Okay, so you are thinking about making the JUMP over to Word 2010, or you have already taken the plunge! This cheat sheet will help you re-learn how to do what you use to do, along with learn the new enhancements that 2010 has to offer. GOOD LUCK. This cheat sheet assumes that you have taken the CEI Word Level 1 and level 2 Classes.

Here is a picture of the Ribbon:

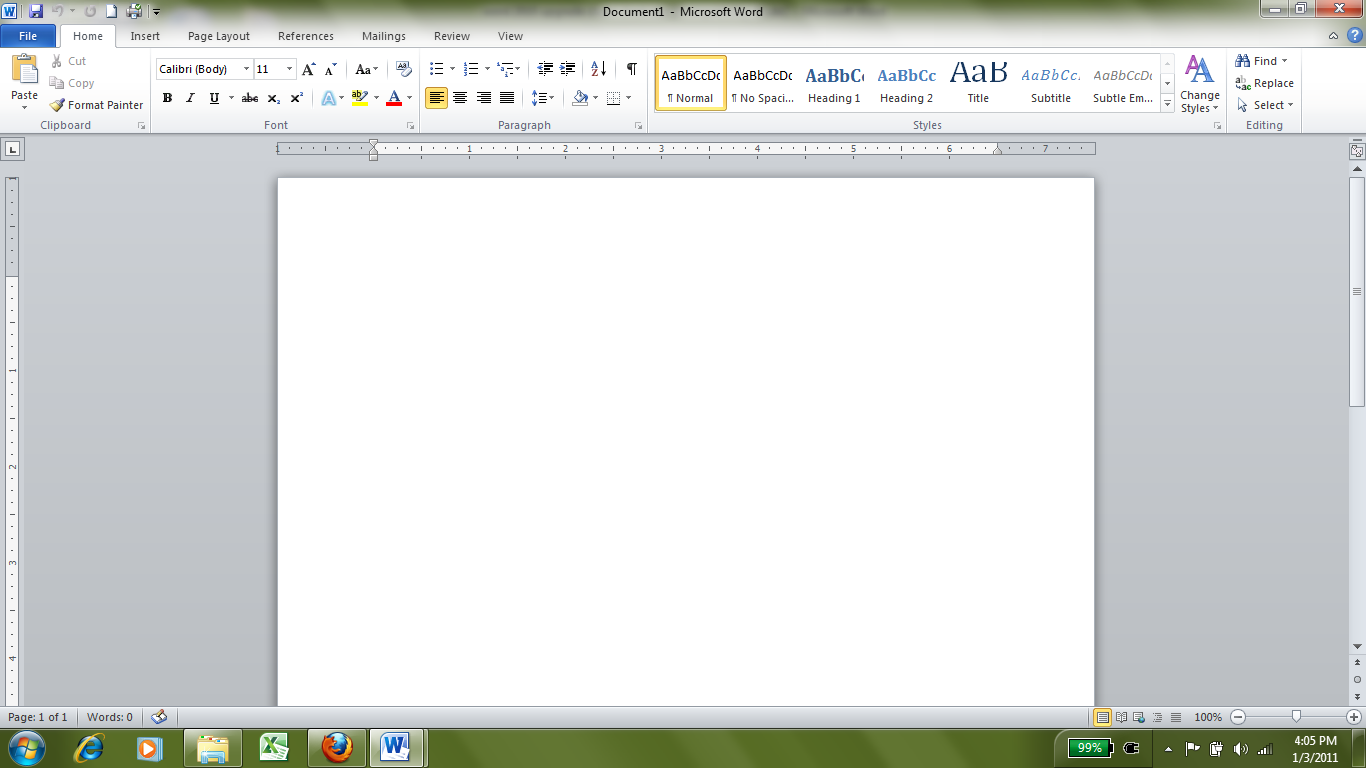
Here are some of the “technical things” that are different:

* The new Ribbon, a component of the Office Fluent user interface, groups your tools by task, and the commands you use most frequently are close at hand
* Save time and get more out of the powerful Word capabilities by selecting from galleries of predefined styles, table formats, list formats, graphical effects, and more.
* The Fluent user interface eliminates the guesswork when you apply formatting to your document. The galleries of formatting choices give you a live visual preview of the formatting in your document before you commit to making a change.
* When you are working on a document from a particular template type, such as a report, you can select from a gallery of preformatted cover pages, pull quotes, and headers and footers to make your document look more polished.
* If you want to customize the preformatted content, or if your organization often uses the same piece of content, such as legal disclaimer text or customer contact information, you can create your own building blocks that you select from the gallery with a single click
* The Office Fluent user interface presents the right tools to you when you need them.
* Add Building Blocks of predefined content and reduce the errors associated with copying and pasting frequently used content.
* Quick Styles save you time by helping you quickly format text and tables throughout your document.
* Document Themes apply the same colors, fonts, and effects to your documents for a consistent look.
* SmartArt diagrams and a new charting engine help you add a professional look to documents. Shared diagramming and charting with Microsoft Office Excel 2010 spreadsheet software and the Microsoft Office PowerPoint 2010 presentation graphics program help ensure a consistent look across your documents, spreadsheets, and presentations.
* Compose and publish blogs directly from within Word using the familiar Word interface to create your blog posts complete with pictures, rich formatting, spelling checker, and more. Publish your blogs from Word to many common blog services including Office SharePoint Server 2010, MSN Spaces, Blogger, TypePad, Community Server, and more.
* The Equation Builder helps you construct editable, in-line mathematical equations using real mathematical symbols, prebuilt equations, and automatic formatting.
* Live word count keeps track of the number of words in your document as you type, and is always in view in the Office Fluent user interface of Office Word 2010.
* Typographic capabilities offer improved bulleted and numbered lists, numbered list styles, and new fonts designed to improve on-screen reading.
* Citation Manager and Reference Builder give you the ability to add references, footnotes, endnotes, tables of contents, tables of figures or tables of authorities. Format your reference automatically by selecting a predefined style guide, including APA, MLA, The Chicago Manual of Style, and others.
* Contextual Spelling Checker helps you avoid common mistakes and misuse of similarly spelled words
* Save as PDF or XPS directly from Office Word 2010.
* Use the tri-pane review panel to compare and combine documents

**MAIN SCREEN IS DIFFERENT**

The first thing that you will notice is there is ***NO MENU BAR or TOOL BARS.*** Here is what the new screen looks like:

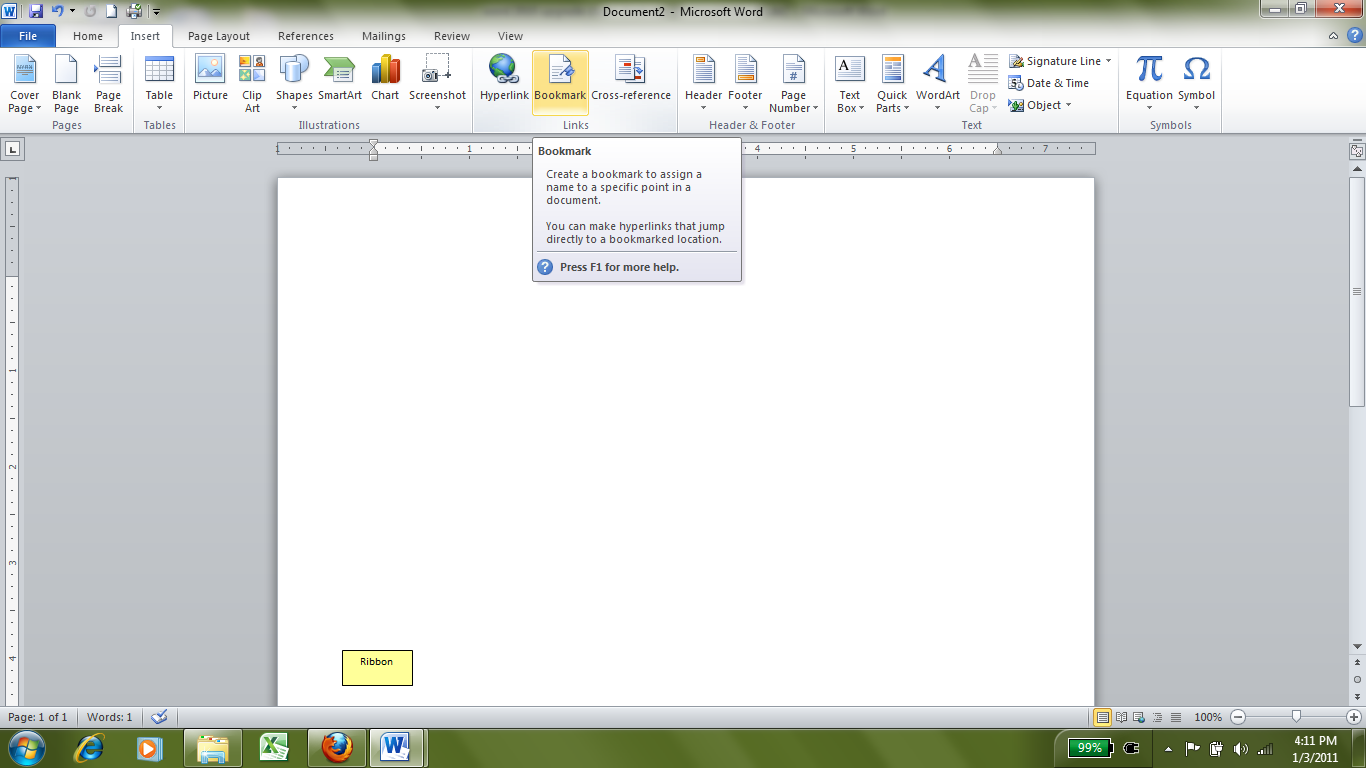
Quick Access Toolbar

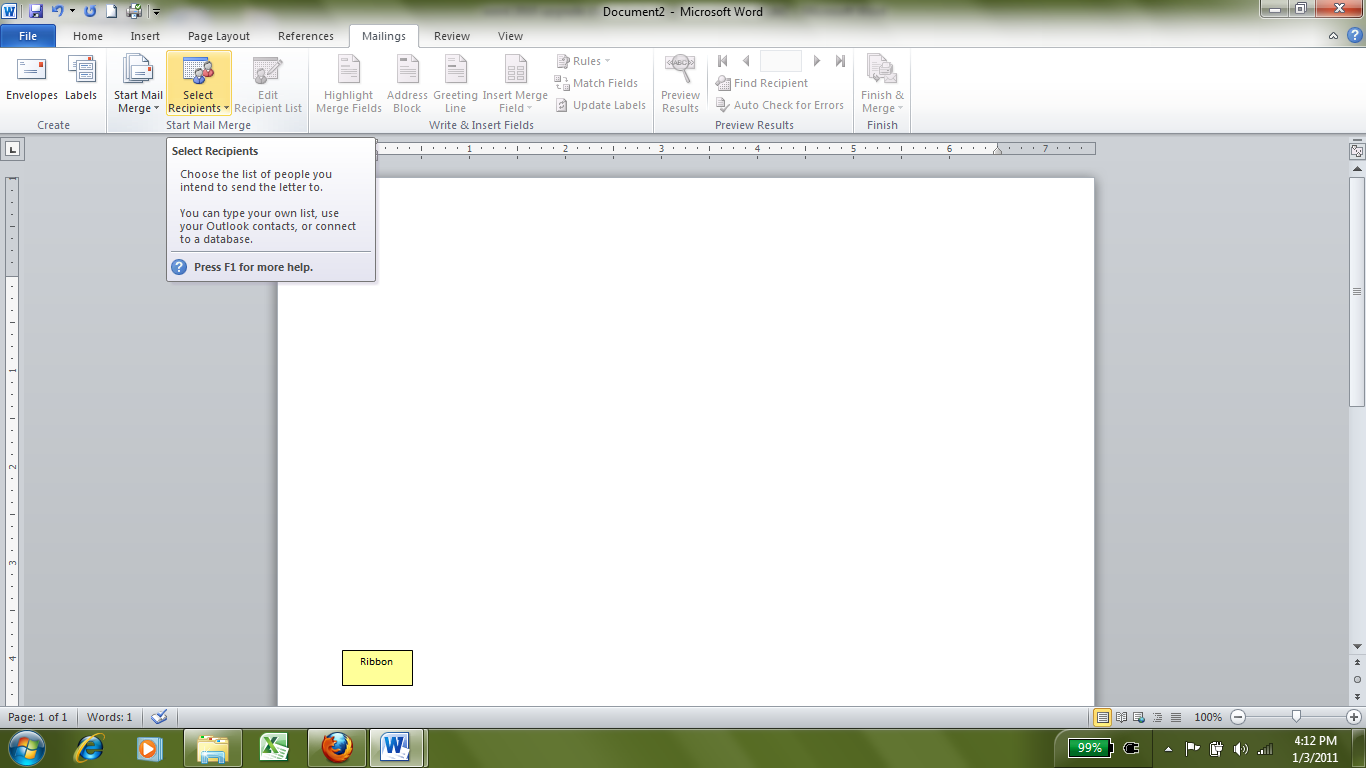


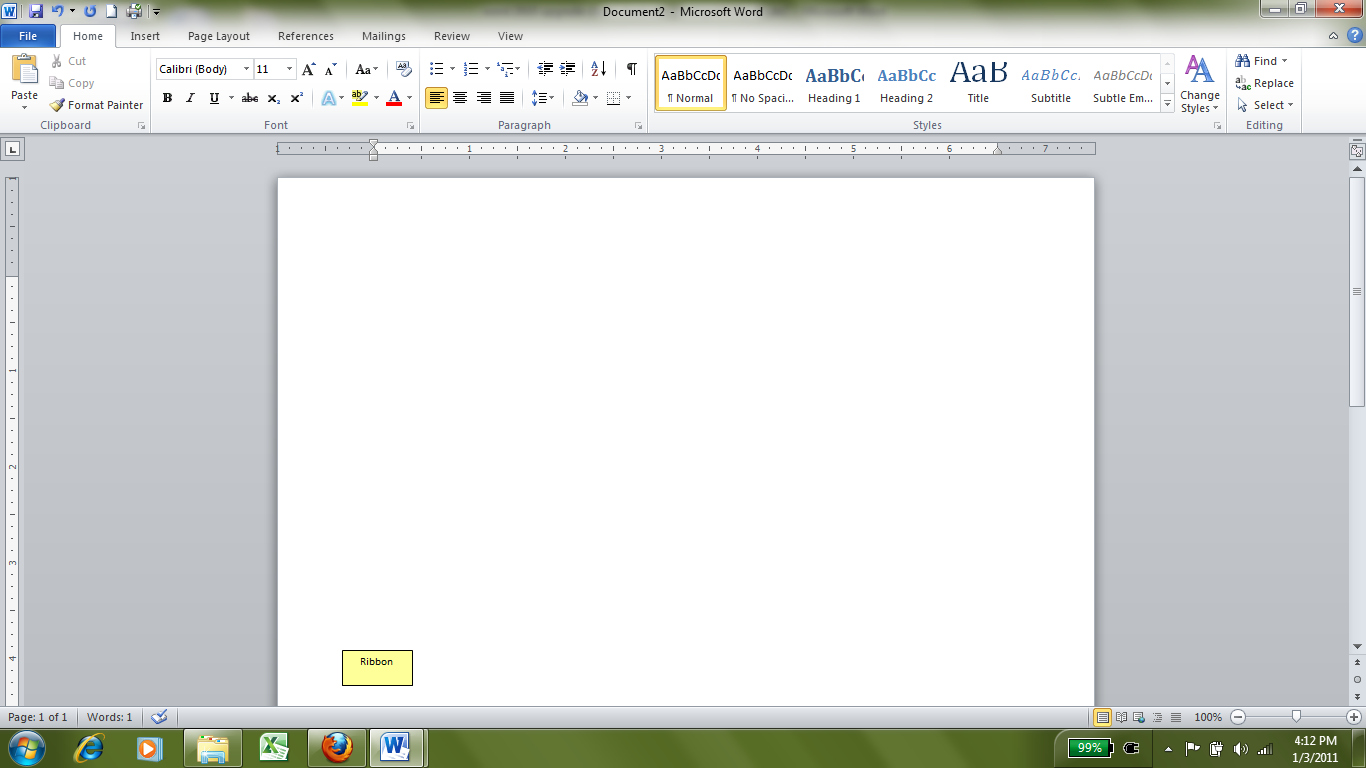
Ribbon

**TOOLTIPS**

This feature has really been enhanced! In the older versions, when you hovered over an icon, the name of the icon was displayed. Now in version 2010, the name, along with a brief description, along with the keyboard shortcut, along with a PRESS F1 for help are now added. Here are a few screenshots!



