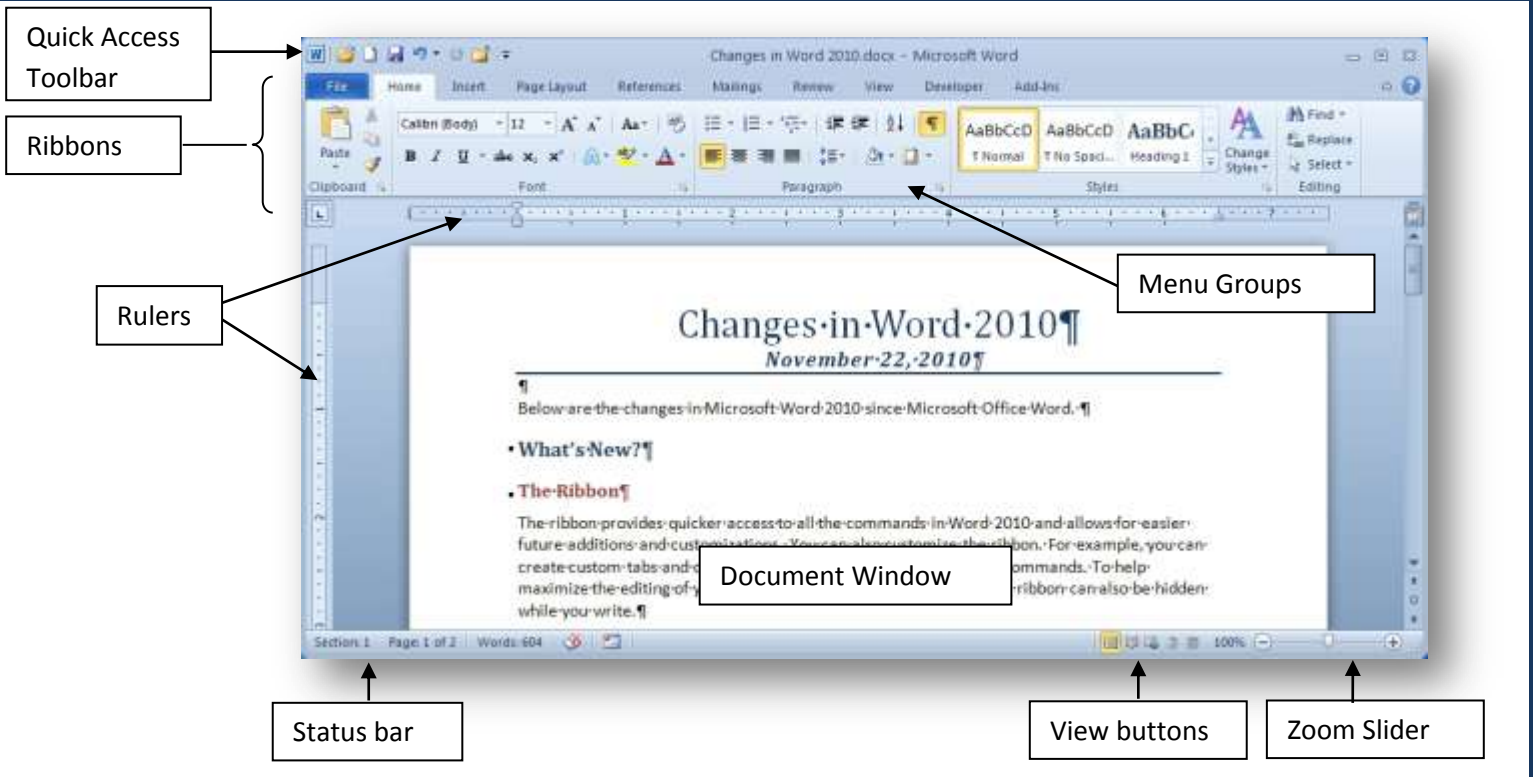




Microsoft Word 2010

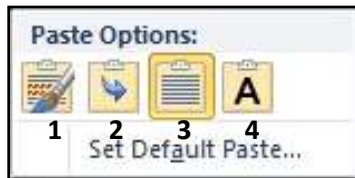
Changes from Version 2007

Word 2010 Home Screen



Cut, Copy, and Paste

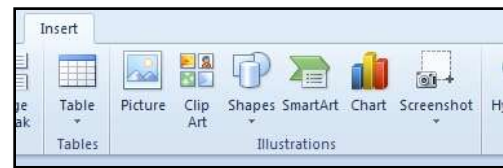
Paste is now enabled with Live Preview. Use the right mouse button to display the live preview before you commit to paste. Also, there are four paste options as listed below:



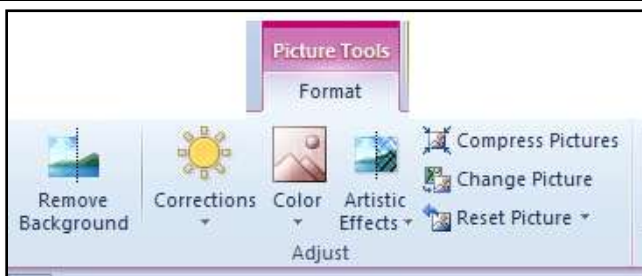
1. Keep Source Formatting
2. Merge Formatting
3. Use Destination Theme
4. Keep Text Only

Screenshot Graphic Tool

An added tool on the Insert ribbon is Screenshot / Screen Clipping. This option will display all the available windows open and will take a screen shot and insert it directly into Word as a graphic. Screen Clipping – allows manually selecting the area to screen shot.



Graphic Enhancements



Word 2010 provides improved editing tools with a new set of Picture Tools. The new editing tools have a selection option that will provide a live preview of the change. The new tools are as follows:

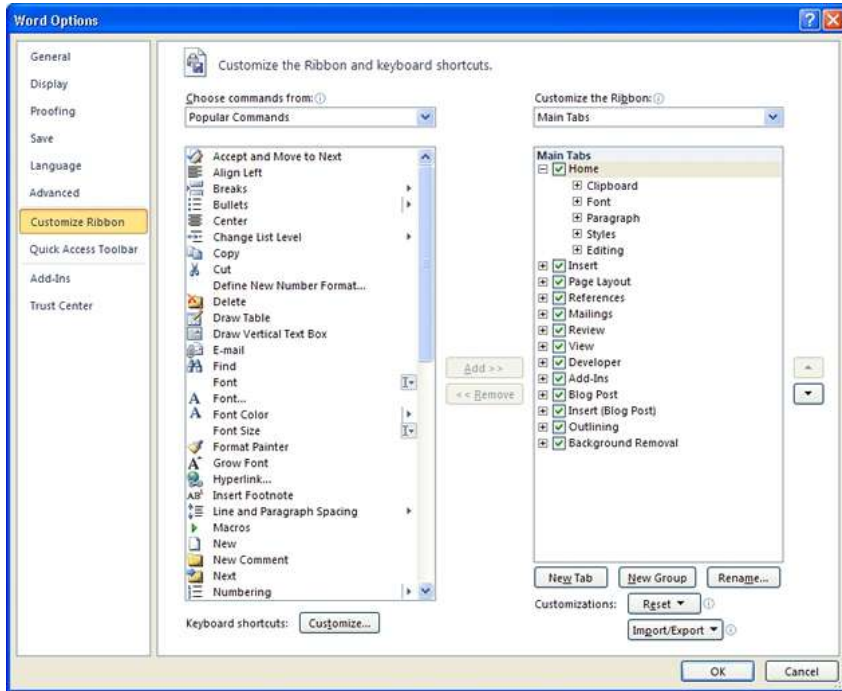
- Picture Correction Options
- Artistic Effect Options
- Background Removal
- Picture Layout Options



