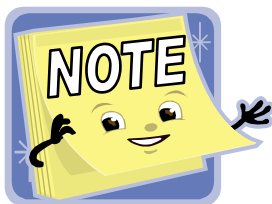
## Exploring the Office 2010 Interface

From the moment you start any of the programs in Microsoft Office 2010, you will notice a dramatic difference. The entire user interface has been re-designed to be more intuitive, easier to navigate, and better suited to helping you get the results you want.



Office 2010: New user interface shown in Word 2010

These key elements and more are covered in detail on the following pages.



The standard Status Bar for each program is limited but can be personalized to include additional information about each open file. [Learn how to customize each program status bar on Page 54.](#)

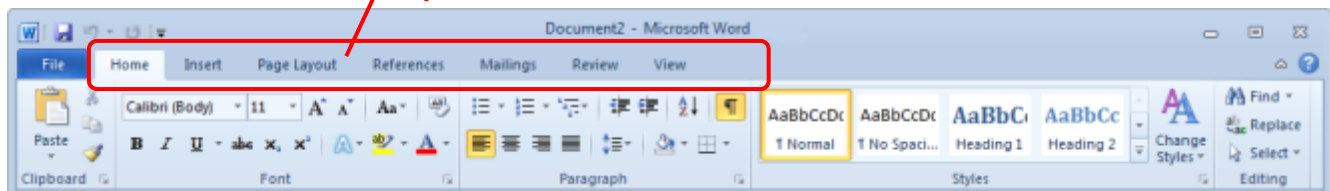
## Working with the Ribbon

Instead of having 30 or so available toolbars, and commands buried on menus, each Microsoft Office 2010 program now has one control center, called the **Ribbon**, which brings all of an application's commands together.

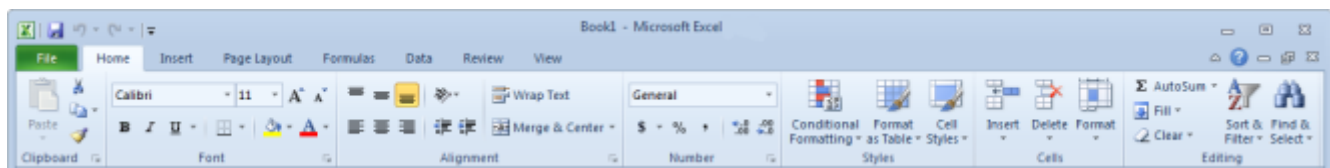
Why the new Ribbon? One reason for the re-design is that, over time, Office suffered from "toolbar creep". Toolbars would appear for specific purposes like picture editing and charting but stay on the screen after they were needed. The result was a jumble of toolbars taking up space and obscuring the document you are working on. The Ribbon tries to fix that by limiting the space used to a fixed depth. Extra tabs only appear as needed ([see Contextual Tabs on Page 11](#)).

Just like the menus in Office 2003, the tabs in each application will, of course, vary according to the functionality of the program. For example, the **Functions** tab in Excel 2010 includes choices for working with functions, names, and formula auditing.

Tab Bar/Names



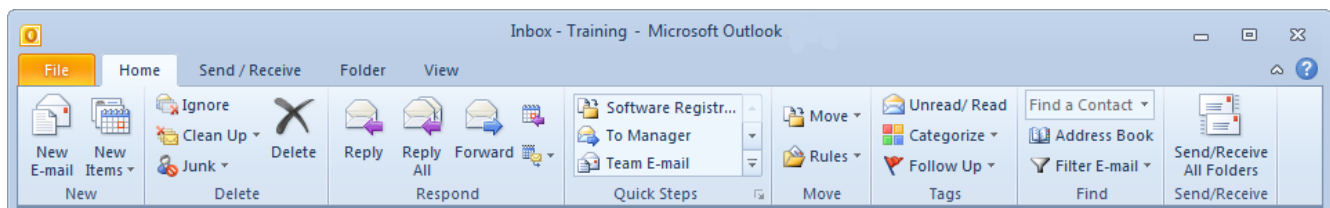
Word 2010 Ribbon



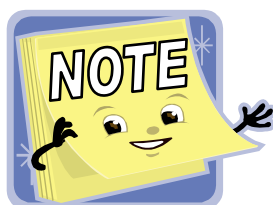
Excel 2010 Ribbon



PowerPoint 2010 Ribbon



Outlook 2010 Ribbon



Notice how each tab for the **Backstage View (File)** is color-coded to match the application.

