SAMPLE TEXT

PLEASE NOTE: Not all instructions are provided here in their entirety

USING THE INSTRUCTIONS

INSTRUCTIONS IN THIS BOOK ARE SET OUT AS FOLLOWS:

- *Ribbon Name first* (Click the relevant ribbon tab, if necessary, to activate that ribbon)
- *Section Name second*
- *Icon/command, to be clicked third* (with an accompanying picture of the relevant icon)

Instructions are typically worded as shown below:

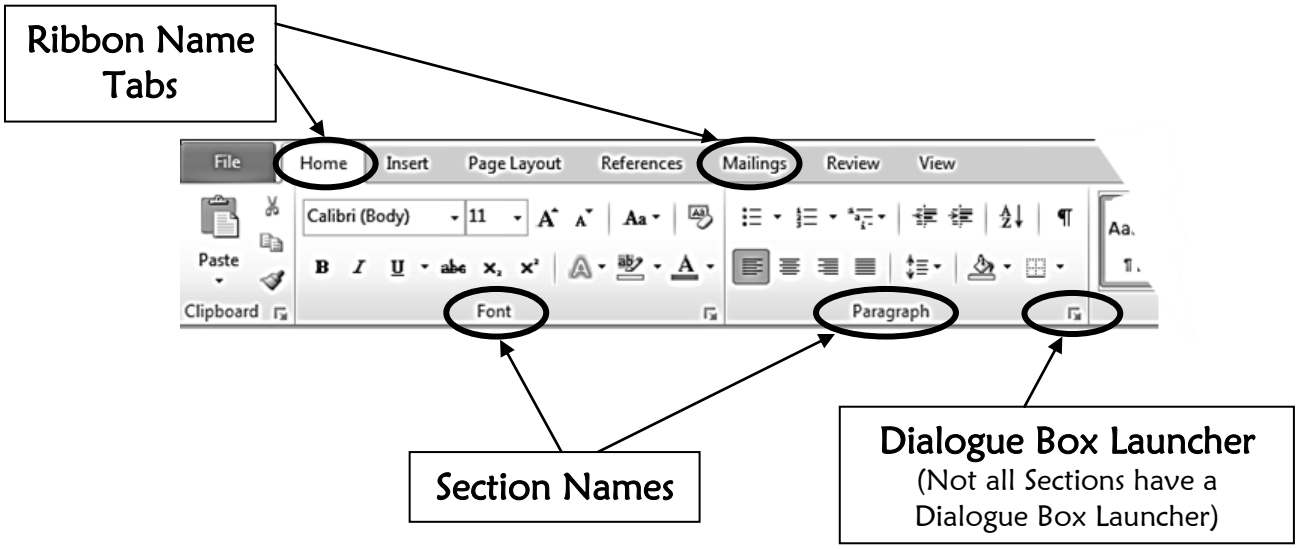
On the *Home* ribbon, in the *Paragraph* section, Click

Instructions take you to the point where you are in 'familiar territory' and can proceed on your own. Although there are often many ways to achieve the same result, to maintain simplicity, only one method is provided for each feature.

RIBBON LAYOUT

If you're already 'feeling your way' with Office 2007 or Office 2010, you will know that menus have been replaced by 'ribbons' – the command area of the screen now looks like the (shortened) picture below.

Terminology used in the instructions in this book is shown below (with circles and arrows indicating the items to which each term refers):



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BEFORE YOU BEGIN - ESSENTIALS .....

With the ribbon format of Office 2010, many essential commands are no longer permanently accessible on the work screen:

- gone are the always-visible toolbars providing one-click access to commands such as ***Print, Print Preview, Open, Spellcheck, Find,*** etc.
- gone is the ***Menu*** format which, over the years, has become second-nature to 'seasoned users'

As you switch back and forth between the ribbons while you work, the commands of the ribbon you accessed most recently are the ones showing at the top of the screen. This means that if, for example, you want to apply bullet points, unless the ***Home*** ribbon is active, accessing this feature becomes a two-step process, (clicking the ***Home*** tab and then clicking the ***Bullet Point*** icon), instead of a one-click operation.

