What's New in Microsoft Office 2010

Welcome to Office 2010! This guide will show you some of the major new features that Microsoft gives us in Office 2010. Some of the new features are universal, across all Office applications. Some are specific to certain programs. Each section below will tell you whether the feature is found in all Office products, or if it is specific to a certain product.

The Ribbon & Backstage View
One of the biggest changes to Office involves the **Ribbon**. We were introduced to the Ribbon in the previous version of Office. In the 2010 version, the Ribbon is now part of all of the Microsoft Office Suite applications, including Outlook. Think of the **Ribbon** as the tool that has commands you use to work **within** a document; changing the font size, changing text color, copying and pasting, etc. are all done from the Ribbon. This has not changed in the new version, and you will still access all of these familiar commands from the Ribbon:
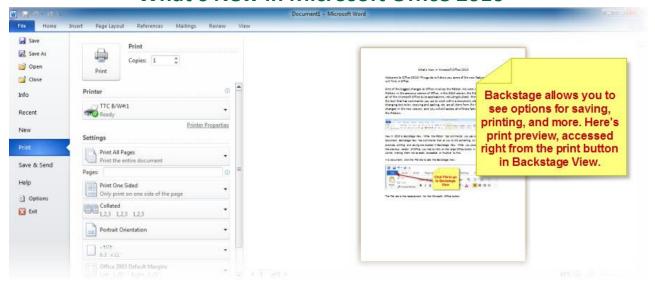

New in 2010 is **Backstage View**. While the Ribbon has commands you use while working in the document, Backstage View has commands that allow you **to DO something to the document**. For example, printing and saving are located in Backstage View. While you could do these things in the previous version of Office, you had to click on the large Office button in the upper left corner, making them not as easily accessible or intuitive to find.

In a document, click the **File tab** to see the **Backstage view**:

The File tab is the replacement for the Microsoft Office button. You'll find the same options in the File tab as you did in the Office button. **Open, Save, Print, and a new tab called Save & Send** are all located here. Backstage View is shown here in Word, but is available throughout the Office Suite of products.
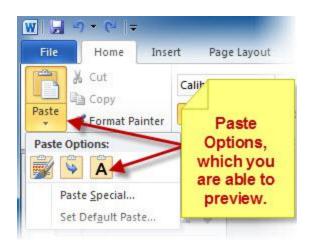
What's New in Microsoft Office 2010

Backstage View, shown in Microsoft Word

Some of the most common commands that you use, such as the font and paragraph groups of commands, are located on the Home tab. To get back to these commands once you are in Backstage View, simply click on the **Home** tab.
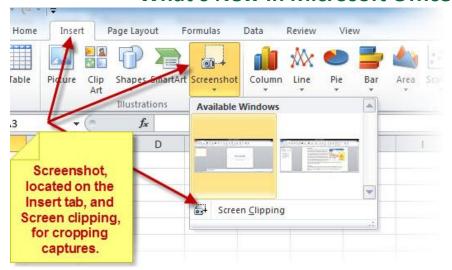
Paste Preview

In previous versions of Office, if you wanted to copy and then paste something, you were not able to see what your end result would look like. You needed to paste something, and then click the Undo button if you were not happy with it. Now, we have **Paste Preview**. Much like you can preview what your formatting will look like before you actually format it, Paste Preview allows you to see what different pasting options will look like. Now there is no need to paste, undo, and try another option! Click the **down arrow** below "Paste," and you will be presented with Paste Options. **Mouse-over** any of the options that you are given, and you will get a preview of what your selection will look like when pasted into your document. Paste Preview is shown here in Word, but is available throughout the Office Suite.

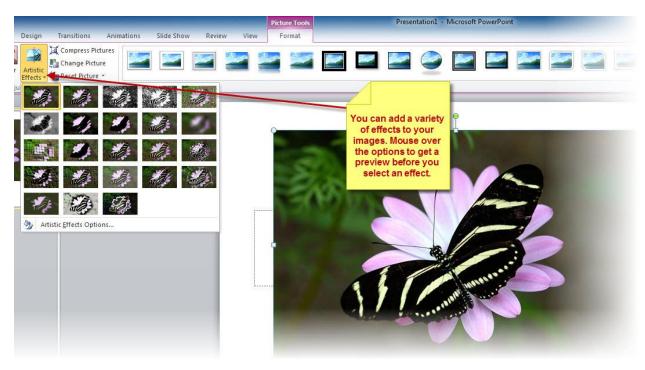# What's New in Microsoft Office 2010

Screenshots

The **Screenshot** feature is also new and can be found in Word, Excel, and PowerPoint. You can take a screenshot of any other open applications, and paste it into your document. This feature is found on the **Insert** tab. With the **Screen Clipping** tool, you can crop your screen shot before pasting it into your document.

