

Office 2010 User's Guide

Transitioning from Office 2007 to Office 2010

This document will guide you through many of the new features of Office 2010 and help in the transition from Office 2007 to Office 2010. For now I am concentrating on Outlook and Word. In time I will add information about Excel and PowerPoint.

If you have any questions feel free to drop by my office in the LRC on the 5th floor of the library in ED II, send me an email at jdelavan@uams.edu.

I have also found that the Office Help to be very user friendly and useful. You can get to it at any time by clicking on the blue question mark in the top right corner of the screen.



When you first open a program in Office 2010 you will see immediately that it has the same Office Ribbon configuration that you had in Office 2007. The File, Edit, etc. menus have been replaced with the Quick Access toolbar and the Office Ribbon. The Office Ribbon is divided into tabs. Each tab is divided into groups.

← Office Ribbon →

Quick Access Toolbar Ribbon Tabs

Backstage View Minimize the Ribbon →

Ribbon Tab Groups

Some of the buttons on the tabs have small arrows that indicate that clicking on the button will produce a drop down list. Many of the group sections on the tab have an arrow in the bottom right corner. Clicking on this arrow will launch a dialogue box with more options. Many of the dialogue boxes that are launched will be familiar from Office 2003.

Guide To Microsoft Office 2010 Marelli 201

Steve Johnson



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