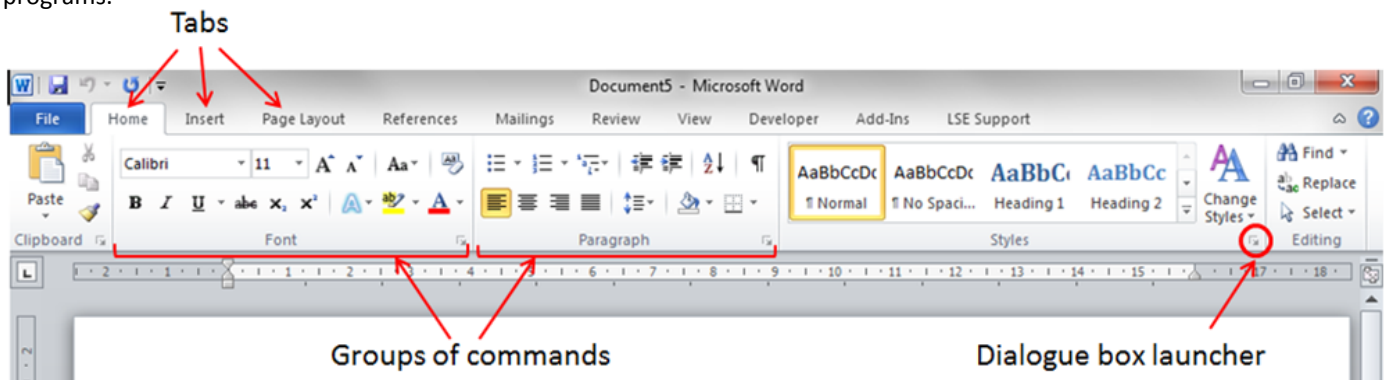


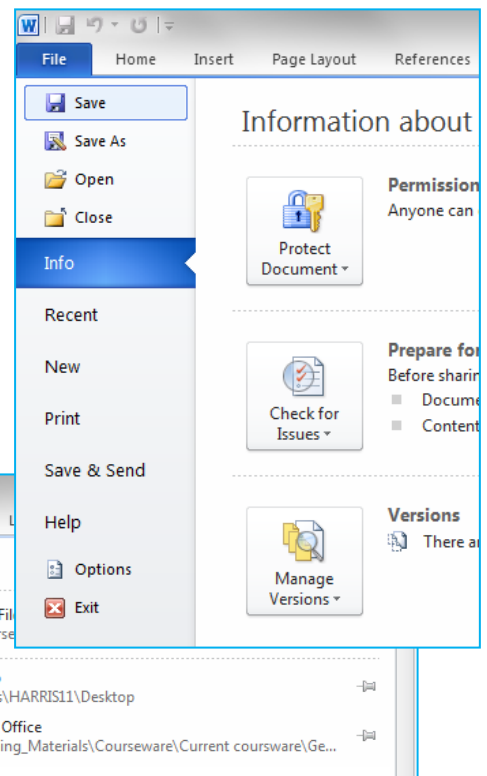
THE OFFICE 2010 RIBBON

Office 2003's menus and toolbars at the top of the screen have been replaced by a 'ribbon'. This consists of a set of tabs, each containing icons arranged in named groups. This basic structure, and the way it is used, is the same across all the Office 2010 programs.



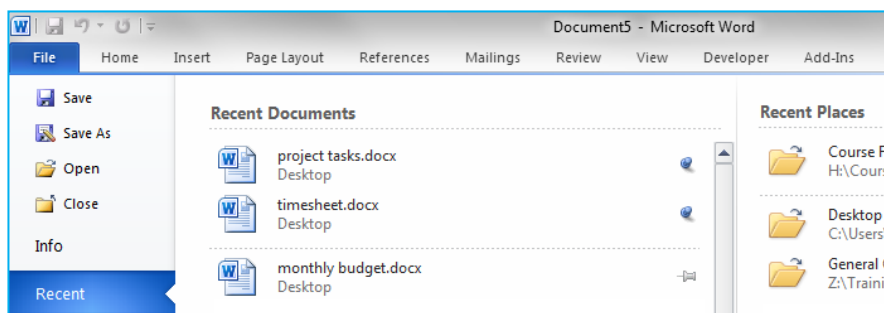
FILE TAB: THE 'BACKSTAGE VIEW'

The file tab (the left most tab) is highlighted as it behaves differently to the other tabs. Clicking on the file tab takes you to the 'Backstage view' of the program you are in. The backstage view contains access to a lot of the features previously seen in the Office 2003 File menu e.g. New, Save, Open, Close and Print.



RECENT FILES

From the enhanced File tab, you can use the 'Recent' option to access recent files and recent place. Using the same pinning as available in the taskbar, you can pin frequently used documents or places using the pin icon.

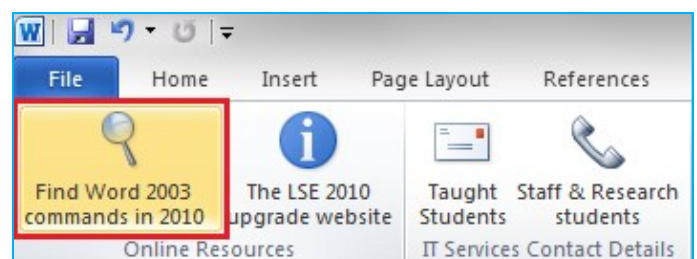


FINDING 2003 COMMANDS IN 2010

From your program click the **LSE Support** tab and select the Find 2003 commands in 2010.