**QUICK ACCESS BAR**: This bar has on it the old SAVE, UNDO, REDO, and a QUICK PRINT



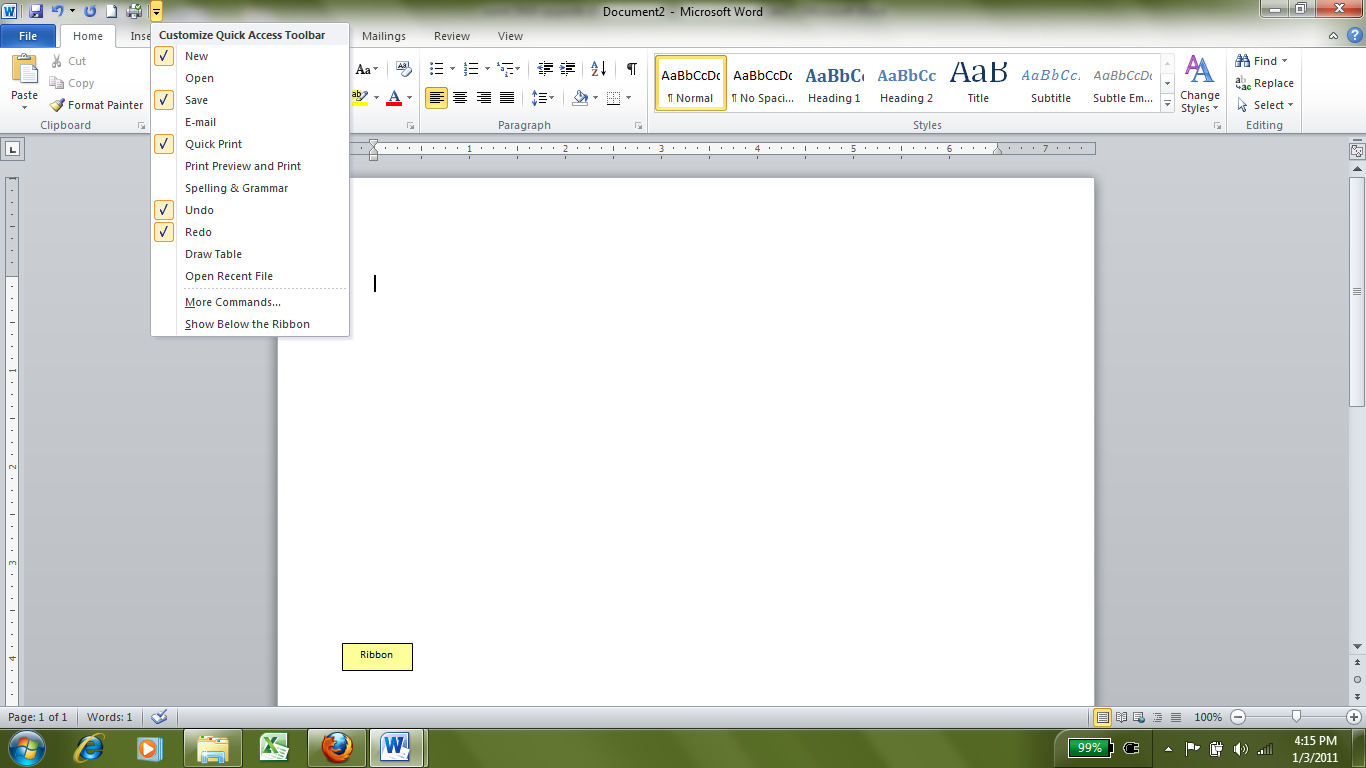
Save

UNDO

Redo

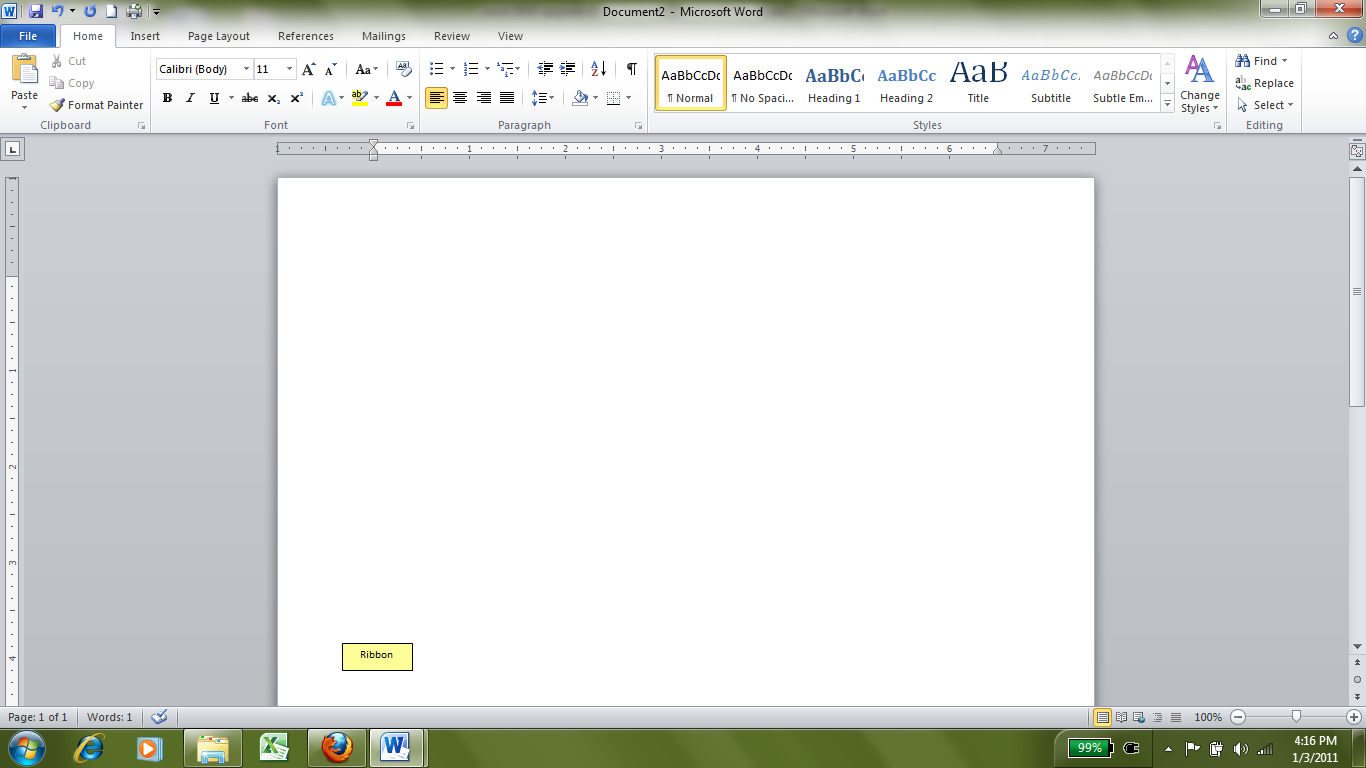
QUICK PRINT

By the way, if QUICKPRINT is not on your toolbar, click on the down arrow key and choose QUICKPRINT. (or any other item that you wish)



SUGGESTIONS: I highly suggest adding the Quick print, Print Preview, Open and New!**THE RIBBON**

The Ribbon as it appears in Microsoft Office Word 2010



The Ribbon is designed to help you quickly find the commands that you need to complete a task. Commands are organized in logical **groups**, which are collected together under **tabs**. Each tab relates to a type of activity, such as writing or laying out a page. To reduce clutter, some tabs are shown only when needed. For example, the Picture Tools tab is shown only when a picture is selected.

