Table of Contents

Introduction ........................................................................................................................................... 2
   Ribbons............................................................................................................................................... 2
   File Ribbon/Customizing the Application......................................................................................... 2

Tips and Tools Common to all Office Products.................................................................................. 3
   Format Painter..................................................................................................................................... 3
   Working with Images......................................................................................................................... 3

A Few Tips for Word ............................................................................................................................... 4
   Page Layout Ribbon............................................................................................................................. 4
   Format Ribbon..................................................................................................................................... 4
   Wrapping Text Around Your Picture ................................................................................................. 4

A Few Tips for Excel .............................................................................................................................. 5
   Adding a Chart..................................................................................................................................... 5

Tips for Using PowerPoint .................................................................................................................... 6
   New Tools for PowerPoint 2010......................................................................................................... 6
   Inserting Charts................................................................................................................................. 6
   Working with Video or Sound ............................................................................................................ 6
INTRODUCTION

There are a many similar features between the different Office products (Word, PowerPoint and Excel), as well as between Office 2007 and 2010. Below are a few. For more specific information about all of these office products, visit our website: http://guides.lib.umich.edu/office.

RIBBONS

The Ribbons in Office 2010 look similar to the Ribbons in Office 2007, with icons logically grouped together. In the lower right corner of many of the Groups, there is an Expand icon that will open a dialog box with more options for that group. Ribbons change contextually, depending on what you are doing. For example, the Format Ribbon only appears if you and inserted (and have selected) an image, shape, or chart.

You can hide the Ribbon by double-clicking on the name of the Ribbon (for example, on the word “Insert”) or by clicking the icon next to the question mark at the right of the Ribbon (/question mark icon). Click on a different Ribbon, and that Ribbon will appear; to get the icons back, double-click again on one of the Ribbon names or click that same icon.

FILE RIBBON/CUSTOMIZING THE APPLICATION

The File Ribbon takes the place of the 2007 Office Button and looks the same in all three applications. In addition to commands such as Open, Save, Print, it also has Options, which is where you change your preferences for AutoCorrect, user information, saving defaults etc.

In Office 2010, you can now customize the contents of the ribbons as well as the Quick Access Toolbar (the small row of icons above the ribbons):

1. Go to the File Ribbon and choose Options.
2. In the Options dialog box, choose Customize Ribbon or w to add or remove items from the ribbons and Quick Access Toolbar.
3. Click OK when you are done to return to your document, spreadsheet, or presentation.
TIPS AND TOOLS COMMON TO ALL OFFICE PRODUCTS

In addition to the traditional tools we’ll mention below, there are also several new tools in Office 2010 that work the same way in all of the applications.

- **Screenshot Tool:** In the Insert ribbon, there is now a **Screenshot** icon in the Illustrations Group. You can insert a screenshot of any open window on your screen, or you can choose a specific part of your screen (Screen Clipping) to insert. Have the web page (or whatever) exactly how you want it before you click on the Screenshot icon.

- **Artistic effects:** In addition to picture styles, you can now apply artistic effects and colors to your images.

- **Remove background tool:** In Office 2007 this tool could separate single color backgrounds, but Office 2010 can remove more complicated background images as well.

FORMAT PAINTER

The Format Painter is a quick and easy way to copy the look (indentation, formatting, etc.) from one piece of text to another without using a style. Select the text with the format you want to copy. In the Home Ribbon, click the **Format Painter** button, and click the text to which you want to apply the formats. This also applies to image formatting, so if you’ve used a particular style (soft edges, left bevel) it can copy that as well.

WORKING WITH IMAGES

Images can enhance your document or presentation by providing visual information to the reader. We recommend .jpg or .tiff files of 200-600 dpi for image files. If you reduce the size of your images they usually looks fine, but some pictures will become “pixely” if you increase their size, so be careful. While it is possible to copy and paste images into the Office Programs, we recommend against this method since you may not get the highest-quality image when you copy and paste.

Our PowerPoint handouts ([http://guides.lib.umich.edu/office](http://guides.lib.umich.edu/office)) have a great deal of information about working with images that can be applied in Word, PowerPoint or Excel. We recommend you take a look at that for more tips.
A FEW TIPS FOR WORD

Like the other applications, many of the common formatting commands are in the Home Ribbon. Most tools look the same as in Office 2007. For more information about Word specifically, please visit our website (http://guides.lib.umich.edu/office).

