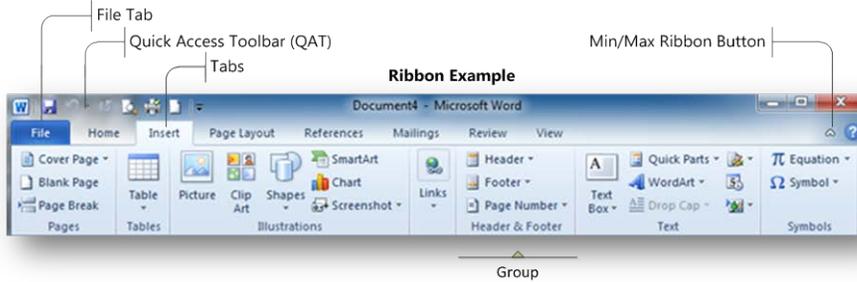


New Office 2010 Universal Ribbon

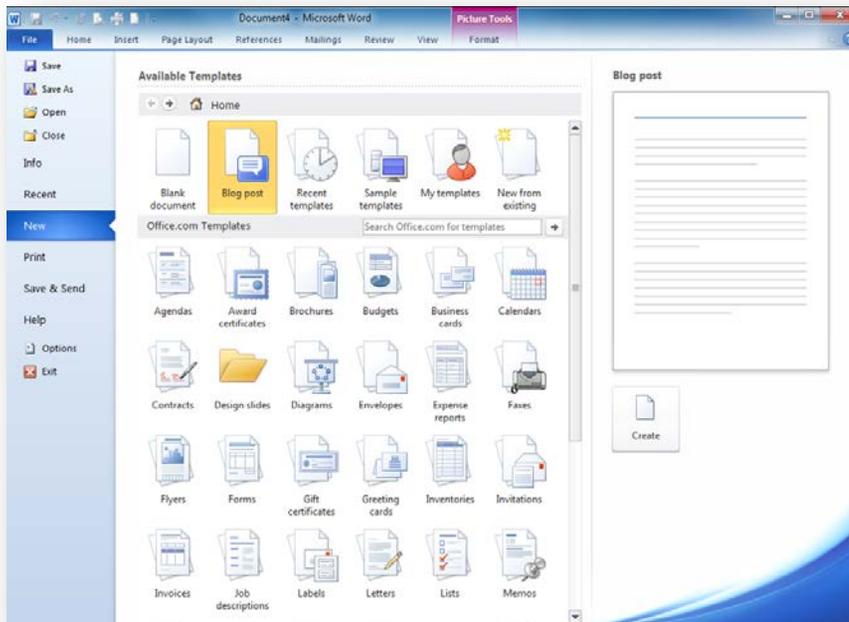
The Toolbars are gone and replaced by the **Ribbon** in **all** Office application. All **Ribbons** have also been reorganized grouping commands into more logical collections of Tabs and Groups.



The Backstage View

The new Backstage View gives the user complete control over creating new documents from existing Templates, saving the current document and any other document options.

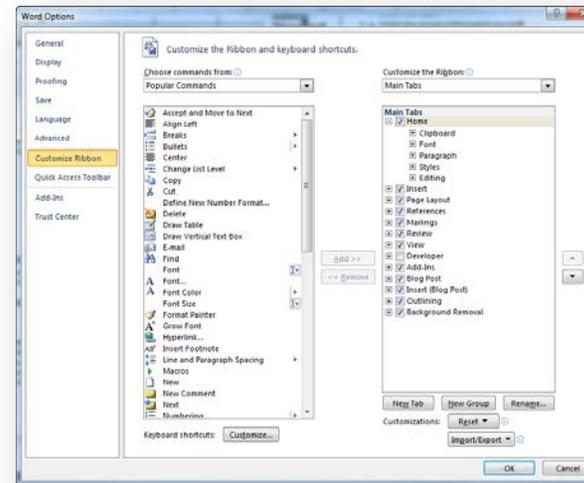
To access the Backstage View, simply click the **File** tab on the **Ribbon**.



