Office 2010 User Resources

Office 2010 at Delhi

In Spring 2010, CIS at SUNY Delhi began testing office 2010. We started with our own department in addition to some other strategically picked offices.   We also asked for volunteers willing to help us test the new version. The feedback from the pilot group has been very positive.   Delhi is upgrading office from version 2003, bypassing version 2007 in most areas. Microsoft has completely revamped the user interface between version 2003 and 2007 so many of you will find the interface to be much different, and at first perhaps a little overwhelming. Fear not. While things have certainly changed, the changes are for the better. The menus, options, and document workflow have been redesigned to be easier to follow and more intuitive. People who have already upgraded tell us that "*at first I had to get used to the new layout, but now it is so much easier to use than 2003*".   CIS is dedicated to making this transition as seamless as possible and to providing you with the resources needed to get up to speed. We have compiled some excellent resources below for your reference.

Overview of project

CIS will install the application remotely. That is, a technician does not need to visit your desk to install the new version.   Older versions of Microsoft Office will automatically be removed from your computer. Your documents will not be affected during this installation. More information on the migration plan can be found here: https://confluence.delhi.edu/display/CIS/Microsoft+Office+2010+Campus+Deployment

What's New in 2010

Office 2010 has introduced many new features since version 2003. Many of these features are designed to make working with the system easier.   To get an overview of all the things that have changed since version 2003, **Click Here.**

The biggest change that you will notice when starting up Office 2010 for the first time is the user interface. You will notice that the file menu is still there but the rest of the menus have been removed in favor of a graphical tool bar.

Introducing: **The Ribbon:**
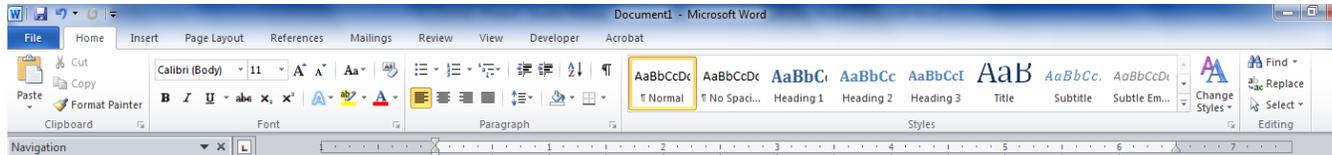
The Ribbon is a command bar that organizes features into a series of tabs at the top of a window. Using a ribbon increases the users ability to discover new features and functions, enables quicker learning of the program as a whole, and makes users feel more in control of their experience with the program. A ribbon can replace both the traditional menu bar and tool bars.   The tabs along the top of the ribbon are positioned such that your normal workflow with a document will go from left to right, with the more commonly used tools and options being on the left. As you put finishing touches on your documents you will find yourself using the right tabs more.

General ribbon layout:
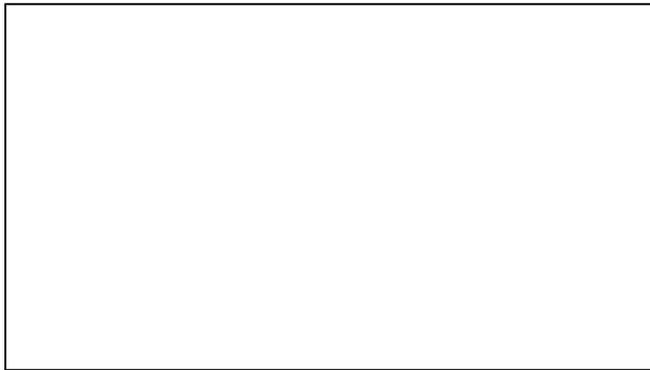
1. Tabs are designed to be task-oriented.
2. Groups within each tab break a task into subtasks.
3. Command buttons in each group carry out a command or display a menu of commands.

To get more information about the ribbon, click here.

Quick Reference resources

To get you started quickly, CIS has provided the following quick start guides. These guides are aimed at users who have skipped over MS Office 2007 and instead have gone from 2003 to 2010. We suggest that all users take the time to read over the documents for the version you use regularly.   Many of the frequently asked questions will be covered in these short documents.

File	Modified ▲
PDF File Access.pdf Quick Start Guide for MS Access 2010	Jan 10, 2011 by Jonathan Brennan
PDF File Word.pdf Quick Start Guide for MS Word 2010	Jan 10, 2011 by Jonathan Brennan
PDF File Excel.pdf Quick Start Guide for MS Excel 2010	Jan 10, 2011 by Jonathan Brennan
PDF File PowerPoint.pdf Quick Start Guide for MS PowerPoint 2010	Jan 10, 2011 by Jonathan Brennan

⬇ Download All

Menu Guides

A lot of the questions received about office 2010 is how to do things compared to version 2003. We have discovered that people who have never used MS Office before have an easier time getting used to the new version than people who are seasoned experts on older versions.   This is because the look and feel of the systems have changed so much that you now have to hunt for the functions you used to know so well.   The good news is that once you have found them, their placement is usually more intuitive than in previous versions. To help you get used to the new layout, we have provided these tools.

The links below are extremely useful for anyone who knows how to use Office 2003. Once you pick an application from the list below, you will be presented with the user interface for the 2003 version of that product.   Simply pick the function (from the toolbars or from the menu).   Once you have selected a function, the guide will flip the screen around to show the 2010 version of that product and will show you exactly where to find the function you are looking for.

Open the Word guide >	Open the Access guide >
Open the Excel guide >	Open the InfoPath guide >
Open the Outlook guide >	Open the OneNote guide >
Open the PowerPoint guide >	Open the Publisher guide >
Open the Project guide >	Open the Visio guide >

Not a visual learner?   No problem. For a printable list of all the Office 2003 commands and where the functions are now located in 2010 check out this page:

Microsoft Office 2010 Detailed Ribbon Commands

Self Paced Training

As part of our campus agreement with Microsoft, SUNY Delhi faculty and staff have access to a wide variety of training materials designed to familiarize you with various Microsoft applications. There are classes ranging from a complete beginner all the way up to advanced users. These courses are self-paced.   You can begin a course today and finish it tomorrow or at your convenience.

More information and links can be found here: Microsoft Self-Paced Training Courses (free to Delhi Staff)

Example course names:

Course 10393: Intermediate Skills in Microsoft Excel 2010

Course 10394: Advanced Skills in Microsoft Excel 2010

Course 10295: Beginner Skills in Microsoft PowerPoint 2010

Microsoft Office 2010 Detailed Ribbon Commands