

## CHAPTER 1

## InFocus

WPL\_U101

# THE OFFICE 2010 INTERFACE

A computer interface refers to the way it looks and works. If you're upgrading from Office 2003 or earlier you'll certainly notice quite a few differences in the way Office 2010 looks over previous versions that you've worked with. For a start there's a new **Ribbon** which replaces the old menu system. And even upgraders from Office 2007 will need to become acquainted with the new **Backstage** view.

In this session we'll explore some of the new interface features as well as explore how existing ones have changed and morphed in Office 2010.

**In this session you will:**

- ✓ gain an understanding of the new user interface (changed in **2010**)
- ✓ learn how to start an **Office 2010** application
- ✓ gain an understanding of how the **Ribbon** looks and works (new in **2007**)
- ✓ learn how to use the **Ribbon** (new in **2007**)
- ✓ learn how to use the keytip badges on the **Ribbon** (new in **2007**)
- ✓ learn how to minimise the **Ribbon** (new in **2007**).

# UNDERSTANDING THE OFFICE 2010 INTERFACE

If you're upgrading from **Microsoft Office 2003** you're in for a big shock when you open an **Office 2010** application. The long-serving, traditional menu structure has been replaced with

a new **Ribbon** entity which was first introduced in **Office 2007**. If you're upgrading from **Office 2007** then you'll be pleasantly surprised by the changes Microsoft have made in **Office 2010**.

## Microsoft's Problem...

There's an old cliché – *if it ain't broke it don't need fixin'*. Okay, so why then would Microsoft totally change a user interface that has worked well for countless previous versions and still works well in many other applications? Why get rid of menus and toolbars?

Believe it or not there's a special group of people at Microsoft whose job it is to design menu systems and ways for you to interact with Office applications – this is the *Office User Experience* team. As early as 2003 they realised they had a couple of problems. Firstly, surveys were indicating the users were having real problems finding commands on the menus, and secondly, the menus, toolbars, and task panes were getting far too overcrowded and overburdened.

## Microsoft's Solution...

To tackle these problems the *OUE* team looked at all of the features within an application and split them into two main types – *IN* features and *OUT* features.

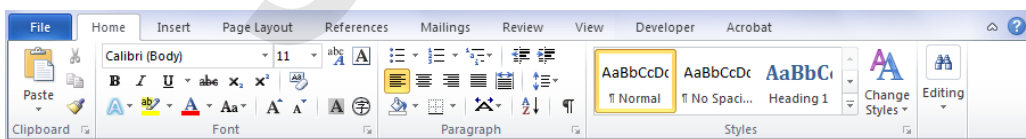
*IN* features are ones that do something to the content of a document, or workbook, or email message. Things like changing fonts, manipulating styles, adding headers and footers, changing margins, are all examples of *IN* features. With these features you need to be able to see your content on the screen.

*OUT* features are those features that do something to the content that has been created. Saving the content, sending it to a colleague, printing it, are all examples of *OUT* features – these *OUT* features are ones that generally don't change the look and feel of content as it appears on the page.

Building on this idea of *IN* and *OUT* features the *OUE* team developed a new way of working with Office known as the *Fluent User Interface* (the *FUI* – or as some unkind critics refer to it: the *phooey*). The *FUI* is actually made up of two components: the **Ribbon** takes care of *IN* features and the **Backstage** takes care of *OUT* features.

## The Ribbon...

The **Ribbon** was introduced in Office 2007 and remains virtually unchanged in Office 2010. At first glance it appears like a toolbar on steroids. It is actually made up of a series of tabs across the top which, when clicked, display a series of buttons and boxes (a bit like a toolbar). It changes depending upon what you are doing in your document, and it also shrinks and expands depending upon the current sizing of the application window.



## The Backstage...

The **Backstage** is new in Office 2010 and replaces a rather clunky way of handling *OUT* features in Office 2007 known as the *Control* button - yuk. When you are in the **Backstage** you don't see the content of your document. It is like a mini-application in itself and will display things like document information, print preview, options for sharing your work with others and much more.

We think it is brilliant. Unlike previous menu structures all of the *OUT* features are in one easy to find location. It also presents you with a lot of information about your content that has always been there but has been a pain in the proverbial to find.

## In Summary...

If you are upgrading from Office 2003 or earlier the **Ribbon** will cause some frustration until you get used to it. We have found that after persevering with it one day the penny drops and it all makes sense. If you are upgrading from Office 2007 you'll find the **Ribbon** has changed very little - no new surprises.

Whether you are upgrading from either Office 2003 or 2007 we believe you'll find the **Backstage** a breeze, and maybe even a joy, to work with.

