

What's New in

Word 2010

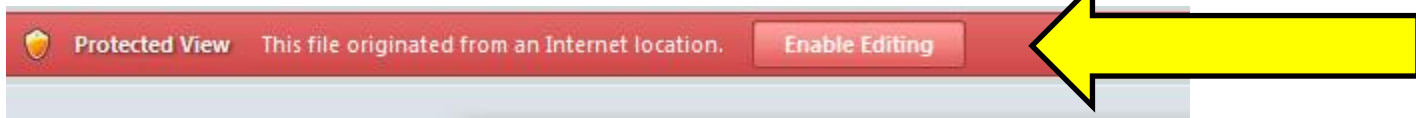
Presented by Janet Porter

Upgrade from Office 2007 to Office 2010

- For the Spring 2012 semester: all classrooms, teaching stations, computer instructor offices, and labs will be upgraded during the semester break to Office 2010 (including Fredericktown and Perryville).
- After the above areas have been completed, we will then be taking appointments to upgrade faculty and staff offices.
- Home computer/laptop copy can be purchased at the Bookstore. Per Microsoft, each person is only allowed to purchase one copy. Prices are:
- Faculty & Staff:
 - \$6.50 + tax
- Students:
 - \$40.00 + tax (student id's & current course schedule will be required) available beginning with Spring 2012 book sales
- For home copies, activation will be required.
 - A handout with activation instructions will be given at the time of the sale (this is something new that must be done or the programs will stop working).

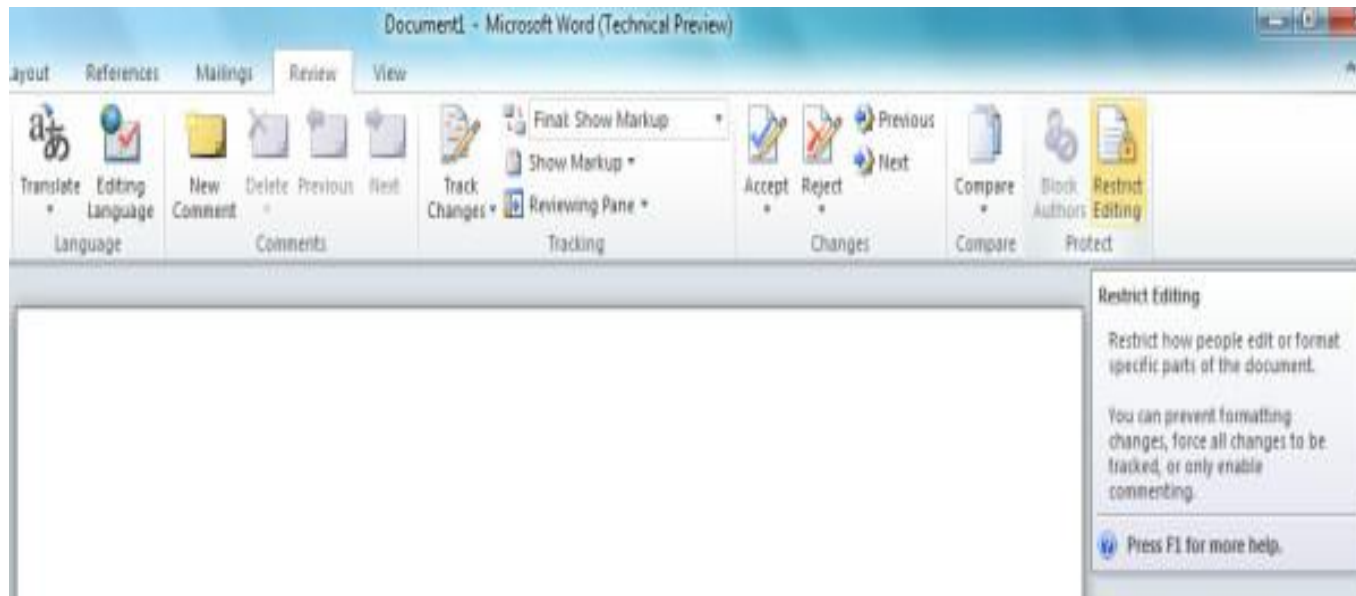
Protected Mode

- Every time you download a document, Office 2010 will open it in *Protected Mode*.
- Note: this message may also appear when you open a file from your H drive.
- It will not allow you to edit the document unless document editing is enabled.
- Click the *Enable Editing* option to begin editing.



