

Kate Shoup

# SIMPLY OFFICE 2010

-  Step-by-step introduction to Office 2010
-  Concise, jargon-free instructions
-  Packed with screenshots in full-colour



*Make It Simple For Yourself*



# **SIMPLY OFFICE 2010**

*by Kate Shoup*



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## How to Use This Book

Do you look at the pictures in a book or magazine before anything else? Would you rather be shown instead of read about how to do something? Then this book is for you. Opening *Simply Office 2010* allows you to read less and learn more about the Windows operating system.

### Who Needs This Book

This book is for a reader who has never used this particular technology or application. It is also for more computer literate individuals who want to expand their knowledge of the different features that Windows has to offer.

### Using the Mouse

This book uses the following conventions to describe the actions you perform when using the mouse:

#### Click

Press your left mouse button once. You generally click your mouse on something to select something on the screen.

#### Double-click

Press your left mouse button twice. Double-clicking something on the computer screen generally opens whatever item you have double-clicked.

#### Right-click

Press your right mouse button. When you right-click anything on the computer screen, the program displays a shortcut menu containing commands specific to the selected item.

#### Click and Drag, and Release the Mouse

Move your mouse pointer and hover it over an item on the screen. Press and hold down the left mouse button. Now, move the mouse to where you want to place the item and then release the button. You use this method to move an item from one area of the computer screen to another.

### The Conventions in This Book

A number of typographic and layout styles have been used throughout *Simply Office 2010* to distinguish different types of information.

#### Bold

Bold type represents the names of commands and options that you interact with. Bold type also indicates text and numbers that you must type into a dialog box or window.

#### Italics

Italic words introduce a new term and are followed by a definition.

#### Numbered Steps

You must perform the instructions in numbered steps in order to successfully complete a section and achieve the final results.

#### Bulleted Steps

These steps point out various optional features. You do not have to perform these steps; they simply give additional information about a feature. Steps without bullets tell you what the program does in response to your following a numbered step. For example, if you click a menu command, a dialog box may appear or a window may open. The step text may also tell you what the final result is when you follow a set of numbered steps.

#### Notes

Notes give additional information. They may describe special conditions that may occur during an operation. They may warn you of a situation that you want to avoid – for example, the loss of data. A note may also cross reference a related area of the book. A cross reference may guide you to another chapter or another section within the current chapter.

#### Icons and buttons

Icons and buttons are graphical representations within the text. They show you exactly what you need to click to perform a step.

You can easily identify the tips or warnings in any section by looking for the Tip and Warning icons. Tips offer additional information, including tips, hints, and tricks. You can use the tip information to go beyond what you have learned in the steps. Warnings tell you about solutions to common problems and general pitfalls to avoid.

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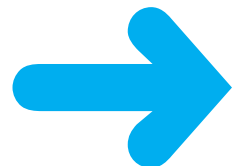
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## OFFICE FEATURES

In Office 2010, the applications share a common look and feel. You can find many of the same features in each program, such as the Ribbon, the Quick Access toolbar, various program window controls and the File tab. Many of the tasks you perform in Office, such as creating new files, opening existing files, working with text and data in files, saving files, printing files and executing commands, involve similar processes and features throughout the Office suite. In this part, you learn how to navigate the common Office features and perform basic Office tasks.



# START AND EXIT OFFICE APPLICATIONS

Before you can begin working with a Microsoft Office application, also called a program, you must open the application.

There are a few ways to start an application. One is to launch it from the Start menu, as described in this task. Another is to double-click the program's shortcut icon on the desktop.

When you finish your work, you can close the program. If applicable, you can save your work before exiting a program completely.

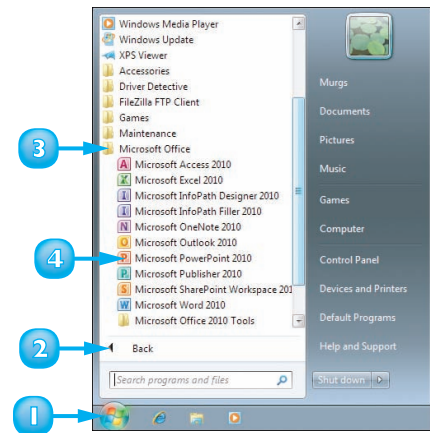
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## Start an Office Application

- 1 Click **Start**.
- 2 Click **All Programs**.

