

# Introduction to Microsoft Office 2010



Microsoft Office 2010, which replaces Microsoft Office 2007, offers a more refined user interface along with enhanced collaboration tools. This introduction to Office 2010 covers the main changes to the user interface. Programs covered include Word, PowerPoint, Excel, and Outlook.

## *What's new in Office 2010?*

Here are a few noticeable major changes for Office 2010 as a whole:

- The Office Ribbon, which first made its appearance in Office 2007, now appears in all Office 2010 applications including Outlook. This replaces a traditional menu structure (File, Edit, etc.).
- The Office Button has been replaced with a File tab.
- The File tab takes you to the Backstage View, where you can save, print, and perform a variety of other file management tasks.

Other changes are mentioned under a specific application below.

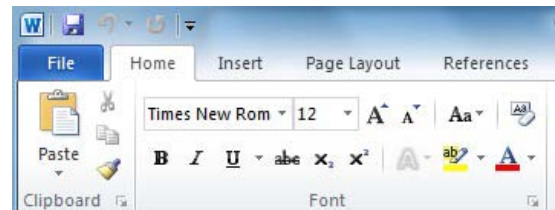
## **Word 2010**

Open Word 2010 by clicking on Start → All Programs → Microsoft Office → Microsoft Word 2010

**Please note:** Apart from the Navigation Panel, the other changes in Word 2010 mentioned below also apply to other Office 2010 programs.

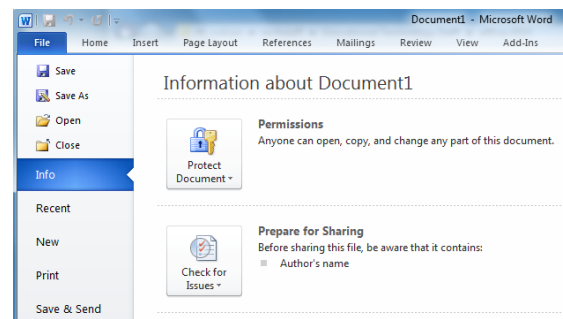
### **Office Ribbon**

The Office Ribbon appearing at the top of the screen should look familiar to you if you have used Word 2007. Note there is now a File tab instead of an Office Button.



### **Backstage View**

Click on the File tab and you will be taken to the Backstage View. This is where you can perform a variety of file management tasks (Save, New, Print, etc.).

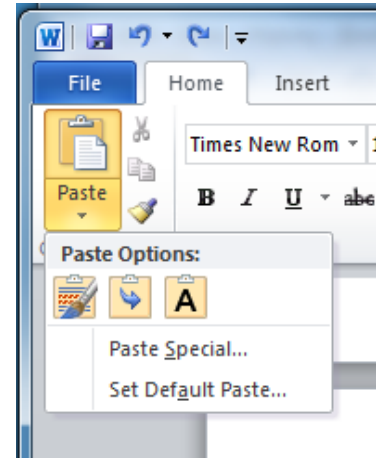


# Introduction to Microsoft Office 2010

## Paste Preview

Word 2010 allows you to preview the appearance of content before you paste it. The easiest way to do this is to place the cursor where you want to paste something and then right click on your mouse and look for Paste Options. You can also click on the arrow underneath the Paste icon in the Home tab. You will then see three different paste options:

- **Keep Source Formatting** - This attempts to keep the appearance of what you copied.
- **Merge Formatting** - This will take what you copied and paste it using the styles/formatting of your Word document.
- **Keep Text Only** - This strips out formatting (apart from line breaks/paragraphs).



