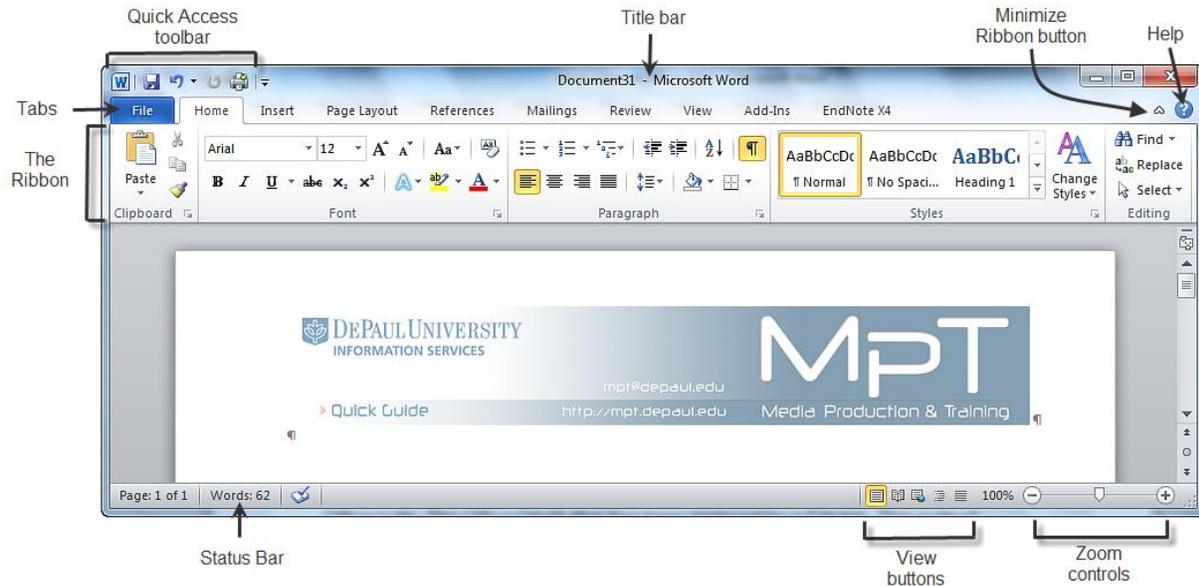
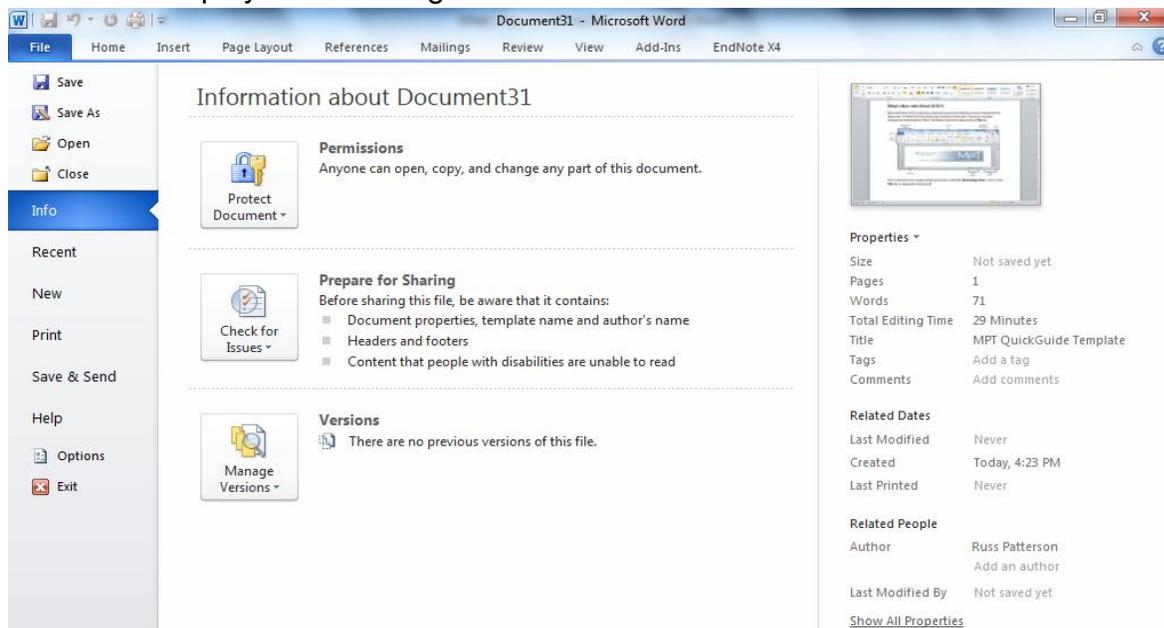


