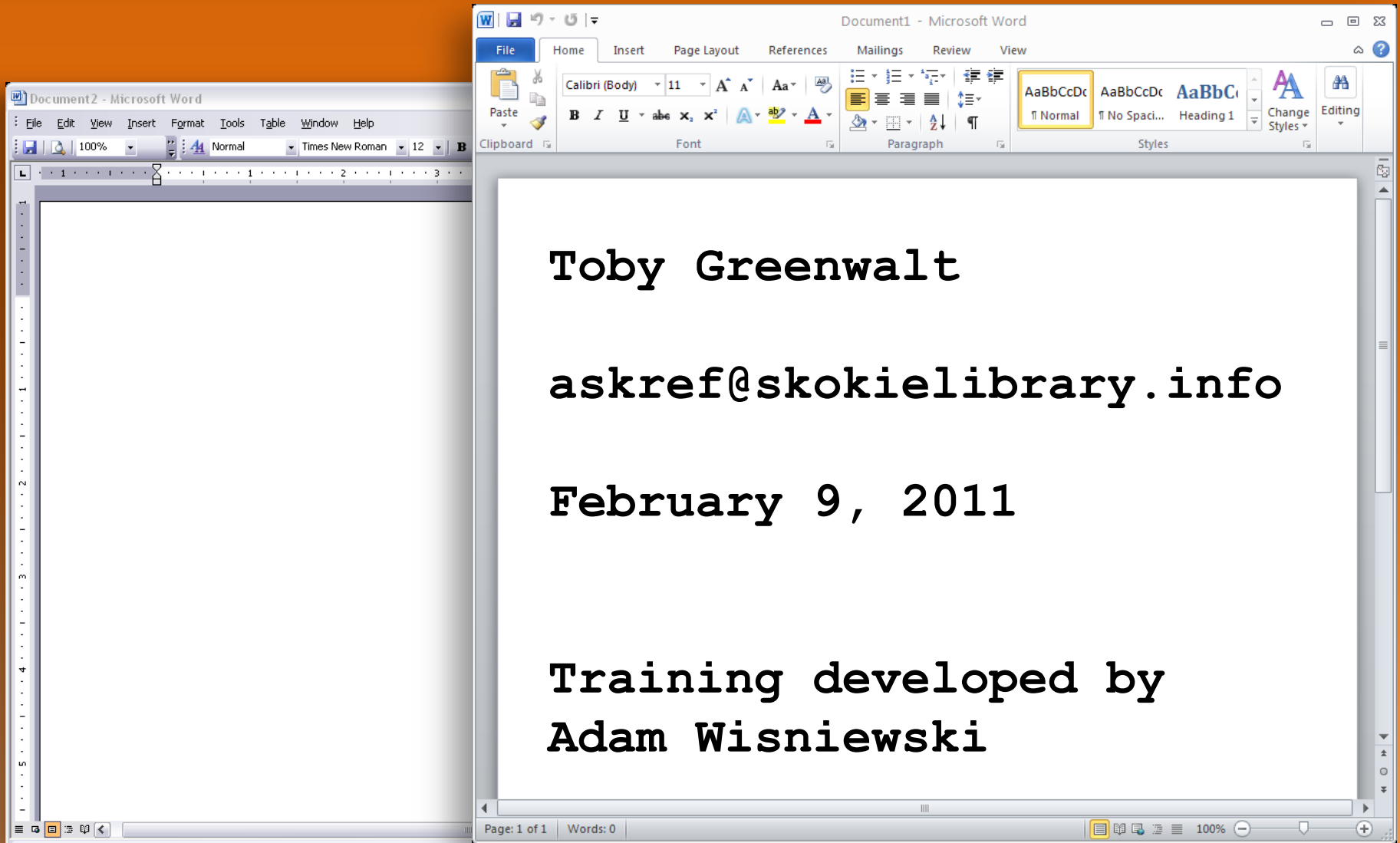