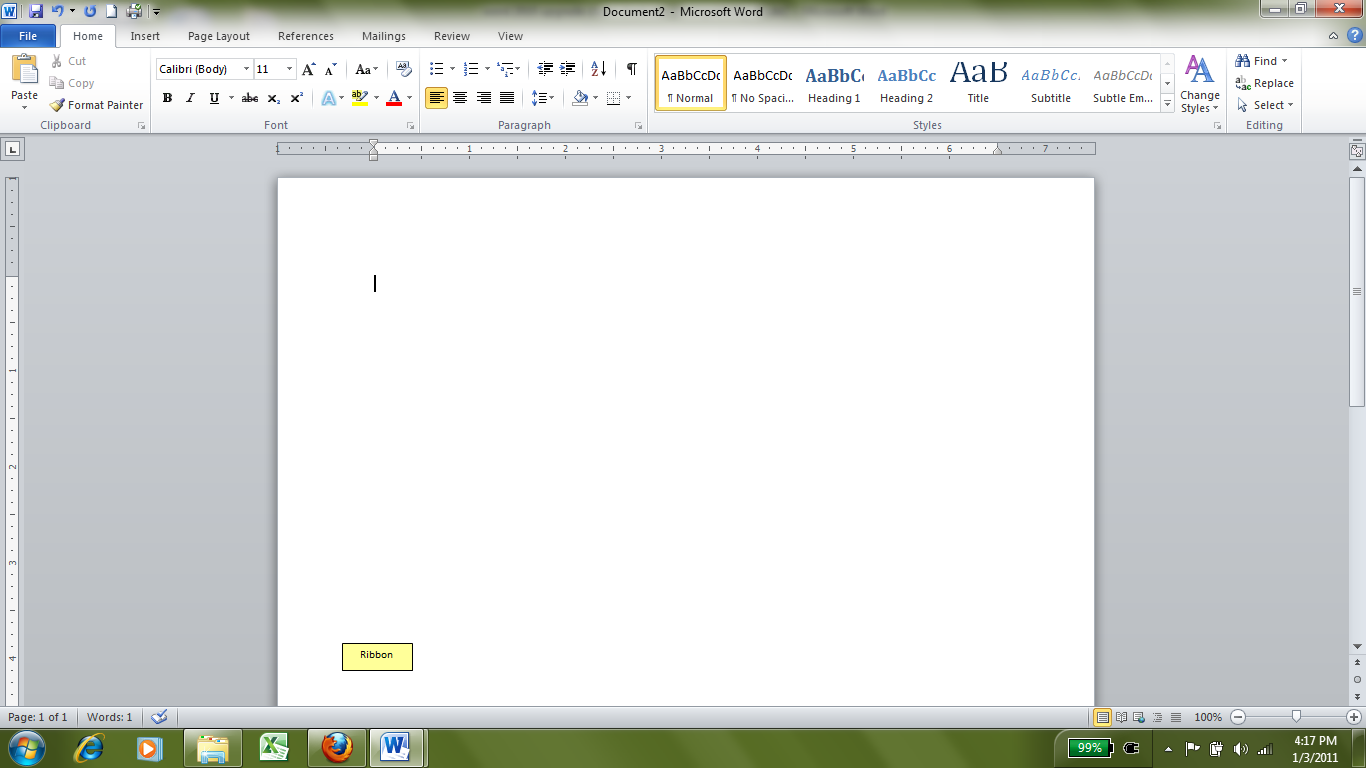
PS: If you want to see only the Tab names, you can press CTRL +F1. This is a toggle feature. You can also double-click on any tab and the Ribbon will be minimized!

PSS: If you have a scroll wheel mouse, you can scroll thru the tabs using the mouse.

The FILE tab is used to open the BACKSTAGE VIEW. The FILE tab will always be GREEN, even when the other tabs are selected. The FILE tab is where you PRINT, OPEN, PROTECT, etc.There are actually several different tabs, so here is a list of them:

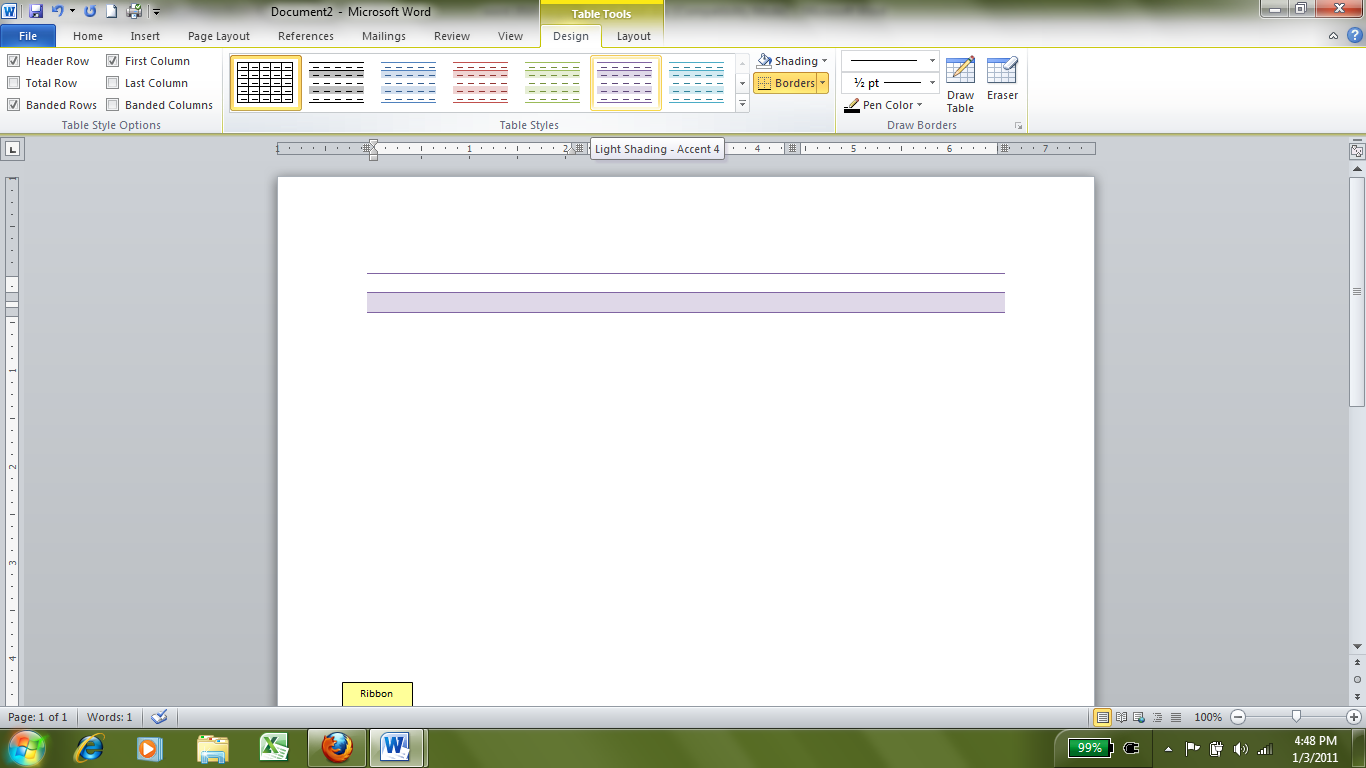
**DEFAULT TABS:**

File, Home, Insert, Page Layout, References, Mailings, Review, View, and Developer (can be toggled on and off)