# STARTING AN OFFICE 2010 APPLICATION

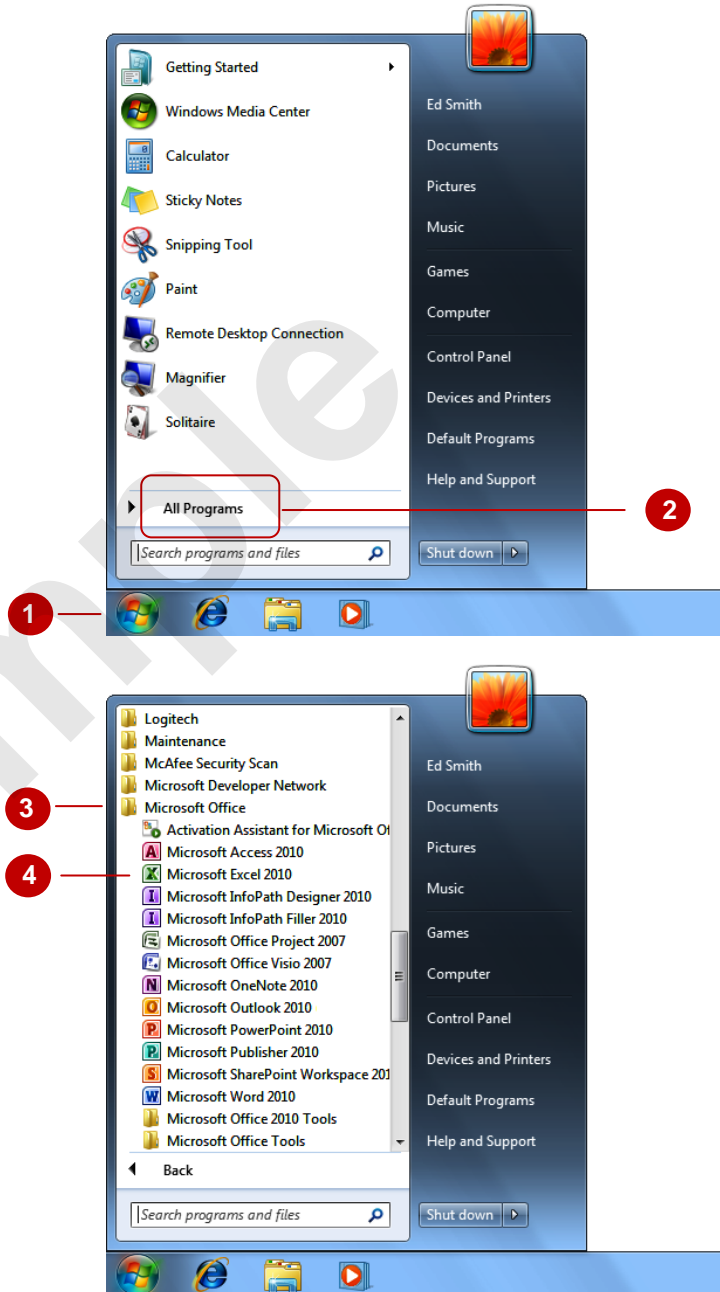
Starting an application is a feature of the operating system like **Windows 7** or **Windows Vista** and has little to do with **Microsoft Office 2010** itself. So starting an **Office 2010** application

is determined largely by the operating system you are using. We need an application open to see some of the new features, so in this topic we'll open **Microsoft Excel 2010**.

## Try This Yourself:

*Before you begin, ensure that your computer is switched on and that the Windows desktop is displayed on your screen. These instructions are based on Windows 7 but they are virtually the same for Windows Vista and Windows XP...*

- 1 Click on the Windows **Start** button (it's a round button with a **Windows** logo on it) at the bottom left-hand corner of the screen to display the menu
  - 2 Click on **All Programs**
  - 3 Click on **Microsoft Office**
  - 4 Click on **Microsoft Excel 2010**
- After a few moments of huffing and puffing Excel will start with a blank "workbook" on the screen – the workbook appears like an electronic sheet of paper ruled into columns and rows*



## For Your Reference...

To **start** an **Office 2010** application:

1. Click on the Windows **Start** button
2. Click on **All Programs**
3. Click on **Microsoft Office**
4. Click on the desired application

## Handy to Know...

- If you have accessed an application several times it should appear in the first part of the **Start** menu – this means you won't need to continue to the **All Programs** menu.

# UNDERSTANDING THE RIBBON

The **Ribbon** was first introduced into selected **Microsoft Office 2007** applications as a replacement for the previous menu and toolbars system. In **Office 2010** the **Ribbon** is now built

into all applications. The **Ribbon** at first glance appears like a bigger version of a toolbar because the commands are represented using buttons much the same as former toolbars.

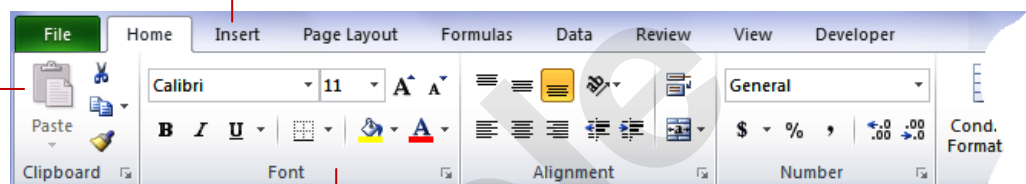
## The Components of the Ribbon

At first glance the **Ribbon** may seem a little overwhelming. In reality though it is quite structured and logical in its approach.