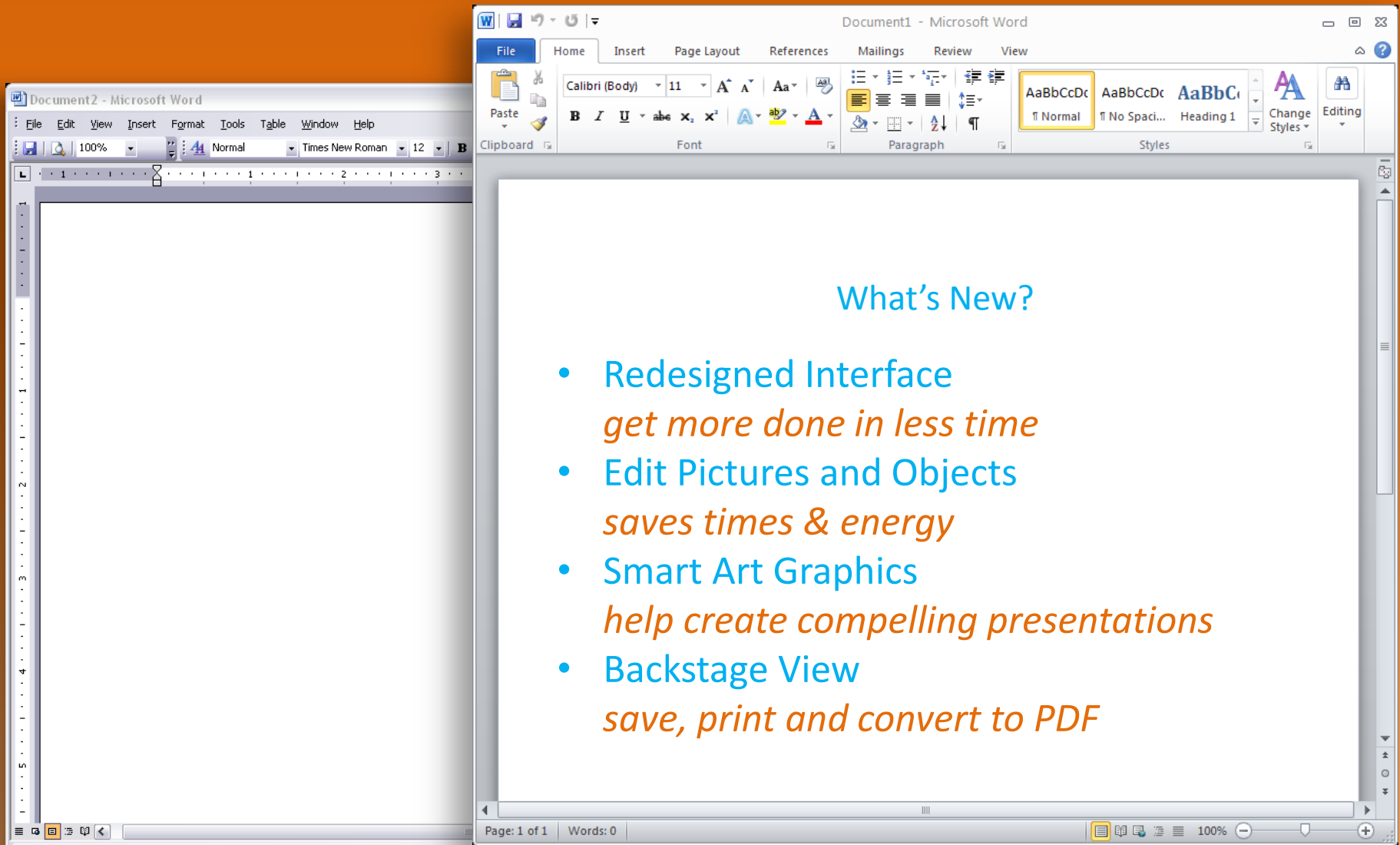