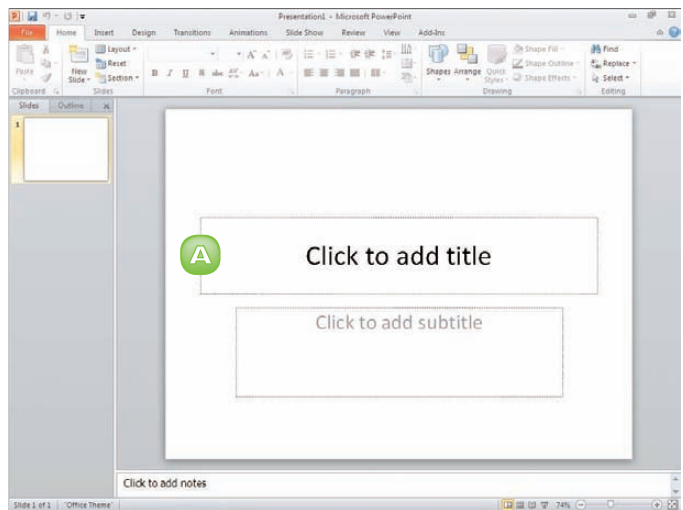
**Note:** The All Programs menu option changes to a Back menu option.

- 3 Click **Microsoft Office**.
- 4 Click the name of the program that you want to open.



**A** The program that you selected opens in a new window.

**Note:** See the next section to learn how to identify different areas of the program window.





## Exit an Office Application

1 Click the **Close** button (X).

A You can also click the **File** tab and then click **Exit**.

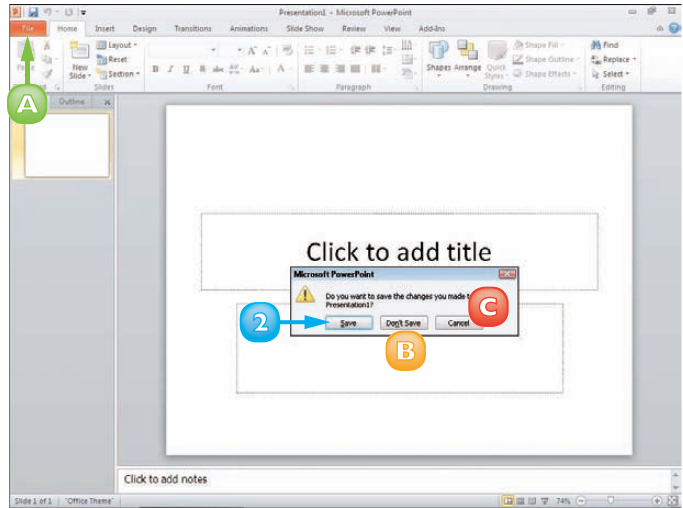
If you have not yet saved your work, the program prompts you to do so before exiting.

2 Click **Save**.

The program window closes.

B If you click **Don't Save**, the program closes without saving your data.

C If you click **Cancel**, the program window remains open.



## Create a Shortcut Icon for an Office Application

1 Right-click a blank area of the desktop and click **New** and then **Shortcut**.

The Create Shortcut dialog box appears.

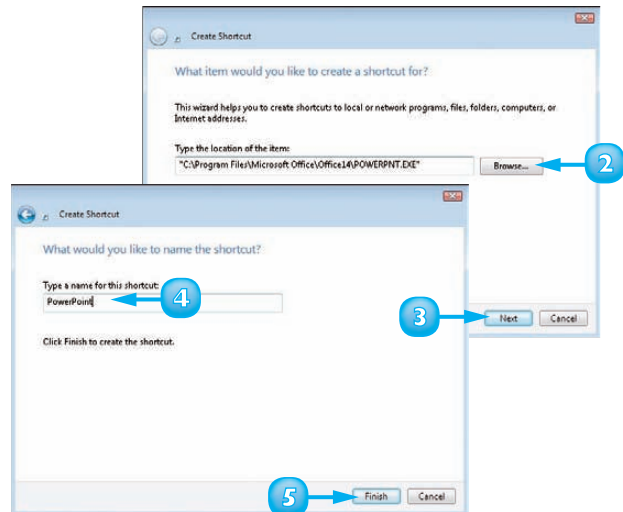
2 Click **Browse**, navigate to the Office program, click the filename and click **OK**.

