Office 2010 > Word 2010

The technology department is in the process of upgrading from Word 2003 to Word 2010. As with any software upgrade, there are changes; however there are some great new features in Word 2010!

There are many free, online Microsoft resources available to become familiar with Word 2010 and the other Office applications such as Excel 2010 and PowerPoint 2010. Some of these are highlighted in the right column.

1. **To begin using Word 2010,** look at your taskbar at the bottom of your screen. It will look similar to the picture below.

2. If you see the **Word** icon that looks like this in your taskbar, click it, and Word will open.

3. If you don’t see this **Word** icon in your taskbar, click on the **Start** icon at the bottom left corner of your taskbar. It looks like this icon. Now move your mouse over **All Programs** and scroll if needed to find a folder named **Microsoft Office.** Here you will be able to click on **Word 2010** to open the program.

4. Once open, you will notice changes at the top of the program. **One of the biggest changes with Word is the new Ribbon and tabs as shown below.** The tabs replace the options you are used to seeing at the top. Each tab has different, common features visible and easily accessible; there is no need to click and view drop down menus!

For additional help with Word 2010, check out the tutorials to the right; the Help Desk staff is also available at extension 7129.

Microsoft **Word Tutorials**

- **For those of you who feel comfortable using Word 2003,** just click [here](#) to watch this 30-35 minute PowerPoint on the features of Word 2010. This interactive tool also includes a practice session!

- **For those of you unfamiliar with Word 2003** or who need more help with learning the basic tasks of Word, click [here](#) to **learn the fundamentals** in Word 2010!

- A new feature, called **Backstage View,** is where you will manage your document. To watch a video about the Backstage View, click [here](#).

- **This web page** has a link to an **Interactive menu to ribbon guide** for Word 2010 and the other Office 2010 programs. **This guide shows you the new location of a menu or button from Word 2003.**

- A **Quick Reference card** is available [here](#)! It includes some tips on working with documents created in older versions of Word.

- There are **MANY more videos and other tutorials** for additional detailed assistance located at Microsoft’s **Word 2010 Help and How-to** section of their website.
Office 2010 > Excel 2010

The technology department is in the process of upgrading from Excel 2003 to Excel 2010. As with any software upgrade, there are changes; however there are some great new features in Excel 2010!

There are many free, online Microsoft resources available to become familiar with Excel 2010. Some of these are highlighted in the right column.

1. To begin using Excel 2010, look at your taskbar at the bottom of your screen. It will look similar to the picture below.

2. If you see the Excel icon that looks like this in your taskbar, click it, and Excel will open.

3. If you don’t see this Excel icon in your taskbar, click on the Start icon at the bottom left corner of your taskbar. It looks like this icon. Now move your mouse over All Programs and scroll if needed to find a folder named Microsoft Office. Here you will be able to click on Excel 2010 to open the program.

4. Once open, you will notice changes at the top of the program. One of the biggest changes with Excel is the new Ribbon and tabs as shown below. The tabs replace the options you are used to seeing at the top. Each tab has different, common features visible and easily accessible; there is no need to click and view drop down menus!

For additional help with Excel 2010, check out the tutorials to the right; the Help Desk staff is also available at extension 7129.