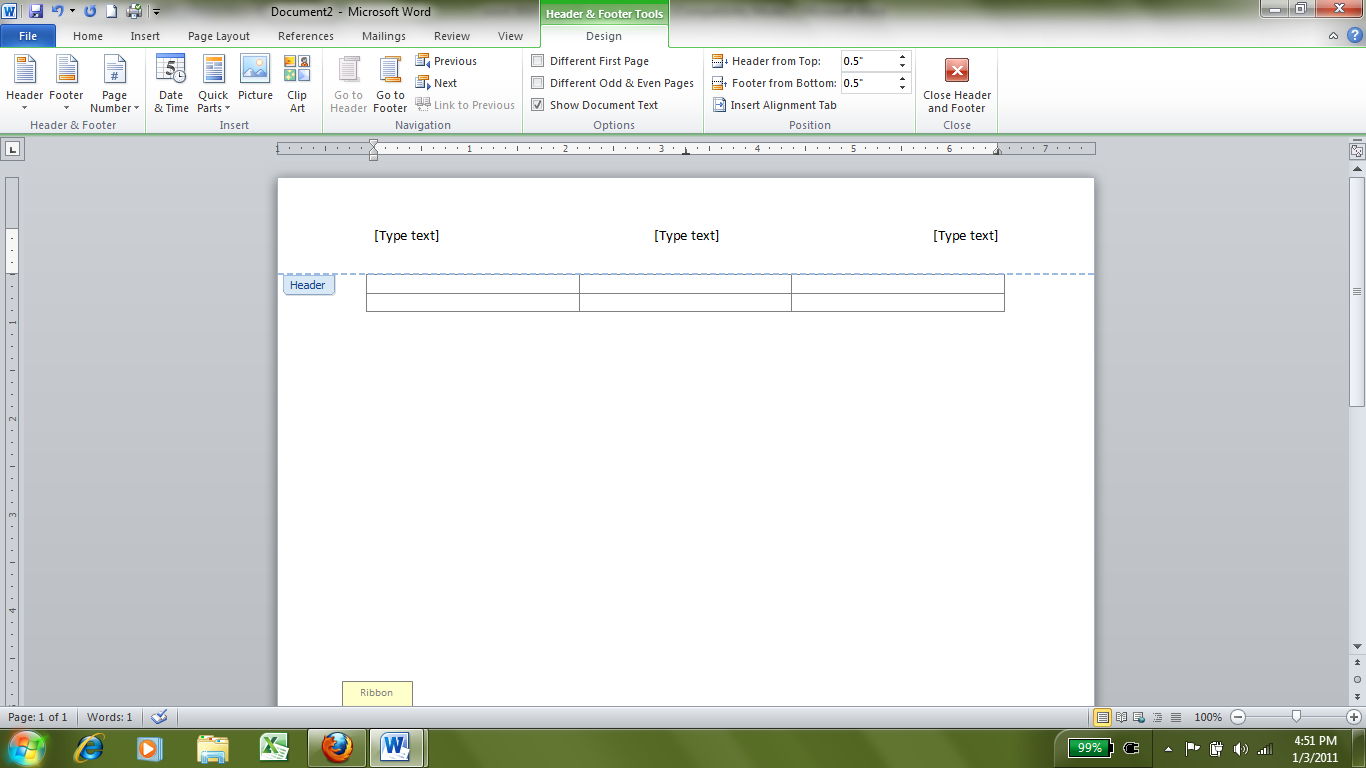
**TABLE TABS:**

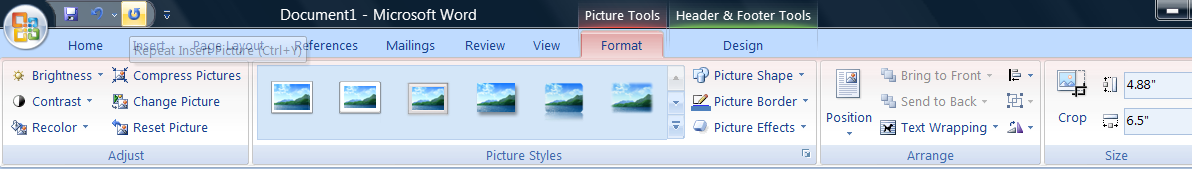
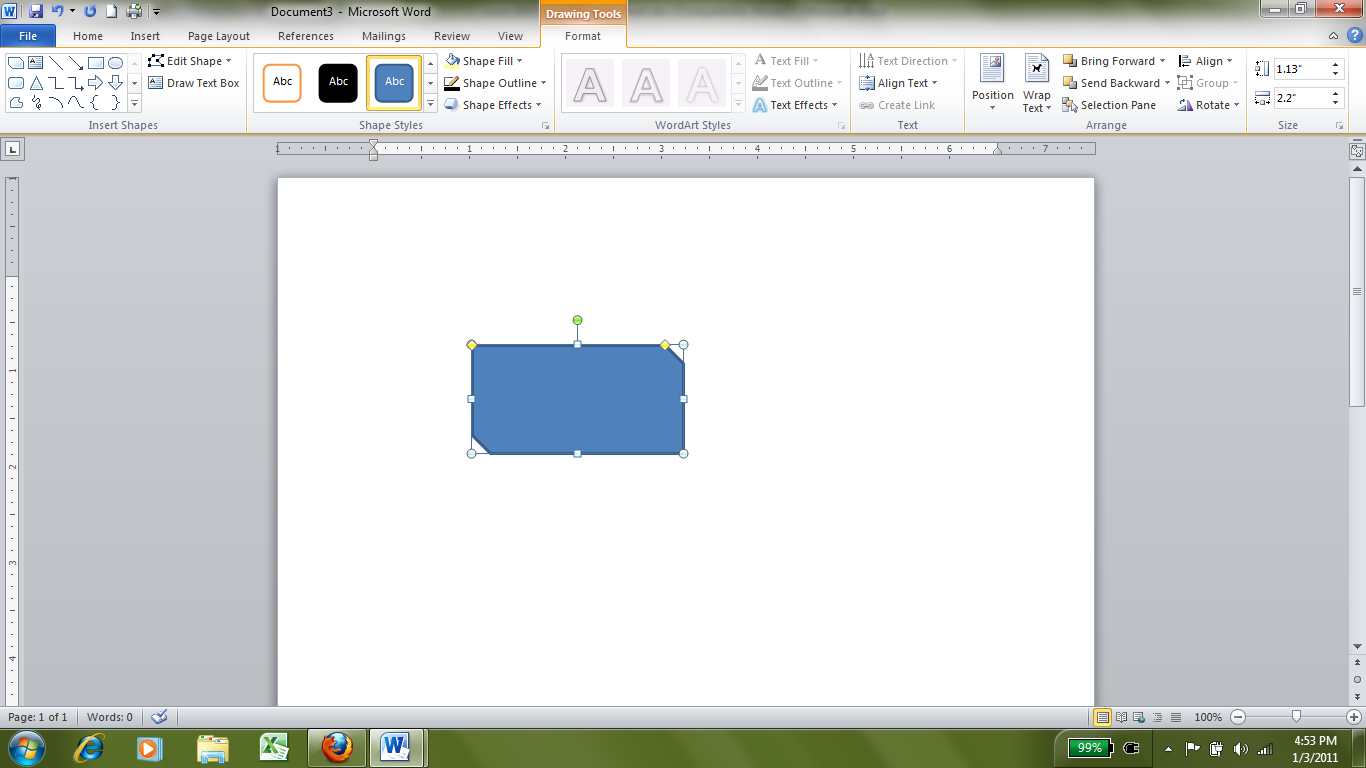
Design, Layout

