

Microsoft Office 2010

Jumpstart



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Created by the HUSD Information Services Department

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Purpose of this Guide

This jumpstart guide is intended to get you started with using the Microsoft Office 2010 system. This guide will show you how to access the Office 2010 suite and use some of the basic navigational features of the software.

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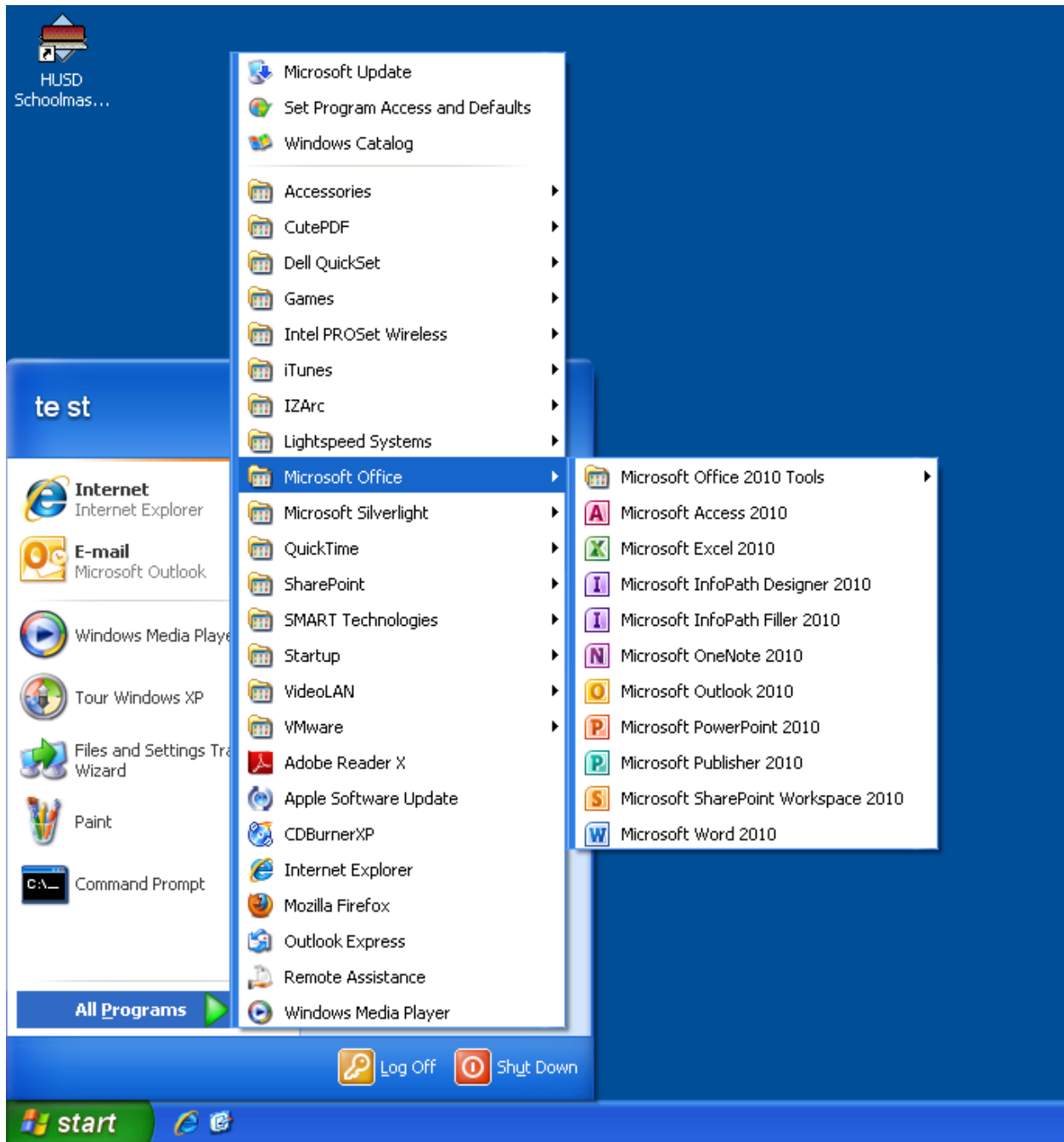
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Why we use Microsoft Office

While HUSD is aware of some of the free utilities that are available such as OpenOffice, Google Docs, and Prezi we have decided that it is best for our district to continue to use and support Microsoft Office. By using Microsoft Office we are able to provide a consistent and controlled environment for our staff at a relatively low cost to The District. Microsoft Office continues to be an industry standard and staple in most work environments and continues to provide HUSD with a standardized resource that ensures both internal and external compatibility.