**Commands**, which appear usually as big or small buttons, are organised into logical **groups** – you'll see the names of these groups at the bottom of the **Ribbon**. If you're looking for a command that will change the colour of a font you can be pretty confident that you'll find what you're looking for in the **Fonts** group.

**Tabs** are used to organise groups

**Commands** appear as buttons



**Groups** are used to organise commands

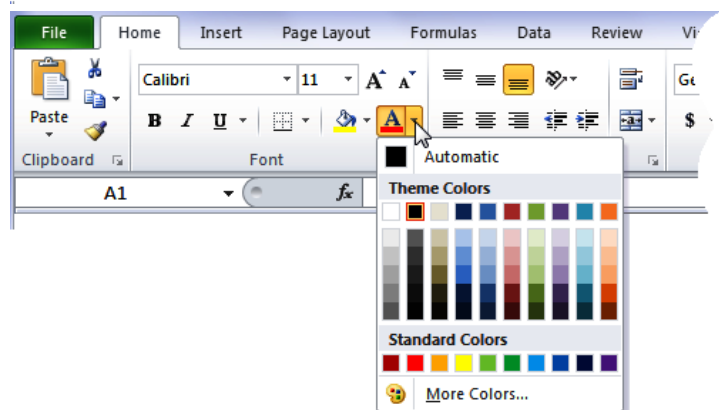
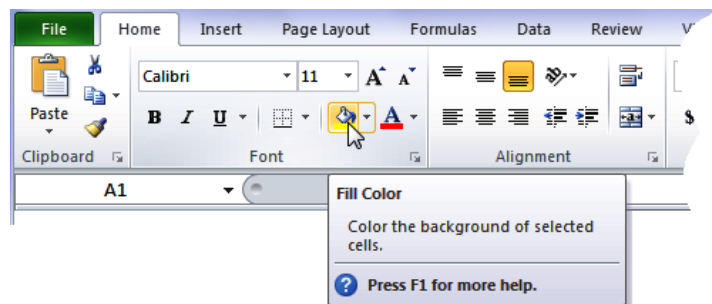
There are way too many commands for them to appear at the same time on the **Ribbon**. So the command groups are collected under a series of **tabs** which appear at the top of the **Ribbon**. These tabs are designed to relate to a specific activity: e.g. **Inserting** objects into a document, changing the **Page Layout** of a document, adding **References** in a document, and the like.

The **Ribbon** is a dynamic entity also. To avoid clutter some tabs only appear when they are needed. For example, there is a special tab for **Headers and Footers** in Word that appears only when you are editing a header or a footer. An improvement in Office 2010 is the ability to perform some basic customisation of the **Ribbon** – you can show/hide tabs, build new tabs, and add commands to different tabs.

## Understanding Commands

**Commands** are usually represented as buttons on the **Ribbon**. Some are small while others are large. The command is activated by clicking on the relevant button. If you are unsure about what a command does you can hover the mouse over it and a **tool tip** will appear to describe the command's function.

Some commands have **drop arrows** associated with them. Clicking on a drop arrow displays further options or commands.





# USING THE RIBBON

The job of the **Ribbon** is to make it easy to find, then to use the appropriate tool to get the job done. When you look for a command try to think about which **tab** it might be on. For example, if

you want to insert a picture there's a good chance you'll find the command on the **Insert** tab. Trying to *think* like the **Ribbon** will be far better than trying to memorise where everything is located.

## Try This Yourself:

*Before trying this ensure that Microsoft Excel 2010 has started...*

- 1 Examine the **groups** on the **Home** tab

*These are the most commonly used commands, including copy and paste, font and number formatting, styles and editing...*

- 2 Click on the **Insert** tab

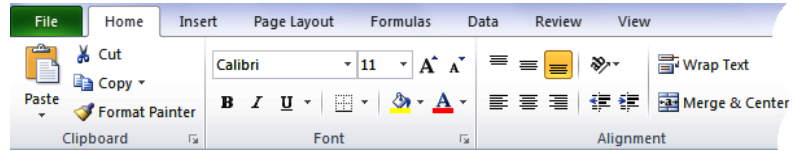
*The commands on this tab are used to create tables, illustrations, charts, headers and footers, text objects and symbols...*

- 3 From the **Insert** tab click on **Line** in the **Charts** group to display the **2-D Line** gallery

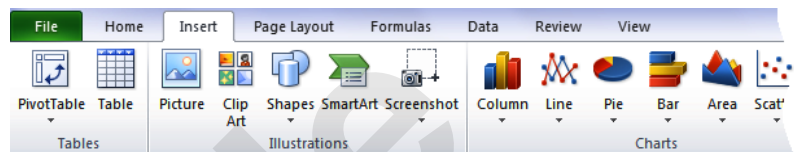
*A range of charts will appear which can be inserted into the worksheet...*

- 4 Click on some of the other **tabs** across the top of the **Ribbon** (**Page Layout**, **Formulas**, etc) and examine the commands on them

