

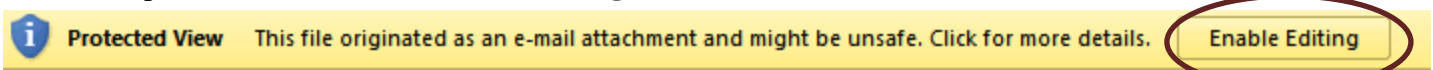
This is a general overview of some of the features and utilities in Microsoft Office 2010.

1. Functionality is the same; the interface is very similar to Office 2007.
2. Files from previous versions of Office can be opened in Office 2010.
3. Files created in Office 2010 can be saved in previous versions.
4. The File menu is back.

Protected View

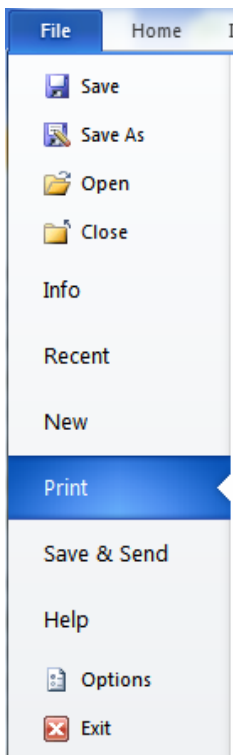
File received from potentially unsafe locations have printing and editing restricted. This may happen if you receive attachments from non WestConn e-mail.


To remove protected view, click **Enable Editing**.

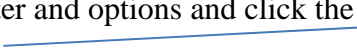


Backstage View (The File Tab)

Backstage View replaces the File menu and the Office Button from previous versions. You can access common commands such as Open, Save, Save As, and Print. Backstage View contains different options depending on the Office program you are using. Click the File Tab to select options.

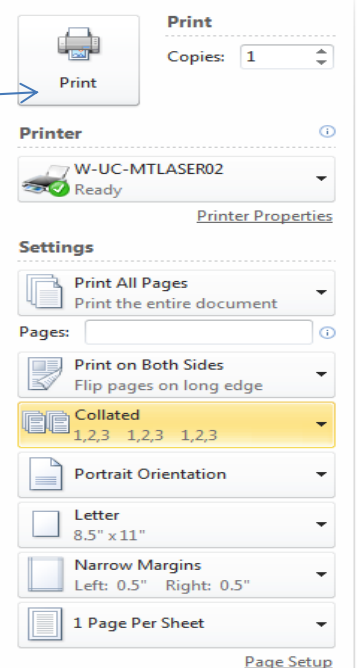


Recent: Displays a list of Recent Document and Recent Places. To keep documents/places on the list, click the Pin. 

Print: The Print options are integrated with print preview. Select printer and options and click the Print button. 

Info: To recover a file you closed, but did not save: Select Info, Manage Versions, then Recover Unsaved Versions. Select an unsaved file. Click Open. Once the document has been saved, these “unsaved” versions are no longer available.

To return to the document, click the File Tab (or any Ribbon Tab), or press <Esc>.



Quick Access Toolbar



Options Menu

Add frequently used commands to the Quick Access Toolbar.

To customize the Quick Access Toolbar:

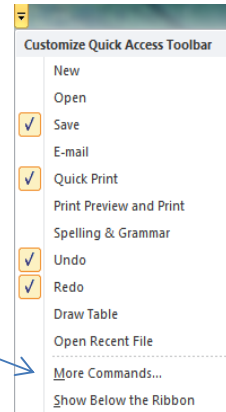
Click the down arrow to display the Options Menu

Check any commands listed to display, or click check mark to remove the item from the Quick Access Toolbar.

To add other commands, click **More Commands**.

or

Right-click any command icon on the Ribbon and choose Add to Quick Access Toolbar.



Ribbon

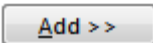
You can create your own Ribbon tabs and groups.



Right-click anywhere on the Ribbon and choose **Customize the Ribbon** from the menu.

Choose commands from the drop-down menu.

Select the command; select the tab or group you want the command to appear under. Click



To restore the default Ribbon, click the **Reset** button.