Accessing the Microsoft Office 2010 Programs

From your desktop click *Start*, then *All Programs*, then *Microsoft Office*, you will see all installed Office programs.



What Each Program Does



Word

Microsoft Word is used to create documents such as handouts, parent forms, syllabi, tests, etc.



PowerPoint

Microsoft PowerPoint is used to create presentations. PowerPoint gives you the ability to enhance lectures by bringing in animation, videos, graphics, etc.



Publisher

Microsoft Publisher is used to create items such as business cards, greeting cards, flyers, etc.



Excel

Microsoft Excel is used to create spreadsheets to organize data, combined with formulas and charts it is a solid tool to present and store data.



Outlook

Microsoft Outlook is used to send and receive email, it can also store calendars and to-do lists.



OneNote

Microsoft OneNote can be used to store notes on multiple subjects, it also offers a “side note” feature to leave notes on your computer screen for reminders, to-do’s, etc.

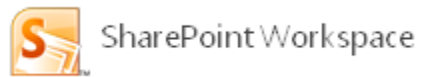


Access

Microsoft Access can be used to create form and Excel driven databases.



Microsoft InfoPath is an enhanced form creation and form filling system that can be used to drive databases and spreadsheets. The Designer is used to create and set up the forms, the Filler is used to fill out the forms.