3 Click **Next**.

4 Type a name for the shortcut.

5 Click **Finish**.

The new shortcut icon appears on the desktop.



# NAVIGATE THE PROGRAM WINDOWS

All Office programs share a common appearance and many of the same features. These features include a Ribbon, which appears instead of the menus and toolbars found in previous versions of Microsoft Office; a Quick Launch toolbar, which features a customisable set of frequently used commands; and scroll bars, which you can use to navigate an open file in a program window. When you learn how to navigate one Office program, you can use the same skills to navigate the others. If you are new to Office, you should take a moment to familiarise yourself with the suite's various on-screen elements.

## A Title Bar

Displays the name of the open file and the Office program.

## B Quick Access Toolbar

Displays quick access buttons to the Save, Undo and Redo commands.

## C File Tab Menu

Displays a menu of file commands, such as New and Open.

## D Ribbon

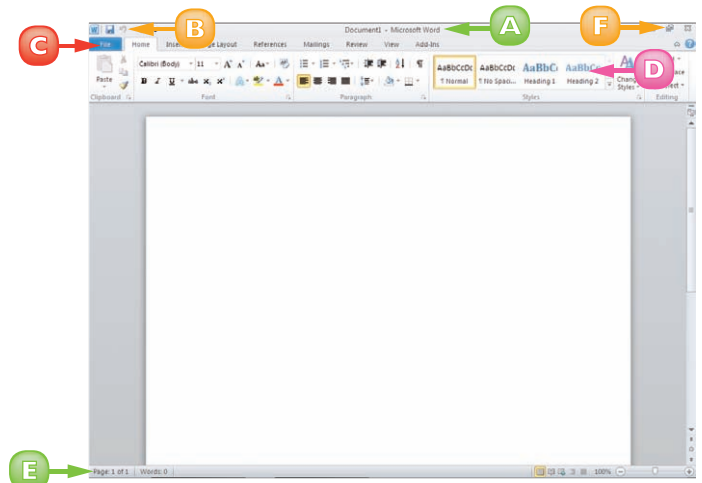
Displays groups of related commands in tabs. Each tab offers buttons for performing common tasks.

## E Status Bar

Displays information about the current worksheet or file.

## F Program Window Controls

Displays buttons to minimise the program window, restore the window to full size and close the window.



## **A** Formula Bar

This appears only in Excel. Use this bar to type and edit formulas and perform calculations on your worksheet data.

## **B** Work Area

The area where you add and work with data in a program. Depending on the Office program, the work area may be a document, a worksheet or a slide.

## **C** Document Window Controls

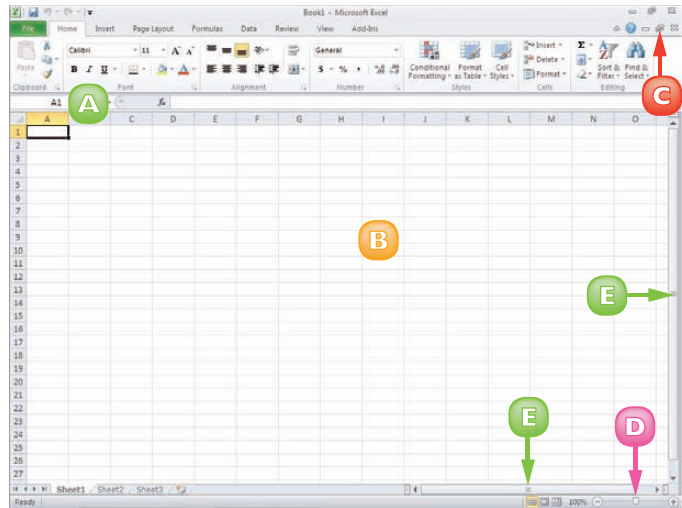
Use these buttons to minimise or restore the current document within the program window.

## **D** Zoom Controls

Use this feature to zoom your view of a document.

