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# Microsoft Word 2010 – What's New!

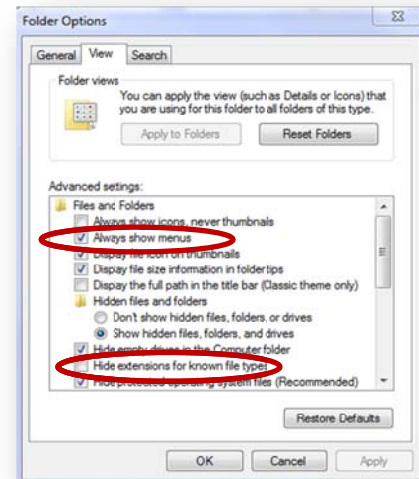
## Suggested Configurations:

By default file extensions for known file types are hidden in Windows 7. However, being able to see each file's extension is useful, so choosing to show the file extensions is a good idea

### 1. Display the Menu Bar in Both the Windows Explorer and Computer Windows:

### 2. Display File Extensions for Commonly Used Programs:

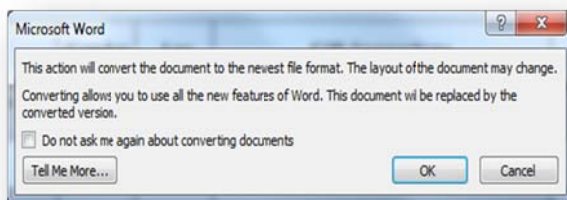
1. Click the Start button on the Taskbar
2. Open the Control Panel
3. Click Folder Options
4. Click the View Tab
5. **Check Always Show Menus**
6. **Uncheck Hide extensions for known file types**
7. Click OK



## Backwards Compatibility Issues:

Both Microsoft Word 2007 and 2010 use the .docx extension. So if you're wondering how you will be able to distinguish which version your Word document was created in, no problem. When opening a document created in Word 2007, the title bar will display [Compatibility Mode]. This will also display when opening older versions of Word, including Word 2003.

To use all the new features of Word 2010 in files saved in previous versions, complete **one** of the following:



- Click the File tab, Info, then Convert. You will then receive the message to the right:

**OR**

- Click the File tab, click Save As, then save as type Word Document (\*.docx). If preferred, click Yes to replace the existing file or click **No** and give it a new name. *You will then receive a message stating you will be allowed to use all the new features, but it may cause changes in the layout of the document.*

Many of the new features created and used in Word 2010 will be converted, removed temporarily, or removed permanently when opening the file using Word 2007. For example, if you insert a content control checkbox on a form in Word 2010, then open the file in Word 2007, your checkbox becomes an image.

Perhaps this is Microsoft's way of encouraging people to upgrade!!!

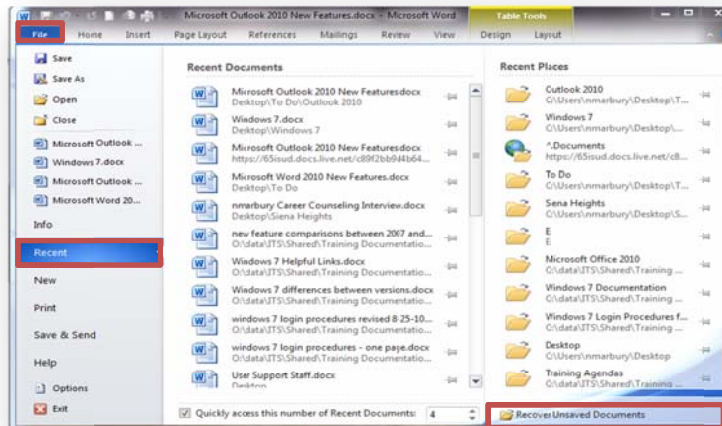
## Recovering Unsaved Documents

Click the ->**File** tab on the ribbon, ->**Recent**,-> then **Recover Unsaved Documents**