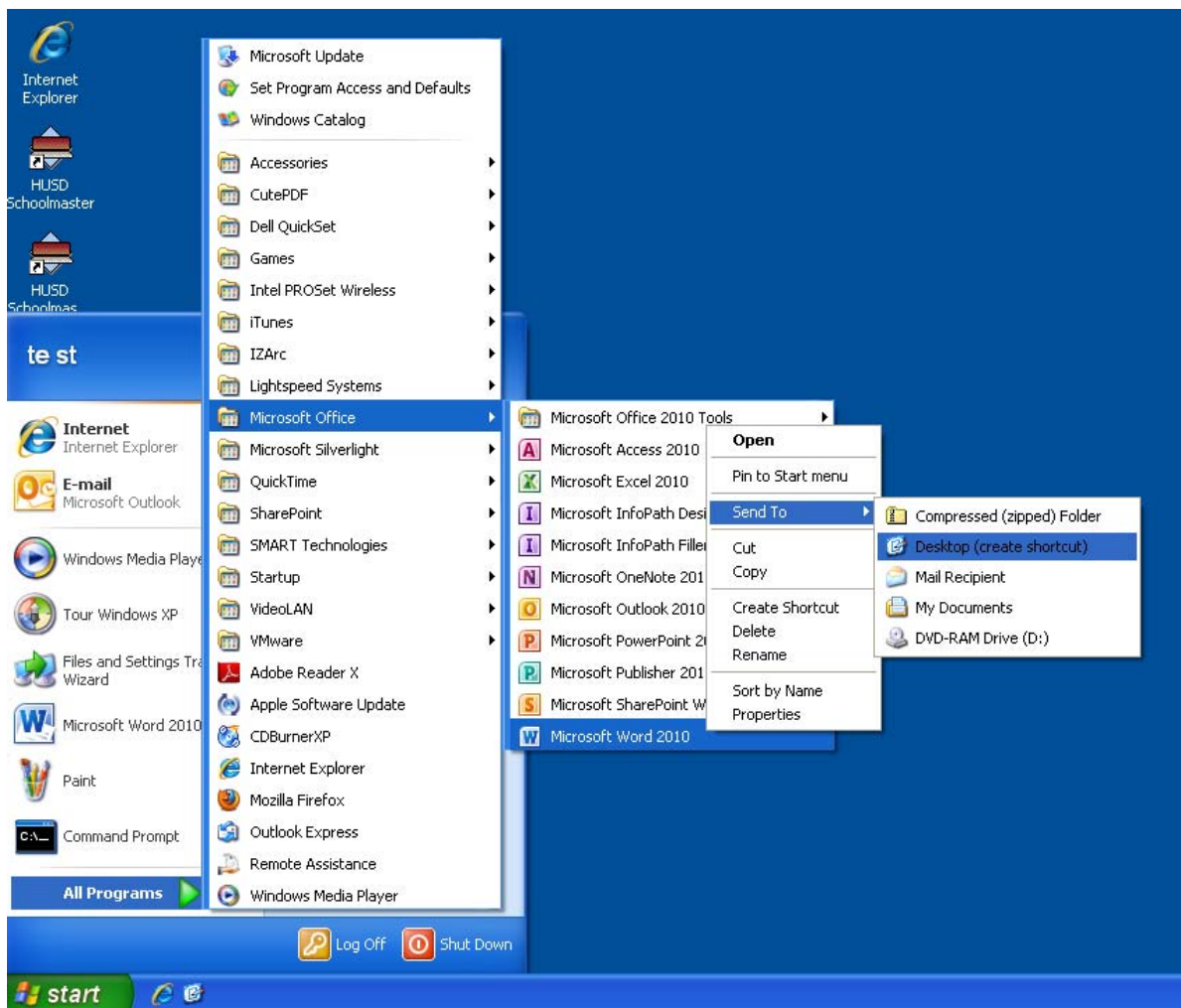


Microsoft SharePoint is a system that allows for the sharing of multiple file types for the purposes of information distribution and collaboration.

Creating Shortcuts to the Programs

If you use a program, such as Microsoft Word, frequently it may be handy to have a shortcut to that program on your desktop, to do this, follow these instructions.

1. Navigate to the Office 2010 folder. From your desktop click *Start*, then *All Programs*, then *Microsoft Office*, you will see all installed Office programs.
2. Right click on the program you want to create a shortcut for, select *Send To* then select *Desktop (create shortcut)*.

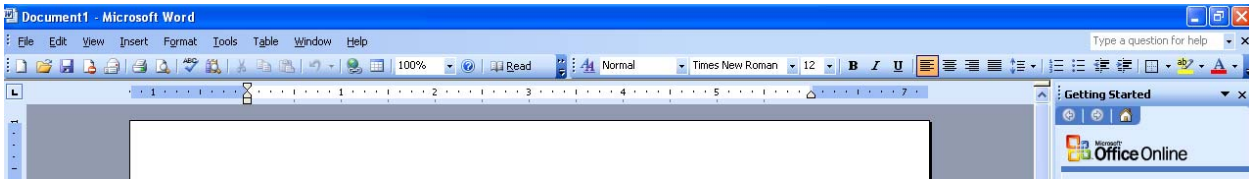


3. You will now see a shortcut to that program on your desktop. Repeat these steps for any other programs you would like to create shortcuts for.

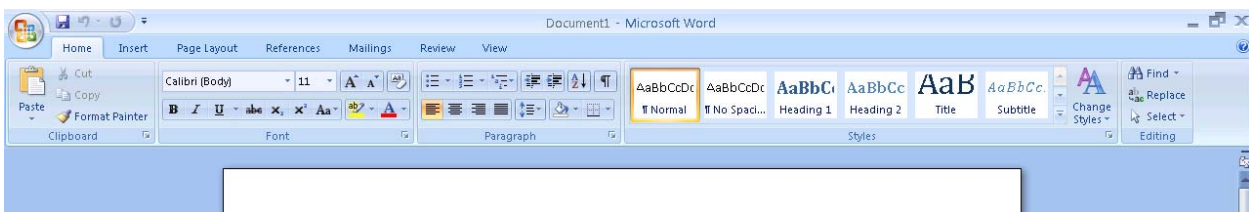


What Office 2010 Looks Like

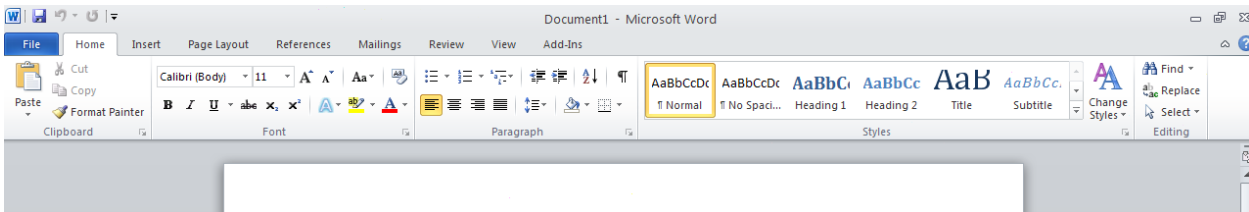
Below you will see the progression in the Toolbar from Office 2003 to Office 2010.