Restrict Editing

- Office 2010 offers yet another enhanced feature called *Restrict Editing*. You can launch this option from the Review menu.



Restrict Editing

- Limit formatting to a selection of styles, allowing only a particular type of editing
- Limit users to some specific part of the document etc.
- Once you have made changes, you can click **Start Enforcement Protection** button to apply them.
- You can also disable them later if needed.

Restrict Editing

Restrict Formatting and Editing ▾ ×

1. Formatting restrictions

Limit formatting to a selection of styles

[Settings...](#)

2. Editing restrictions

Allow only this type of editing in the document:

No changes (Read only) ▾

Exceptions (optional)

Select parts of the document and choose users who are allowed to freely edit them.

Groups:

Everyone

[More users...](#)

3. Start enforcement

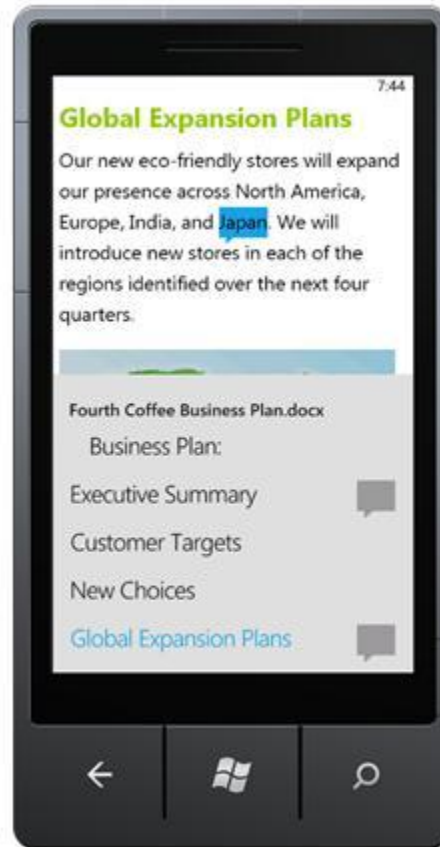
Are you ready to apply these settings? (You can turn them off later)

Work in Word Anywhere

- In Word 2010, you have the power and familiarity of Word everywhere you need it.
- You can view, navigate, and edit your Word documents from the browser and from your mobile phone without compromising your document's richness.

Work in Word Anywhere

Word Mobile 2010 for Windows Phone 7



Work in Word Anywhere

Word Mobile 2010 for Windows Phone 7

- If you have Windows Phone 7, you can use Microsoft Office Mobile 2010 to work with your files from anywhere—whether you're at work, at home, or on the go.
- Word Mobile 2010 is part of Office Mobile and already on your Windows Phone 7 in the Office hub, so you don't need to download or install anything else to get started.

Work in Word Anywhere

Word Mobile 2010 for Windows Phone 7

- You can use Word Mobile to view and edit documents stored on your phone, sent to you as email attachments, or hosted on a SharePoint 2010 site through SharePoint Workspace Mobile 2010.

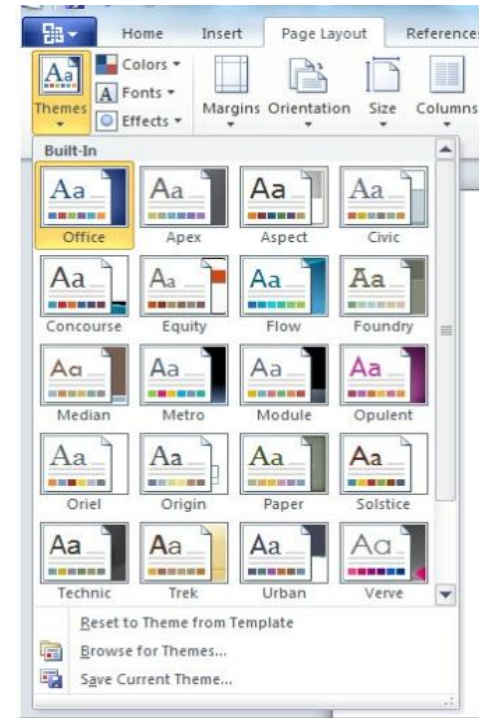
Work in Word Anywhere

Word Mobile 2010 for Windows Phone 7

- With Word Mobile, you can create or update your documents using many of the same formatting tools that you already know and use in the desktop version of Word, add comments, and use the new outline pane to quickly jump to a heading or comment.
- Read more about [Office Mobile 2010 for Windows Phone 7](#).
- If you have Windows Phone 7, [get step-by-step help using your phone](#).