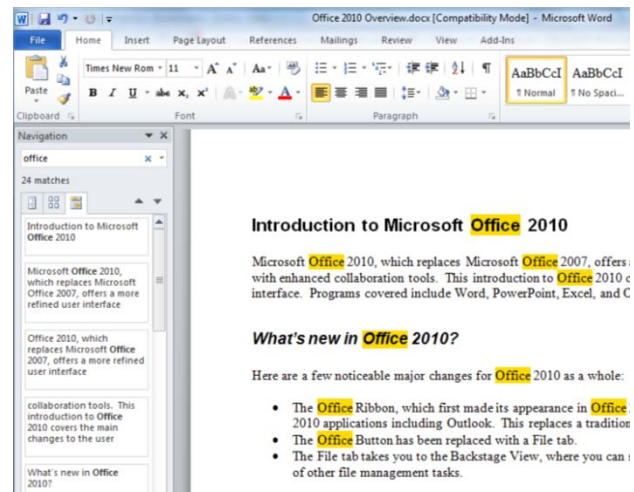
Note that if you paste by clicking on Ctrl-V or by pressing on the Paste button itself, the content will first paste using the Keep Source Formatting option. You will then see a small icon below the pasted content that gives you other paste options. Click on this icon and you will then see a preview of the other paste options as you hover over each one.

## Navigation Pane

The Navigation Pane allows you to view the structure of your document and more easily search for content.

- To search for something in your document, click on Find in the Home tab.
- The Navigation Pane will appear on the left and show you all instances of that particular string of text. Click on one of the matches to go to that particular area of the document.

If your document is marked up with headers, the Navigation Pane also makes it easier to view the layout of your document and rearrange content.



To view the Navigation Pane at any time, click on the View tab and check the box next to Navigation Pane.

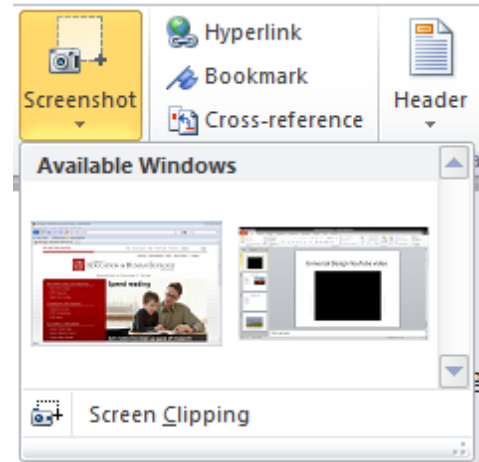
# Introduction to Microsoft Office 2010

## Insert a Screenshot or Screen Clipping

If you want to insert another open program or window as an image, you can insert a screenshot or a screen clipping.

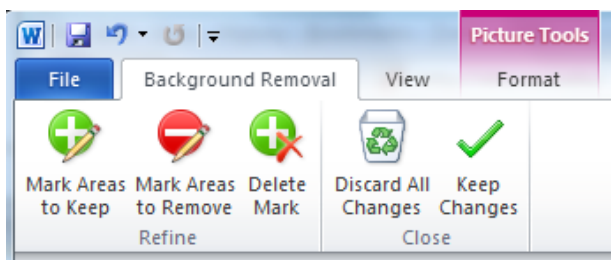
- Click on the Insert tab and choose Screenshot.
- You will see a list of Available Windows.
- Choose the one you want to paste.

Choose Screen Clipping if you only want a picture of a portion of the screen from another open program or window. If you have issues using Screen Clipping, simply insert an entire Available Screenshot and then crop and resize the pasted image.



## Background Removal Tool

While there are a variety of new effects and color corrections you can apply to images in Word 2010, the Background Removal tool is probably the most notable. This allows you to choose only the part of an image you want to keep.



- Click on an image and choose Picture Tools (which will appear after clicking on the image).
- Click on Remove Background
- Adjust the “box” around the part of the image you want to keep.
- Use Mark Areas to Keep and Mark Areas to Remove to draw lines in particular areas you want to keep or remove.
- Use Delete Mark to remove a mark you no longer need.
- Click on Keep Changes when finished.

To make further changes, simply go back to Remove Background and make further adjustments. To restore the entire background, choose Discard All Changes after clicking on Remove Background.



