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Introducing Office 2010

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1

Introducing Office 2010

This chapter discusses the latest version of Microsoft Office, with its ribbon style of user interface. It identifies the range of editions, and outlines the requirements for installation. Also covered are the process of starting applications, features such as Preview and Save, used by all Office applications, Office document types and compatibility with the older versions of applications.

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Don't forget

New PCs may come with Office 2010 Starter edition, which contains Lite versions of Word and Excel. There are also Standard and Professional Plus editions for businesses, but these are not available in retail packages. See page 220 for details of all the editions of Office 2010.

**Don't forget**

There's no upgrade pricing for Office 2010 editions, but there is a key card price for pre-installed or downloaded copies. This is for a single PC only, unlike the boxed editions, which include 2 licenses (or 3 for the Home and Student).

Microsoft Office 2010

Microsoft Office is a productivity suite of applications that share common features and approaches. There have been numerous versions, including Office 95, Office 97, Office 2000, Office XP (also called Office 2002), Office 2003 and Office 2007. The latest version, released in June 2010, is Microsoft Office 2010.

There are various editions, with particular combinations of applications. The Home and Student edition contains:

- Excel 2010 Spreadsheet and data manager
- PowerPoint 2010 Presentations and slide shows
- OneNote 2010 For taking notes
- Word 2010 Text editor and word processor
- Office Tools Diagnostics and image utilities

The Home and Business edition of Office contains all of the applications in the Home and Student edition, plus:

- Outlook 2010 Electronic mail and diary

The Professional edition of Office contains all that found in Home and Business edition, plus two additional applications:

- Access 2010 Database manager
- Publisher 2010 Professional document creation

There's also a Professional Academic edition, which contains the same applications as the Professional edition, but at a preferred price for qualified users.

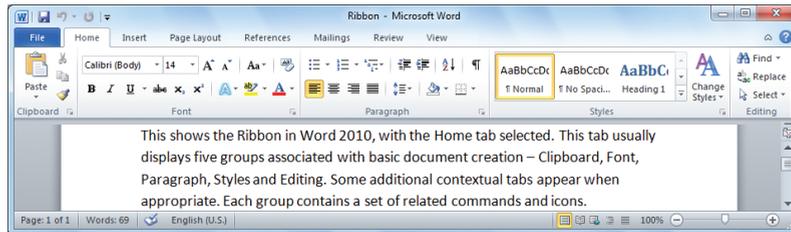
To illustrate the relative costs for these editions, recommended prices in the USA (and the numbers of licenses included) are:

Edition	Boxed	Key Card
Home and Student	\$149 (3)	\$119 (1)
Home and Business	\$279 (2)	\$199 (1)
Professional	\$499 (2)	\$349 (1)
Professional Academic	\$ 99 (2)	n/a

If you run 64-bit Windows 7 or Windows Vista, there is a 64-bit version of Office 2010 available. However, you should still run the 32-bit version, unless you have very large Excel spreadsheets.

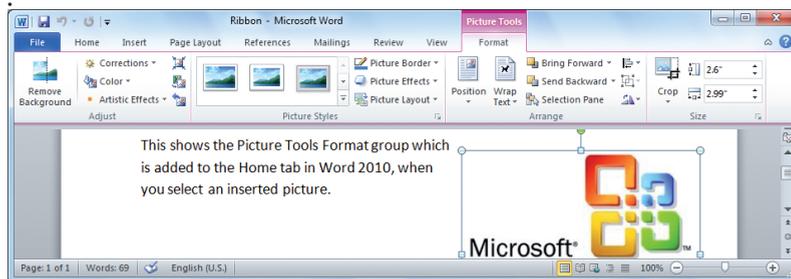
Ribbon Technology

Whichever edition you have, the most notable feature of Office 2010 is the graphical user interface based on the Ribbon. This replaces the menus and toolbars that were the essence of previous versions of Office.

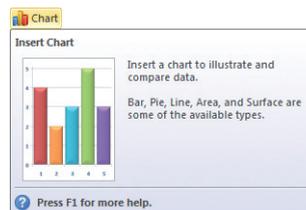


The Ribbon contains command buttons and icons, organized in a set of tabs, each containing groups of commands associated with specific functions. The purpose is to make the relevant features more intuitive, and more readily available. This allows you to concentrate on the tasks you want to perform rather than the details of how you will carry out the activities.

Some tabs appear only when certain objects are selected. These are known as contextual tabs and provide functions that are specific to the selected object. For example, when you select an inserted image, the Picture Tools Format tab and its groups are displayed.



The Ribbon based user interface also features extended ScreenTips that can contain images and links to more help, as well as text. The tips are displayed when you move the mouse pointer over a command, they describe what the commands do, and give keyboard shortcuts.



Hot tip



This result-oriented user interface was first introduced in Office 2007, and now appears in all the applications in Office 2010.

Don't forget



You can rename and change the order of the default tabs and groups, and you can create your own custom tabs and add groups to the ribbon. See page 44 for an example.

Hot tip

The requirements are the same as for Office 2007. Note that your operating system may require a minimum level of update, denoted by the SP (Service Pack) number.

Beware

These are the minimum requirements. A higher-speed processor, with additional memory, is the preferred configuration.

Don't forget

The illustrations in this book are usually based on Office Professional Plus edition, running under Windows 7 Ultimate. However, the tasks shown generally apply to any edition or operating environment.