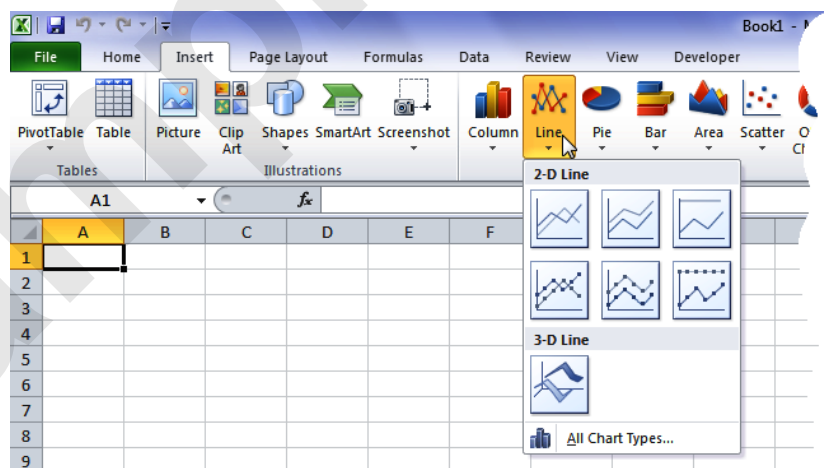
- 5 Click on the **Home** tab



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## For Your Reference...

To **use** the **Ribbon**:

1. Click on a **tab** to display the commands
2. Click on a **button** to activate a *command*, display a *gallery*, or display a *dialog box*

## Handy to Know...

- Believe it or not Microsoft has developed a game that is supposed to help you learn to use the **Ribbon**. It's called **Ribbon Hero** and can be downloaded from: [www.officelabs.com/ribbonhero](http://www.officelabs.com/ribbonhero)

# USING RIBBON KEY TIPS

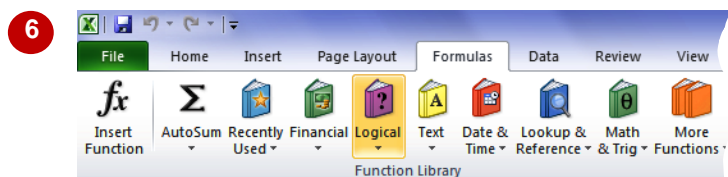
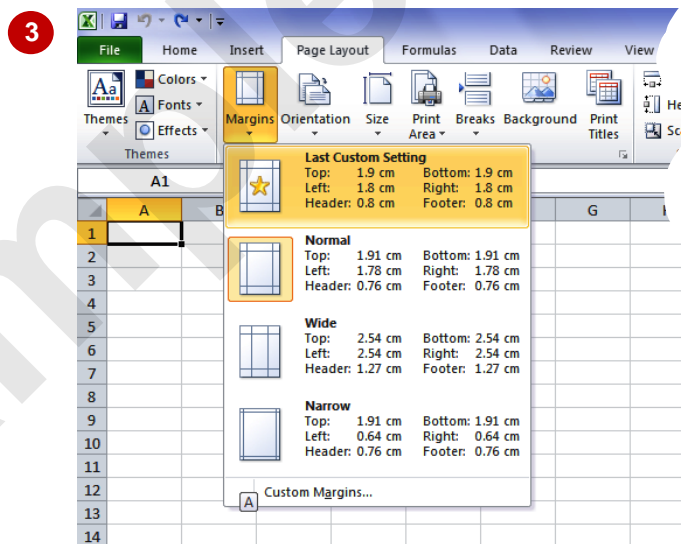
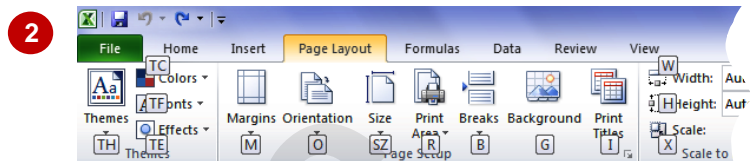
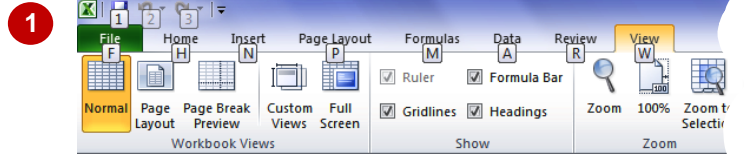
The **Ribbon** is normally accessed with a mouse. However you can also use the keyboard to access **Ribbon** commands. When you press the **Alt** key on the keyboard, alphabetical labels,

known as **key tip badges**, appear on the **Ribbon**. Pressing a key on the keyboard will activate the corresponding command on the **Ribbon** just as if you'd clicked the command with the mouse.

## Try This Yourself:

*Before trying this ensure that Microsoft Excel 2010 has started...*

- 1 Press **Alt** to display the key tip badges for the tabs
- 2 Press **P** to display the **Page Layout** tab and to see the key tip badges for these commands
- 3 Press **M** to display the **Margins** options  
*Here you could use the **↑** or **↓** keys to move through the options, or **A** to see Custom Margins...*
- 4 Press **Esc** twice to return to the **Tab** level of key tips
- 5 Press **M** to access the **Formulas** tab
- 6 Press **Tab** five times and notice that **Logical** is selected
- 7 Press **Enter** to see a list of **Logical** functions, then press **↓** several times to move down the menu
- 8 Press **Esc** to abort the operation



## For Your Reference...

To **use KeyTip Badges** to access commands:

1. Press **Alt** to display the **KeyTip Badges**
2. Press the letter key of the command or tab that you want to select

## Handy to Know...

- You can still use the **shortcut keys** for menu commands that were available in previous versions of Office. For example, **Ctrl + B** applies bold to selected text.