PAGE LAYOUT RIBBON

The page settings such as margins, orientation, etc. are now in the Page Layout Ribbon as shown below. In addition, you can also do the following from here:

- Add page or section breaks (Page Setup Group)
- Change paragraph indent and spacing (Paragraph Group – applies only to selected text)
- Change the wrapping, alignment, or grouping of an image or images (Arrange Group)

FORMAT RIBBON

The Format Ribbon is a contextual Ribbon that only displays when it is needed. If you have a graphic inserted, the Format Ribbon will display, allowing you to change the text wrapping, size, position (Arrange Group) as well as brightness, contrast, etc. (Adjust Group).

WRAPPING TEXT AROUND YOUR PICTURE

By default, pictures are inserted as “in line with text,” meaning Word interprets them as one large character. To change the text wrapping:

1. Select your picture; the Picture Tools Format Ribbon appears (see above).
2. Click on the **Wrap Text** icon in the Arrange Group, and choose from the menu.

Click and drag it to where you’d like it to be, or click on the Position icon. Use More Layout Options to fine-tune your picture’s position of text-wrap settings.
A Few Tips for Excel

Like the other applications, many of the common formatting commands are in the Home Ribbon. In addition, as shown below, the Excel Home Ribbon also has the following:

- **Number Group**: specify the format of the cell (such as currency, time, etc.)
- **Cells Group**: insert, delete, or format individual cells, rows or columns
- **Editing Group**: insert common formulas as well as sort, filter and find

Additionally, Excel has one new feature that might be helpful:

**Preview data before you paste**: Copy your original data, click the cell you would like to paste into, go to the Home Ribbon, and click the arrow below the Paste icon and hover over a button to preview your data. Click the button to actually paste the data.

Adding a Chart

To add a chart, you can select your data first, or add it later. If you don’t have any data selected, Excel will just guess, so best to select something.

1. Go to the Insert Ribbon and in the Charts Group, choose the type of chart you’d like.
2. By default, the chart will just appear on the spreadsheet, and you will now have three new Chart Tools Ribbons.
3. You can change the way your chart looks by making alterations in the Chart Layout Group or the Chart Styles Group (in the Design Ribbon). To change the color of a series or other chart element, go to the Format Ribbon and choose Shape Fill from the Shape Styles Group.
4. You can change the location (to put in on it’s own sheet, for example) by going to the Design Ribbon and clicking Move Chart in the Location Group.

Most tools look the same as in Office 2007. For more information about Excel specifically, please visit our website (http://guides.lib.umich.edu/office).
Overview of Office 2010
A University of Michigan Library Instructional Technology Workshop

TIPS FOR USING POWERPOINT

Most tools look the same as in Office 2007. For more information about PowerPoint specifically, please visit our website (http://guides.lib.umich.edu/office).

NEW TOOLS FOR POWERPOINT 2010

- **Turn your mouse into a laser**: Hold the Control key and click and drag the mouse pointer around in the slide during a Slide Show.
- **Saving a presentation as a video**: In the File Ribbon, select Save & Send, click Create a Video.
- **Duplicating effects**: Select the object with the animation effect(s) you would like to copy, go to the Animations Ribbon, click the Animations Painter, and select the object you want to copy the animation effect(s) to.

INSERTING CHARTS

You can insert a chart by choosing a slide layout with a Chart icon (Chart icon), going to the Insert Ribbon and choosing the Chart icon from the Illustrations Group, or copying it from Excel and then pasting it on the slide (be sure to have your cursor in the Click to add text box so the pasted chart fills the whole space.

When you do copy and paste from Excel, editing the data from the chart in PowerPoint actually changes the original Excel document. On the Chart Tools Design Ribbon, click the Edit Data button in the Data Group to edit the data of a selected chart – Excel will open. If you edit your data in Excel, click the Refresh Data button in the Data Group to see an updated version.

Note that when you add a chart into PowerPoint, you have three new Chart Tools Ribbons.

- **Edit the data**, change the layout, and change the style in the Chart Tools Design Ribbon.
- **Change the position** and settings for the labels, axes, and chart background in the Chart Tools Layout Ribbon.
- **Change the shape style, color**, arrangement and size of a series (or element in a series) in the Chart Tools Format Ribbon.

WORKING WITH VIDEO OR SOUND

When working with video clips, keep the movies (or sounds) in the same folder as the PowerPoint presentation. You'll need to take the media files with you if you move your presentation. Also, remember, only some movie types will work directly on the PowerPoint slide.