Microsoft Word 2010

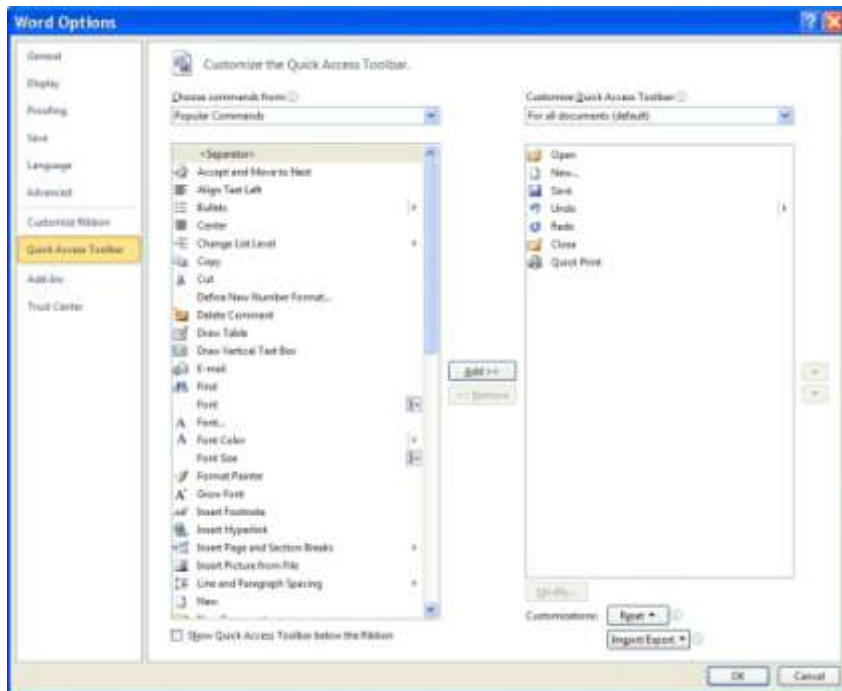
Changes from Version 2007

The Ribbon

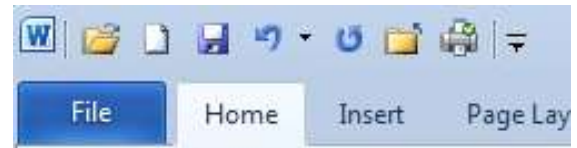


The ribbon provides quicker access to all the commands in Word 2010 and allows for easier future additions and customizations. You can also customize the ribbon. For example, you can create custom tabs and custom groups to contain frequently used commands. To customize or create a new ribbon, click on the File Ribbon Tab, Options then Customize Ribbon.

The Quick Access Toolbar



The Quick Access Toolbar has improved functionality. You can now just right-click a ribbon icon to add it to the Toolbar. Also, if you work on multiple computers you can now import your Quick Access Toolbar customizations onto all your computers.





Microsoft Word 2010

Changes from Version 2007

The File Tab

The File tab replaces the Microsoft Office Button. The File Tab, also referred to as the Backstage view, helps you find frequently used features for managing your files and the data about the files, such as creating and saving files, inspecting for personal information, and setting file and Word options.

The screenshot shows the Microsoft Word 2010 interface with the File Tab selected. The side menu on the left contains the following options: Save, Save As, Open, Close, Info, Recent, New, Print, Save & Send, Help, Options, and Exit. A red box highlights the Save, Save As, Open, and Close options. A red arrow points to the Exit option. The main content area displays 'Information about Changes in Word 2010' with sections for Permissions, Prepare for Sharing, and Versions. The Properties pane on the right shows document details such as Size (20.7KB), Pages (3), Words (608), and Total Editing Time (167 Minutes).

SIDE MENU:

The following are at the top of the side menu and available regardless of which action menu tab is selected.

- Save
- Save As
- Open
- Close

INFO ACTION TAB:

The info view displays the properties and statistics of the document.

The document can be protected (use caution with this option).

Autosave version can also be accessed and restored now from this tab.

Note: Once the file is closed properly, the autosave versions are deleted from the temporary location.

Protected View

Files from a potentially unsafe location (such as the Internet or an e-mail attachment) or files that contain active content (such as macros, data connections, or ActiveX controls) are validated and can open in Protected View. When files are opened in Protected View mode, the editing functions are disabled. You can open and edit files from trusted sources by clicking the Enable Editing message.