What's New with Word 2010?

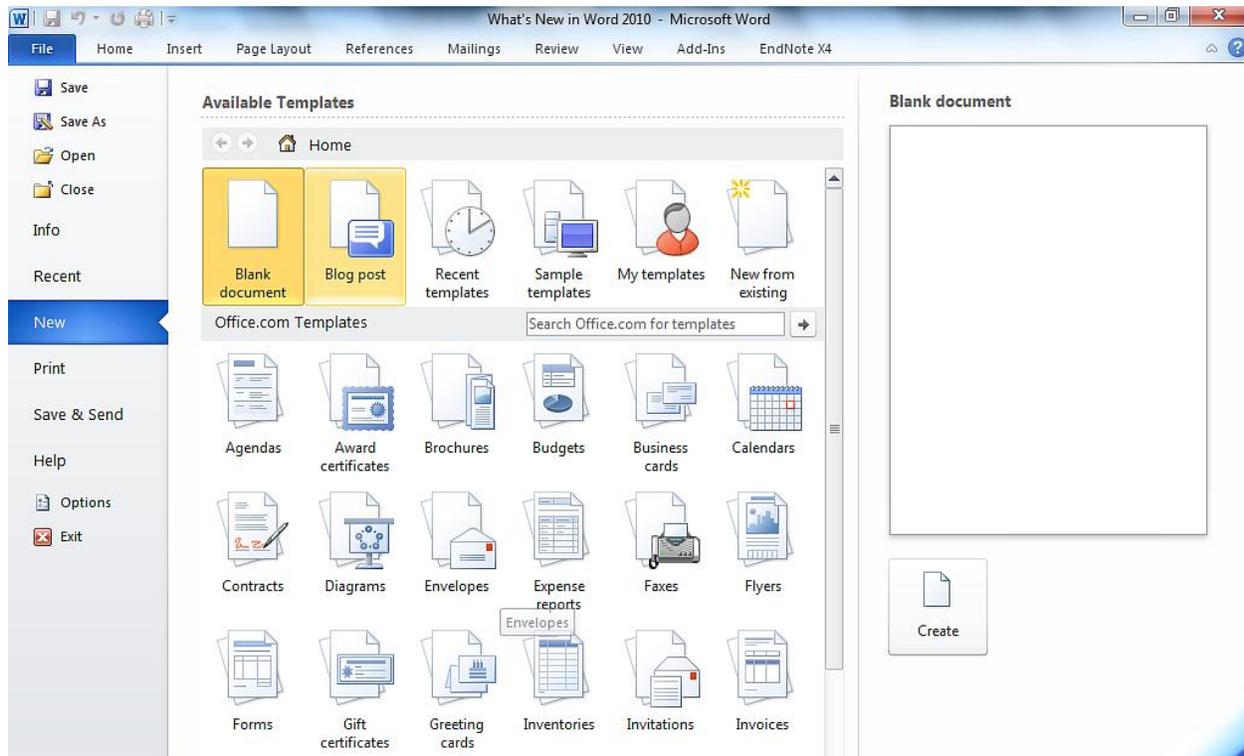
Microsoft Word 2007 produced a radical change in the interface when it introduced the ribbon bar. In Word 2010 the ribbon bar has been fine tuned. The most noticeable change has been that the Office Orb/Button has been replaced by a **File** tab.