# MINIMISING THE RIBBON

The **Ribbon** at the top of the screen, valuable as it is, does tend to occupy a reasonable amount of space. You can minimise the **Ribbon** so that only the tabs appear visible. You can minimise the

**Ribbon** as a once-off operation, or have it remain constantly minimised displaying full commands only briefly while a tab has been clicked.

## Try This Yourself:

*Before trying this ensure that Microsoft Excel 2010 has started...*

- 1 Click on the **Insert** tab to display the **Insert** commands
- 2 Double-click on the **Insert** tab to minimise the ribbon

*While the tabs stay visible, the rest of the commands are hidden...*

- 3 Click on the **Page Layout** tab to temporarily redisplay the ribbon, this time with the **Page Layout** commands

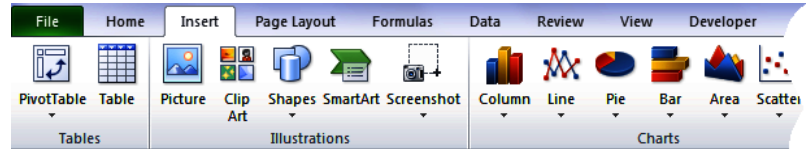
- 4 Click anywhere in the worksheet

*The ribbon will hide again – it only becomes visible when you need it...*

- 5 Double-click on the **Insert** tab to redisplay the **Ribbon** permanently again

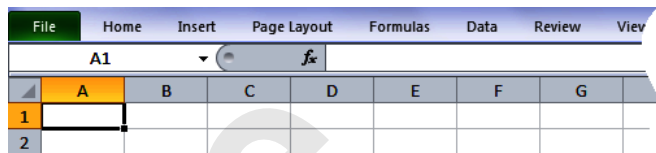
- 6 Click anywhere in the worksheet

*This time the ribbon has been redisplayed permanently and doesn't disappear when you aren't using it...*

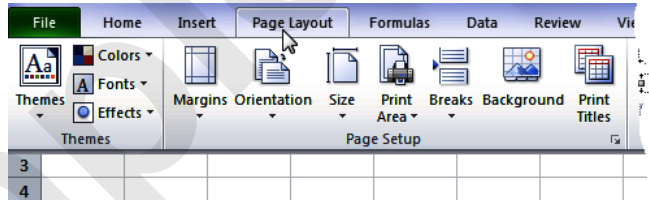


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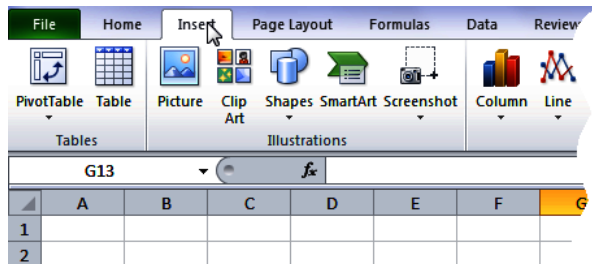


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*Look closely here and you'll see that the Ribbon is actually sitting over the worksheet – you can't see rows 1 and 2 because they are being obscured by the Ribbon.*

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




## For Your Reference...

To **hide/display** the **Ribbon**:

1. Double-click on the active tab to hide the **Ribbon**
2. Click on a tab to see the **Ribbon** temporarily
3. Double-click on a tab to redisplay the **Ribbon** permanently

## Handy to Know...

- There are special buttons at the right of the Ribbon that also control minimising  and maximising  of the **Ribbon**. When a Ribbon is in its minimised state a pin button  appears which will make the **Ribbon** large and permanent again.

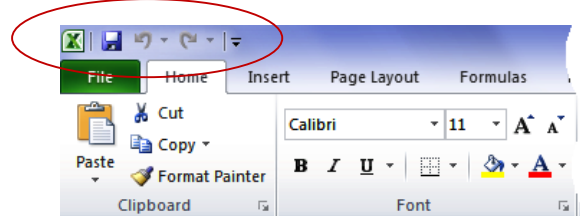
# UNDERSTANDING THE QUICK ACCESS TOOLBAR

There is still one toolbar left in Office 2010. The **Quick Access Toolbar**, known as the **QAT**, appears at the top left-hand corner of the screen. It provides access to the command tools you use

frequently, such as **Save**, and includes by default the **Undo** and **Redo** buttons. You can add more tools to the **Quick Access Toolbar** to make finding favourite commands easier.