What's Needed

To use Microsoft Office 2010, you will need at least the following components in your computer:

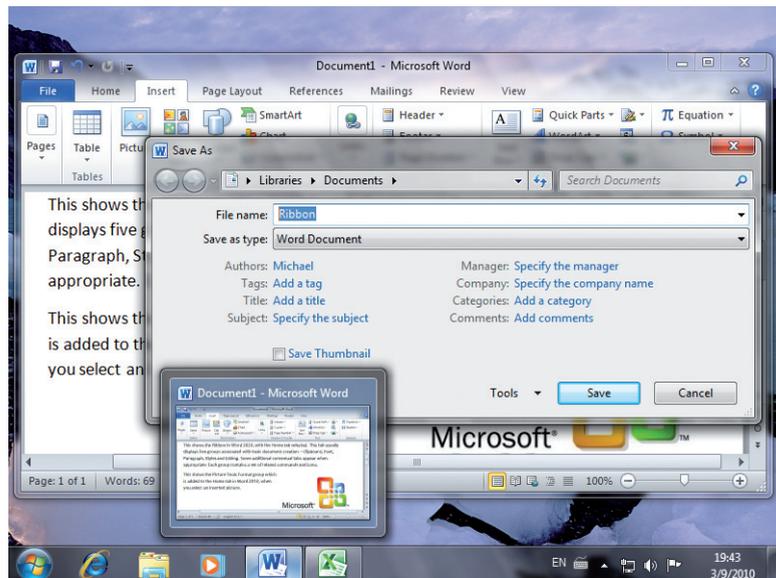
- 500 MHz processor
- 256 MB memory
- 3.0 GB available disk space
- CD-ROM or DVD drive
- 1024×768 resolution monitor
- Windows 7, Windows Vista (+SP1), or Windows XP (+SP2)



Some functions impose more stringent requirements, for example:

- 512 MB memory for Outlook Instant Search
- 1.0 GB memory for Word grammar and contextual spelling
- Internet connection for online help

If your computer is running Windows 7, you'll find that the system specifications already meet or exceed requirements for Office 2010. You'll also find that the Office 2010 user interface coordinates well with the visual style of Windows 7 and Aero.



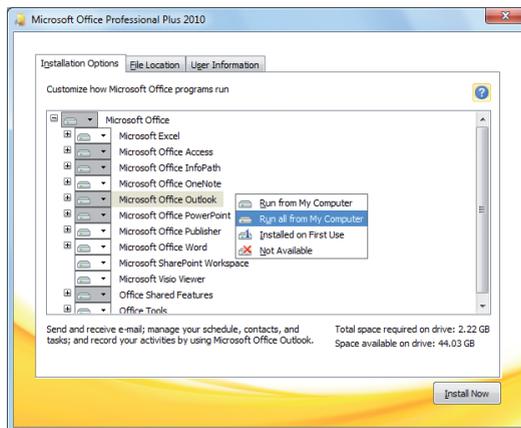
Installing Office 2010

If you've purchased a new copy of Office 2010, you will need to install it onto your computer. Insert the supplied CD or DVD, enter the 25 character product key, and accept the terms and conditions. Follow the prompts to complete the installation.

- 1 Select Install Now to accept the default settings



- 2 Select Customize to choose how items are installed, then click a component and choose Run all from My Computer to include all the extras for that item



- 3 Select Not Available to exclude the selected component

Hot tip



If you have an older version of Office, you may be offered the option to upgrade the existing installation.

Upgrade

Customize



Don't forget



Click the Microsoft Office entry and select Run all from My Computer, to install extras for all of the components.

Run from My Computer
Run all from My Computer
Installed on First Use

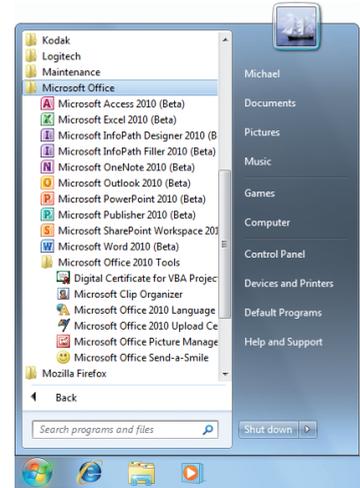
Hot tip

This shows Windows 7. However, the same shortcuts are added to the Windows Vista or the Windows XP Start Menu.

Start an Application

When you have installed Office 2010, a new folder of shortcuts will be added to the Start Menu.

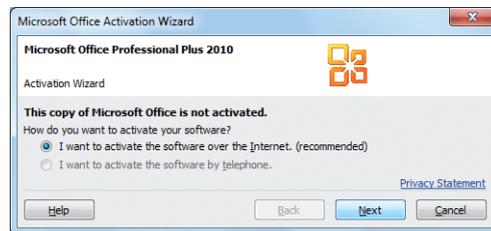
- 1 Select Start, All Programs
- 2 Select Microsoft Office to display all the installed applications
- 3 Select Microsoft Office Tools to display the various utilities
- 4 Select the application that you wish to run, for example Word 2010



When you start any Office application, you are reminded that you must activate your installation to fully enable all the features.

Beware

If you choose not to activate immediately, you can run the software for a period of 30 days, before it makes features unavailable.