This is where the tour begins looking at what is called the **Backstage View**. Click on the **File** tab to display the following:



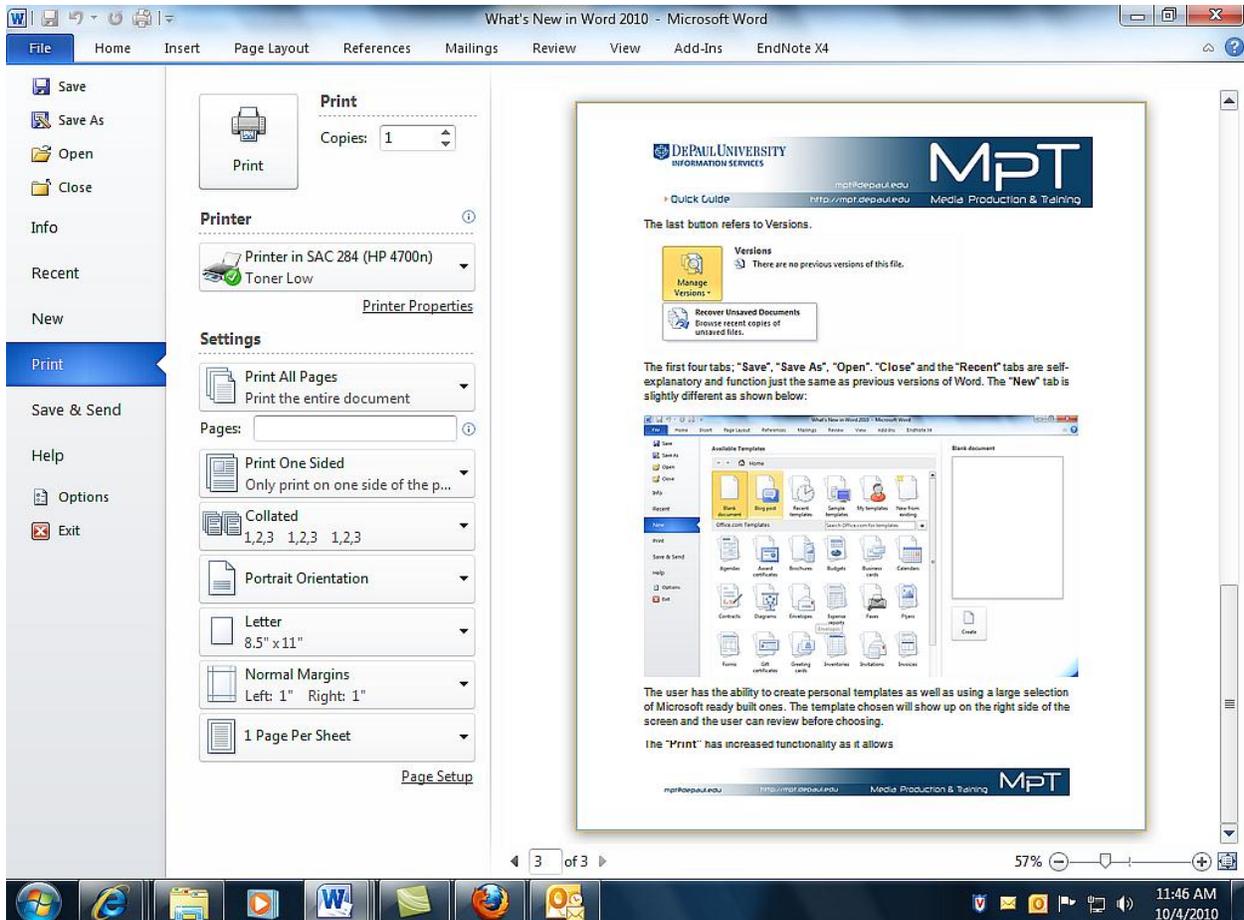
The first four tabs; “**Save**”, “**Save As**”, “**Open**”, “**Close**” and the “**Recent**” tabs are self-explanatory and function just the same as previous versions of Word. The “**New**” tab is slightly different as shown below:



The user has the ability to create personal templates as well as using a large selection of Microsoft ready built ones. The template chosen will show up on the right side of the screen and the user can preview before choosing. In order to populate the “My templates” choice, the user needs to create their template and save it in their Library. After saving, the user will need to copy into the “My templates” dialog box when it opens.

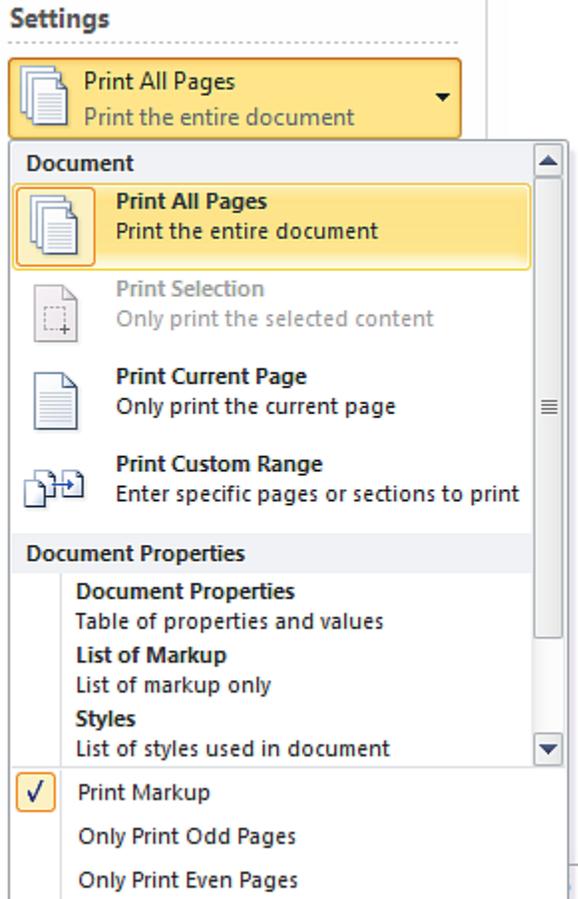
The “**Print**” tab has increased functionality as it replaces the traditional print dialog box. This allows increased options to be at the user’s finger tips. There are drop down boxes for many additional options. If the user has multiple printers, use the drop down arrow to

pick the specific one.



See next page for some examples from the **Settings**, drop down. As a note, anytime there is an arrow visible on a button, there are always more options. Windows 7 is never short of ways to tailor your choices; the user just needs to be familiar.