Convert a Document to Word 2010

No conversion is necessary. The default file format has not changed in Microsoft Office 2010. When you open a document in Word 2010, it will open in one of three modes:

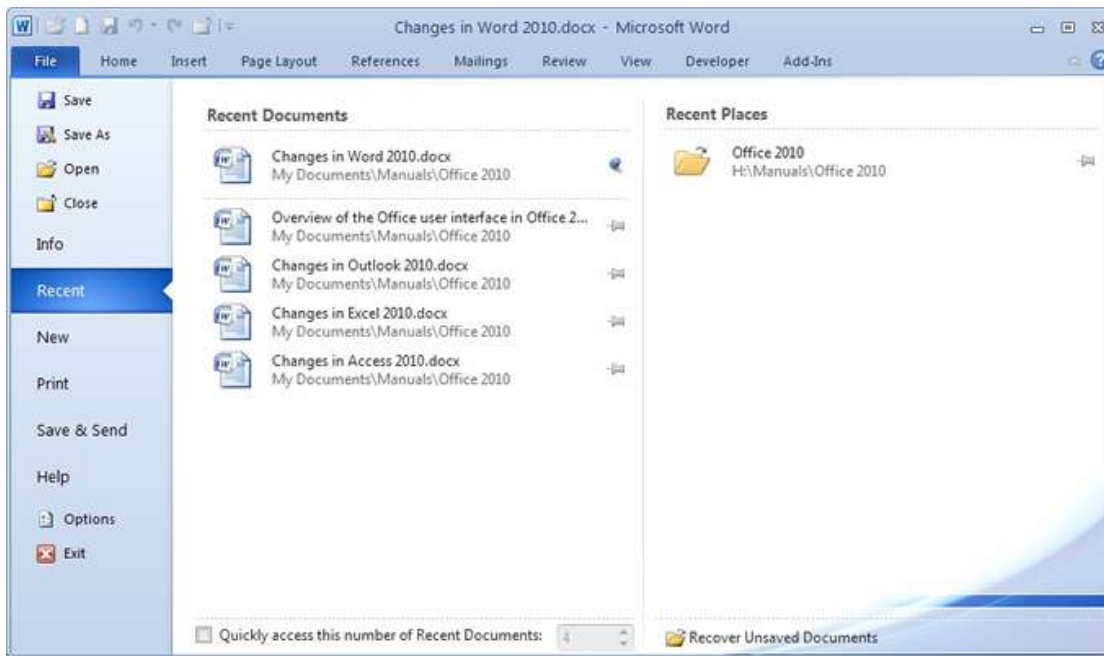
- Word 2010
- Word 2007 compatibility mode
- Word 97-2003 compatibility mode