Customizing the Ribbon

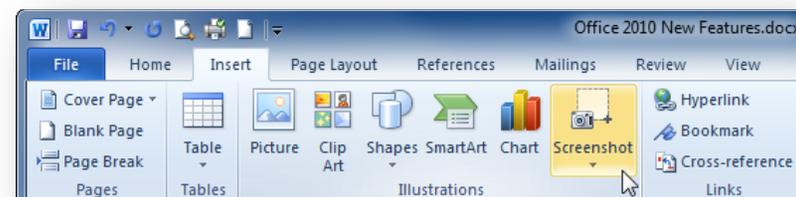
You can customize the Ribbon within Microsoft Office 2010 by accessing the **Options** within the **Backstage View**.

1. Click the the **File** tab on the **Ribbon**
2. Select **Options**
Office 2010 opens the Options dialog
3. Click the **Customize Ribbon** option



Built-in Screen Capture

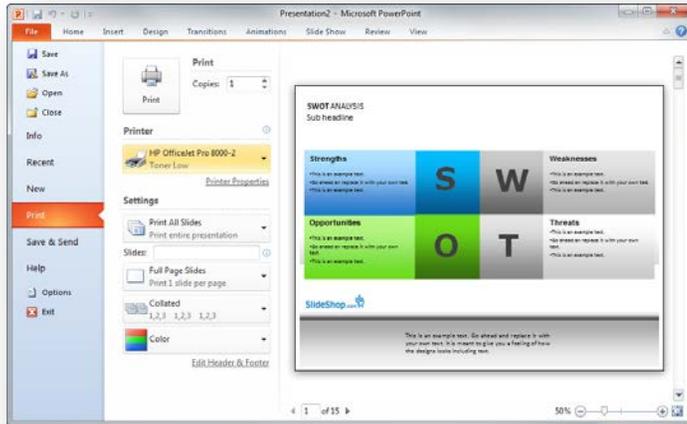
All Office 2010 programs now include a screen clipping utility to help you quickly capture any area of the Desktop. The tool automatically takes screenshots of all open applications on your Desktop¹ and you can insert them directly into your document or presentation.



¹ The application cannot be in a minimized state for this feature to work.

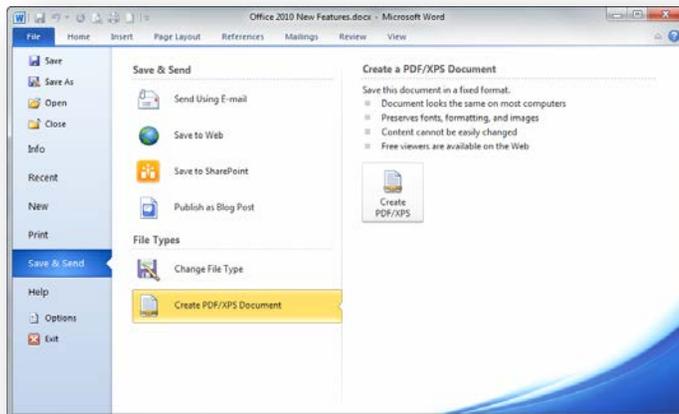
Document Printing

Microsoft Office 2010 has completely revamped the print dialog. All printer settings are outlined next to the document preview. The preview automatically reflects changes as they are made.



Built-in PDF Writer

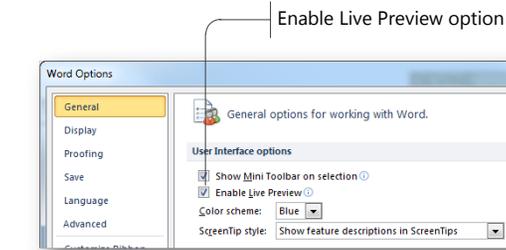
All Office 2010 programs include a built-in PDF (Portable Document Format) writer to help you save documents into the PDF format with a click. Office 2007 had to download an add-on separately but now PDF support is native.



Live Preview Option

This option allows you to put your cursor in a table or paragraph and hover your mouse pointer over the various Styles and Galleries to see an immediate change in your document, should you decide to select that particular option.

1. Click the the **File** tab on the **Ribbon**
2. Select **Options**



Save Office Documents to the Cloud

Microsoft Office 2010 can directly upload documents to your Windows Live SkyDrive account and access them from any other computer.

SkyDrive provides 25 GB of free online storage and, since the service is integrated with Office Web Apps, you can view and edit these documents anywhere in the web browser without requiring Microsoft Office (even on a Mac).