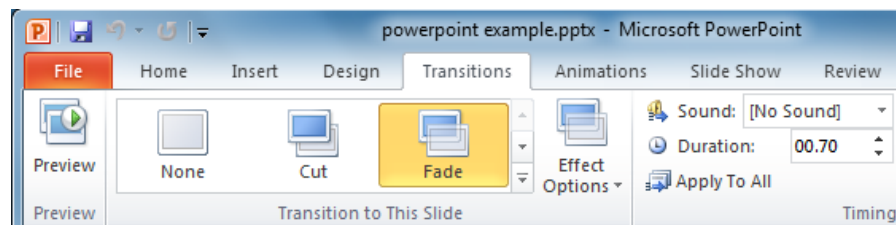
# Introduction to Microsoft Office 2010

## PowerPoint 2010

Open PowerPoint 2010 by clicking on Start → All Programs → Microsoft Office → Microsoft PowerPoint 2010

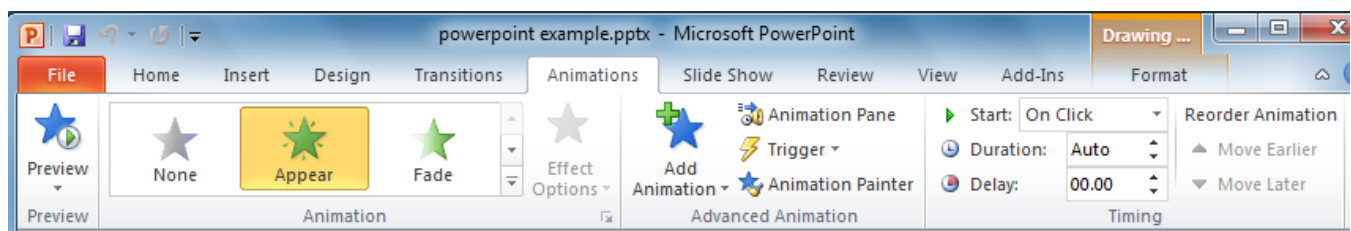
### Transitions and Animations

PowerPoint 2010 now has separate tabs for Transitions and Animations. A variety of new choices are available in each. Transitions control the appearance of each slide as a whole. Animations control the appearance of content in a particular slide.



To add or change a transition:

- Click on a slide
- Click on the Transitions tab
- Choose a transition from the top. Note the ability to scroll through multiple rows of transitions. You can view multiple rows at once by clicking on the More button.
- After choosing a transition, you can make various changes, including Effect Options, Duration, and Apply to All.
- Click on Preview to see what your transition will look like.



To add or change an animation:

- Click on a slide and choose some content (for example, the first item in a bulleted list).
- Click on the Animations tab.
- Choose the desired animation effect.
- Choose other content in the same slide and add animation to that.
- Use Move Earlier and Move Later to reorder the appearance of the animation in the slide as desired.
- To delete a particular animation, just click on the number next to the animation and press the Delete key on your keyboard (or change the animation to “None”).

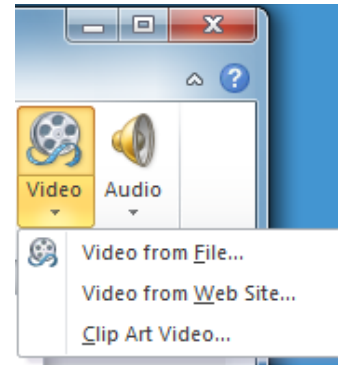
# Introduction to Microsoft Office 2010

## Insert a video from your computer and edit it

By default, PowerPoint 2010 now makes any video you insert a part of the PowerPoint file. So, you won't have to worry about placing a copy of the video on your flash drive, CD, etc. You also have the ability to edit the video.