Enhanced Themes

- Word 2010 now comes with various newly enhanced themes.
- Apply any theme from the Page Layout menu.
- The live previews feature is also available by clicking the theme buttons.
- You will see a gallery which represents the available themes as thumbnail images.



Introducing Backstage

- The Ribbon contains the set of commands for working in a document, while the Microsoft Office Backstage view is the set of commands you use to do things to a document.
- Open a document, and click the **File** tab to see the Backstage view.
- The Backstage view is where you manage your documents and related data about them — create, save, and send documents, inspect documents for hidden metadata or personal information, set options such as turning on or off AutoComplete suggestions, and more.
- TIP: To quickly return to your document from the Backstage view, click the **Home** tab, or press ESC on your keyboard.

- Save
- Save As
- Open
- Close
- Info**
- Recent
- New
- Print
- Save & Send
- Help
- Add-Ins
- Options
- Exit

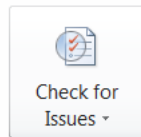
Information about What's new in Word 2010

C:\Users\janet\Documents\What's new in Office 2010\What's new in Word 2010.docx



Permissions

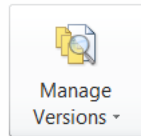
Anyone can open, copy, and change any part of this document.



Prepare for Sharing

Before sharing this file, be aware that it contains:

- Document properties, author's name, related dates and cropped out image data
- Footers
- Characters formatted as hidden text
- Custom XML data
- Content that people with disabilities are unable to read



Versions

- Today, 10:56 AM (autosave)
- Today, 9:24 AM (autosave)



Properties

Size	674KB
Pages	13
Words	2541
Total Editing Time	558 Minutes
Title	What's New in Word 20...
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	Today, 12:33 PM
Created	12/19/2011 9:08 AM
Last Printed	Today, 12:28 PM

Related People


Author	Workshop presented by Janet Porter Add an author
Last Modified By	janet

Related Documents

Open File Location

[Show All Properties](#)

The File Tab

- Replaces the **Microsoft Office Button** and the **File** menu used in earlier releases of Microsoft Office. 
- Located in the upper-left corner of Microsoft Office 2010 programs.
- TIP: To quickly return to your document from Backstage view, click the **Home** tab, or press ESC on your keyboard.



The File Tab

- When you click the **File** tab, you see many of the same basic commands that you saw when you clicked the **Microsoft Office Button** or on the **File** menu in earlier releases of Microsoft Office.
- You'll find **Open**, **Save**, and **Print**, as well as a new Backstage view tab called **Save & Send**, which offers multiple options for sharing and sending documents.

- Save
- Save As
- Open
- Close
- Info**
- Recent
- New
- Print
- Save & Send
- Help
- Add-Ins
- Options
- Exit

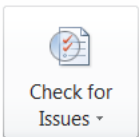
Information about What's new in Word 2010

C:\Users\janet\Documents\What's new in Office 2010\What's new in Word 2010.docx



Permissions

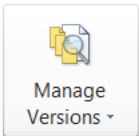
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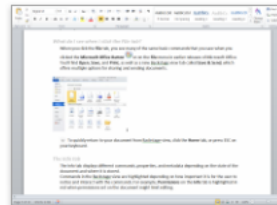
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Last Printed	Today, 12:28 PM

Related People

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Last Modified By	janet

Related Documents

Open File Location

[Show All Properties](#)

The File Tab

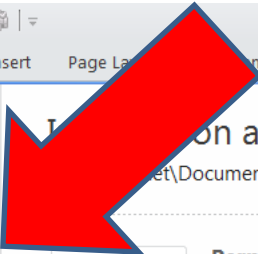
- TIP: To quickly return to your document from Backstage view, click the **Home** tab, or press ESC on your keyboard.

The File Tab

The Info Tab


- The Info tab displays different commands, properties, etc. depending on the state of the document and where it is stored.
- Commands in the Backstage view are highlighted depending on how important it is for the user to notice and interact with the commands.
- For example, **Permissions** on the **Info** tab is highlighted in red when permissions set on the document might limit editing.