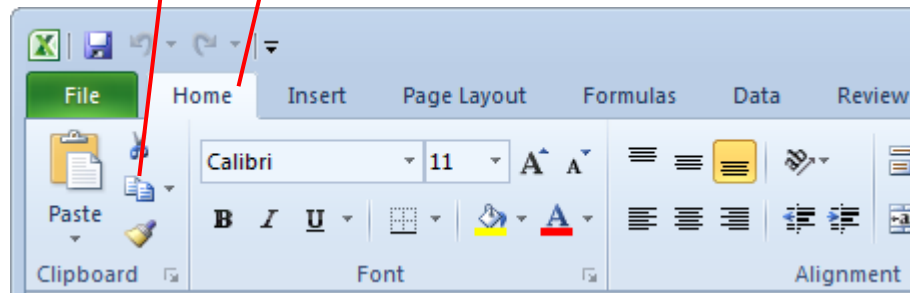
## What's on the Ribbon?

The Ribbon is organized with **Tabs**, **Groups**, and **Command Buttons**. A Group is a block of related tools; the name of the Group appears below the tools.

**Home** is the first tab in each of the primary Office 2010 applications (Word, Excel, Outlook, PowerPoint, and Access). The **Home** tab is where you will find commands used most commonly. In Excel 2010, for example, these are groups of formatting and editing commands.

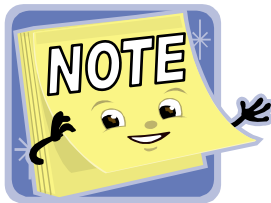
**COMMAND BUTTONS** in each group carry out a command or display a menu of commands

**TABS** in the Ribbon are designed to be task-oriented

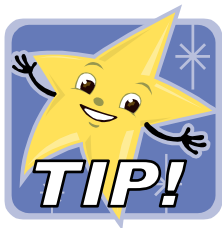


**GROUPS** within each tab break a task into subtasks

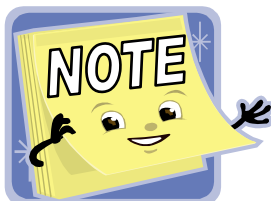
### Exploring the Ribbon



Outlook 2010 fully implements the Ribbon interface although Outlook 2007 did not. For example, in Outlook 2007, most of the toolbars from Outlook 2003 were retained although the Ribbon displayed for new items such as messages and calendar entries.



Is there a wheel on your mouse? If so, you can use it to select tabs in the Ribbon. Just point to the Ribbon and spin the wheel toward you to activate the tab to the right of the active tab; spin the wheel away from you to select the tab to the left of the active tab.

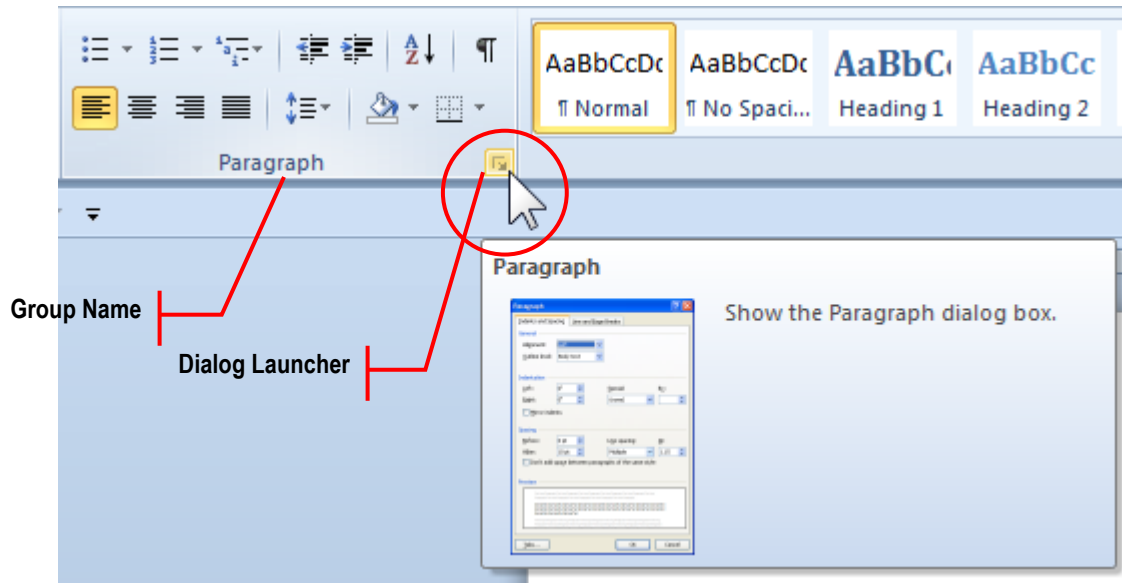


For each primary Office 2010 program, the tabs begin with **Home** and end with **View**. Any additional tabs to the right of **View** might include the optional **Developer** and **Add-ins** tabs as well as custom tabs for internal, installed programs.