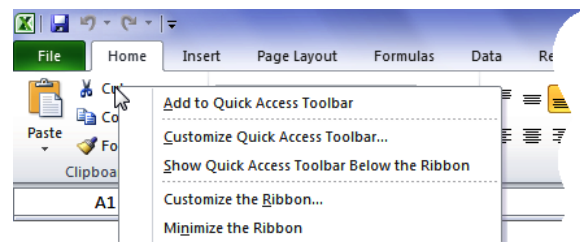
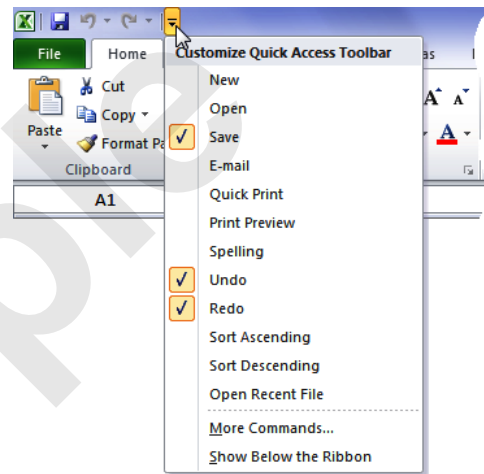
## The Quick Access Toolbar (QAT)

The **Quick Access Toolbar** is positioned at the top left corner of the application screen. In its default state, it includes the **Save** tool, the **Undo** tool and the **Redo** tool.



## Adding Commands to the QAT

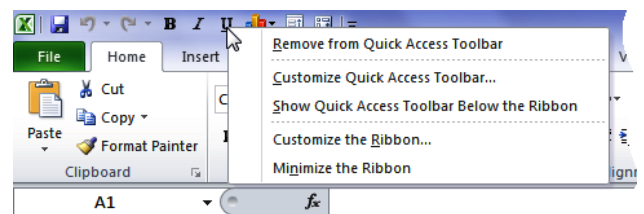
Appearing immediately to the right of the **Quick Access Toolbar**, the **Customise Quick Access Toolbar** tool displays a list of commonly used commands that you can add to the toolbar. You can select the items that you want to add. The ticks that appear to the left of the menu options show you that an option is already displayed. Alternatively you can right click any command on any **Ribbon** tab to see a menu of options. The **Add to Quick Access Toolbar** option will add the command as a tool to the **QAT**.



## Removing Commands from the QAT


When you add a command to the **QAT** it still exists on the **Ribbon** as it did before – the **QAT** just provides an additional place to access the command.

Removing a command from the **QAT** requires you to right click the command and choose the **Remove from Quick Access Toolbar** option. This will only remove it from the **QAT** – the command on the **Ribbon** will remain unchanged.





# LAUNCHING DIALOG BOXES

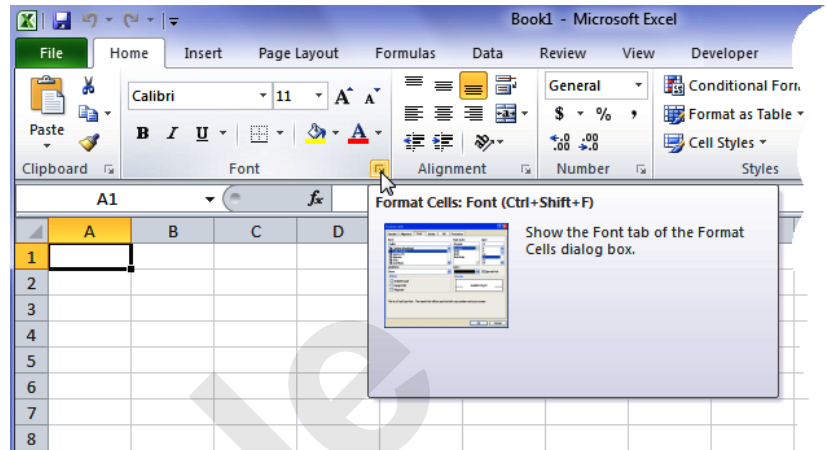
Dialog boxes still remain in Office 2010. Indeed many remain unchanged. While commands on the **Ribbon** are quick and convenient they don't always provide all of the options available to you.

The **Font** group on the **Home** tab is a classic example. To see all of the options you can launch the relevant dialog box using the **dialog box launcher** tool  to the right of the group's name.

## Try This Yourself:

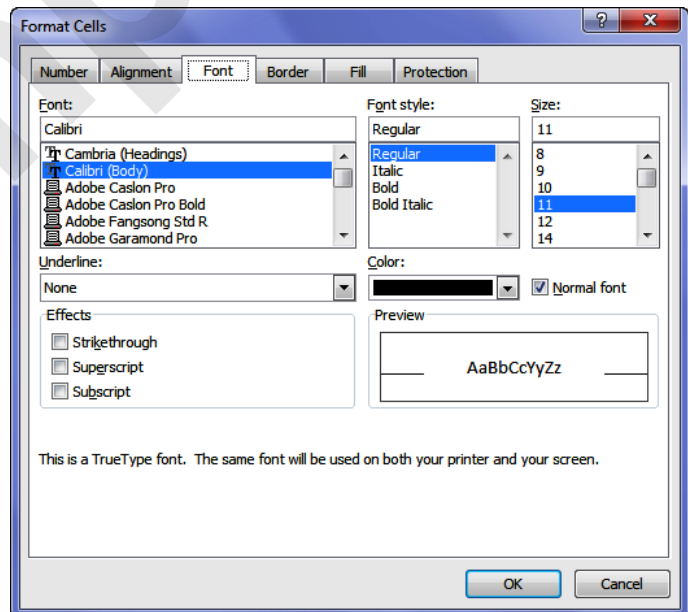
*Before trying this exercise ensure that Microsoft Excel 2010 has started...*