## **E** Scroll Bars

Use the vertical and horizontal scroll bars to scroll through the item shown in the work area.



# WORK WITH THE RIBBON

Instead of the menus and toolbars found in earlier versions of Office, Office 2010 features the Ribbon, which offers an intuitive way to locate and execute commands.

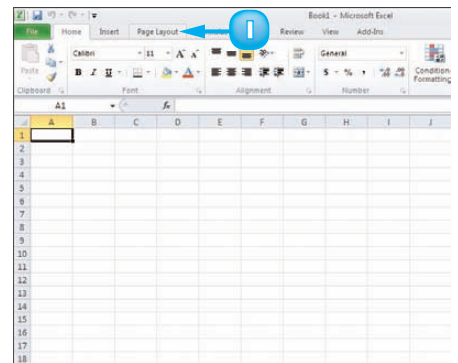
The Ribbon is grouped into tabs, each containing groups of related commands. For example, the Home tab in Microsoft Word contains commands for changing the font, setting text alignment, indenting text and so on. Some tabs appear only when needed, such as when you are working with a table or picture in a document.

The Ribbon is maximised by default, but you can minimise it to view more of your program window.

## Use the Ribbon

**1** Click a tab.

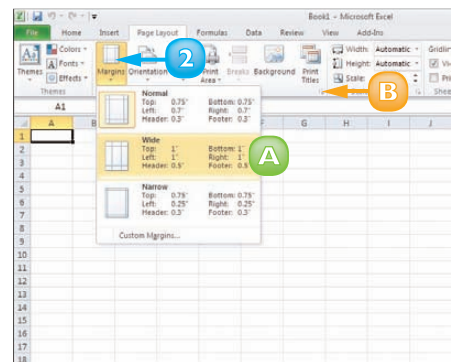
The tab organises related tasks and commands into logical groups.



**2** Click a button to activate a command or feature.

**A** Buttons with arrows display additional commands.

**B** With some groups of commands, you can click the corner group button (📄) to display a dialog box of additional settings.

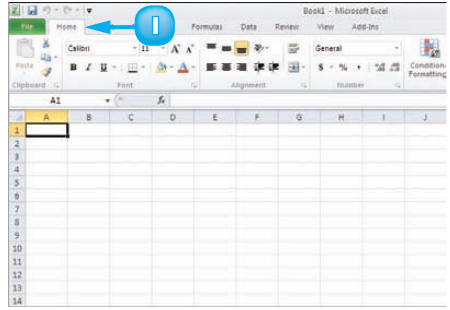


When you position the mouse pointer over Live Preview options on the Ribbon, you see the results in the document before applying the command.

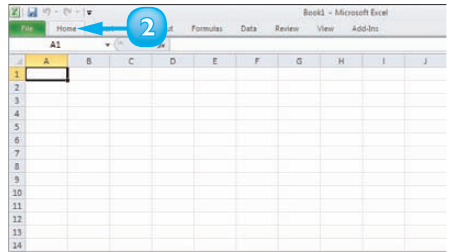
## Minimise the Ribbon

- 1 Double-click a tab name.

The Ribbon is minimised.



- 2 Double-click the tab name again to maximise the Ribbon.

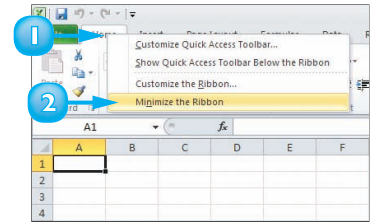


## Keep the Ribbon Minimised

- 1 Right-click a tab on the Ribbon.
- 2 Click **Minimize the Ribbon**.

The program's Ribbon is minimised at the top of the screen.

To use a Ribbon while it is minimised, simply click the tab containing the tools that you want to access.



# CUSTOMISE THE QUICK ACCESS TOOLBAR

The Quick Access toolbar, which appears on-screen regardless of what tab is currently shown in the Ribbon, offers quick access to the Save, Undo and Redo commands.

You can customise this toolbar to include other commands, such as the Quick Print command or another command you use often. Alternatively, you might customise the toolbar to omit commands that appear by default.