Microsoft Word 2010

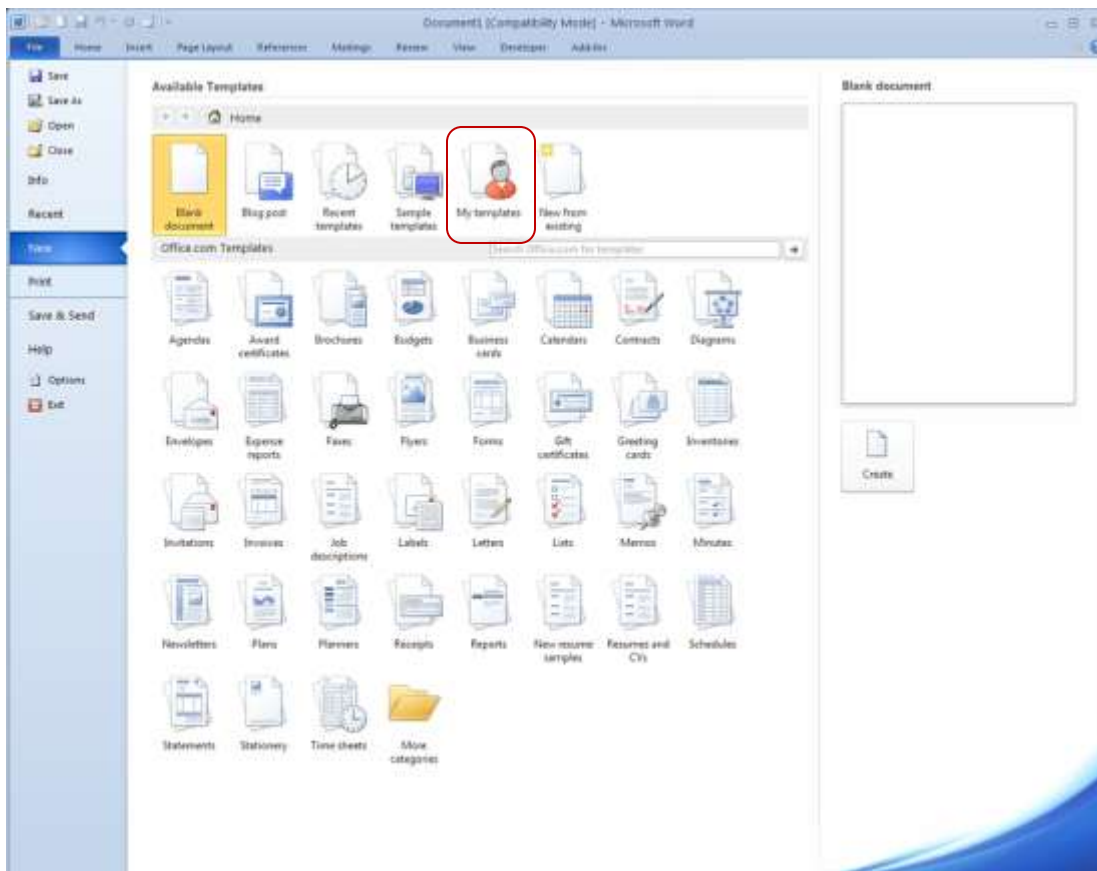
Changes from Version 2007

The File Tab *(continued)*



RECENT TAB:

Word 2010 now has the options of selecting the most recent file or the location



NEW TAB:

Displays the Template options within Word 2010.

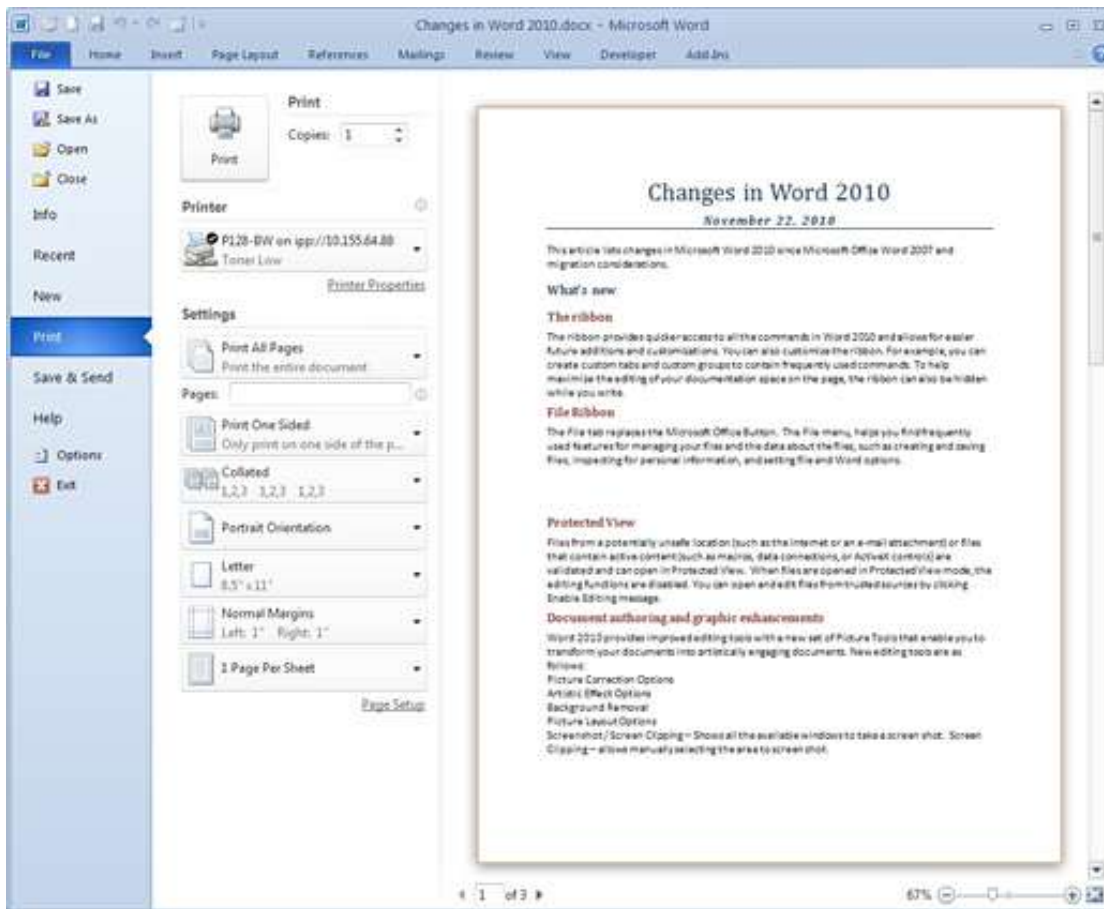
Select the "My templates" icon for the KDOA specific Templates.



