

Microsoft Office 2010 Basics and the Internet

Microsoft Office 2010 Introductory

Objectives

- Explain the concept of an integrated software package.
- Start an Office program from Windows.
- Explain the features of the program window.
- Know how to use the Ribbon and contextual tools.
- Open an existing Office file.

Objectives (continued)

- Save and close an Office file.
- Know the shortcut for opening recently used files.
- Use the Office Help system.
- Exit an Office program.
- Use a Web browser to visit a Web site.

Vocabulary

- Backstage view
- contextual tab
- gallery
- home page
- Internet
- link
- Live Preview
- Microsoft Office 2010 (Office)
- Mini toolbar
- Ribbon
- ScreenTip
- SharePoint
- shortcut menu
- SkyDrive
- tab
- task pane

Vocabulary (continued)

- toolbar
- Uniform Resource Locator (URL)
- Web browser
- World Wide Web (Web)

Introducing Microsoft Office 2010

- Microsoft Office 2010 (or Office) is a collection of software programs.

Program	Function
Word	Word-processing
Excel	Spreadsheet
Access	Database
PowerPoint	Presentation
Outlook	E-mail
Publisher	Desktop publishing
OneNote	Notes

Introducing Microsoft Office 2010 (continued)

- Office programs can be used together.
- To start an Office program, click the Start button on the taskbar, click All Programs, then click Microsoft Office. A list of the Office programs on your computer appears.
- You can open more than one file at a time. To move between files, just click the taskbar button for the file you want to display.

Introducing Microsoft Office 2010 (continued)

- A program window is the rectangle that contains the open program, tools for working with the file, and the work area.
- The Ribbon is "command central" for the Office programs. The tabs on the Ribbon organize the commands into related tasks.
- By clicking a button to choose a command, you give the program instructions about what you want to do.

Introducing Microsoft Office 2010 (continued)

- Items in the program window

ITEM	FUNCTION
File tab	Opens Backstage view, which contains commands for working with files, such as opening, saving, printing, and creating new files
Quick Access Toolbar	Provides access to commonly used commands
Title bar	Shows the names of the program and the current file
Sizing buttons	Changes the size of the program window and exits the program
Ribbon	Contains tabs from which you can choose a variety of commands
Microsoft Office Help button	Opens the Help window for the program
Work area	Displays the file you are working on
Insertion point	Shows where text will appear when you begin typing
Scroll bars	Shifts other areas of the file into the work area
Status bar	Provides information about the current file and process
View buttons	Changes how a file is displayed in the work area

Introducing Microsoft Office 2010 (continued)

- Some buttons are like light switches: one click turns on the feature and the next click turns it off. This is often referred to as a **toggle**.
- Other buttons have two parts: a button that you can click to choose the command and an arrow that you can click to open a menu, or list, of other commands related to the button.

Introducing Microsoft Office 2010 (continued)

- When a gallery is available, Live Preview lets you see how a gallery option affects your file without making the change.
- The Dialog Box Launcher on the ribbon opens either a dialog box or task pane.
 - A dialog box is a window that opens on top of the program window.
 - A task pane is a pane that opens on the right or left side of the program window.

Introducing Microsoft Office 2010 (continued)

- A toolbar contains buttons that you can click to perform common tasks. The Ribbon is actually a large toolbar.
- Contextual tabs appear on the Ribbon only when you select certain items in a file, and they contain commands related to that item and include the Mini toolbar and shortcut menus.

Using Backstage View to Open, Save, and Close Files

- In all Office programs, you open, save, and close files in Backstage view.
 - Opening a file means loading a file from a disk into the program window.
 - Saving a file stores it on a disk.
 - Closing a file removes it from the program window.
- A disk can be an internal (hard drive) or external storage location (Flash drive).

Using Backstage View to Open, Save, and Close Files (continued)

- Backstage view

The screenshot shows the Microsoft Word Backstage View for 'Document1'. The ribbon tabs are File, Home, Insert, Page Layout, References, Mailings, Review, and View. The File tab is active, showing the 'Navigation bar' with options: Save, Save As, Open, Close, Info (selected), Recent, New, Print, Save & Send, Help, Options, and Exit. The main area displays 'Information about Document1' with sections for Permissions, Prepare for Sharing, and Versions. The right pane shows a preview of the document and a 'Properties' section with details like Size, Pages, Words, Total Editing Time, Title, Tags, Comments, Related Dates, and Related People. Annotations with arrows point to the 'File' tab, the 'Info' command, the 'Exit' command, and the window's Close button.