- Save
- Save As
- Open
- Close
- Info**
- Recent
- New
- Print
- Save & Send
- Help
- Add-Ins
- Options
- Exit




 **Protect Document** ▾

Permissions
Anyone can open, copy, and change any part of this document.

 **Check for Issues** ▾

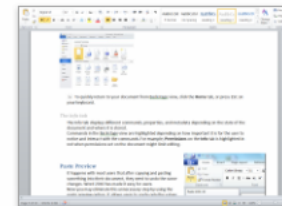
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- Content that people with disabilities are unable to read

 **Manage Versions** ▾

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- Today, 9:24 AM (autosave)



Properties ▾

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Last Modified	Today, 3:21 PM
Created	12/19/2011 9:08 AM
Last Printed	Today, 12:28 PM

Related People

Author	Workshop presented by Janet Porter Add an author
Last Modified By	janet

Related Documents

 Open File Location

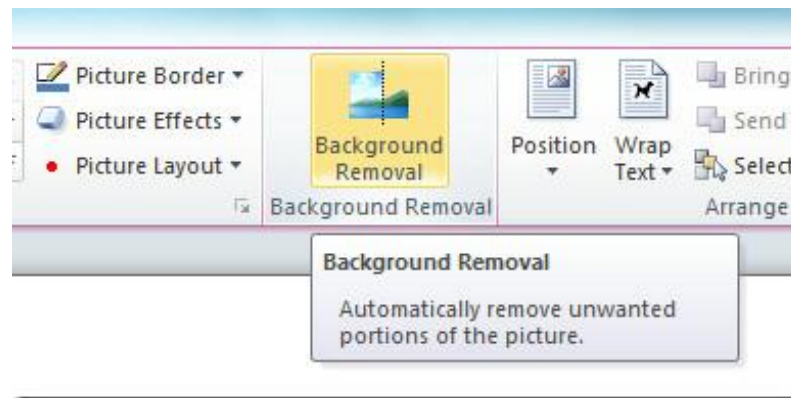
[Show All Properties](#)

The Background Removal Option

- Office 2010 has an awesome option called *Background Removal*, which simply removes the background of any image. You don't need Photoshop anymore to remove the background.
- First insert the picture in your Word document from the *Insert > Picture* option.
- Then locate the *Background Removal tool* and get rid of the background.

The Background Removal Option

- You can read about this feature in more details [here](#).



The Background Removal Option



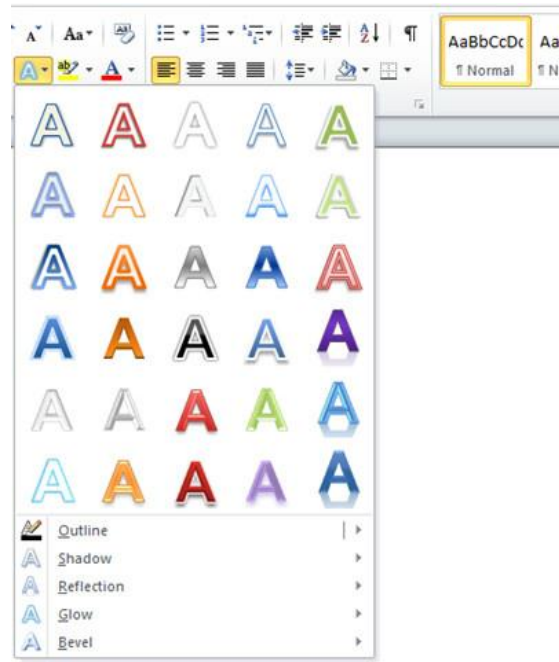
Original picture



Same picture with the background removed

New Art Effects in WordArt

- Just like other features, WordArt has been updated with new colorful art effects.
- Select the text, then click *Word Art* and a list of all the available options will be displayed.