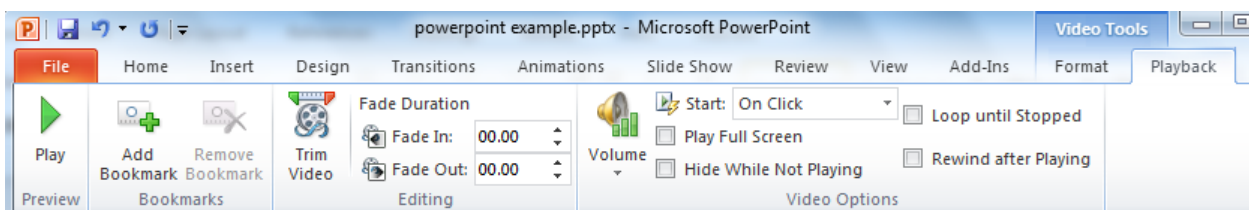
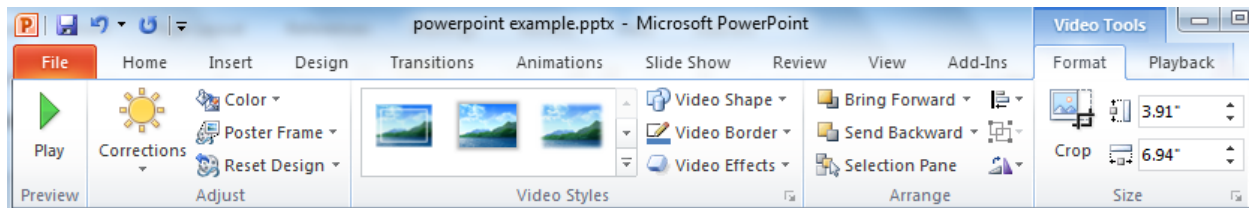
To insert the video:

- Go to the slide where you want to place a video.
- Click on the Insert tab.
- Click on the arrow below Video and choose Video from File.
- Browse to the location of the video and click on Insert.



To edit the video

- Click on the video.
- Click on Video Tools on the top of the screen.
- Under Format, you can make a variety of changes such as adding a color effect or a border.
- Under Video Tools, choose Playback.
- Click on Trim Video.
- Adjust the start and end time and click on OK.



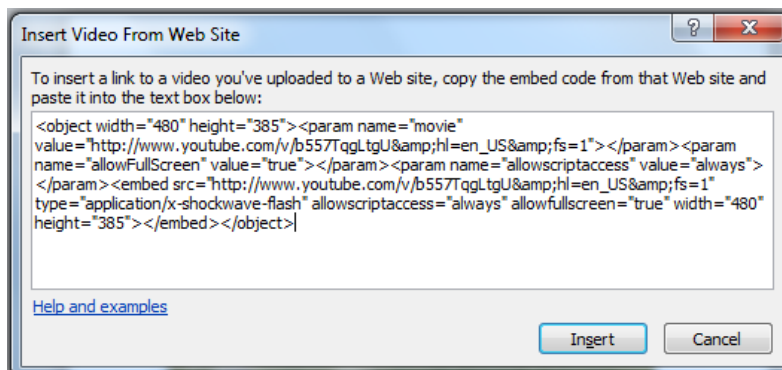
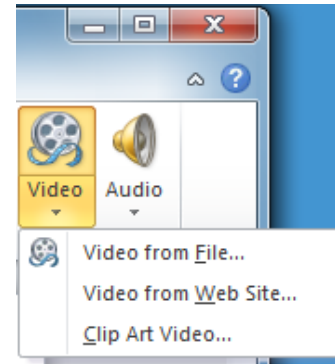
PowerPoint will keep the entire video stored in the file, so you can always go back to Video Tools and revert back to the original video appearance (under Format → Reset Design) or change the length of the video (under Playback → Trim Video).

# Introduction to Microsoft Office 2010

## Insert a video from a website

PowerPoint allows you to embed a video from a website such as YouTube. Please note an internet connection is required to play back these types of videos.