1. **File**
2. **Recent**
3. **Recover Unsaved Documents – (lower left hand corner of the screen)**

Note: The AutoSave feature will only kick in after 10 minutes of working in the file

AutoSaved documents will remain in a temporary location for four days

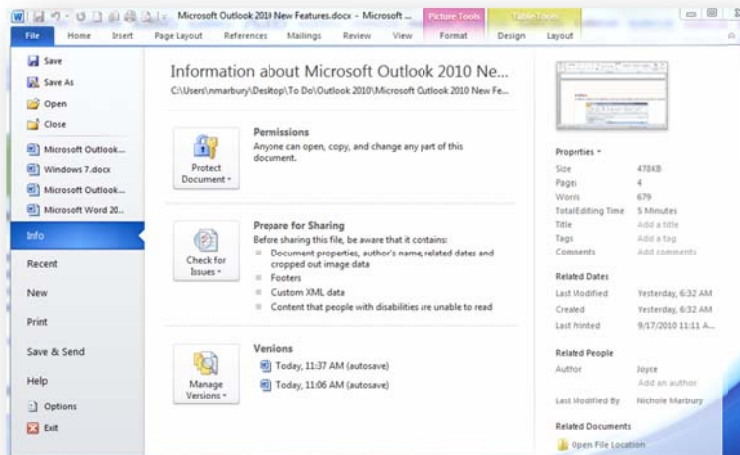


## Navigating the Backstage View

Backstage View replaces the traditional file menu. Many settings are now located in the **Backstage View**. Click the **File** tab to access backstage View

### Note:

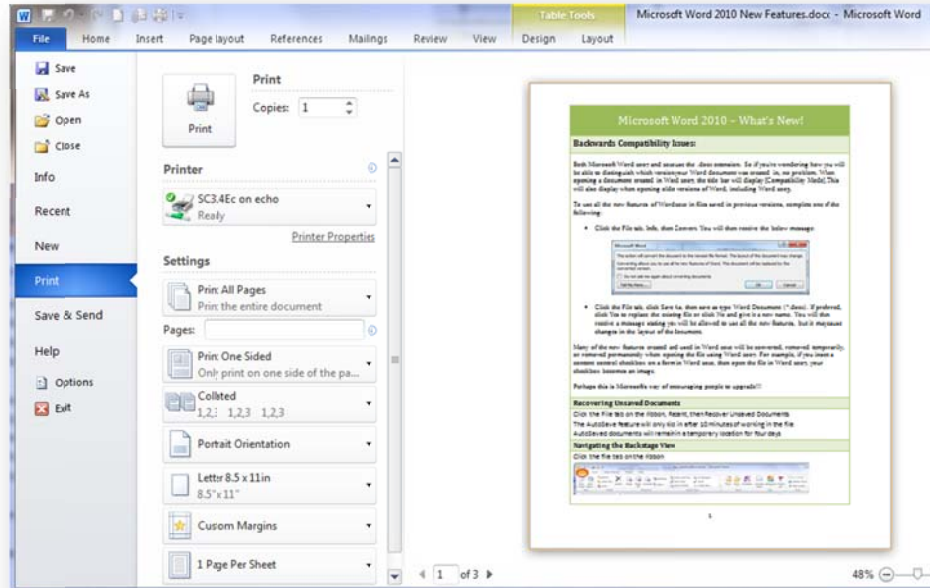
Settings such as save, open, close, print, save & send and help and options are located in Backstage View.



## Improved Print Preview and Printing Views

Click the -> **File** tab on the ribbon, ->then **Print**. -> Print and Print Preview are now combined.