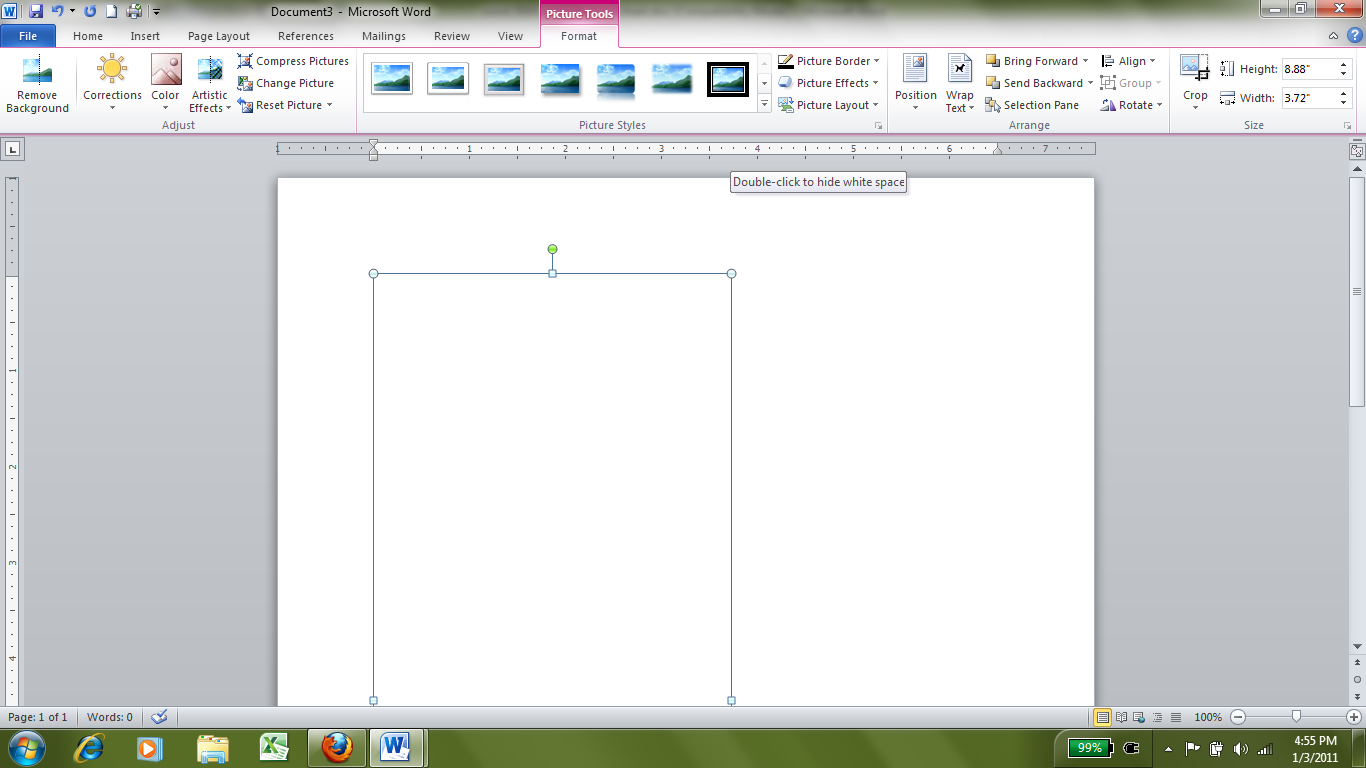


**OTHER TABS**

Header Footer Design Tab, Drawing Tools Format Tab, Table Tools, Picture Tools Format Tab