- Go to the slide where you want to insert a video from a website.
- Click on the Insert tab.
- Click on the arrow underneath Video and choose Video from Web Site.
- Outside of PowerPoint, go to the site with a video you want to use and look for the embed code. This is not the same as the address for the site appearing at the top of your web browser. For example, the embed code for a YouTube video begins with “<object width...” as opposed to http://www.youtube.com/
- Copy this code, go back into PowerPoint, and paste this code in the window that came up after clicking on Insert Video from Web Site.
- Resize the video if needed.



Note that you have fewer editing options for a video inserted from a website.

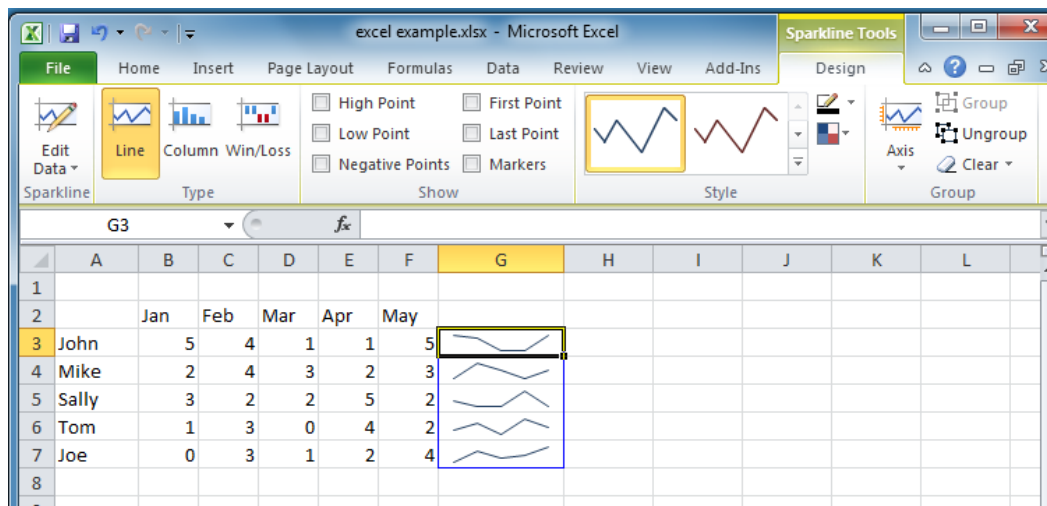
# Introduction to Microsoft Office 2010

## Excel 2010

Open Excel 2010 by clicking on Start → All Programs → Microsoft Office → Microsoft Excel 2010

## Sparklines

Sparklines provide a clear and compact visual representation of data through small charts within worksheet cells. Unlike a traditional chart, they are meant to be embedded into the data they represent.



To insert a sparkline:

- Click on the cell where you want the sparkline to appear.
- Click on the Insert tab and choose one of the Sparklines options (Line, Column, or Win/Loss)
- Choose the data you want for Data Range. You can either select the cells directly with your mouse or type in the range.
- Choose where you want the sparklines to appear in Location Range. Again, you can either select the cells with your mouse or type in the range.

To delete a sparkline:

- Click on the sparklines you want to remove.
- Click on Sparkline Tools.
- Click on the Clear button.

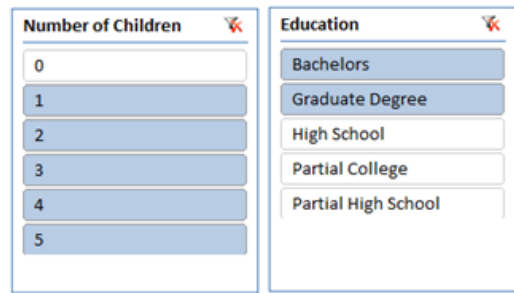
# Introduction to Microsoft Office 2010

## Slicers

Slicers are objects you can use to filter the data in pivot tables, which you can move around or resize on the screen. When data in the pivot table changes, the slicer is automatically updated.