- 1 Point to the **dialog box launcher**  in the **Font** group on the **Home** tab to display a tooltip which explains what will happen
- 2 Click on the **dialog box launcher**  to display the **Format Cells** dialog box  
*This dialog box has a selection of controls to make formatting cells easier...*
- 3 Click on the **Border** tab  
*This displays additional controls that you can use to adjust the borders around the active cell or range of cells...*
- 4 Click on **[Cancel]** to close the dialog box without doing anything  
*Some commands on the Ribbon automatically launch a dialog box...*
- 5 Click on the **Page Layout** tab, then click on **Print Titles** in the **Page Setup** group to display the **Page Setup** dialog box
- 6 Click on **[Cancel]**




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## For Your Reference...

To launch a dialog box:

1. Click on the **dialog box launcher** tool  to the right of a group name

## Handy to Know...

- In some situations the dialog box launcher actually displays a **task pane** – a pane is like a panel on the side of the screen. For example, if you click on the dialog box launcher in the **Clipboard** group on the **Home** tab, the **Office Clipboard** task pane appears.

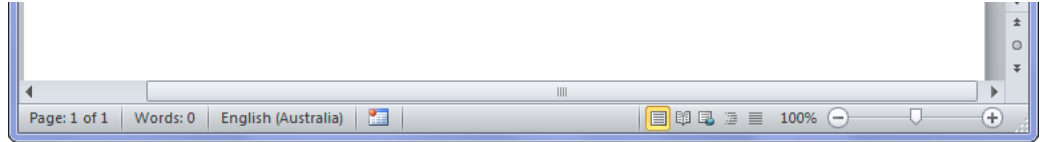


# UNDERSTANDING THE STATUS BAR

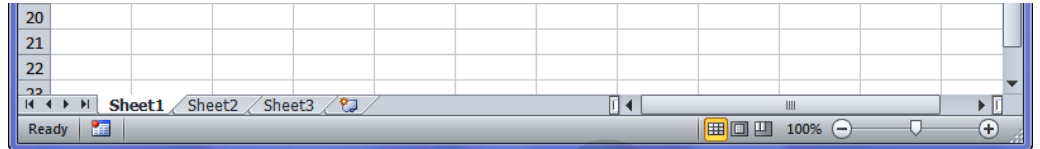
While the **Status Bar** is not new, in Office 2010, applications have status bars that share a common look and feel. At its left the **Status Bar** provides you with information about the

document and application that is currently active – it usually changes depending upon your current document. At the right are controls for viewing the current document and also zooming in and out.

Word's Status Bar...



Excel's Status Bar...



PowerPoint's Status Bar...



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## Information

The information area shows you information about either the application or the document (file) that you are working with. In the Word example above you are provided with page information, Excel shows the current workbook mode (*Ready*), while PowerPoint shows you what slide and theme you are working with. Note though, that this is the most changeable part of the status bar and will show different information depending upon what you are doing.

2

## View Tools

The **View** tools allow you to change the view of the worksheet. The views vary according to the application.

3

## Zoom Level

This button displays the current zoom percentage. If you click on the button, the **Zoom** dialog box will appear so that you can select a specific zoom percentage.

4

## Zoom Slider

The **Zoom Slider** indicates the current zoom level, where the centre mark indicates 100%. You can either drag the marker to the left or right, or click on a specific point of the slider to set a zoom percentage. You can also click on the buttons at either end of the slider to zoom in (+) or zoom out (-).

5

## Resize Icon

The **Resize** icon is visible in the window if the screen is not maximised. It allows you to change the size of the window by dragging in or out.



# UNDERSTANDING THE BACKSTAGE VIEW

The **Ribbon** allows you to work *on the content* in a worksheet – you can add more content, colour it, chart it, analyse it, copy it, and much more. The **Backstage**, which is accessed using the **File**