Word 2003



Word 2007

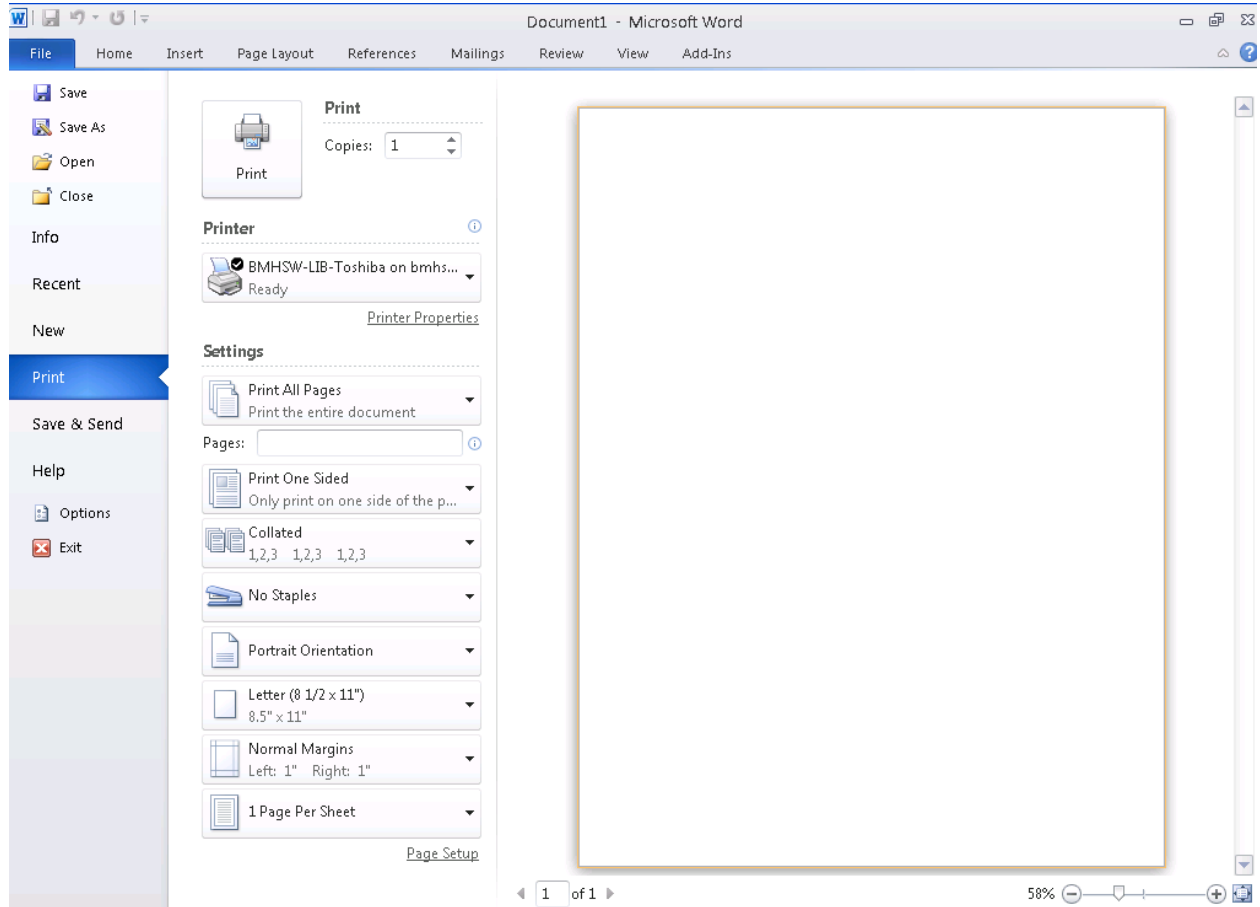


Word 2010

Notice that in Office 2010 the File menu is back, you will also notice that as you navigate the different Office 2010 programs that they all use a consistent toolbar with different tabs along the top, allowing access to a multitude of features and functions.

The Office 2010 File Menu

All Office 2010 products have a new File menu, notice that the color of the File menu is the same color as the color of the programs icon. The file menu stores many of the most common functions you will use, such as Save, Open and Print functions.