New SmartArt Graphic Picture Layouts

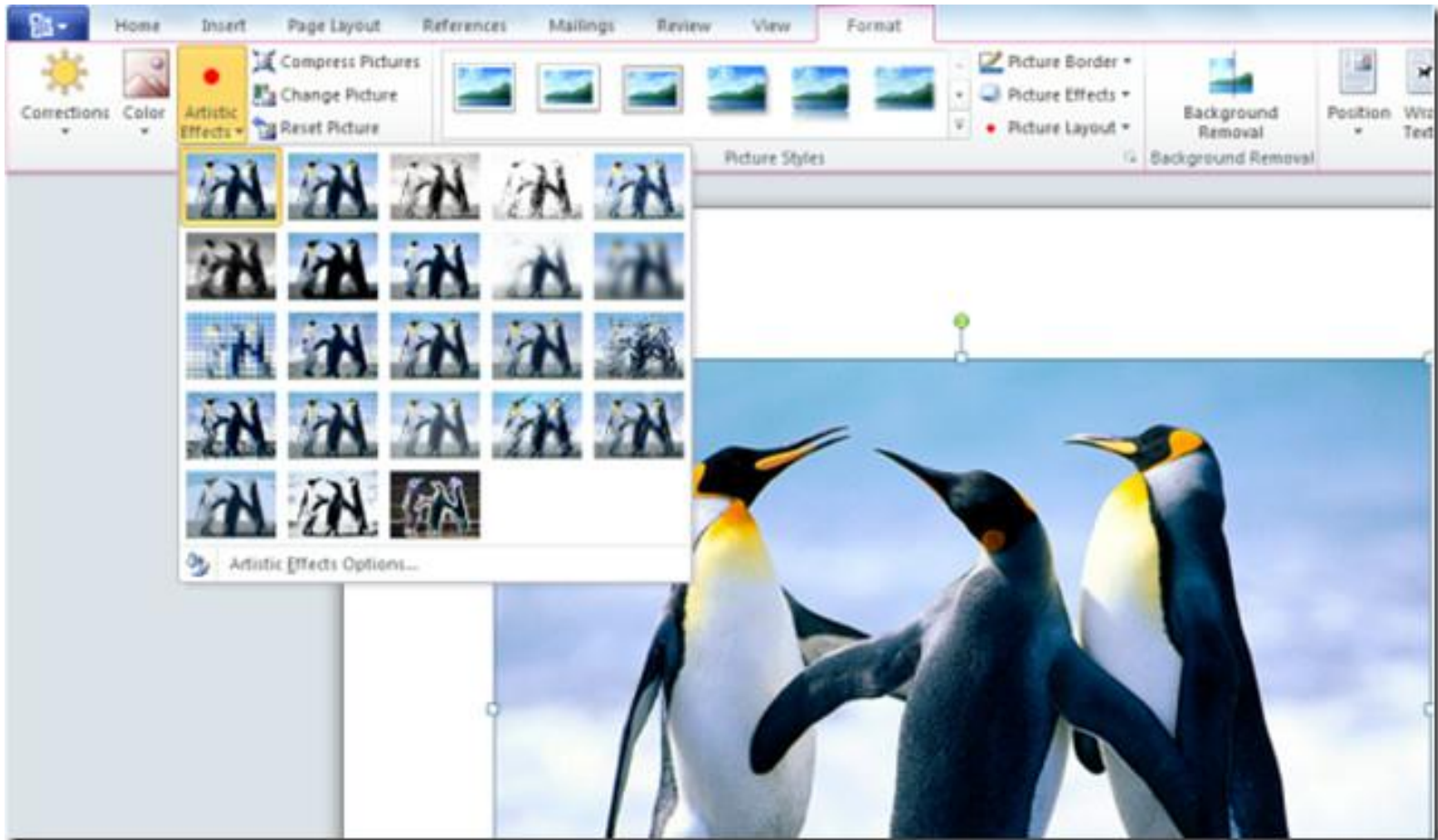
- The new SmartArt graphics picture layouts tell your story with photographs or other images.
- Just insert your pictures in the SmartArt shapes of your picture layout diagram.
- Each shape also has a caption where you can add descriptive text.
- Even better, if you already have pictures in your document, you can quickly convert them to a SmartArt graphic, just like you can with text.
- Using this layout to create a SmartArt graphic is simple:
 - Insert the SmartArt graphic picture layout.
 - Add your photographs.
 - Write descriptive text.

New SmartArt Graphic Picture Layouts



New Artistic Effects

- You can now apply sophisticated "artistic" effects to your picture to make the picture look more like a sketch, drawing, or painting.
- It's an easy way to enhance your images without using additional photo-editing programs.
- Some of the 20 new artistic effects include Pencil Sketch, Line Drawing, Watercolor Sponge, Mosaic Bubbles, Glass, Pastels Smooth, Plastic Wrap, Photocopy, and Paint Strokes.
- Navigate to the following option Insert > Illustrations > Picture.
- Then browse and select the picture you want.
- Once the picture is added to your document, then the Picture Tools contextual tab is displayed and you will be able to see the new Artistic Effects drop down button.