To create a slicer:

- Click anywhere in the PivotTable report for which you want to create a slicer. This displays the PivotTable Tools, adding an Options and a Design tab.
- On the Options tab, in the Sort & Filter group, click Insert Slicer.
- In the Insert Slicers dialog box, select the check box of the PivotTable fields for which you want to create a slicer.
- Click OK. A slicer is displayed for every field that you selected.
- In each slicer, click the items on which you want to filter.



Profit	Column Labels	FY Q1	FY Q2	FY Q3	FY Q4	Grand Total
Accessories	\$	34,281	\$ 37,923	\$ 38,693	\$ 42,330	\$ 153,227
Bikes	\$	772,452	\$1,002,393	\$1,040,803	\$1,233,476	\$ 4,049,125
Clothing	\$	10,231	\$ 12,396	\$ 11,253	\$ 15,267	\$ 49,146
Grand Total	\$	816,964	\$1,052,712	\$1,090,748	\$1,291,074	\$ 4,251,498

To select more than one item, hold down CTRL, and then click the items on which you want to filter.

## Outlook 2010

Open Outlook 2010 by clicking on Start → All Programs → Microsoft Office → Microsoft Outlook 2010



## Office Ribbon

The Office Ribbon is now in Outlook and replaces the traditional menus that showed up in previous versions. Note the commands showing up under certain tabs will change depending on which folder you are in (Mail, Calendar, Contacts, etc).

A few examples of new locations for commands include:

- Out of Office Assistant – Now located under the File tab.
- Recover Deleted Items – Now located under Folder → Recover Deleted Items.

# Introduction to Microsoft Office 2010

## Ignore

Outlook has always had a variety of ways to help clean up and sort your email. Outlook 2010 adds the Ignore feature to this. For example, if you find yourself bombarded with replies to a message asking something like “Where should we go for lunch today?,” just click on the message, click on Ignore, and all current and future messages in this conversation will be deleted. **Please be careful when using this feature, as you may miss out on a message you actually want.**

## Quick Steps

Quick Steps allow you to do multiple things at one time with a message. This feature is accessible from the Home tab while viewing your mail.

Note there are a few Quick Steps that are already in Outlook. They include:

- **Move to: ?** - Move a message to another folder
- **Team E-mail** - Composes a message to a team of coworkers
- **Reply & Delete** - Will let you reply to a message and delete the original
- **To Manager** - Forwards a message to your supervisor

Some Quick Steps require additional setup the first time you run them. Just follow the directions on the screen if you want to use the Quick Step or simply cancel if you don't want to use the Quick Step.

Click on Create New if you want to make your own Quick Step. Click on the More button and choose Manage Quick Steps if you want to make changes to or remove a Quick Step

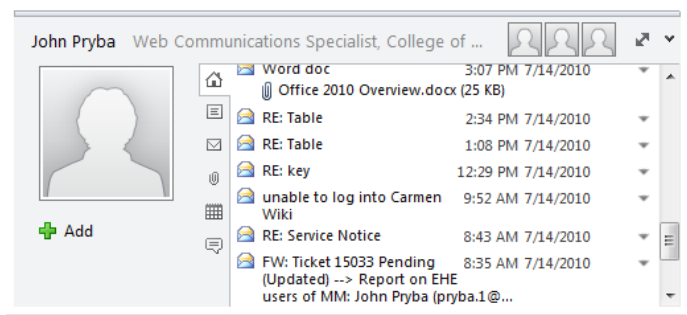
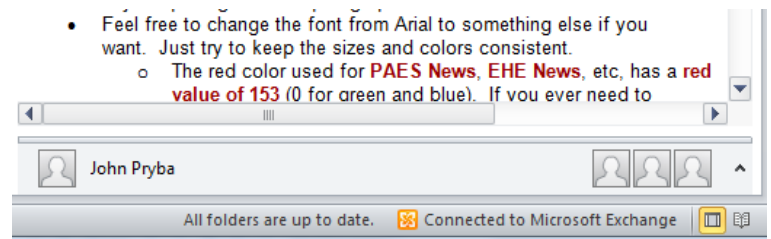
## People Pane

The People Pane allows you to easily view email, meetings, and other data about a particular person.