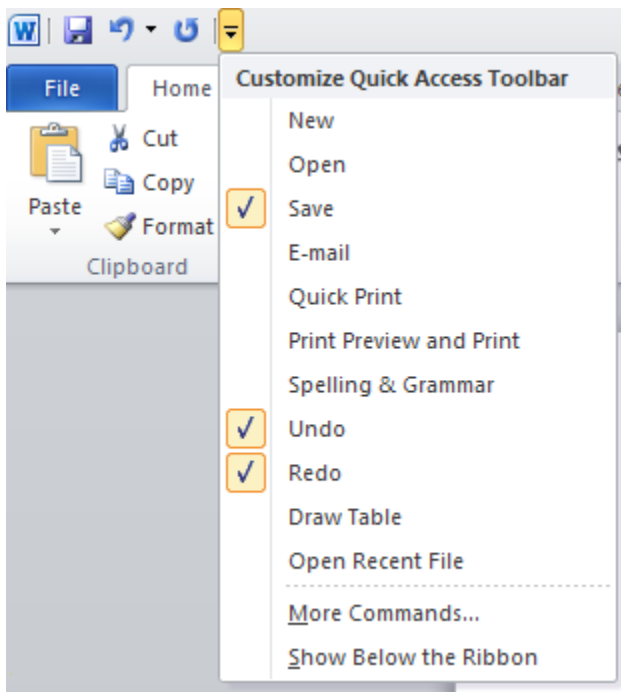


The Quick Access Toolbar

One of the most time saving features of Office 2010 is the Quick Access toolbar, this is located in the upper left hand corner of the screen, just above the File and Home menus. The Quick Access toolbar stores the Save, Undo and Redo buttons by default, however it can be customized.



To customize the Quick Access toolbar, click the *Down Arrow* next to the Redo button. Notice that the items with check marks next to them are displayed in the Quick Access toolbar. Please note that the buttons you add / remove only apply to the program you are currently using, the Quick Access toolbar can be customized in each Microsoft Office 2010 program.



Notice below that I Have added the Quick Print and Spelling & Grammar buttons to my Quick Access toolbar.

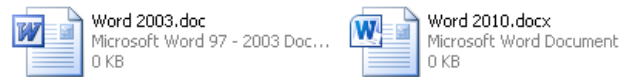


File Extensions and Compatibility

A few common questions come up frequently in the discussion of file extensions and how they relate to compatibility between programs and program versions.

Q: What is a file extension?

A: A File extension dictates the type of data contained within a file and specifies what program the computer should use to open and manipulate that data. This is shown below by the “.doc” and “.docx” next to the file names.

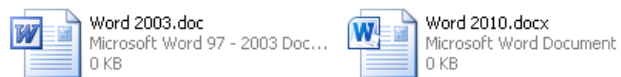


Q: Why do the files on my computer not show their extensions?

A: Since modifying a file extension can have negative impact on how your files and computer operate, they are hidden by default.

Q: Do different versions of Microsoft Office products use different file extensions?

A: Yes. Beginning in Microsoft Office 2007 some file extensions for common programs such as Word, Excel and Power Point changed. See below, the Word 2003 document shows “.doc” and the Word 2010 document shows “.docx”.



Q: If I send a Word 2010 file to someone using Word 2003, can they open it?

A: Not necessarily. Unless their computer has the appropriate conversion software (provided free from Microsoft) installed they will not be able to open the file.

Q: I sent a word document to someone with Word 2003 and the appropriate file converter, why didn't the file open properly?

A: Microsoft Word 2010 and other Microsoft Office 2010 products have new features that previous versions of the products may not be able to work with. The converter will "convert" the document to work in that previous version, however this may sacrifice some formatting.

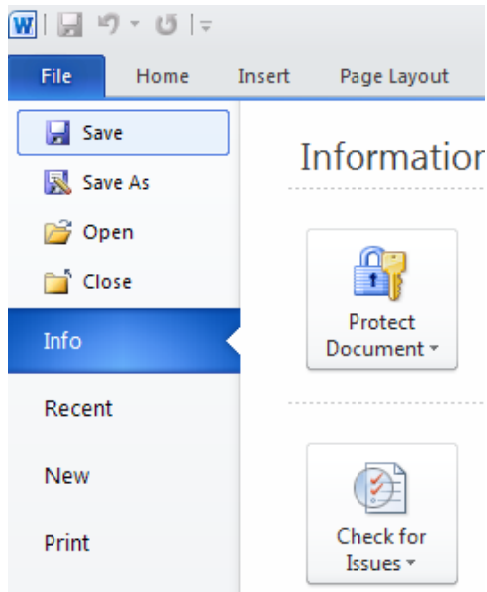
Q: What is the best way for me to send files from Microsoft Office 2010 to users of Office 2003?

A: You have two options, either save the file in a compatible file format, or convert it to PDF.