Some ribbon tabs are not always shown – only appearing 'magically' when a graphic object (e.g. a picture) is activated, or when a particular feature is being used (e.g. tables or charts). This can cause some consternation if your brain is working ahead of your mouse clicks, and you haven't yet clicked on the graphic object, or table, etc. you wish to edit.

It is, however, possible to customize the workscreen to suit your particular needs, so that the commands you use frequently are available on a toolbar which is always visible, regardless of which ribbon is currently active. To place commands permanently at your disposal, you need to customize the ***Quick Access Toolbar*** which is originally ***positioned towards the top left of the screen***, and contains only the ***Save***, ***Undo*** and ***Redo*** commands

Customising the ***Quick Access Toolbar***, as outlined in the following section, will make your 'Office life' easier.

It is also possible to customize the ribbons to suit your particular needs. Check under '***Customise'*** in the index to find the instructions which point you in that direction.

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WORD excerpts

BASIC TASKS

PRINTING

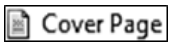
Print part of a document

Specific Pages:

- On the ***Quick Access Toolbar***, Click
- Click on ***'Print All Pages'***
- Click on ***'Print Custom Range'***

COVER PAGE

To insert a formatted ***Cover Page*** (which will be placed at the beginning of the document):

- On the ***Insert*** ribbon, in the ***Pages*** section, Click 

  NOTE: For a document ***created*** using an earlier version of ***Word***, which have been opened in ***Compatibility Mode***, this feature will work, but its functionality is limited. To enable full function, the document must be converted. To do this:

- Click on the ***File*** tab and, in the drop-down menu, Click on ***'Convert'***

A WORD OF CAUTION: A ***Converted*** document may not retain all of its ***Cover Page*** features if re-opened in an earlier version of ***Word***, ***OR*** ***Saved As*** an earlier version ***Word*** document format

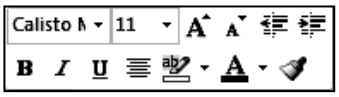
TEXT FORMATTING & EDITING

TEXT FORMATTING

Mini Toolbar

When you select text, the ***Mini Toolbar*** appears as a semi-transparent collection of formatting options

- Hover anywhere on the ***Mini Toolbar*** to make it clearly visible
- Click on an icon to apply that formatting feature to your selection
- The ***Mini Toolbar*** disappears when no text is selected



NOTE: The ***Mini Toolbar*** cannot be customised

NAVIGATION PANE

The ***Navigation Pane*** is a new feature in Office 2010. It is particularly useful when working with multi-page documents, as it enables:

- easy searching of a document
- hyperlink access to headings throughout a document for either searching, or just navigation, purposes
- thumbnail previewing and hyperlink access to document pages

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TABLES

Table Tools

There are ***two*** ribbons associated with Tables: ***Table Tools Design*** and ***Table Tools Layout***

The ***Table Tools Design/Layout*** ribbons are not visible/accessible unless you are working within a table. If you are intending to edit a table and the ***Table Tools*** tab is not visible at the top of the screen, you may have forgotten to Click somewhere inside the table

EDITING TABLES

Full Shading Options

- Position the mouse in the relevant cell or select multiple cells
- On the ***Table Tools Design*** ribbon, in the ***Draw Borders*** section - *(Yes – I know it says 'Borders', but it's not an error!),* Click on the dialogue box launcher
- In the ***Borders and Shading*** dialogue box, you can access all shading features

  NOTE: Towards the bottom right of the dialogue box, check that the ***Apply To*** box has the setting you want

CONVERTING FILES (created in an earlier version of *Word*)

Some ***Word 2010*** features are not available for documents created in an earlier version of ***Microsoft Word***. Such documents can be converted to a ***Word 2010*** version, to enable those features.