Picture Corrections

- You can now transform your images into compelling, vibrant visuals by fine-tuning the color intensity (saturation) and color tone (temperature) of a picture.
- You can also adjust brightness, contrast, sharpness, and blurriness, or you can recolor the picture to better match your document content and to make your work pop.

Better picture compression and cropping

- Use the new and improved picture-editing tools to trim images and get just the look that you want.
- Now you have better control of the image quality and compression trade-offs so that you can make the right choice for the medium (print, screen, or e-mail) that your document is used for.

Improved Spell Checks

- Word 2010 has added some new features to its spell checker.
- Now it will detect the mistake and suggest changing the sentence.

New numbering formats

- Word 2010 includes new fixed-digit numbering formats, such as 001, 002, 003... and 0001, 0002, 0003....

New Document Navigation Pane and Search

- In Word 2010, you can quickly find your way around long documents.
- You can easily reorganize your documents by dragging and dropping headings instead of copying and pasting.
- And you can find content by using incremental search, so you do not need to know exactly what you are searching for to find it.

The image shows a screenshot of the Microsoft Word interface. The ribbon at the top includes the 'File' tab and the 'Home' tab, which is active. The 'Home' tab ribbon shows the 'Font' group with 'Cambria (Headline)' selected at size 14. The 'Paragraph' group shows the 'Bullets and Numbering' icon. The 'Clipboard' taskbar is visible on the left. The 'Navigation' pane is open on the left side, displaying a search bar and a list of document sections. The 'Proin nec augue' section is highlighted in yellow, and a red arrow points from it to the corresponding text in the document. The document content on the right includes several paragraphs of placeholder text with bolded headings: 'Nunc viverra imper', '**Vivamus a tellus**', 'Pellentesque habit', 'Proin pharetra non', '**Aenean nec lorem**', 'In porttitor. Donec', 'Suspendisse dui pu', 'at sem venenatis e', '**Fusce aliquet**', 'Suspendisse dapibi', '**Integer null.**', 'Donec blandit feug', 'metus, in lacinia n', 'Etiam eget dui. Ali', '**Proin nec augu**', 'Quisque aliquam ti', 'malesuada fames s', '**Nunc ac magn**', 'Maecenas odio dol', 'felis.'

File Home Insert Page Layout References Mailings Re

Paste

Clipboard Font Paragraph

Navigation

Search Document

- ◀ Lorem ipsum dolor sit am...
 - Vivamus a tellus
 - Aenean nec lorem
- ◀ Fusce aliquet pede non p...
 - Integer null.
 - Proin nec augue**
 - Nunc ac magna

Nunc viverra imper

Vivamus a tellus

Pellentesque habit
Proin pharetra non

Aenean nec lorem

In porttitor. Donec
Suspendisse dui pu
at sem venenatis e

Fusce aliquet

Suspendisse dapibi

Integer null.

Donec blandit feug
metus, in lacinia n
Etiam eget dui. Ali

Proin nec augu

Quisque aliquam ti
malesuada fames s

Nunc ac magn

Maecenas odio dol
felis.

New Document Navigation Pane and Search

- In Word 2010 you can do the following:
- Move between headings in your document by clicking on the parts of the document map.
- Collapse levels of the outline to hide nested headings, so you can work easily with the map even in deeply structured and complicated long documents.
- Type text into the search box to find your place instantly.
- Drag and drop headings within your document to rearrange the structure. You can also delete, cut, or copy headings and their content.
- Easily promote or demote a given heading, or a heading and all of its nested headings, up or down within the hierarchy.
- Add new headings to your document to build a basic outline or insert new headings without having to scroll around in the document.
- Stay aware of the content being edited by others by browsing the headings that contain a co-authoring indicator.
- See thumbnails of all the pages in your document and click on them to move through your document.