- 5 You can activate your copy of Office 2010 over the Internet or by telephone

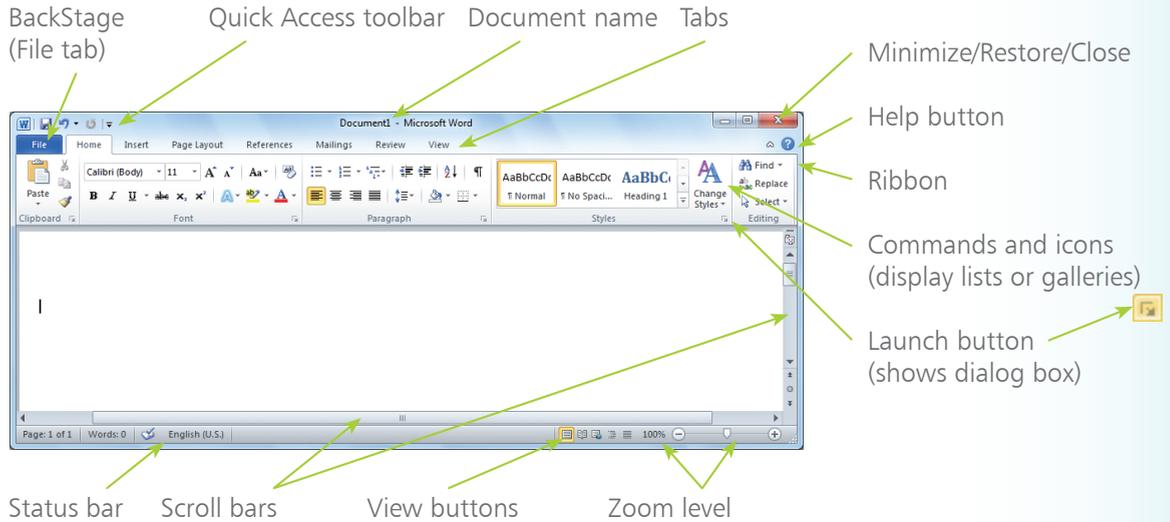
Don't forget

Activating an application in Office activates all the other applications in the suite at the same time.

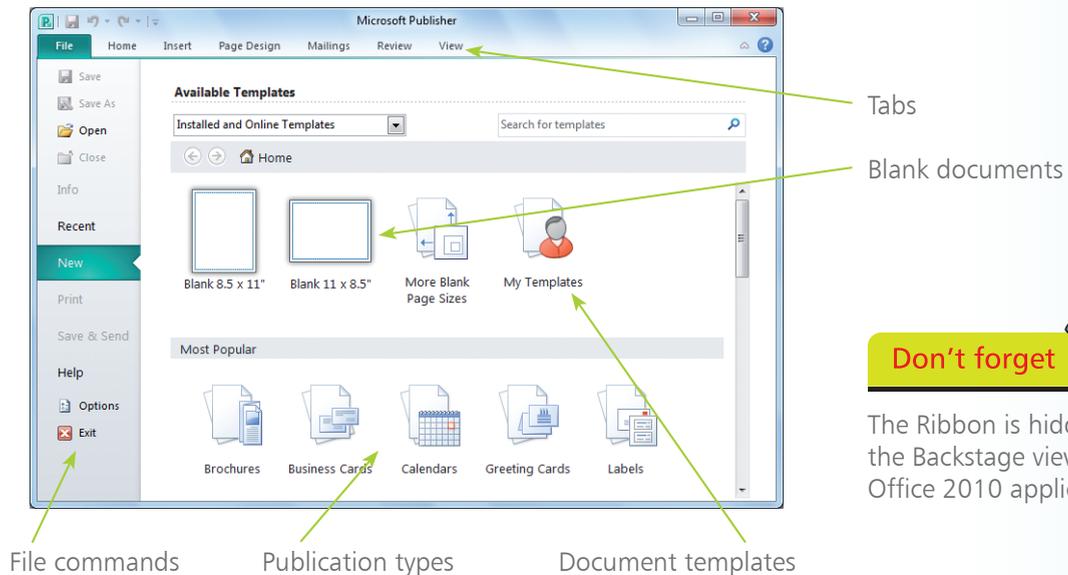


The Application Window

When you start an Office application, such as Excel, PowerPoint or Word, the program window is displayed with a blank document named Book1, Presentation1, or Document1, respectively. Using Word as an example, the parts of the application window include:



Applications like Access and Publisher don't open a blank document, but open in the BackStage view instead and offer a set of predefined layouts. For Publisher, these include brochures, business cards, calendars and labels, as well as blank documents.



Don't forget 

The Ribbon is hidden in the Backstage view in all Office 2010 applications.

Don't forget

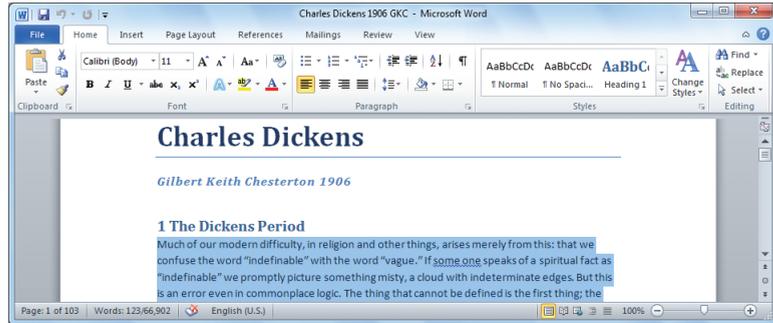


In previous versions, you would be shown a preview of the new font or style using a small amount of sample text.

