

## What's New in Office 2010?

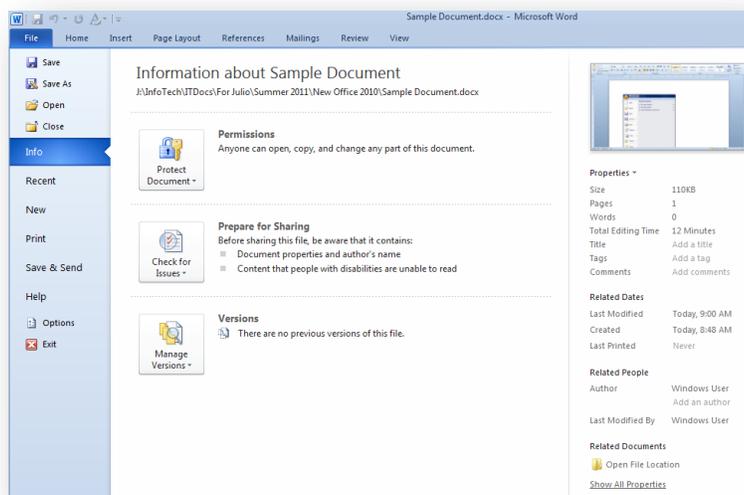
While a lot is the same, there are some new features in Microsoft Office 2010 that make sharing and designing your work faster and easier than ever.

Enhanced Office customization tools allow more flexibility with your Office experience, enabling quick-access to the tools and information you need.

## Microsoft Office Backstage

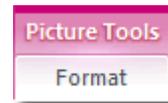
The **File** menu now opens *Office Backstage*, which provides instant document and file-handling information.

- The **File** tab of the Ribbon immediately opens to the file information. This area provides information about the file on the right pane, as well as options for setting permissions, document evaluation tools, and version history.
- **Save, Save As, Open, and Close** are still available at the top of the file menu.
- The **Recent** tab lists recently opened documents on the left pane, and recently opened places (folders) on the right. Click on the  icon next to the file or folder to “pin” to the list of recent items. Pinned items (  ) remain at the top of the recent items list until unpinned.
- **New** displays a list of available document templates.
- **Print** provides a list of print options and displays a preview of the document on the right pane.
- **“Save and Send”** provides options for sharing the current document via the web or email.



## Image Editing in Microsoft Office 2010

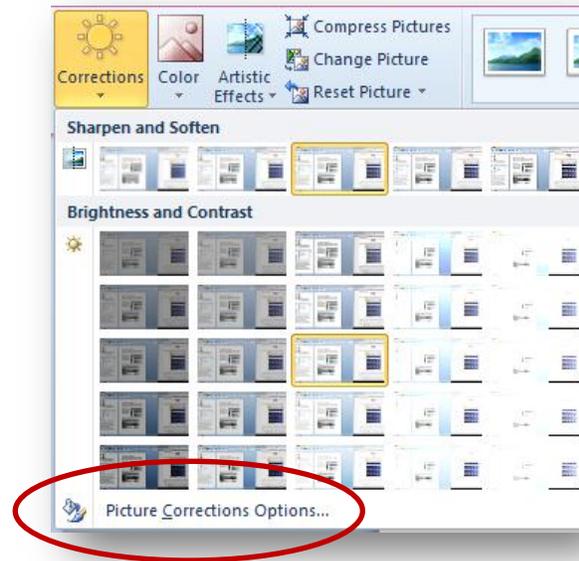
Formerly limited to recolor, brightness, and contrast, a variety of artistic effects and corrections are now available under the Adjust group within the Picture Tools tab. Click on an image to bring up the **Picture Tools** tab and click **Format**.