1. File
2. Print
3. Print Preview



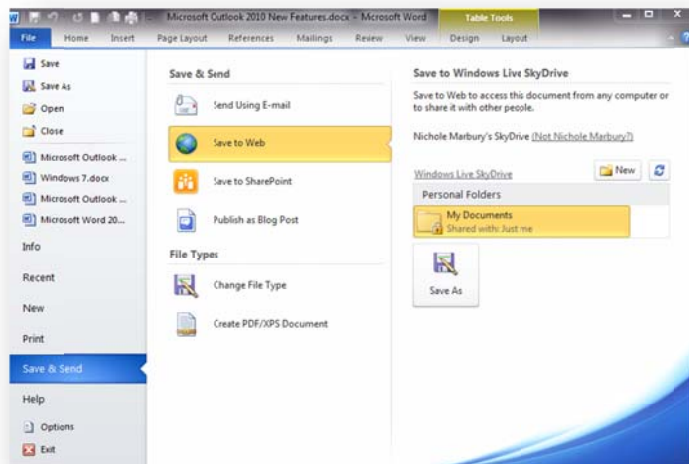
Print Preview Window

## Saving Files to the Web

The integration of Word 2010 with Windows Live SkyDrive allows you to easily post a Word document to Windows Live SkyDrive by using the Save To Web Tool. Visit <http://skydrive.live.com> to access. SkyDrive allows you to store files, photos online in a “cloud” like environment.

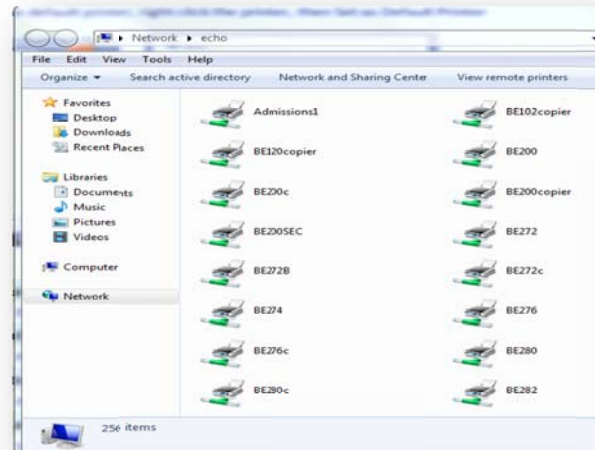
Click the -> **File** tab on the ribbon, ->**Save & Send**, ->then **Save to Web**

1. File
2. Save & Send
3. Save to Web



## Add Printers

- Click the Start button, type **\\echo**, and then press enter. Double click to add a printer.
- To view existing printers, click the Start button, then Devices and Printers
- To remove a printer, right click the printer, then Remove Device
- To set the default printer, **right click the printer**, then **Set as Default Printer**



## Applying Artistic Effects to Images

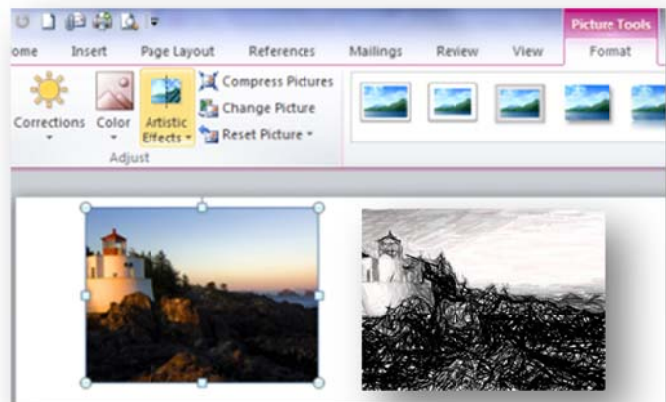
You can apply artistic effects to a picture to make the picture look more like a sketch drawing or painting. **Click an image**, ->Click the **Picture Tools Format Tab** located on the Ribbon, then ->click **Artistic Effects**

1. **Click the image**
2. **Picture Tools Format**
3. **Artistic Images**

### Note:

A picture is selected when the sizing handles (circles) appear.

You can move your mouse pointer over any of the effects, and use Live Preview to see what your picture will look like with that effect applied before you click the one that you want.