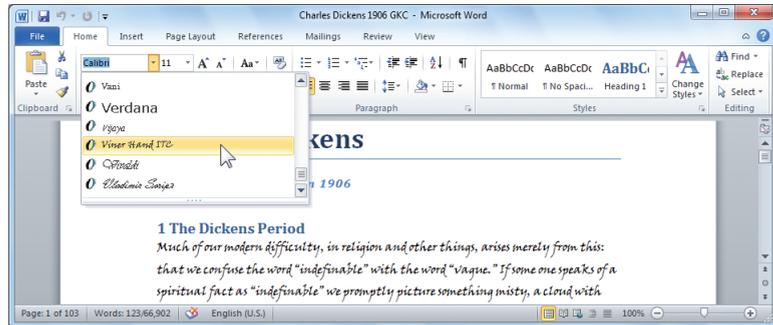
Live Preview

With the Ribbon interface, you can see the full effect of formatting options on your document, such as fonts and styles, by simply pointing to the proposed change. For example, to see font formatting changes:

- 1 Highlight the text that you may wish to change, then select the Home tab



- 2 Click the arrow next to the Font box and move the mouse pointer over the fonts you'd like to preview



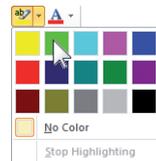
Don't forget



The selected text is temporarily altered to show the font (or the font size, color or highlight) you point to.

- 3 Click the font you want to actually apply the change to the text, or press Escape to finish viewing font options

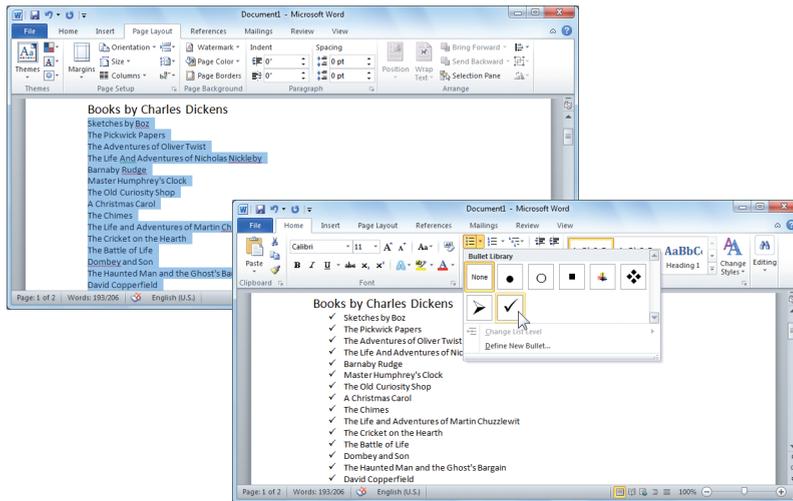
- 4 Similarly, you can preview the alternatives provided for the Font Size, the Font Color, and the Text Highlight Color options



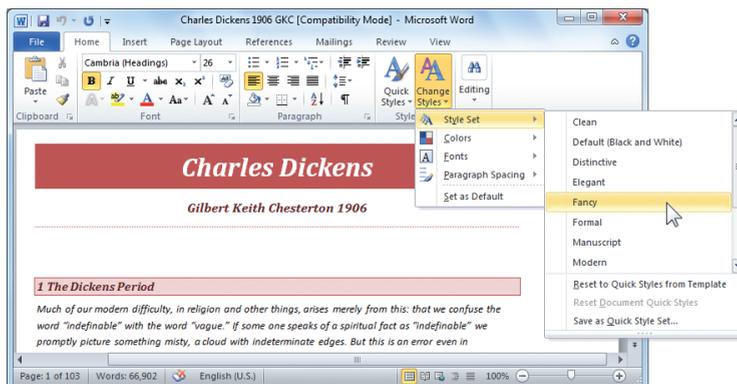
...cont'd

Live Preview is available for paragraph format options (e.g. bullets, numbering, and shading) and for styles.

- 1 Highlight the text that you may wish to change, then select the Home tab



- 2 Display the list of paragraph options, and move the mouse pointer over any that you want to preview
- 3 Display the list of styles (with no text selected) and preview the complete document in a variety of styles



Don't forget



This facility is not available in Excel, which does not offer the Paragraph group.

Hot tip

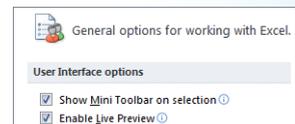


The option will be previewed for the paragraph where the pointer is currently located, if no text has been selected.

Don't forget



You can turn off Live Preview for individual applications. Click the File tab, select the application Options command, click General, and then clear the Enable Live Preview box.

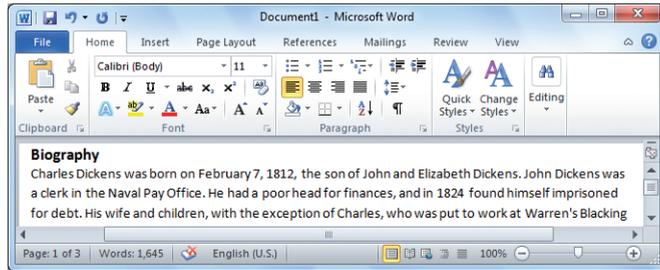


Hot tip

See page 26 for an example of creating a Word document, and page 70 for an Excel workbook.