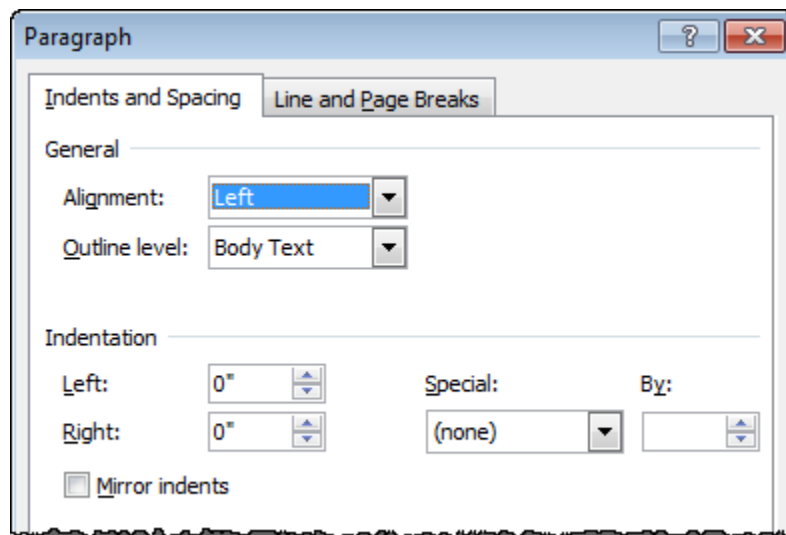
## Dialog Launchers

For a number of the groups within Ribbon tabs, there may be additional choices not displayed on the Ribbon. To show your other options, such as a special font formatting, look for the small diagonal arrow in the bottom right of a group. Click on this arrow, called the **Dialog Box Launcher** to display and open the related dialog box.

Most dialog boxes have not been changed and will be familiar from earlier versions of Microsoft Office.



Word 2010: Select the icon for the Paragraph group to open the Paragraph dialog box



Word 2010: Paragraph dialog box



## New File Formats in Office 2010

One of the biggest changes and challenges are new default file formats, first introduced in Microsoft Office 2007. Although you don't have to understand the specifics, the file formats are based on the new **Office Open XML** Formats (XML is short for Extensible Markup Language). This change in file formats can create some huge obstacles as Office 2010 users try to share files with everyone else.

The change to these XML-based formats supports new features to facilitate the sharing of data across applications and helps make your documents:

- **Better security.** Documents saved with the default Office 2010 file formats cannot contain scripts or macros, making it easier to identify and block unwanted code or macros. Steps to detect and remove personal data (sometimes called *metadata*) are now also easier to implement.
- **Smaller in file size.** Files are compressed when saved, decreasing the amount of disk space needed to store the file, and the amount of bandwidth needed to send files as an attachment in e-mail, across the Internet, or over a network.
- **Less susceptible to damage or file corruption.** It is now also possible to recover at least some of the content of damaged files because XML files can be opened in a text program such as Notepad. Following a consistent backup routine is still important!

For most people using Microsoft Office 2010, the change in file format will likely be primarily seen in the file extensions used for naming files. Conversion options are available on both sides but require patience and knowledge to build a successful strategy for exchanging Office files.

 My Summer Vacation.doc	6/1/2010 1:02 PM	Microsoft Word 97 - 2003 Document	242 KB
 My Summer Vacation.docx	6/1/2010 1:04 PM	Microsoft Word Document	155 KB

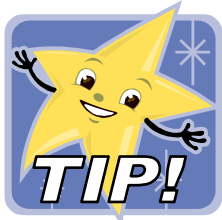
Office 2010: New file format reduces file size

## Overview of Office 2010 File Formats

The new file formats in Office 2010 (and Office 2007) are identified by different file extensions. Standard documents and templates now have an *x* (for XML) at the end. Creating and saving macros in an Office 2010 document requires the use of special macro-enabled (programming code) file types labeled by the *m* (for macro) at the end.