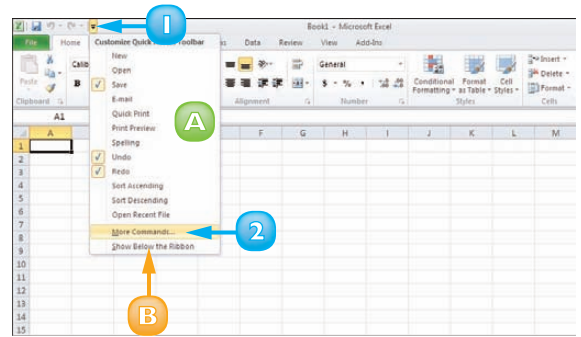
By default, the Quick Access toolbar appears in the top left corner of the program window, above the Ribbon. You can choose to display the toolbar below the Ribbon instead.

1 Click the **Customize Quick Access Toolbar** button (☰).

2 Click **More Commands**.

A You can click any of the common commands to add them to the toolbar.

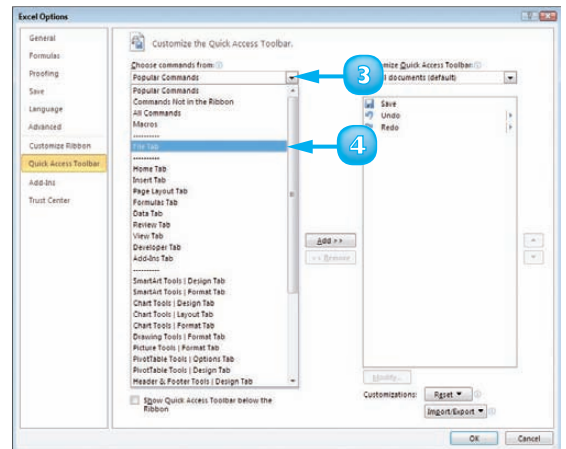
B You can click **Show Below the Ribbon** if you want to display the toolbar below the Ribbon.



The Options dialog box opens with the options to customise the Quick Access Toolbar shown.

3 Click the **Choose commands from** dropdown.

4 Click a command group.



5 Click the command that you want to add to the toolbar.

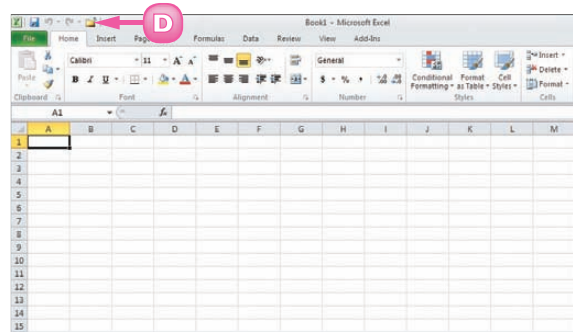
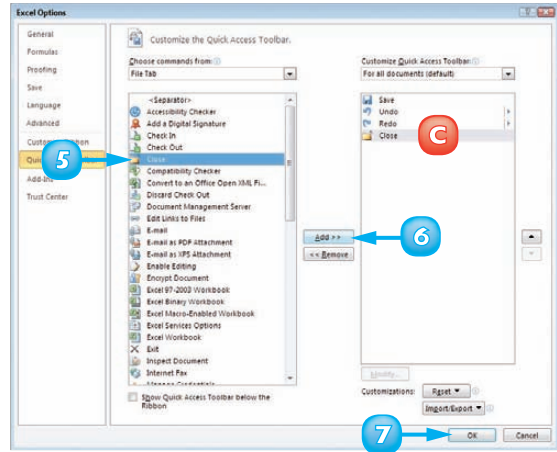
6 Click the **Add** button.

**C** Office adds the command.

You can repeat Steps 3 to 6 to move additional buttons to the toolbar.

7 Click **OK**.

**D** The new command appears on the Quick Access toolbar.



To remove a button from the Quick Access toolbar, open the Options dialog box, click the command name in the list box on the right, click the Remove button and click OK. The button no longer appears on the toolbar.



You can add commands to the toolbar directly from the Ribbon. Simply click the tab containing the command that you want to add, right-click the command and then click Add to Quick Access Toolbar. The command is immediately added as a button on the toolbar.