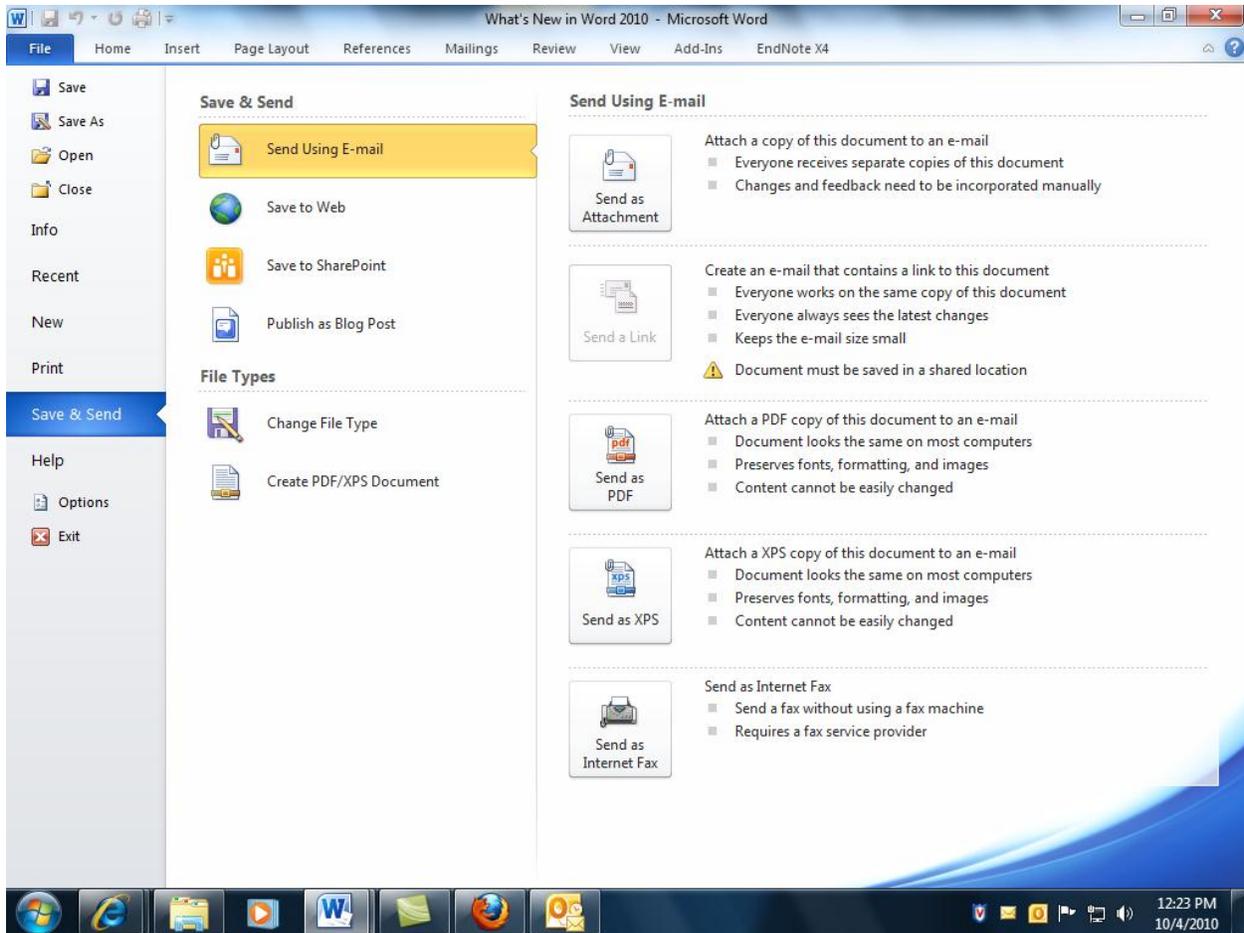
Here is an example under **Settings, Print All Pages:**



This dialog box gives the user a way to print on both sides of a document if their printer does not have this feature built in. Using the “Only Print Odd Pages” and then turning the paper over and “Only Print Even Pages” gives the user two sided printing. Takes a little work, but is much cheaper than printer that is able to duplex print.

The next tab; **“Save & Send”** does double duty. It allows you to “Save” a document and at the same time send it to a colleague who might be collaborating on the creation. It also allows the user to pick the format that the document will be sent out as. Further down the page, there is a link to **“Save as PDF”**. Just above this is a link to **“Change File Type”** this is used to save a document in the older “.doc” file type or as other

common word processing formats. See screen shot below:



This is just a short tour of the “**Backstage View**” but as a user this is the place to start any document. This is the place to tailor the Word 2010 application to look and feel the way the user wants. Too many buttons, take them away. Not in the right order for you, change them. For a more complete explanation of **Backstage View**, see the “What’s New in Office 2010” document.

Screenshot is a new button located on the **Insert** tab. It allows you to take a Screenshot from any open document. Be warned that it takes a full screenshot unless the user clicks on the “Screen Clipping” Option. Then you get a cursor where you can choose the area.