A web page will display, click 'Start' to display the 2003 window. Click the icon you wish to find. The Screen will flip to 2010 and highlight where to find the icon you requested.

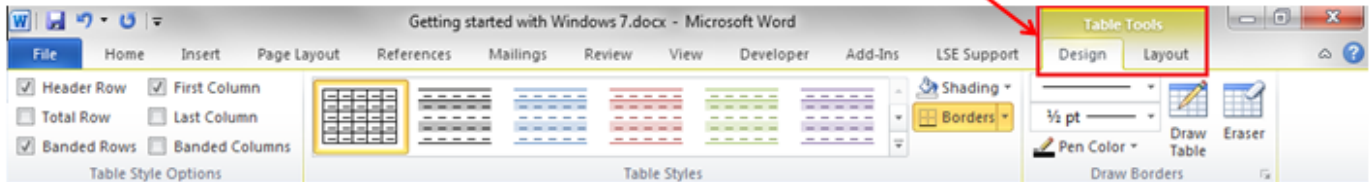
If the LSE Support tab does not display, it can be selected via File > Options > Customise Ribbon.



CONTEXT SPECIFIC TABS

To remove clutter from the new ribbon, context specific toolbars are available when a specific function is in use. For example, the Table tools tabs are only available when you have added a table and have clicked in it. Context specific tabs appear at the end of the standard tabs.

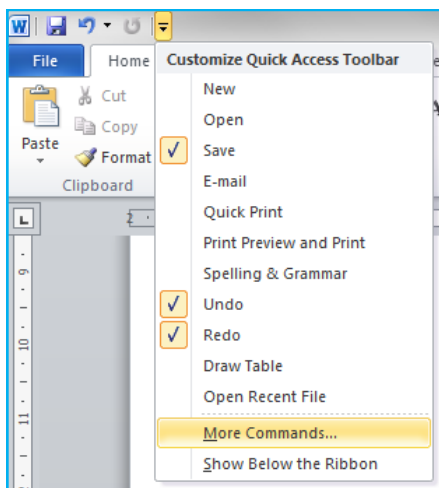
Context specific tabs appear when a specific element is added e.g. a table



QUICK ACCESS TOOLBAR

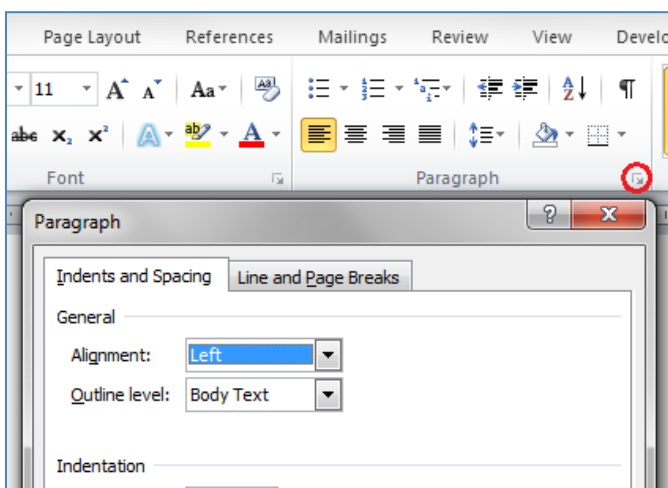
A Quick Access Toolbar is available at the top of each Office program, allowing you a customisable menu to add your most common features to.

Select the common options from the drop-down menu or select 'More Commands...' to add any command from the program menu.



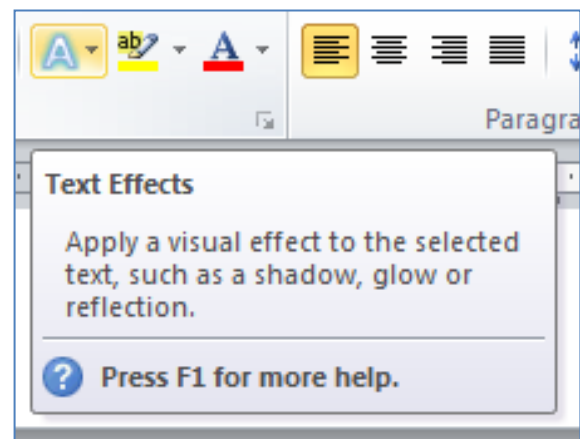
DIALOGUE BOXES

The familiar Office 2003 dialogue boxes are available in Office 2010 via the dialogue box launcher. Click the arrow icon at the bottom of a group to launch the dialogue box.



ICON HELP

Many new, useful icons have been added. Rest the mouse pointer on an icon to find its name and an explanation (and often a help link for more information).



FURTHER RESOURCES AND TRAINING

Visit the IT Training pages for information on further training and support available for Office 2010:

<http://ittraining.lse.ac.uk>.



Training Course: Attend the 'Getting to grips with Office 2010 and Windows 7' training course to get up to speed fast with Windows 7 and Office 2010, understand the ribbon, find familiar 2003 commands and tailor toolbars.



Software surgery: Run weekly to provide all staff and students the opportunity to get support, advice and training on a range of software and web applications.



1-2-1 Support: Arrange an individual session at your desk to address a specific training need in Microsoft Office 2010. Ideal for assistance in becoming more proficient or effective with software or the use of a particular feature.