- Video: Search or move around in a document using the navigation pane:
<http://office.microsoft.com/en-us/redirect/va101825265.aspx> (49 seconds)

Improved Translations

- When you turn on the Mini Translator, you can point to a word or selected phrase with your mouse and see a translation in a small window.
- The Mini Translator also includes a **Play** button so you can hear an audio pronunciation of the word or phrase and a **Copy** button so you can paste the translation into another document.
- You don't even need the language pack, language interface pack, or proofing tools installed on your computer to see a translation in that language.

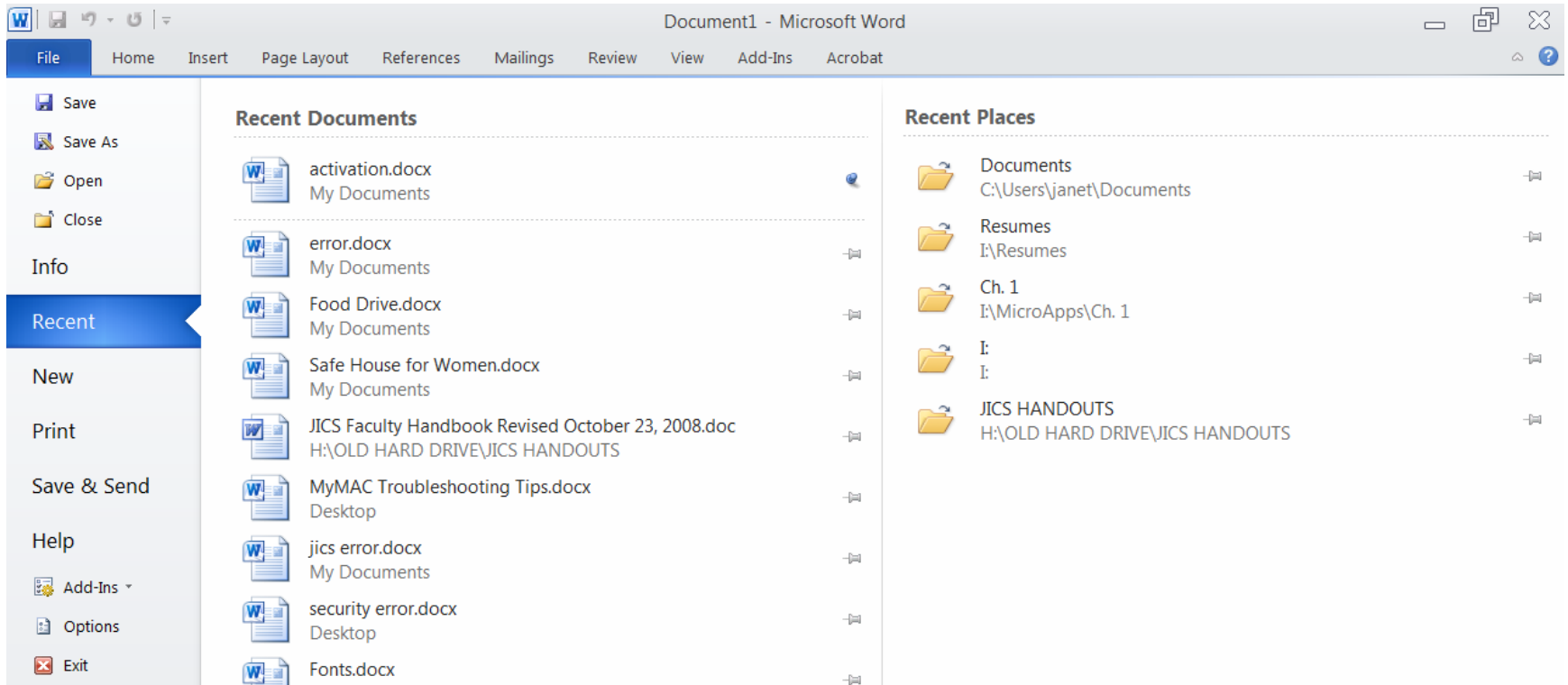
Work on the same document at the same time

- You can work together right within Word. You do not have to send with e-mail attachments or save draft documents.
- You can see who else is working with you, and where they are editing.
- When you open a shared document, Word automatically caches it so that you can make changes to it offline, and then Word automatically syncs your changes when you come back online.
- When you must work away from the office, you no longer have to worry about saving local copies or manually merging your changes into the server document when you return to your office.
- Multiple authors can edit a single document at the same time and stay in sync with each others' changes.
- Authors can block access to document regions while they are working on them.
- <http://office.microsoft.com/en-us/redirect/va101848883.aspx> (2 minutes)

Pinning a Document

- When you click the File tab and then click the Recent tab, the Recent Documents list displays with the most recently opened documents.
- If you want a document to remain in the list, pin the document to the list by clicking the Pin button that displays at the right side of the document name.
- This changes the dimmed gray stickpin to a blue stickpin.