Microsoft Word 2010

Changes from Version 2007

The File Tab *(continued)*



PRINT TAB:

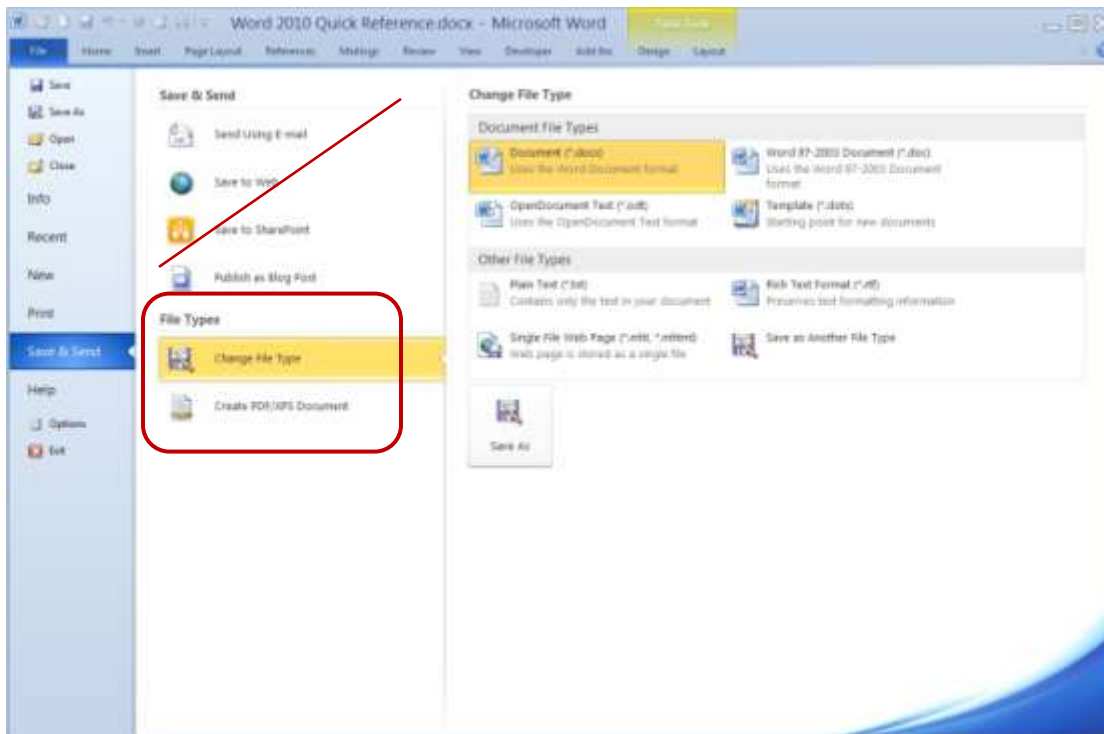
The print view is now incorporated within the printer selection. At the bottom of the screen are navigation arrows to forward through the pages of the document.



Microsoft Word 2010

Changes from Version 2007

The File Tab *(continued)*



SAVE & SEND TAB:

Use only the two options under the “File Types” heading.

- Change File Types
- Create PDF

Do Not use the Save & Send Options until Outlook is implemented as our E-Mail System.