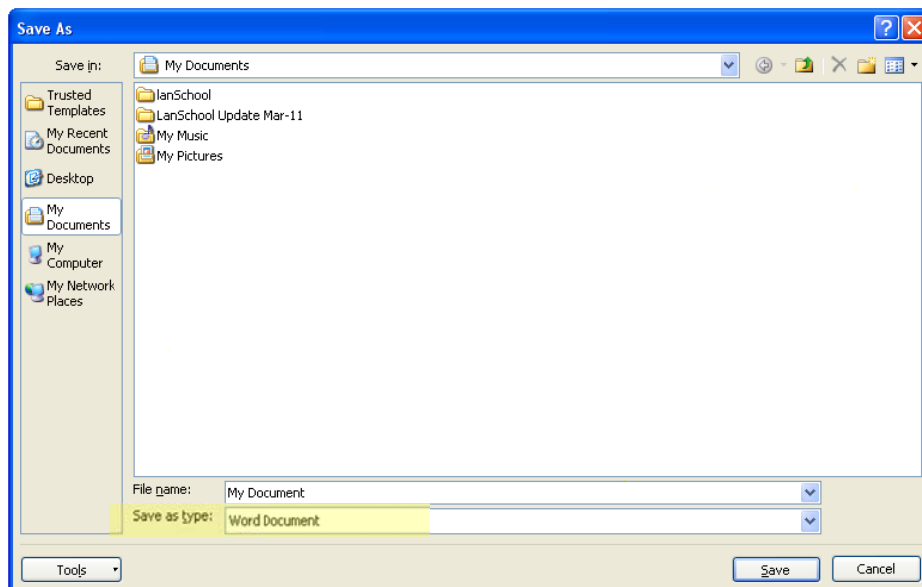
Saving a Document to be Opened in a Previous Version of Word

Once you have completed your document, save it in the Office 2010 file format. By saving it in the Word 2010 format you ensure that you have a copy of the file that has all of your current formatting, including formatting using any features that are Word 2010 exclusive.

1. Click *File > Save*

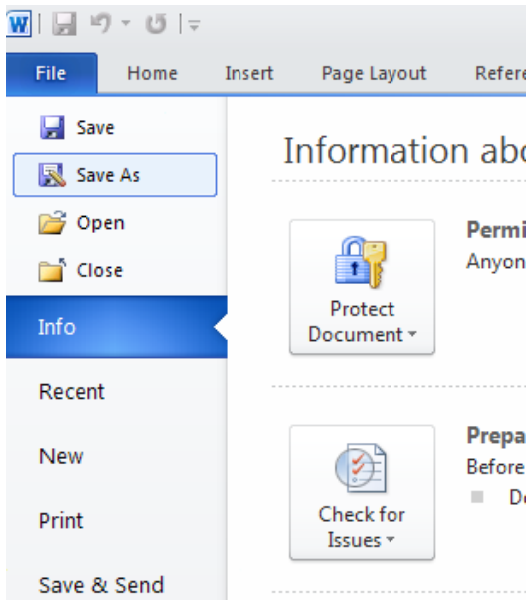


2. Select a location to save your document (the default is My Documents), enter a File Name and click the *Save* button. Notice that the Save as type is Word Document, this means that the file will be saved in the Word 2010 file format.