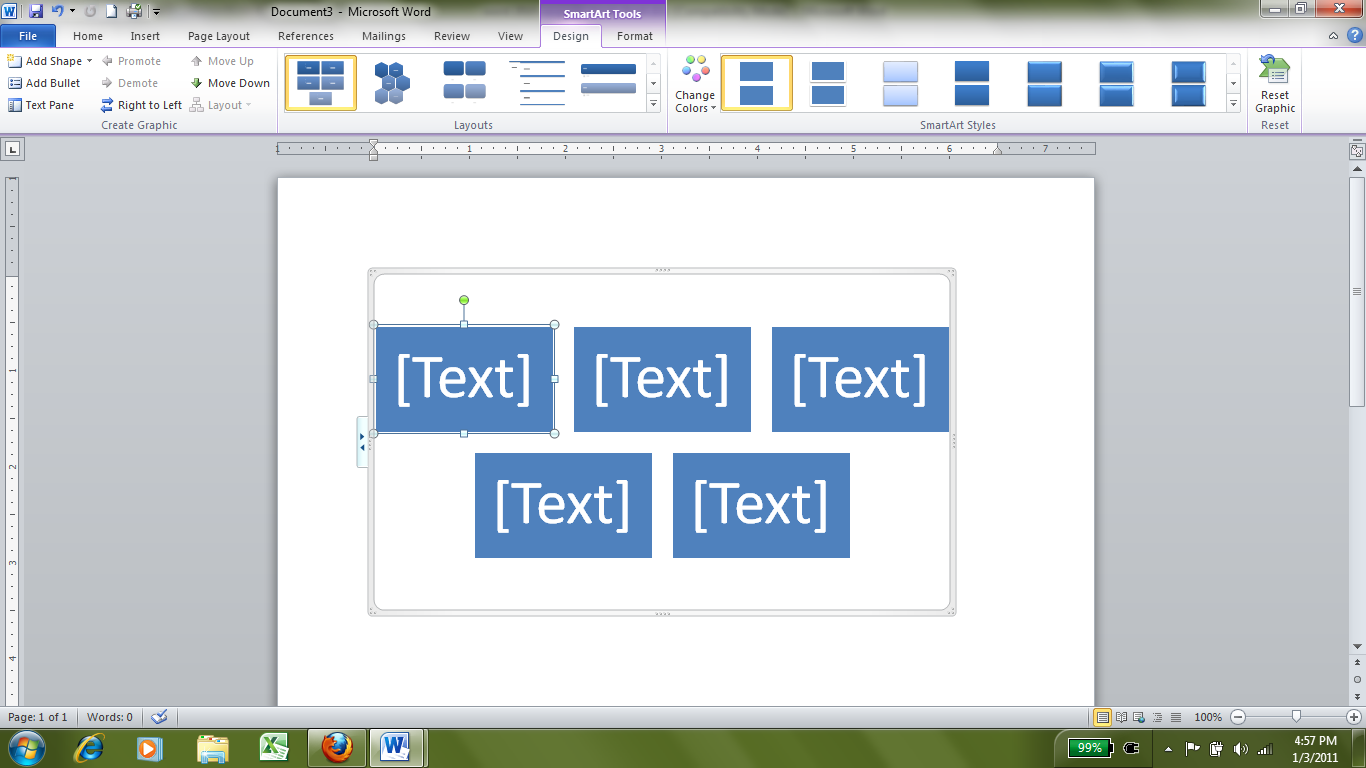






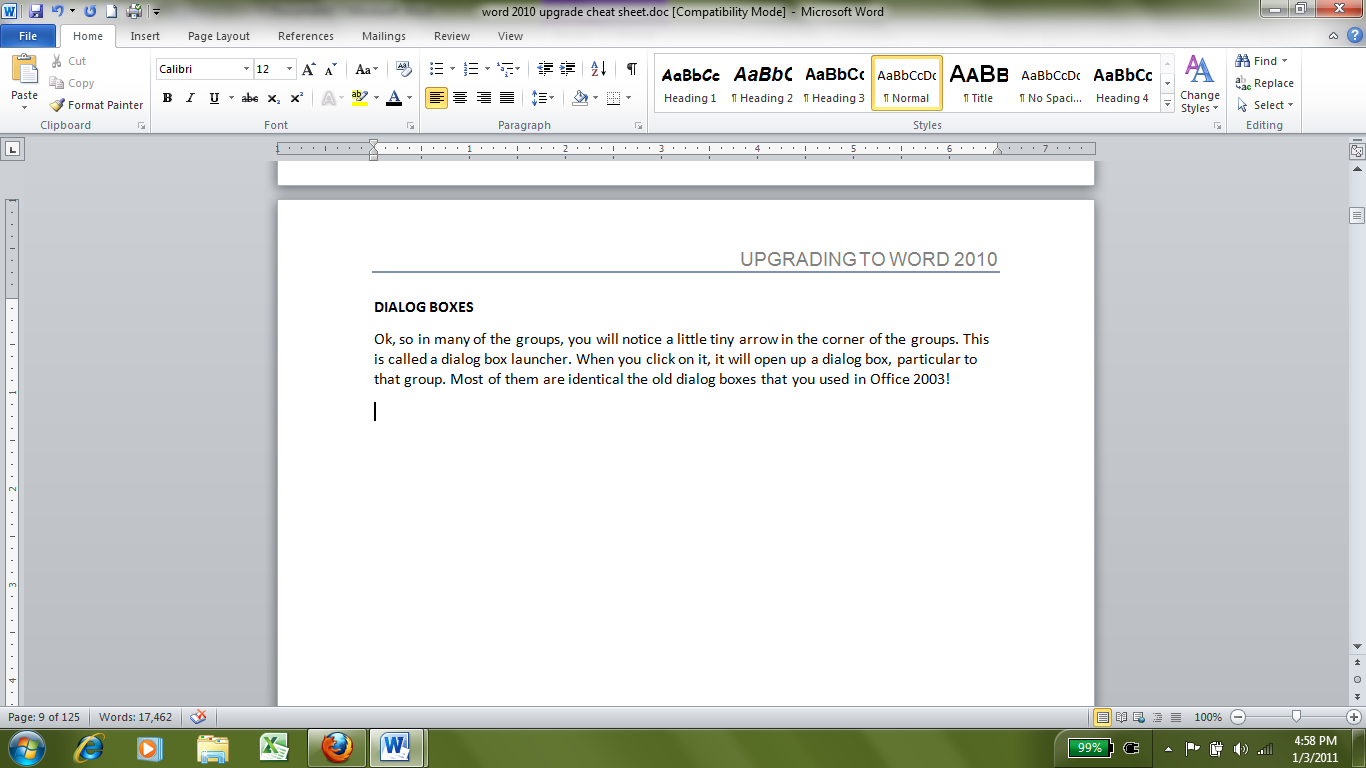
**SMARTART TABS**

Design, Format



**DIALOG BOXES**

Ok, so in many of the groups, you will notice a little tiny arrow in the corner of the groups. This is called a dialog box launcher. When you click on it, it will open up a dialog box, particular to that group. Most of them are identical the old dialog boxes that you used in Office 2003!



**FILE TAB – BACKSTAGE VIEW**

Ok, this is where I think we have one of the biggest changes. The reason is that not only did it change from 2003, but it also changed from 2007!

The File tab is similar to the FILE menu in 2003 and the Microsoft Office Button in 2007. It is where you do “file things” like SAVE, SAVE AS, OPEN, CLOSE, PRINT, NEW and some other things.

The FILE tab will always stay blue, even when the other tabs are selected. The FILE tab will always have the INFO group selected, and it too will always stay blue. We will discuss the INFO section later on in this cheat sheet. When you click on the FILE tab, it opens something called the BACKSTAGE view. This is where you will automatically be placed on the INFO tab. The Info group contains 3 other sections and in the right hand pane it has “Information” about the file.