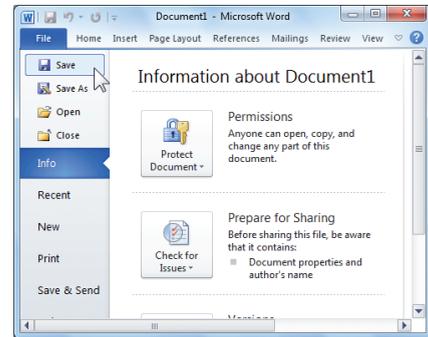
Save the Document

You'll use the appropriate commands on the Ribbon for each application, to create and amend the application document. You should save the document periodically, to avoid the possibility of losing the work you've done.

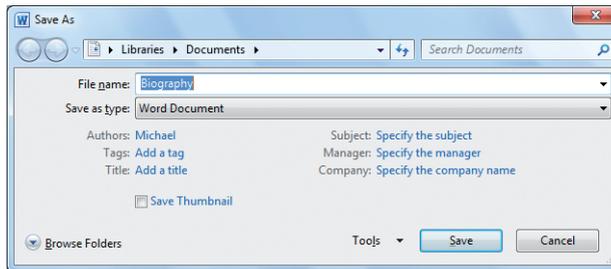


1 Click the File tab and select Save

2 For a document not yet named and saved, the Save As dialog opens so you can provide a name (or use the suggested name)

**Beware**

A name, such as Book1 or Document1, assigned to a blank document is a temporary name, so a permanent name must be provided when the document is first saved.



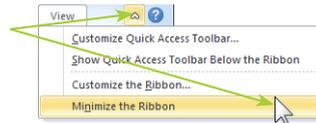
3 On subsequent Saves, the document will then be written to disk without any further action needed

4 To save the document under a new name, select the File tab, and then select Save As

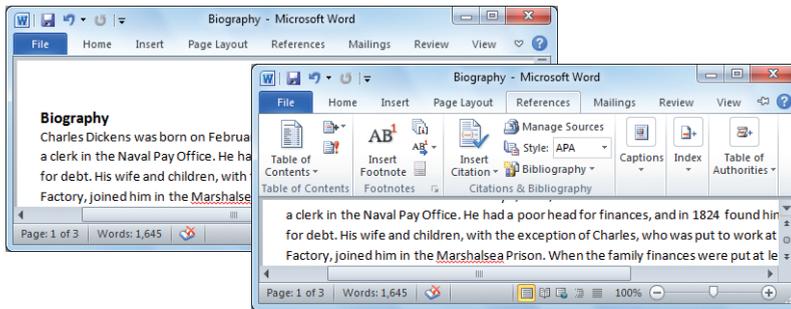
Working With the Ribbon

The Ribbon takes up a significant amount of the window space, especially when you have a lower-resolution display. To hide it:

1 Click Minimize the Ribbon, or Right-click the tab bar and select Minimize the Ribbon

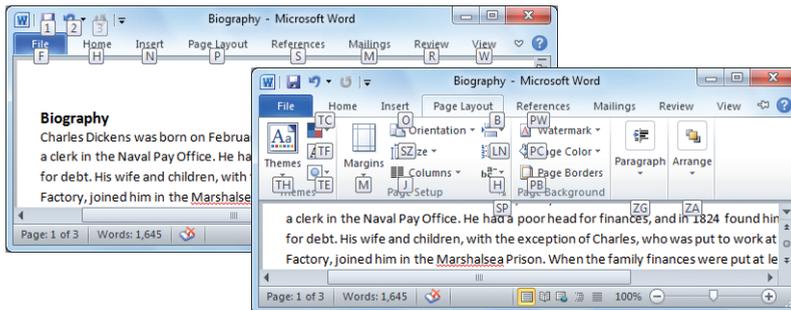


2 The File tab, Quick Access toolbar, and tab bar will still be displayed while the Ribbon is minimized



3 The Ribbon reappears temporarily when you click one of the tabs, so you can select the required command

4 Alternatively, press and release the Alt key to display keyboard shortcuts for the tabs



5 Press Alt + shortcut key, for example Alt+P, to select Page Layout, and display the Ribbon and shortcuts for that tab

Hot tip



When the application window is reduced below a certain width or depth, the Ribbon may get automatically hidden, along with the tabs row and the Quick Access bar.

Hot tip



Repeat step 1 to redisplay the Ribbon continuously.

Don't forget



Hold down the Alt key and press the keys in sequence, for a two-letter shortcut, such as PW (Watermark), press Esc to go back up a level.

Quick Access Toolbar

The Quick Access toolbar contains a set of commands that are independent of the selected tab. There are four buttons initially:

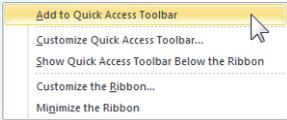


Hot tip

The Save As dialog will open the first time you click Save for a new document (see page 30).