Pinning a Document



Pinning a Document

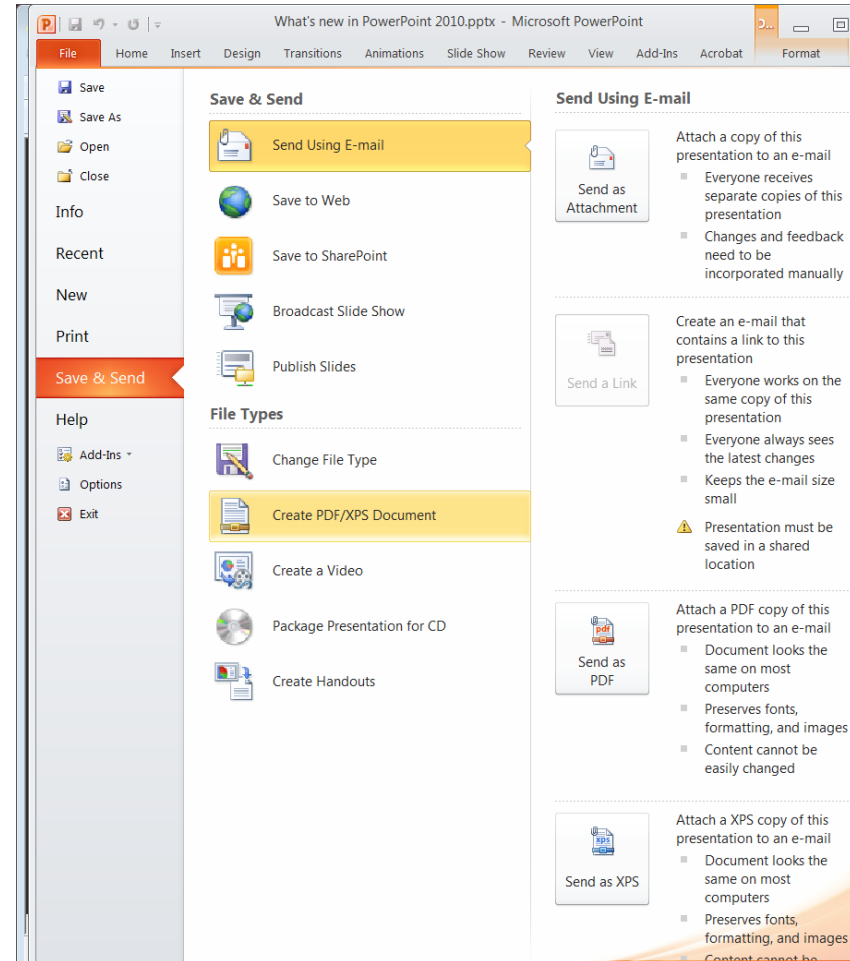
- The next time you display the Recent Documents list, the document(s) you pinned displays at the top of the list.
- To unpin the document, click the Pin button to change it from a blue pin to a dimmed gray pin.

Check box content control

- Now you can add quickly a check box to forms or lists.

Built in PDF

- All Office 2010 programs include a [built-in PDF writer](#) to help you save documents into the [PDF format](#) with a click.
- Earlier, you had to download an add-on separately but now PDF support is native.



Built in PDF

- PDF preserves document formatting and is a much more secure way to send or post documents.
- When the PDF format file is viewed online or printed, it retains the format that you intended (preserving fonts, graphics, formatting, etc.).
- The PDF format is also useful for documents that will be reproduced using commercial printing methods.
- It's also useful for recipients who do not have Word or lower versions to view, they only need Adobe Reader.
- Important note: before you PDF your file, save it first as a document.
- You cannot edit a PDF file.

Important Note about Office 2010

- Please remember to activate Office 2010 after you install it on your laptop or pc at home.
- Instructions are included with your purchase at the bookstore and posted on the IT page.
- You may want to also remind your students to activate the suite.
- If you do not activate it, the programs will quit running.