Original Picture

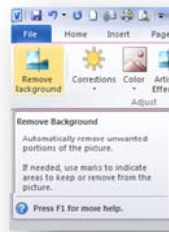
Pencil Gray scale  
Artistic Effect

## Removing Background from Images

Automatically remove unwanted portions of a picture

Click an image, ->Picture Tools Format Tab, and then **Remove Background -> Keep Changes**

1. Click the image
2. Picture Tools Format
3. Remove Background
4. Keep Changes



With Background



Without Background

## Crop Images to Shape

Click to select an image, ->Picture Tools Format Tab, ->Crop, then -> **Crop to Shape**

1. Click the image
2. Picture Tools Format
3. Crop
4. Crop to Shape



Cropped with Down Ribbon Shape



Cropped with Sun Shape

## Improved SmartArt Graphics

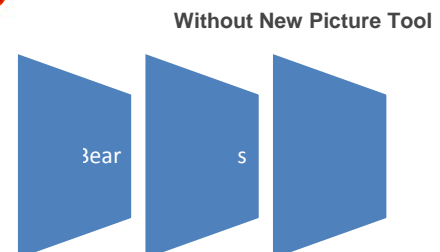
SmartArt Graphics now allow you to use pictures as a graphical representation of your information instead of just text.

Click the ->**Insert** tab on the ribbon,-> **SmartArt**, then click -> **Picture** to choose from the new improved Pictures grouping.

1. Click insert
2. SmartArt
3. Click Picture



With New Picture Tool

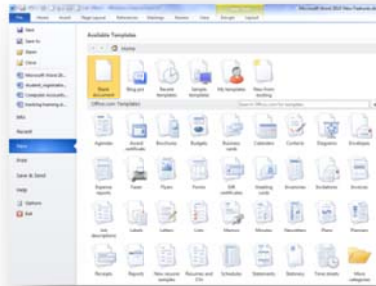


Without New Picture Tool



## New Templates

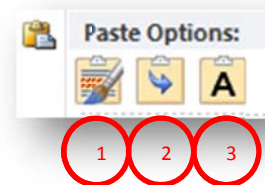
Need help formatting a document? There are a lot of new and exciting templates to choose from. Click the ->**File** Tab, the **New**



## Improved Paste Options

After copying an item, you must right click with the mouse or click down arrow next to Paste to receive additional options.

1. **Keep Source Formatting** This option preserves the look of the original text.
2. **Merge Formatting** This option changes the formatting so that it matches the text that surrounds it.
3. **Keep Text Only** This option removes all the original formatting from the text.



## Capturing Screen Shots and Clippings through Word

You can easily add a screen shot to your file to enhance the document, without using additional programs. You can automatically grab a screenshot of an open window or highlight a specific area of a screen clipping you wish to capture.

1. **Make sure the window you wish to grab a screenshot or clipping of is not minimized**
2. With Word opened, Click the ->**Insert** tab on the ribbon, -> **Screenshot**
3. **Select the thumbnail of the screen you wish to capture**
4. **The capture will then be inserted into wherever your cursor is in your document**

Or

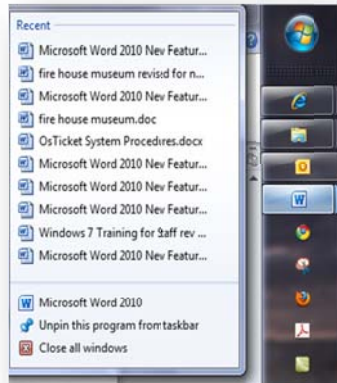
1. **To insert a clipping, follow steps 1 & 2, and then click screen clipping.**
2. **Word will minimize and your screen will display a "frosted" look.**
3. **Select the area you wish to capture by drawing a box around it.**
4. **Once you are done with the area you "collected" it will populate inside your word document.**

