

Microsoft® Office 2010 Fluent™ User Interface Quick Reference



Exploring the Microsoft Office 2010 User Interface

The results-oriented user interface, which has been referred to as the **Microsoft Office Fluent user interface**, is an efficient way to organize the large number of commands available in today's Microsoft Office applications. In addition, it allows you to quickly access commands to perform tasks. This has been achieved by reorganizing and grouping commands on the Ribbon, which replaces the menu bar and toolbars. In addition, galleries display available formatting and other content components at a glance, limiting the overall number of dialog boxes and task panes required. Pointing to gallery items invokes "Live Preview", which allows you to see formatting without actually applying it. Note that the Fluent user interface is available in all Office 2010 applications, although it was available in some Office 2007 applications.

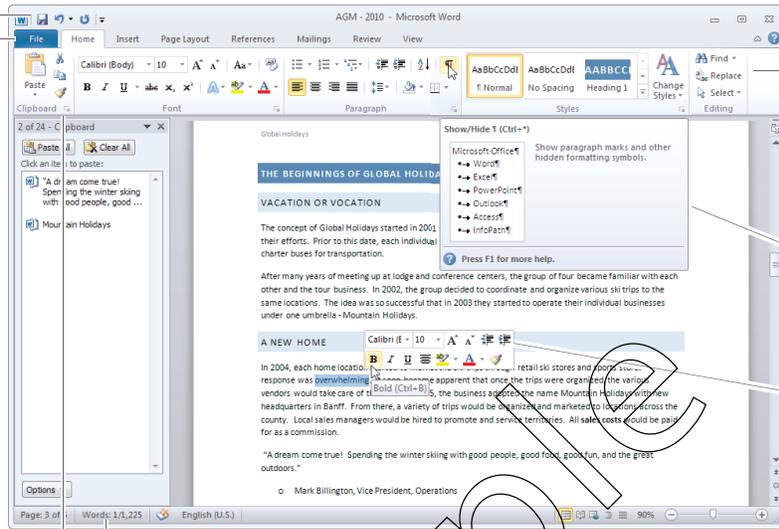
Quick Access Toolbar — Used to allow quick access to button commands that you use often. Click the button to customize the Quick Access Toolbar by adding and removing button commands, and changing its position on-screen. See "Customizing the Quick Access Toolbar" on page 2 for additional information.

Microsoft Office Backstage view
The is used to open the Backstage view (not shown). It replaces the Office Menu from Microsoft Office 2007, and the File menu from previous Microsoft Office versions. It is a central component of most Office 2010 applications, allowing you to perform many different tasks to Office documents, as opposed to tasks performed in Office documents. See pages 3 and 4 for additional information.

Dialog Box Launcher — Used to open the dialog box or task pane associated with the group. It provides additional commands if they are required. The Clipboard task pane is shown on the left side of the window, as the result of clicking the **Dialog Box Launcher** button in the Clipboard group.

Customizing the Ribbon

1. Click the tab to open the Backstage view.
2. Click the **Options** button, and select **Customize Ribbon**.
 - To show or hide Ribbon tabs, enable or disable the appropriate check in the Main Tabs list.
 - To create a new tab, click the **New Tab** button to insert it (after the currently selected tab).
 - To create a new group, select the tab in which it is to be created and click the **New Group** button.
 - To rename a tab or a group, with the item selected, click the **Rename** button and type the new name.
 - To add commands to a group, select the desired command from the Choose commands from list, and then click the **Add** button.
 - To restore the Ribbon to its default configuration, click the **Reset** button, and select **Reset all customizations**.
3. Click **OK** when finished.

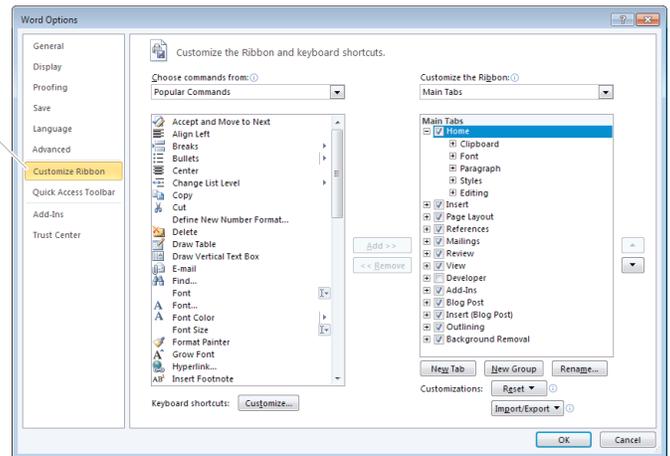


Ribbon — Used as the primary means of navigation in all Microsoft Office 2010 applications, the Ribbon is organized into three levels: tabs (e.g.,), which contain groups (e.g.,), which contain buttons or menu commands (e.g.,). See the Customizing the Ribbon topic below, as well as "Exploring the Ribbon" on page 2 for additional information.

Enhanced ScreenTips — Provides a detailed description of a command. They may also include the command's shortcut key and a link to a Help topic.

Mini Toolbar — A small floating toolbar that appears automatically above selected text, and provides access to frequently used text and paragraph formatting commands. See "Exploring the Mini Toolbar" on page 2. Note that the Mini toolbar and enhanced ScreenTips may not be displayed simultaneously as shown above.

Status bar — Displays various status and mode indicators, such as the current page and the number of words in the document. It also contains buttons that allow you to select different views and change the zoom level. Right-click the Status bar to select and deselect the items to be displayed.



Featured Objectives

PAGE 1

Exploring the Microsoft Office 2010 User Interface

- Explore the Office Fluent user interface screen components including customizing the Ribbon.

PAGE 2

Customizing the Quick Access Toolbar

- Learn how to customize the Quick Access Toolbar.

Exploring the Ribbon

- Learn about Ribbon components and how to use them.

Exploring Galleries and Live Preview

- Learn how to use galleries and Live Preview.

Exploring the Mini Toolbar

- Learn how to use the Mini toolbar.

PAGE 3

Exploring the Backstage View and the Info Tab

- Learn about the Backstage view, as well as how to manage and view document information.

Exploring Recent Documents

- Learn how to manage recently opened documents from the Backstage view.

Exploring New Documents

- Learn how to create new documents from the Backstage view.

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Printing Documents

- Learn how to print documents from the Backstage view.

Sharing Documents

- Learn how to share documents from the Backstage view.

Getting Help

- Learn how to obtain help from the Backstage view.

Exploring Options

- Learn where to access application options from the Backstage view.