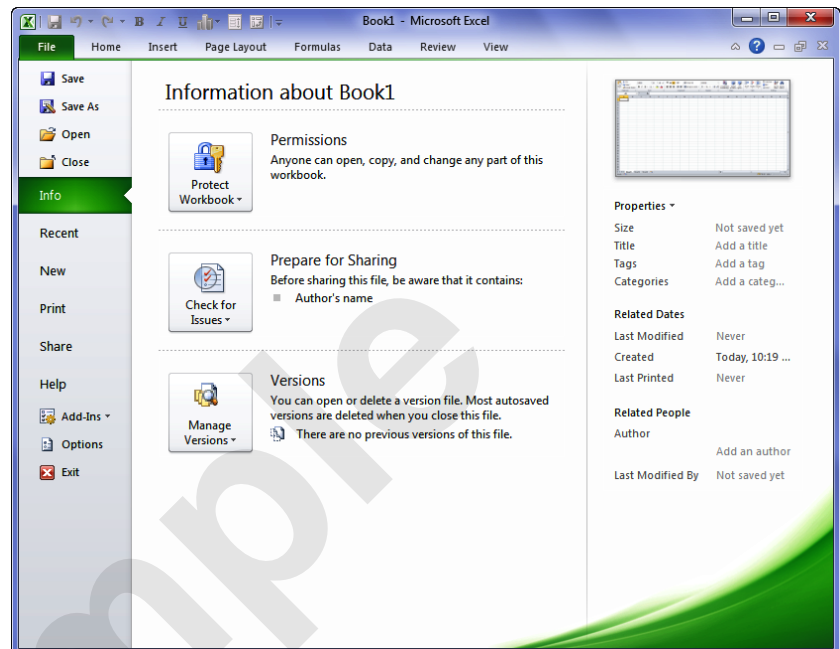
tab, allows you to *do something with* the content you create. You can save it for reuse later, print it on paper, send it via email, and more, using the options found in **Backstage** view.

## The Backstage Screen

The **File** tab on the **Ribbon** is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within Microsoft Office known as **Backstage View**. **Backstage**, as it's known for short, occupies the entire screen although the tabs from the **Ribbon** still remain visible at the top.

At the left of the **Backstage** is a navigation pane which is made up of **Quick commands**, smallish buttons which will perform an operation immediately, and largish **tabs** which display more options and information to the right of the screen.

The whole underlying purpose of the **Backstage** is to allow you to protect your data, to share it with others, and to provide you with valuable information both about your data and the application you are working in.



## Quick Commands

The **Quick commands** provide immediate access to an operation.

	Saves the current file
	Allows you to save the <b>current</b> file under a different name or location
	Opens a previously saved file
	Closes the current file
	Provides access to supplementary programs
	Provides access to options that allow you to control how the application looks and works
	Allows you to close and exit from the application

## Backstage Tabs

The **Backstage tabs** provide more options for working with a file

	Provides status information about the current file, and allows you to manage versions and permissions
	Provides a list of recently saved files
	Allows you to create a new file and provides access to a huge gallery of templates
	Allows you to print the current file and also previews it
	Allows you to share your file with other people
	Provides access to Microsoft's help network and also provides licensing information about your software

# ACCESSING THE BACKSTAGE VIEW

The **Backstage View** provides options for working on files and key information about the status of the **Office 2010** application you are using. It is usually accessed by clicking on the

**File** tab to the left of the **Ribbon** but can also appear when specific commands and options in the **Ribbon** have been selected.

## Try This Yourself:

*Before trying this exercise ensure that Microsoft Excel 2010 has started...*

1 Click on the **File** tab on the **Ribbon** to display the **Backstage** view and click on the **Info** tab

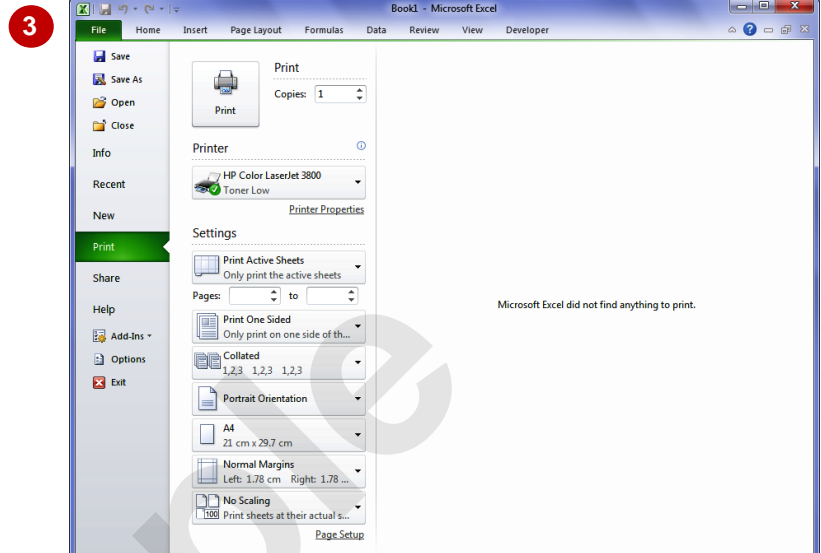
2 Spend a few moments studying the properties, dates, and related people information at the right

3 Click on the **Print** tab (at the left) to see the printing options

*If the worksheet has data in it a preview of how the printing will look will appear. If this is a new worksheet no preview will appear...*

4 Click on the **Help** tab (on the left) to see the help options and also product licensing and information

5 Click on the **Home** tab of the **Ribbon** to close **Backstage** view and return to the worksheet



## For Your Reference...

To access the **Backstage** view:

1. Click on the **File** tab on the **Ribbon**
2. Click on the desired tab or **quick command** at the left

## Handy to Know...

- You can also close the **Backstage** view by pressing the **Esc** key on the keyboard.