# Introduction to Office 2010



# Office 2010 Training

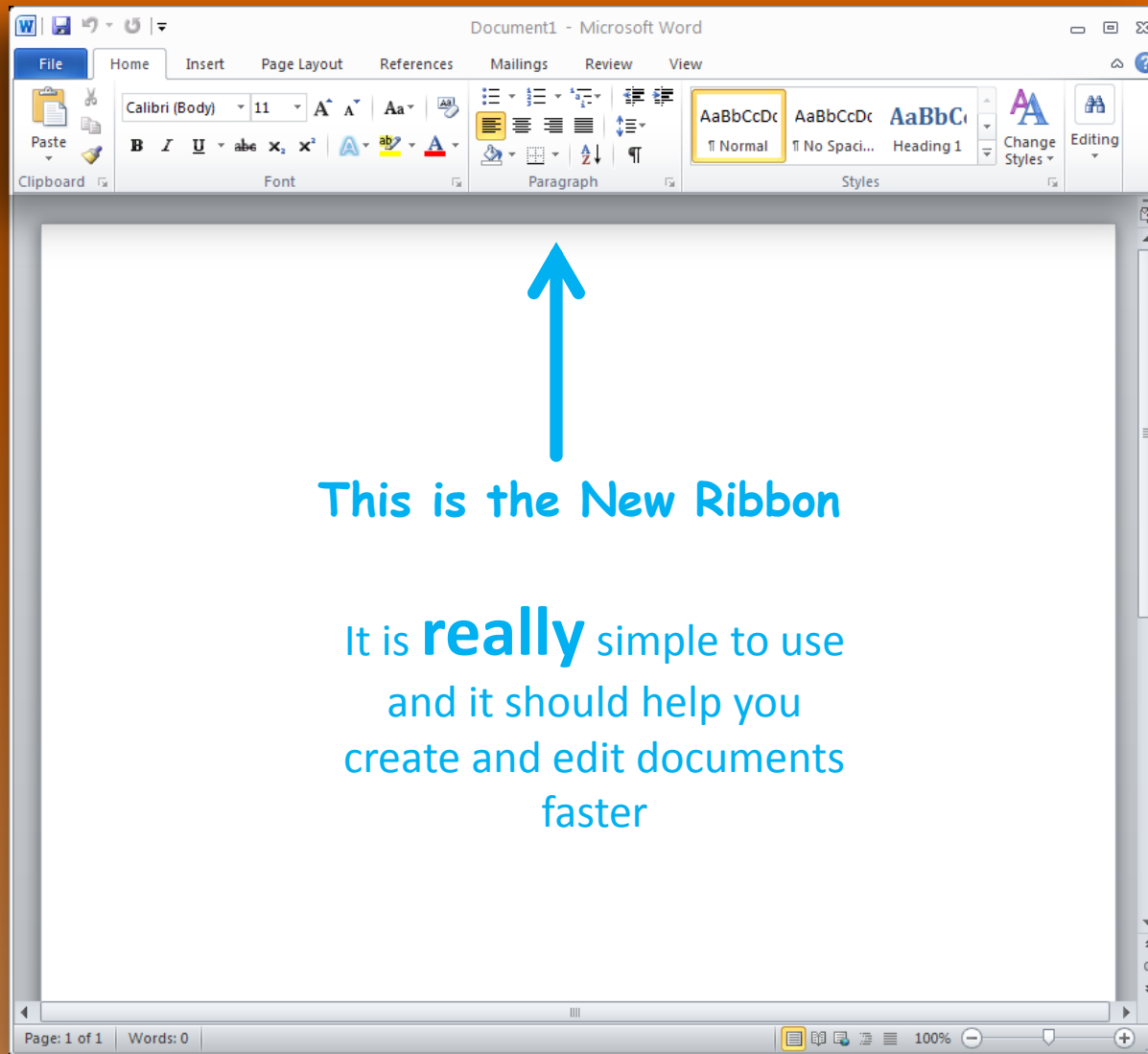


The image shows a screenshot of the Microsoft Word 2010 interface. The main window displays a presentation slide titled "What's New?". The slide content is as follows:

- Redesigned Interface  
*get more done in less time*
- Edit Pictures and Objects  
*saves times & energy*
- Smart Art Graphics  
*help create compelling presentations*
- Backstage View  
*save, print and convert to PDF*

The Word interface includes the ribbon with tabs for File, Home, Insert, Page Layout, References, Mailings, Review, and View. The Home tab is active, showing options for Clipboard, Font, Paragraph, and Styles. The status bar at the bottom indicates "Page: 1 of 1" and "Words: 0".