A minimized version of this shows up as the bottom of each email. Click on the person's name to view more.

You'll first see an overview of all email, meetings, and data. The icon for this looks like a house. There are other icons available, including mail, attachments, and meetings. The other icons (for news feeds and status updates) will likely not show anything when you click on them.

Note the People Pane allows you to view information for others included in a particular message. Just click on the toggle icon and choose another person.



# Introduction to Microsoft Office 2010

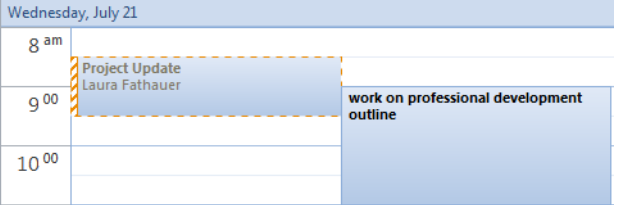
## Calendar preview in meeting requests

When someone sends you a meeting request, a preview of your calendar will show up in the message itself.

This more easily lets you know whether or not the proposed meeting time conflicts with other items on your calendar that particular day. You can also scroll up and down in the calendar preview if needed.

Please respond.  
Conflicts with another appointment on your Calendar.

**Required:** John Pryba  
**When:** Wednesday, July 21, 2010 8:30 AM-9:30 AM  
**Location:**

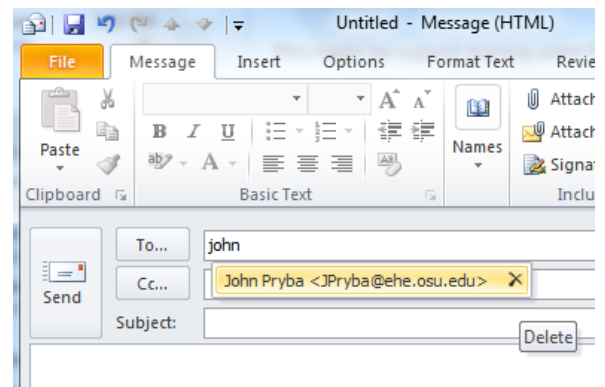


The calendar preview shows the date Wednesday, July 21. It has a time axis on the left with 8 am, 9:00, and 10:00. A meeting titled 'Project Update' by Laura Fathauer is scheduled from 8:30 AM to 9:30 AM. A conflict is indicated by a dashed orange border around the meeting box. To the right of the calendar, a text box says 'work on professional development outline'.

When: Wednesday, July 21, 2010 8:30 AM-9:30 AM (GMT-05:00) Eastern Time (US & Canada).

## Delete email addresses showing up while using AutoComplete

Have you ever started typing someone's name or email address in the To field only to see some suggestions that are no longer relevant? Previous versions of Outlook allowed you to delete them, but Outlook 2010 makes this process easier. Just move the mouse cursor over the email address and click on the X that appears to the right of it.



The screenshot shows the Outlook 2010 interface for composing an email. The 'To' field contains the name 'john'. Below it, the 'Cc' field shows a suggestion: 'John Pryba <JPryba@ehe.osu.edu>' with a small 'X' icon to its right. A 'Delete' button is visible at the bottom right of the 'Cc' field.

## Questions?

Additional Office 2010 resources will be made available on the OTEL website. Just go to <http://ehe.osu.edu/otel/help/> and look for Office 2010 in the list at the top of the page.

If you have any further questions about Office 2010, please contact the OTEL Service Desk at [servicedesk@ehe.osu.edu](mailto:servicedesk@ehe.osu.edu) or 7-TECH (247-8324).