

### **Session: Microsoft Office 2010 Upgrade**

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- **The Ribbon**

*Use the Ribbon that replaces toolbars and menus.*

*Use "Contextual Tabs" that only appear when those commands are relevant.*

*Customising the Ribbon by adding your own groups and tabs.*

- **The Quick Access Toolbar**

*Put frequently used commands on the Quick Access Toolbar so you can find them again easily.*

- **Backstage View**

*Find application commands not on the Ribbon.*

*Manage hidden file information such as file properties*

*Use the Recent Documents List*

*Find how your printing options have been re-organise.*

*Manage file sharing and compatibility issues*

*Export documents to PDF and send PDF attachments.*

- **Galleries and Live Preview**

*Browse Galleries and use the Live Preview to quickly view the effects of formatting options.*

- **Compatibility**

*Save your Office 2010 documents in earlier versions.*

*Work with documents created in previous versions.*

*Export documents to PDF and send PDF attachments.*