A WORD OF CAUTION::

- if it is likely that you will want/need to re-open a document in an earlier version of **Word**, it will not be possible to do so
- if you ***'Save As …'*** an earlier file type, some features may be lost and the file layout disrupted

GRAPHIC OBJECTS

CLIPART

Office 2010 deals with Clipart in documents *created* in *Word 2010* differently from the way it deals with Clipart in documents *created* in an earlier version of *Word*. Where appropriate, the version of *Word* to which an instruction applies is noted

Format Picture Dialogue Box (document created in Word 2003)

- Double-click a ***Clipart*** object to activate it
- On the ***Picture Tools Format*** ribbon, in the ***Adjust*** section, Clicking Brightness ***OR*** Contrast generates a drop-down menu
- At the bottom of the menu, Click Picture Corrections Options...
- The ***Format Picture*** dialogue box appears (this is the one familiar from *Word 2003*)

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SHAPES

There are some differences between *Shapes created* in *Word 2010* and *Shapes created* in earlier versions of *Word*. Where appropriate, the version of *Word* to which an instruction applies is noted

SMARTART *(document created in Word 2010)*

Some *SmartArt* features are not available for documents *created* in an earlier version of *Word*. Accordingly, two different sets of instructions are provided below

WordArt Styles in SmartArt (document created in Word 2010)

- Within your ***SmartArt*** object, select the text to which you wish to apply ***WordArt*** features
- On the ***SmartArt Tools Format*** ribbon, in the ***WordArt Styles*** section, you can ***either:***
  - Click on the ***Text Fill / Outline / Effects / Styles*** buttons to access these features ***OR***
  - In the ***WordArt Styles*** section, Click the dialogue box launcher
  - The ***Format Text Effects*** dialogue box appears – in here, you can access all the ***WordArt*** options in one go, without having to go back and forth to the ribbon

MACROS - *WORD*

To access ***Macros*** tools, you can ***EITHER:***

- On the ***View*** ribbon, in the ***Macros*** section, Click

- The Macros dialogue box appears

OR

- On the ***View*** ribbon, in the ***Macros*** section, Click the ***arrow***

- From the drop-down menu, make your choice

INSERTING COMPONENTS

QUICK PARTS

The pop-out list of AutoText entries (e.g. Attention Line / Salutation, etc.), has been discontinued in *Word 2010*

SIGNATURE LINE

- On the ***Insert*** ribbon, in the ***Text*** section, Click the ***arrow***
- From the drop-down menu, make your choice

CUSTOMISE *WORD*

File Menu

Unlike all of the other tabs, the ***File*** tab does not activate a ribbon. Instead, it generates a drop-down menu and access to a range of options galleries. Many of the options which were accessed (in ***Word 2003***, and earlier versions) via the ***Tools Menu*** and ***File Menu*** are available via the ***File*** tab

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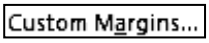
EXCEL excerpts

BASIC TASKS

CENTRE WORKSHEET HORIZONTALLY & VERTICALLY

- On the ***Page Layout*** ribbon, in the ***Page Setup*** section, Click

- At the bottom of the drop-down menu, Click 

- The ***Page Setup*** dialogue box appears, with the ***Margins*** options showing
- Towards the bottom of the dialogue box, below ***Centre on Page***, Click on your preference(s)

SPARKLINES

Sparklines are new in Microsoft ***Excel 2010***. They provide visual representation of data trends – in effect, they are small charts, confined to a single cell, displaying the trend pattern of the data you nominate

NOTE: The ***Sparklines*** feature is not available for ***Excel*** documents opened in ***Compatibility Mode***. To activate this feature:

- Click on the ***'File'*** tab
- On the drop-down menu, Click on ***'Save & Send'***
- In the centre pane, Click on ***'Change File Type'***
- On the pop-out menu (the right-hand pane of the window), Click on either ***'Workbook'*** or ***'Macro Enabled Workbook'***

SMARTART *(document created in Excel 2010)*

SmartArt is the new version of what was previously the ***'Diagrams'*** feature in earlier versions of ***Excel***

If you are working in a document which was *created in Excel 2003* (or earlier), the *'Diagram Conversion'* dialogue box will appear when you Click on a *Diagram* which was inserted using the earlier version of *Excel*. *You can view the Diagram, but not edit it.* The dialogue box is shown at the end of the *SmartArt* section of this book

MACROS - *EXCEL*

To work with Macro's the *Developer* ribbon must be available (by default, it is not shown)

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