Office program	Previous file extensions (Office 2003 or Office XP/2002)	Document	Template	Macro-enabled Document	Macro-enabled Template
Word 2010	.doc .dot	.docx	.dotx	.docm	.dotm
Excel 2010	.xls .xlt	.xlsx	.xltx	.xlsm	.xlsm
PowerPoint 2010	.ppt .pot	.pptx	.potx	.pptm	.potm
Access 2010	.mdb	.accdb	A converted Access database can only be used with Access 2010. Databases with an .mdb extension can be opened and used with Access 2010 without conversion.		

Microsoft Office 2010 file formats



What is the easiest way to figure out what Microsoft Office version a file is?

### Look at the file extension!

3 character file extension = Microsoft Office 97-2003

4 character file extension = Microsoft Office 2010

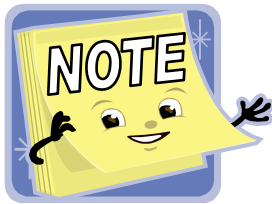
**(An exception to the rule:** Once again, Access 2010 is the "odd ball" with a 5 character file extension)

## **File Compatibility between Versions of Office**

If you are one of the first to get the Microsoft Office 2010 system, you can still share documents between Office 2010 and earlier versions of Office.

### **Important considerations when working in Microsoft Office 2010:**

- With Office 2010, you can open files created in Office 95 through Office 2007.
- Microsoft Office 2007 uses the same file formats as Office 2010.
- Microsoft Office 2010 programs can save to all current and earlier file formats.
- Colleagues who have Office 2000 through 2003 can work in your Microsoft Office 2010 files using a free converter ([turn to Page 41](#)) which lets them open your document.



If you work with Microsoft Excel workbooks which link to other workbooks, all files must be maintained either with an Excel 97-2003 file format or all files must be converted to an Excel 2010 file format to retain the links between files.

Earlier versions of Excel cannot update links to workbooks saved with the Open XML format.

## Office 2003 Files in Office 2010

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By default, files created and saved in Microsoft Office 2010 are designed to be opened and edited by Microsoft Office 2010. What are your options, however, when you are working with files created by earlier versions of Microsoft Office (version 2003, 2002 and older) or you need to share work with someone who does not have Office 2010?

- **Option #1: Save the File with an Office 2010 Format**  
You can save any Office 2003 or earlier file as a Microsoft Office 2010 version ([see Page 35](#)). The **Save As** option is found under the **Backstage View**. Unless you specify a different location, both files will remain in the same location but with different file extensions.
- **Option #2: Maintain Compatibility with Older Versions**  
When you save a file created in a previous version, the default in the **Save As** dialog box is to continue saving the file with the current file format such as Office 2003. The notation, [**Compatibility Mode**] ([see example on Page 37](#)) displays in the title bar next to the file name for any files from earlier versions of Office. If you continue editing a file as an Office 2003 version, keep in mind that many of the new features in Office 2010 will be available. When you save an Office 2010 file as a previous version, a **Compatibility Checker** will let you know of any Office 2010 features that may be disabled or matched as closely as possible.
- **Option #3: Convert File to Office 2010 Format**  
Microsoft Office 2003 files can also be converted individually to an appropriate Office 2010 file format. With the **Convert** command ([described on Page 38](#)), the Office 2003 file is deleted and replaced by the new Office 2010 file.
- **Option #4: Change the Default File Format for Saving Documents**  
If most of your work needs to be saved with an Office 2003 file format, each Microsoft Office 2010 program can be customized to change the default file format to save as an Office 2003 format ([reference found on Page 40](#)).
- **Option #5: Bulk Conversion of Files to Office 2010 Format**  
IT departments or tech-savvy individuals can also perform a bulk conversion of Microsoft Office 2003 to the Office 2010 file formats using a free Microsoft utility. With a bulk conversion, both versions of the files remain in different locations and can be moved or deleted once the conversion process is completed. Learn more or download the bulk conversion utility at: [http://www.softwarepro.com/msoffice/office2010\\_resources.htm](http://www.softwarepro.com/msoffice/office2010_resources.htm).

Your strategies for working with Microsoft Office 2003 files in Office 2010 will likely be a blend of options (described above and detailed on the next pages) depending on the results you need.

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