## Adding Documents to the Jump List for Quick Access

Jump lists are menu options that pop up when users right-click on any icon in the taskbar. The Jump Lists are designed to help you find files, websites and programs quickly. Jump lists display lists of files that you have recently worked on or visited. To pin a favorite file, website, or folder:

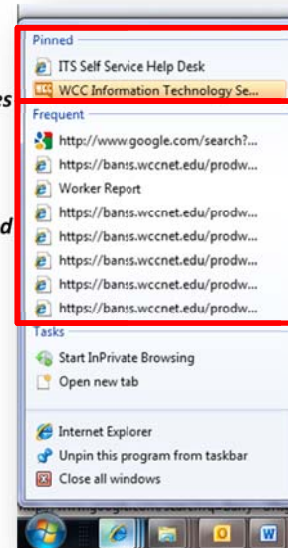
Right click the ->**Word** icon on the taskbar, -> **hover over a document**, then click -> **Push Pin** to pin the files to the window.

*Right Click the Microsoft Word Icon on the Task Bar. A list of recent files are displayed*



*Pinned Websites*

*Websites recently visited*



## Managing AutoSaved Versions

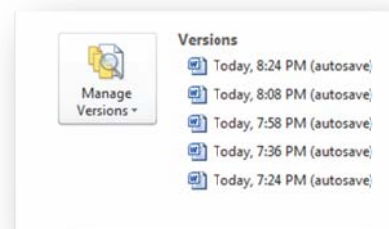
Sometimes Microsoft Word closes before you can save changes to a file that you are working on. The AutoSave feature helps you to avoid losing your work by automatically saving your document.

To access previous saved files:

Click the -> **File** tab on the ribbon, and then click -> **Info**

Note: Microsoft Word save feature is defaulted to save every 10 minutes. If you want to change the default, change the number of minutes by following the directions below:

Click -> **File**, -> **Help**, -> **Options**, -> and then click the -> **Save** tab



Save AutoRecover information every  minutes  
 Keep the last autosaved version if I close without saving



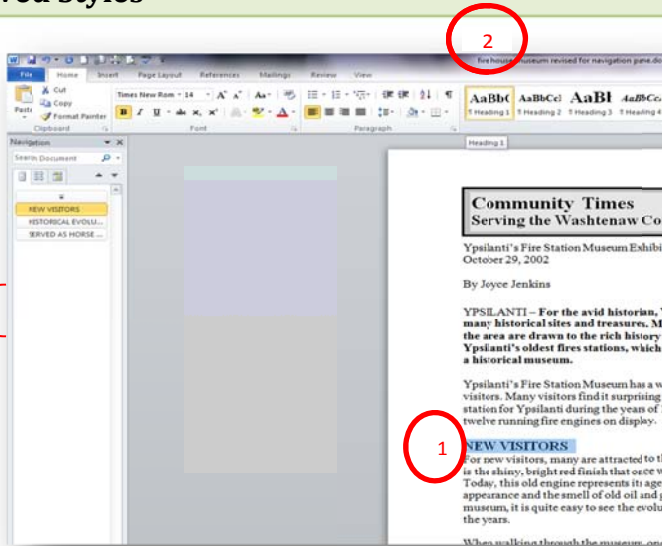
## Using the Navigation Pane with Improved Styles

Click the ->**View** tab, and then -> **check Navigation Pane**. For items to display in the navigation pane, you must apply Styles (Heading 1, Heading 2) from the Home tab.

1. Highlight the heading titled **NEW VISITORS**
2. Click Heading 1 (the heading style located on the Ribbon)
3. The Heading 1 style will be applied and it will show up as a tab in the Navigation Pane.

**Note:**

Jumping to any section is easy; just click on the heading in the navigation pane.  
Drag and drop any of the headings to move them to a different section within your document. All of its subheadings also get moved automatically.



## Working in Protected Views

When opening files from the Internet or E-Mail, you will be presented with a Protected View message. If you trust the file, Enable Protected View. If you only want to print, you will have to Enable Printing.