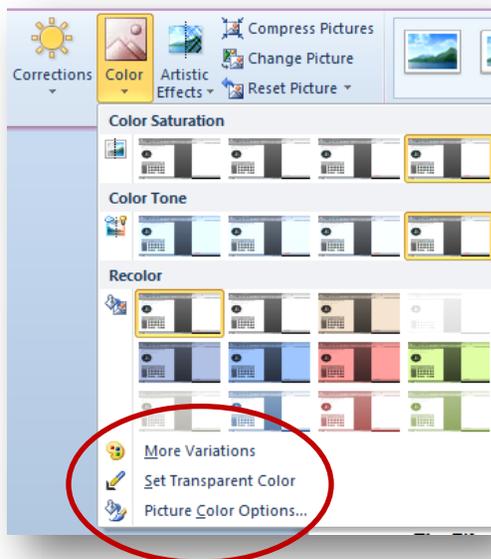
### Corrections

**Corrections** displays a thumbnail gallery of preset corrections including sharpen, soften, brightness, and contrast. Hover over the thumbnail for a live preview of the effect on the selected image.

**Picture Corrections Options...** opens the **Format Picture** window which enables more exact fine tuning and the option to add this custom setting to the presets.



### Color



Color enables saturation and tone adjustment, as well as image recoloring. **More Variations** and allows for custom recoloring to a specific tint.

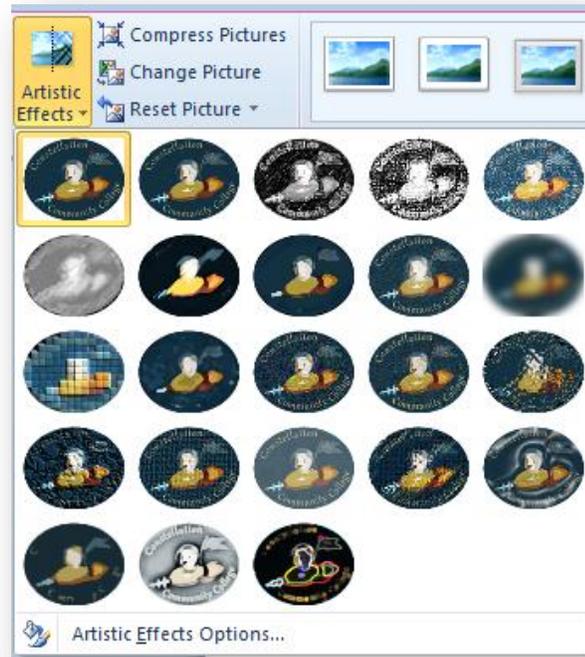
Click **Set Transparent Color** and select a pixel within the image to make all pixels of that color transparent.

**Picture Color Options** opens the **Format Picture** window for custom saturation and temperature adjustment.

## Artistic Effects

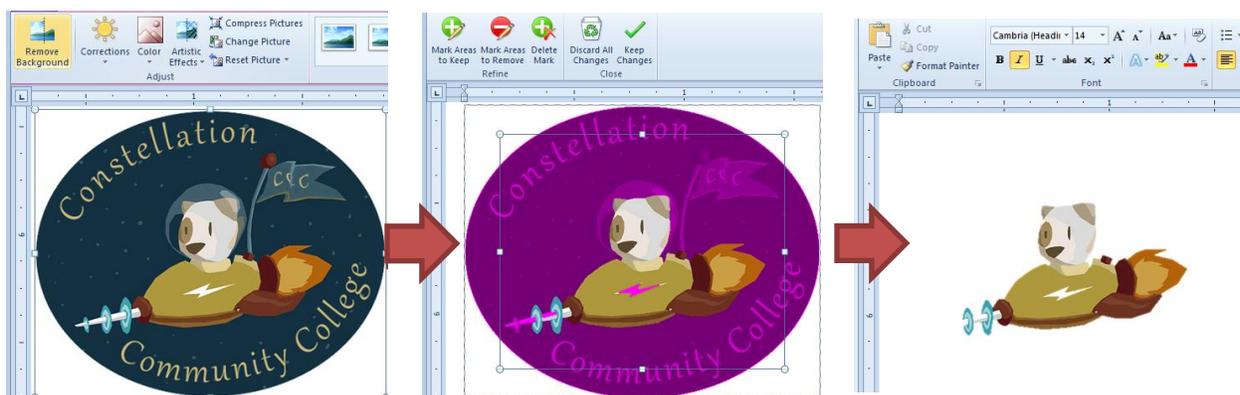
Office 2010 includes a number of engaging Artistic Effects that may be applied to any inserted image. These include pencil sketch, paint sketch, mosaic bubbles, and many more. Hover over each thumbnail for a live preview.