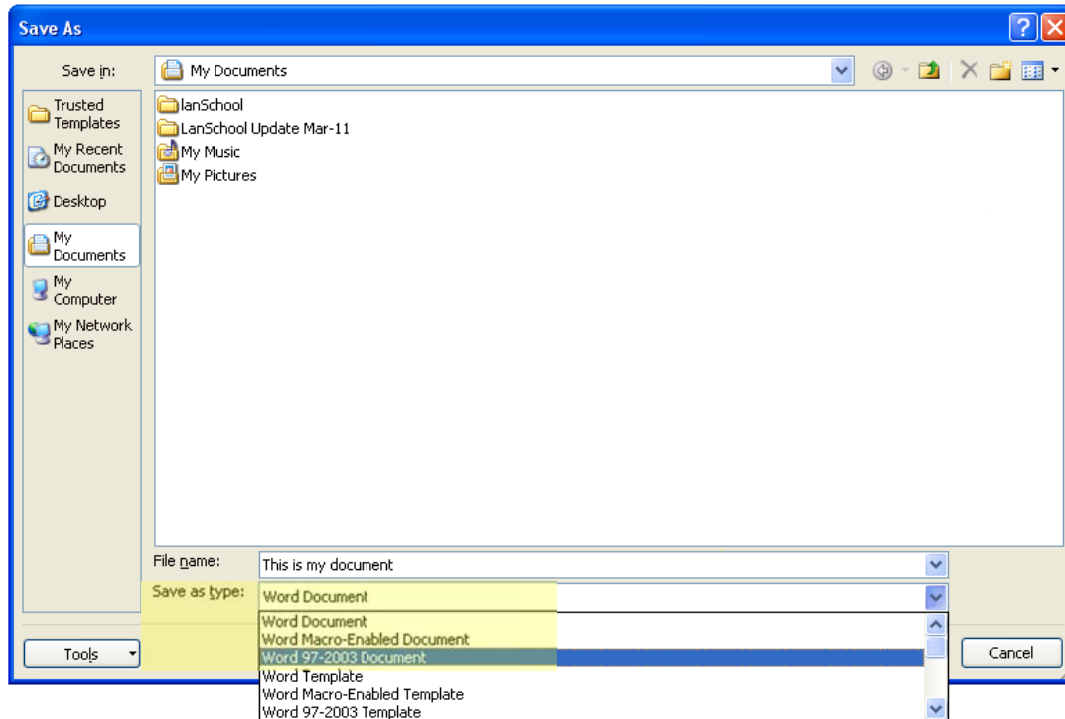


Now, save a copy in the Word 2003 format

1. Select *File > Save As*

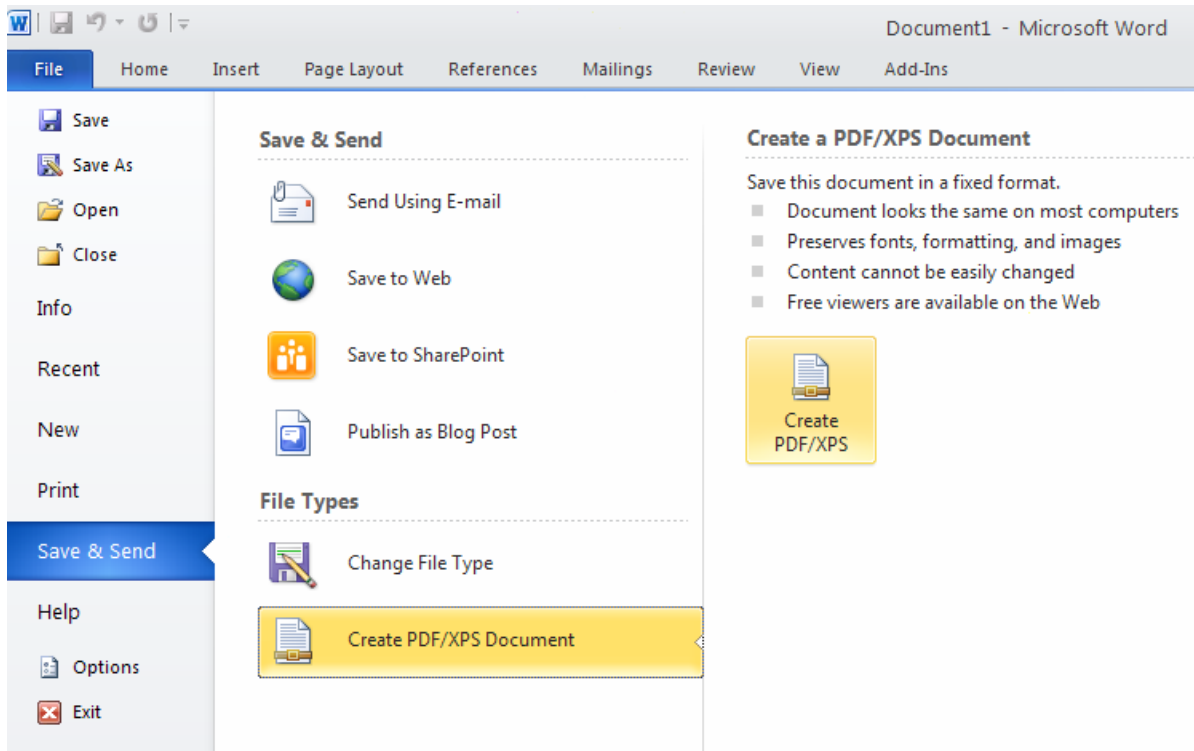


2. Select a location to save your document (the default is My Documents), enter a File Name (it is recommended to note that this is a 2003 file in the file name). Once you have named the file, drop down the menu next to Save as type, select Word 97-2003 Document and click *Save*.