Hot tip

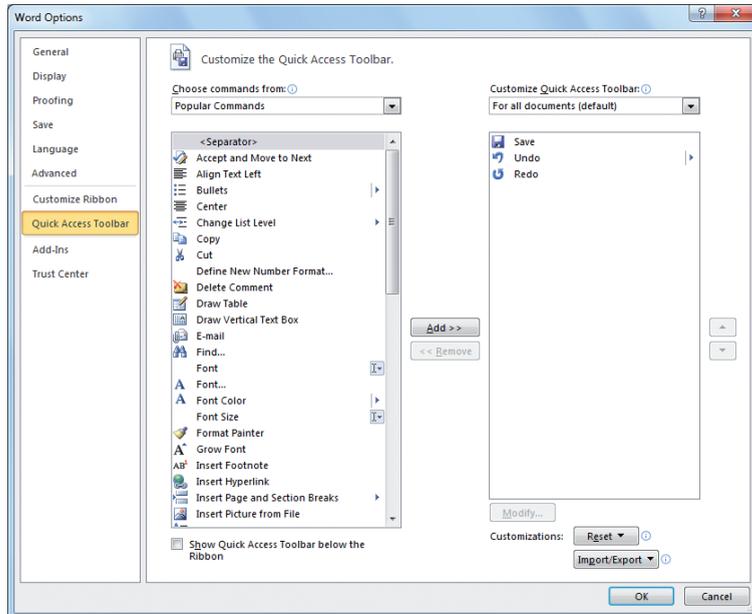
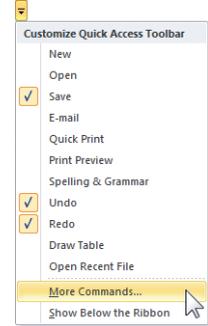
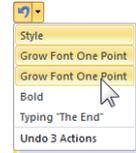
You can right-click any command on the Ribbon and select Add to Quick Access Toolbar.



Don't forget

You can click the File tab, then click the application Options and select Quick Access Toolbar to display this dialog.

- 1 Click the Save button to write the current contents of the application document to the disk drive
- 2 Click Undo to reverse the last action, click Redo to re-apply, and click the arrow to select several actions to undo
- 3 Click the Customize button to add or remove icons, using the list of popular commands
- 4 Click More Commands to display the full list of commands, then add and remove entries as desired



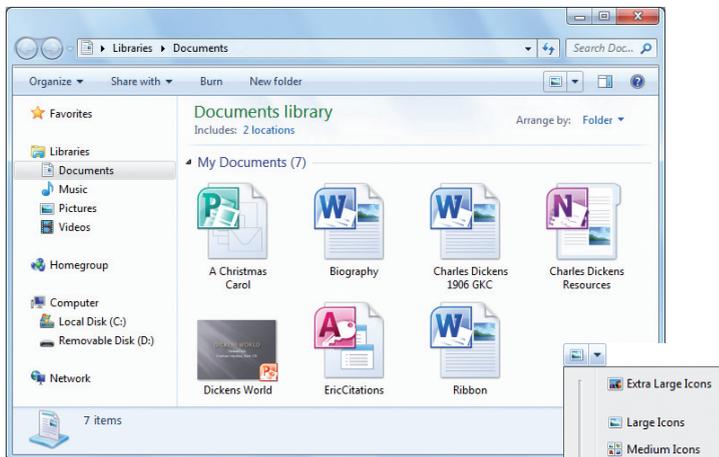
Office Document Types

The objects you create using the Office applications will be office documents of various types, including:

- Formatted text and graphics Word document
- Flyers and brochures Publisher publication
- Spreadsheets and data lists Excel worksheet
- Presentations and slide shows PowerPoint presentation

Each item will be a separate file. By default, these will be saved in the Documents library for your username (logon ID).

- 1 To show the entries currently stored in your folder, click Start and select Documents from the list



- 2 Click the Views button and choose Details, to show the file information, including date modified, size, and type

Note that, in some applications, groups of related items will be stored together in a specially structured file. For example:

- Data tables, queries and reports Access database
- Messages, contacts and tasks Outlook folders
- Notes and reminders OneNote folders

Hot tip



The Documents library consists of the Documents folder for the current user, and the Public (shared) Documents folder.

Don't forget



You can specify a different folder, or subfolder, for particular sets of documents.

File Extensions

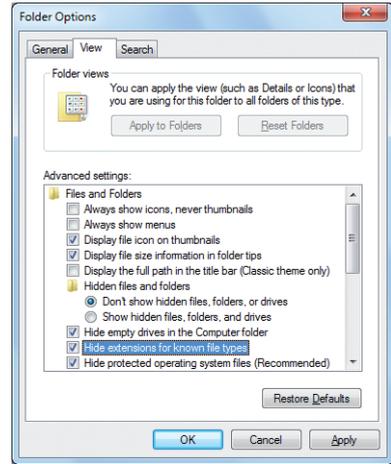
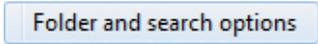
To see the file extensions associated with these document types:



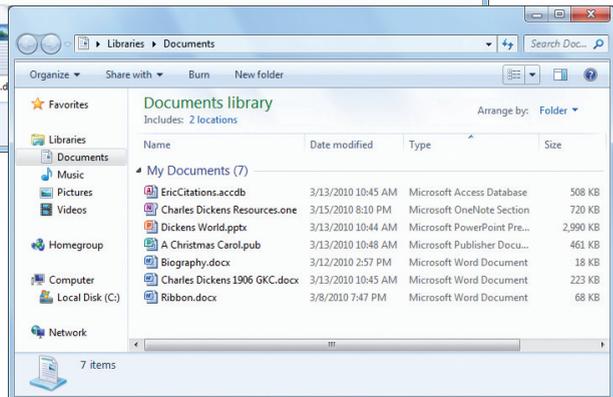
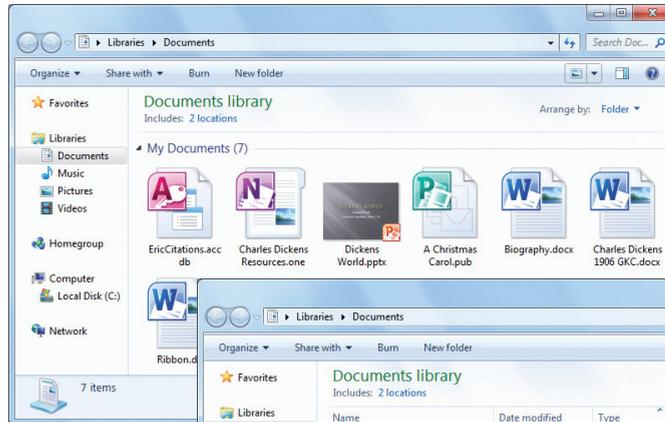
You can also find Folder Options in the Control Panel, under Appearance and Personalization.



- 1 Click the Organize button, then select Folder and search options
- 2 Click the View tab
- 3 Search through the list of Advanced settings to locate and clear the box for "Hide extensions for known file types"
- 4 Click OK to apply the change to all folders
- 5 The file type will be shown, along with the file name, whichever folder view you choose



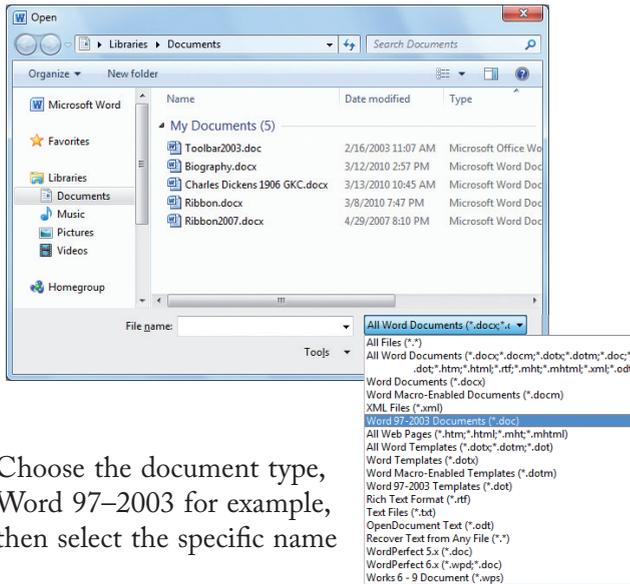
Files saved in Office 2010 use OpenXML formats and extensions, for example .docx and .xlsx.



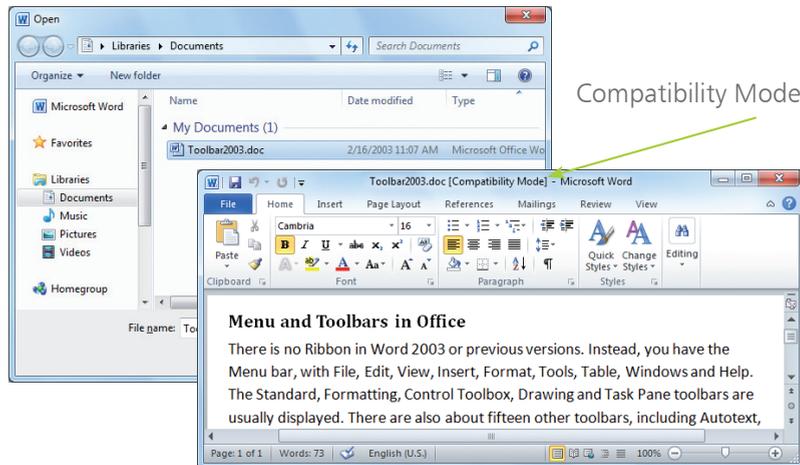
Compatibility Mode

Office 2010 will open documents created in previous versions of Office applications, for example .doc (Word) or .xls (Excel).

- 1 Click the File tab and select Open, then click the down arrow for document type to list the types supported



- 2 Choose the document type, Word 97-2003 for example, then select the specific name



- 3 Documents created in previous versions (including .doc files from Word 2007) are opened in Compatibility Mode

Hot tip



You may need to save documents in Compatibility Mode, as those you wish to share files with may not have Office 2010.

Don't forget

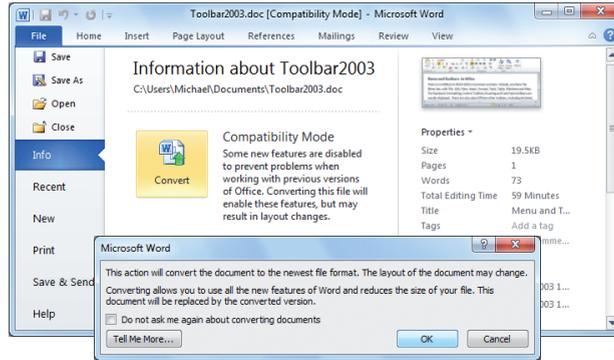


Compatibility Mode prevents the use of new or enhanced features, so the documents can continue to be used by systems with older versions of the applications.

Hot tip

You can also click the File tab, select Save As, and choose the standard Office format (e.g. Word Document) to carry out the conversion.