Shown in Excel

Artistic Effects

This feature is available in Word, Powerpoint, and Excel. When you insert a picture into your document, the **Picture Tools** formatting tab appears. A new command on this tab is **Artistic Effects**.
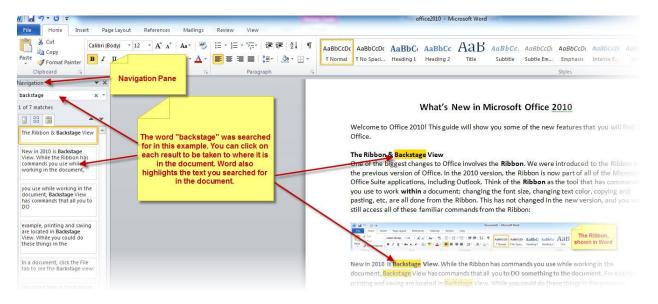

Shown in Powerpoint

Mouse over any of the options to see what your picture will look like with an effect applied. Once you find one you like, click on it to have it applied to your picture.
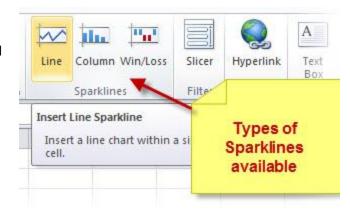
What's New in Microsoft Office 2010

Navigation pane (in Word)

The Navigation Pane in Word allows you to **search** for text in your document. It appears on the left side of the screen. You can type a word or words in the Search box, and Word will display the results of your Search. You can **click on the results** to go directly to the part of the document where that word appears. It will also **highlight** the text you searched for in the document. If you do not see the Navigation Pane by default, you can turn it on by going to the View tab and clicking "Show Navigation Pane."
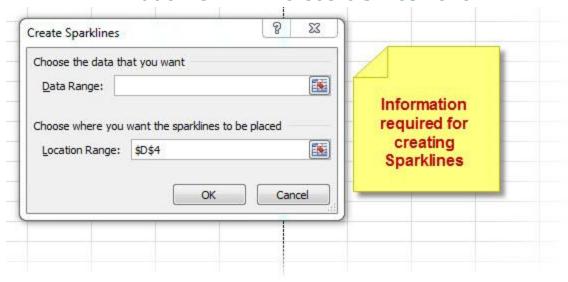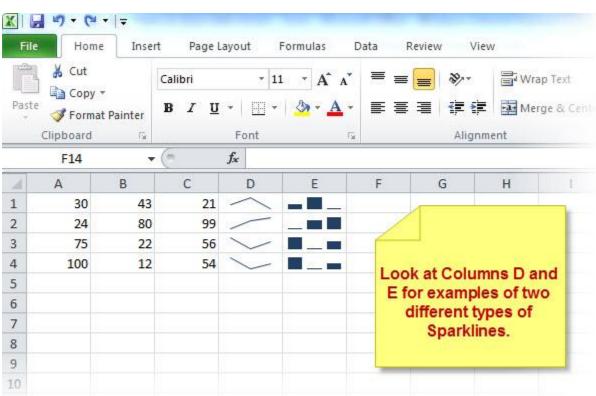

Sparklines (in Excel)

Sparklines are very small **charts** that can be inserted next to your Excel data. They give an easy to understand visual representation of the data. The Sparklines command is located on the **Insert** tab, next to the Chart group of commands. To insert a **Sparkline**, highlight the data you want to have Sparklines created for. You'll be asked to specify where you want the output (the small charts) to go. Click ok, and your Sparklines will be created. You can choose from several different types of graphs: **lines, charts, or win/loss.**

Information required for creating Sparklines

Look at Columns D and E for examples of two different types of Sparklines.

If you have any questions as you begin using Office 2010, feel free to contact the Office of Technology Support at x5555 or ots@loyola.edu. Training classes on what's new and different in Office 2010 are regularly scheduled. Visit the Training Center's Web site at www.loyola.edu/training to see the calendar of classes and to register.