**Artist Effects Options...** opens the **Format Picture** window where individual settings of each effect may be specified.



## Remove Background

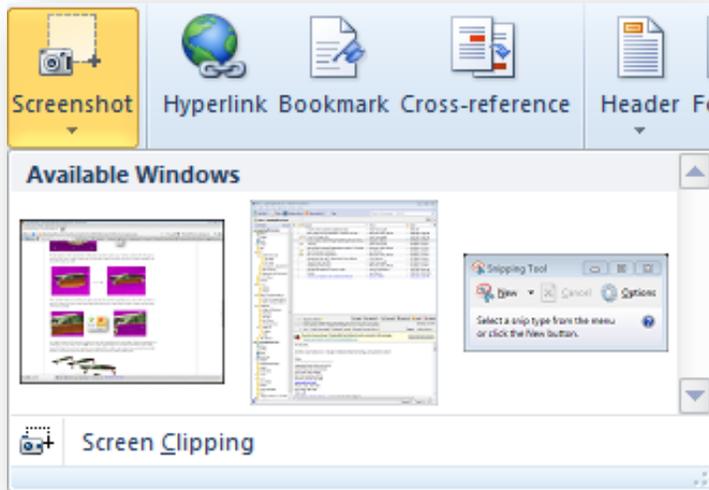
The **Remove Background** option, found under **Image Tools** when you click on an image, isolates the primary image and allows for the removal of background details. Office will try to auto-isolate the image, and press return to remove the background image.



You may also use the **Mark Areas to Remove** tools to trace around specific areas to exclude. Draw lines over unwanted areas and use **Mark Areas to Keep** to trace around areas that you may wish to keep.

## Screenshots

A screenshot function is now part of the Office toolbox. Found under the



**Insert** tab in the **Illustrations** group, the **Screenshot** button displays thumbnails of all available windows to capture from. You may paste directly from the “Print Screen” or choose an existing open window to take a screen clipping from.

## Word Art

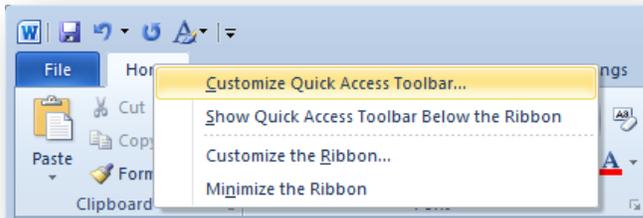
Liven up documents, slides, and workbooks using the new Office WordArt utility. Found under the **Insert** tab, click **WordArt** and select the desired design from the dropdown menu. Convert existing text to WordArt by highlighting the text and selecting the desired style from the WordArt dropdown menu. Remove WordArt by selecting the WordArt you wish to remove and pressing delete. To remove WordArt formatting from text:



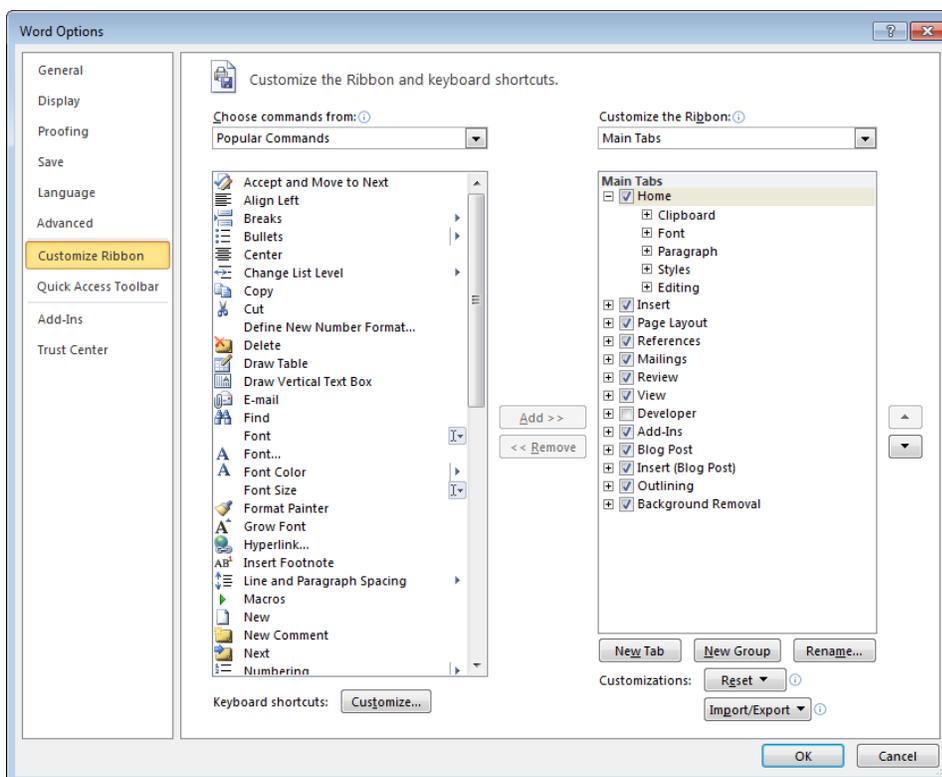
- In Word, select the text. On the **Home** tab, in the **Font** group, click **Clear Formatting**.
- In Excel select the text. Under **Drawing Tools**, on the **Format** tab, in the **WordArt Styles** group, click the **More** button, and then **Clear WordArt**.
- In PowerPoint, select the text. On the **Home** tab, in the **Font** group, click **Clear Formatting**.

## Ribbon Customization

Don't like clicking around through ribbon tabs? You may now create your own tab with customized features.



Right click on the Office ribbon tab and click “Customize the Ribbon...” to open the “Customize Ribbon” area of the Word Options menu.



From here you click **New Tab** to create a new Ribbon tab. Customize this tab using commands to it using **Add >>** and **<< Remove** by selecting them from the left pane.

## Common Office 2010 Keyboard Shortcuts

To...	Use this shortcut
Select text	Shift+Arrow to highlight text. Shift+Ctrl+Arrow selects one word at a time. Shift+End selects to end of the line.
Copy selected text	Press Ctrl+C.
Cut selected text	Press Ctrl+X.
Paste selected text	Press Ctrl+V.
Bold text	Press Ctrl+B.
Search for text	Press Ctrl+F.
Find and replace text	Press Ctrl+H.
Go to section	Press Ctrl+G.
Italicize text	Press Ctrl+I.
Underline text	Press Ctrl+U.
Subscript text	Press Ctrl+equal sign (=).
Superscript text	Press Ctrl+plus sign (+).
Center text	Press Ctrl+E.
Align text left	Press Ctrl+L.
Align text right	Press Ctrl+R.
Justify text	Press Ctrl+J.
Decrease the font size	Press Ctrl+Shift+less-than sign (<). If your mouse has a scroll wheel, you can also press Ctrl and scroll down.
Increase the font size	Press Ctrl+Shift+greater-than sign (>), or press Ctrl and scroll up (if your mouse has a scroll wheel).
Change the font	Press CTRL+SHIFT+F and arrow keys for a new font.
Change font size	Press Ctrl+Shift+P. Use arrow keys to reach the new font size, or press Ctrl and scroll up or down if your mouse has a scroll wheel
Page break	Press Ctrl+Enter.
New document	Press Ctrl+N.
Open My Documents	Press Ctrl+O.
Close a document	Press Ctrl+W.
Save a document	Press Ctrl+S.
Print a document	Press CTRL+P.
Resize a shape	Click shape, and then press Shift+Arrow.
Rotate a shape	Click shape, hold Alt key, and press left or right arrow.