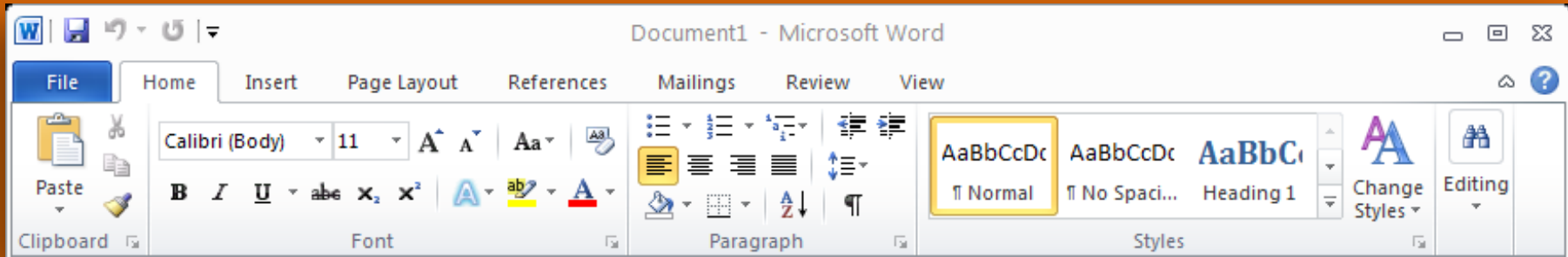
# Office 2010 Training



This is the New Ribbon

It is **really** simple to use  
and it should help you  
create and edit documents  
faster

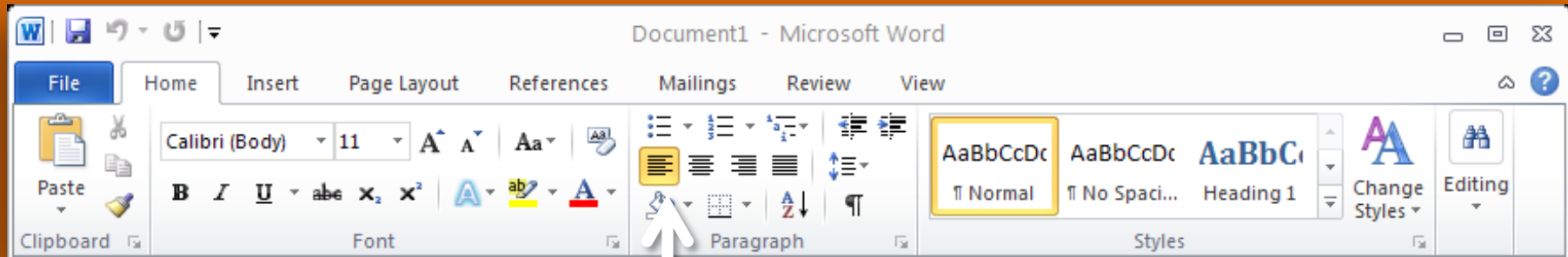
# Office 2010 Training



Let's compare the Office 2010 and 2003 toolbars



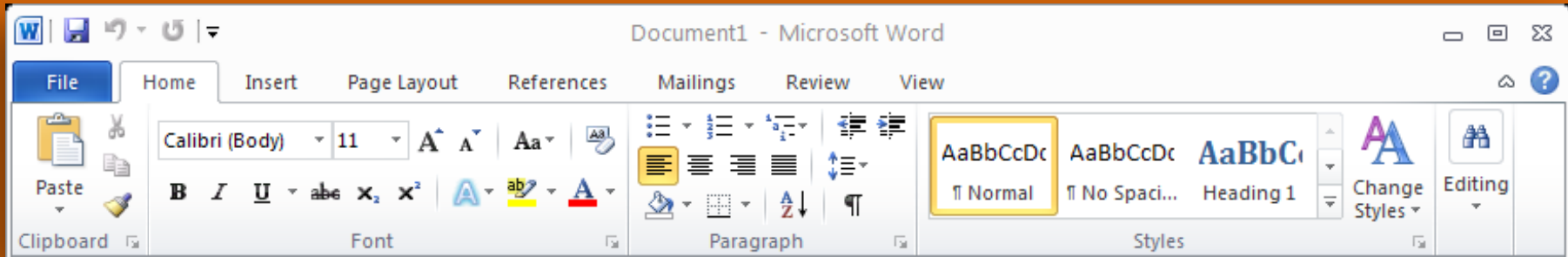
# Office 2010 Training



This is the Tabs Bar

Tabs make it easier for you  
to perform similar actions  
with the same tab

# Office 2010 Training



**This is a Group**

They display items of the same genre together in one area for easy access

# Office 2010 Training

Repeat after me...

“F1 is my friend”

# Practice Time!

Open up Microsoft Word.

Your mission: Make the “unfinished” document look like the “finished” one.