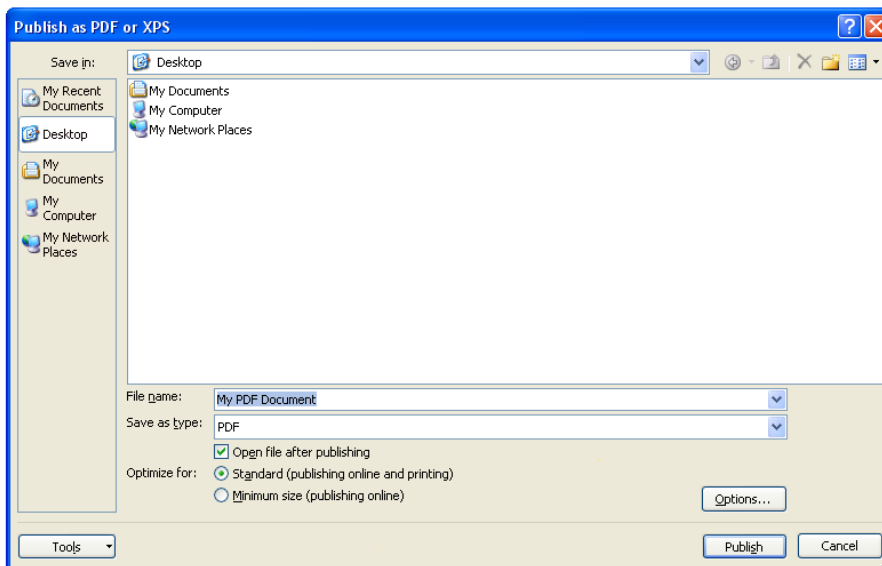


Saving your file as a PDF

1. Click *File > Save and Send > Create PDF / XPS Document > Create PDF / XPS*

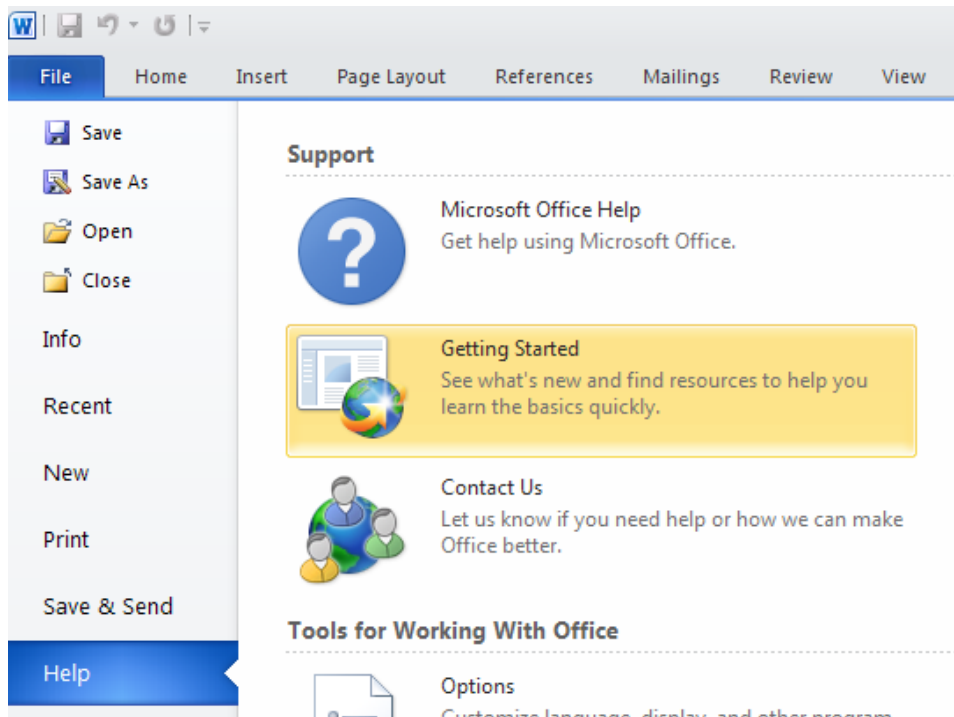


2. A window similar to the Save As window will pop up. From here you can select the location to save your file (the default is My Documents). Name your file and click *Save*. Note that the Save as type is PDF. Also, if you want to select what pages of your document will be saved as a PDF, click the Options button before clicking *Save*.



Where to go for Help

1. Using your web browser go to office.microsoft.com/en-us/support
2. In any of the Microsoft Office 2010 programs click File, then Help (one of the lower options on the left hand side)
3. Under the Help menu of each program is a Getting Started link to the Microsoft office Website



4. Check out the training materials available at www.humboldtunified.com > Departments > Information Technology > Guides
5. Call or Email the Helpdesk (Extension 5020, helpdesk@humboldtunified.com)