- 1 Select the File tab button and click the Convert button



- 2 Click OK to confirm that you want to convert the document, and the compatibility restriction will be removed

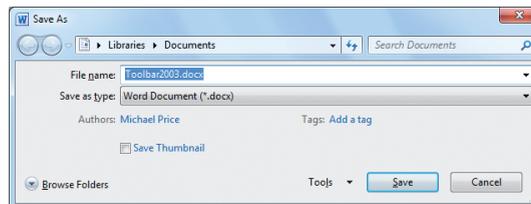


- 3 To replace the original file, select File and then Save, or click the Save button on the Quick Access toolbar

- 4 To retain the original while creating a new file in Office 2010 format, select File, then Save As, and then click Save

Don't forget

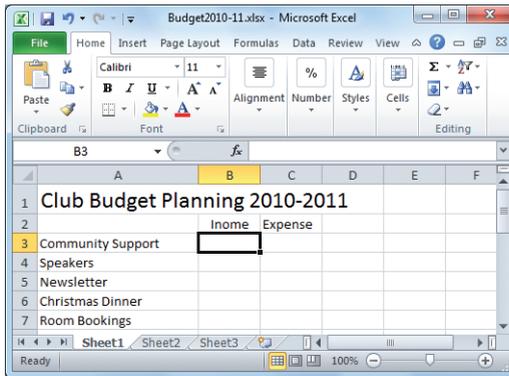
With Save As, you have the option to change the file name, and the location for the new document.



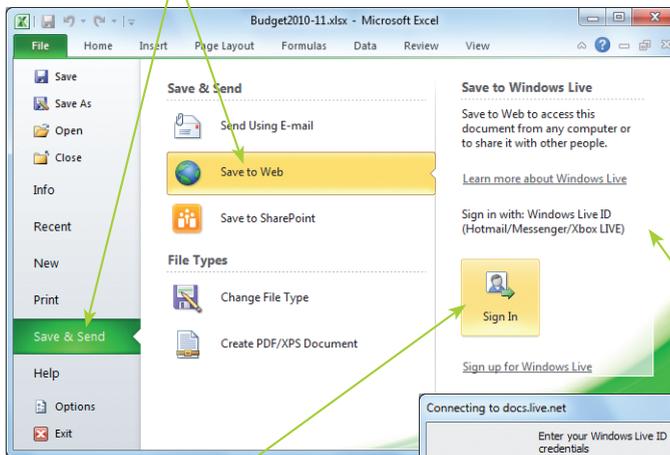
Save to Web

Save your Office 2010 document online, in the Windows Live SkyDrive, a central location where you and others can view and edit documents in the browser. To save the document

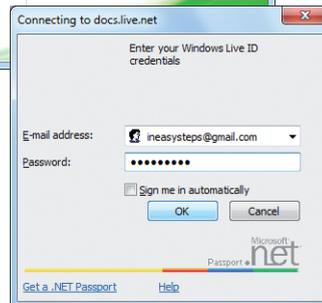
- 1 Open the document in the Office 2010 application



- 2 Select the File tab, and, in the BackStage view, click Save & Send and then click Save to Web



- 3 Click Sign In, enter your Windows Live ID (email address) and your password, and then click OK



Hot tip



You can save Word, Excel, PowerPoint, and OneNote documents in SkyDrive, and access them using Office Web Apps (see page 228 for details).

Hot tip



If you use Hotmail, Messenger, or Xbox Live, you already have a Windows Live ID. If you don't have one, click Sign up to create a new Windows Live ID.

Hot tip



Click New Folder to create a folder on SkyDrive, for your use or to share with others.



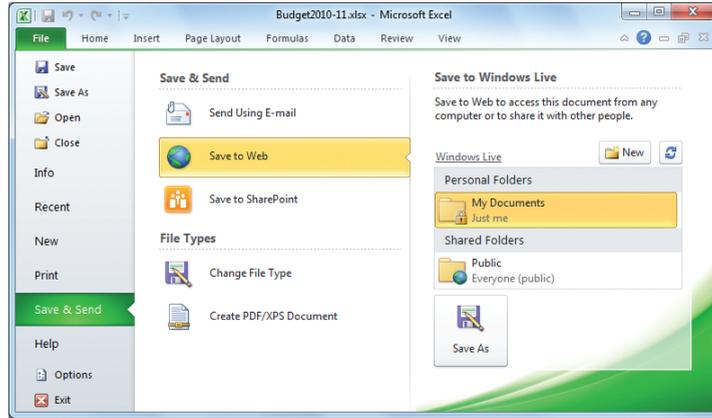
Hot tip



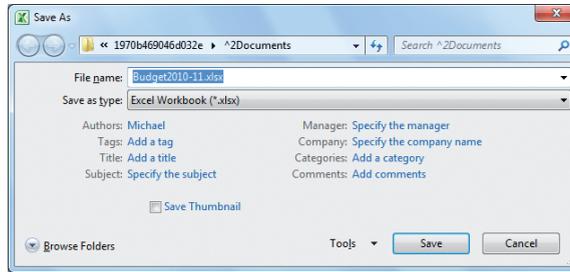
Using SkyDrive, you can send a link rather than an attachment, and maintain a single copy of the document that others can view and update.

...cont'd

- 4 Select a Windows Live SkyDrive folder and click Save As



- 5 Type a name for your file and click Save.



- 6 Visit skydrive.live.com to view your files and folders.