Click the Files tab to open Backstage view

Navigation bar

Click a command to access it

Click a tab to display its contents in the right pane

The Exit command closes the program

The Close button closes the program

Using Backstage View to Open, Save, and Close Files (continued)

- Backstage view is where you do “behind the scenes” tasks such as getting information about the current file, creating new files, printing the current file, sharing files with others, and defining file properties.
- To open an existing file, you can click the File tab on the Ribbon, and then, in Backstage view, click Open.

Using Backstage View to Open, Save, and Close Files (continued)

- Files you open that were downloaded from the Internet or received as an e-mail attachment may open in a read-only format, called Protected View.
- Saving is done using one of two methods:
 - The Save command saves a file on a disk using its current name and save location.
 - The Save As command lets you save a file with a new name or to a new location.

Using Backstage View to Open, Save, and Close Files (continued)

- Each program has a different file extension.
- To share a file with others, use Background view from the Save & Send tab.
- You can close an Office file by clicking the File tab on the Ribbon, and then Close.
- To access a recently used file, click the File tab in any of the Office programs, and then click Recent in the navigation bar.

Getting Help in Office

- A **ScreenTip** is a box that appears when you point to a button. It contains the button's name and a description of its function.
- To get specific help about topics relating to the program you are using, you use the Help window. You can search the Help system by browsing topics or using keywords.

Getting Help in Office (continued)

- Word Help window with Table of Contents

Hide Table of Contents button

Table of Contents pane

Open book displays Help topics and subcategories

Topic displayed in the Help window

Links to other sections in the Help topic

Help topics displayed from Office.com

Word Help window showing the Table of Contents pane on the left and the main help content on the right. The Table of Contents pane lists various topics, with 'Create a document' selected. The main content area displays the 'Create a document' help topic, including sections like 'Getting started with a basic document', 'What do you want to do?', and 'Open a new document and start typing'. The 'What do you want to do?' section includes links to 'Open a new document and start typing', 'Start a document from a template', 'Delete a document', and 'What's next'. The 'Open a new document and start typing' section includes a numbered list of steps: 1. Click the File tab, 2. Click New, and 3. Double-click Blank document. An inset image shows the Microsoft Word ribbon with the File tab highlighted.

Exiting an Office Program

- The Exit command, which is located in Backstage view, closes the open Office program.
- If you have not saved the final version of your file, a dialog box opens, asking whether you want to save your changes.

Viewing a Web Page

- The **Internet** is a vast network of computers that are located all over the world and linked to one another.
- Connecting to the Internet requires special hardware and software and an Internet service provider (ISP).
- The **World Wide Web** (or Web) is a system of computers that share information by means of links on Web pages.

Viewing a Web Page (continued)

- A **link** is text (often colored and underlined) or a graphic that you click to "jump" to another location or Web page.
- A Web page is a document specially formatted to be displayed on computers connected to the Internet.
- The Web uses an address system. The name for a Web address is Uniform Resource Locator (URL).

Viewing a Web Page (continued)

- Internet Explorer Web browser



Viewing a Web Page (continued)

- To view Web pages, you need special software called a Web browser.
- To go to a specific Web page, you click the Address bar in your browser, type the URL, and then press Enter.

Summary

In this lesson, you learned:

- Microsoft Office 2010 is a combination of programs that can include a word-processor program, a spreadsheet program, a database program, a presentation program, a schedule/organizer program, a desktop publishing program, and a notes program. The files of these programs can be used together.
- Office programs can be started by clicking the Start button, clicking All Programs, clicking Microsoft Office, and then clicking the program name.

Summary (continued)

- The basic parts of the program window are similar in all of the Office programs.
- The Ribbon is “command central” for all the Office programs. Commands are organized in groups on tabs on the Ribbon. You click a button to choose the command you want. Some buttons open a menu of additional commands or a gallery of options.
- Contextual tabs on the Ribbon, the Mini toolbar, and shortcut menus are tools that appear when you work with a specific object in the program window.

Summary (continued)

- No matter which Office program you are using, the files are opened, saved, and closed the same way.
- You can open an existing file from the Backstage view. The Open dialog box enables you to open a file from any available disk or directory. You can open recently used files quickly by clicking the file name in the Recent Documents list in Backstage view.
- To exit an Office program, click the Exit button in Backstage view, or click the Close button on the program window title bar.

Summary (continued)

- The Office Help system provides additional information about the many features of the Office programs. In the Help window, you can browse topics, use the Table of Contents or use the Type word to search for box to get information. If your computer is connected to the Internet, you see Help topics and additional information from Office.com.
- Internet Explorer is a Web browser. You can use it to view Web pages.