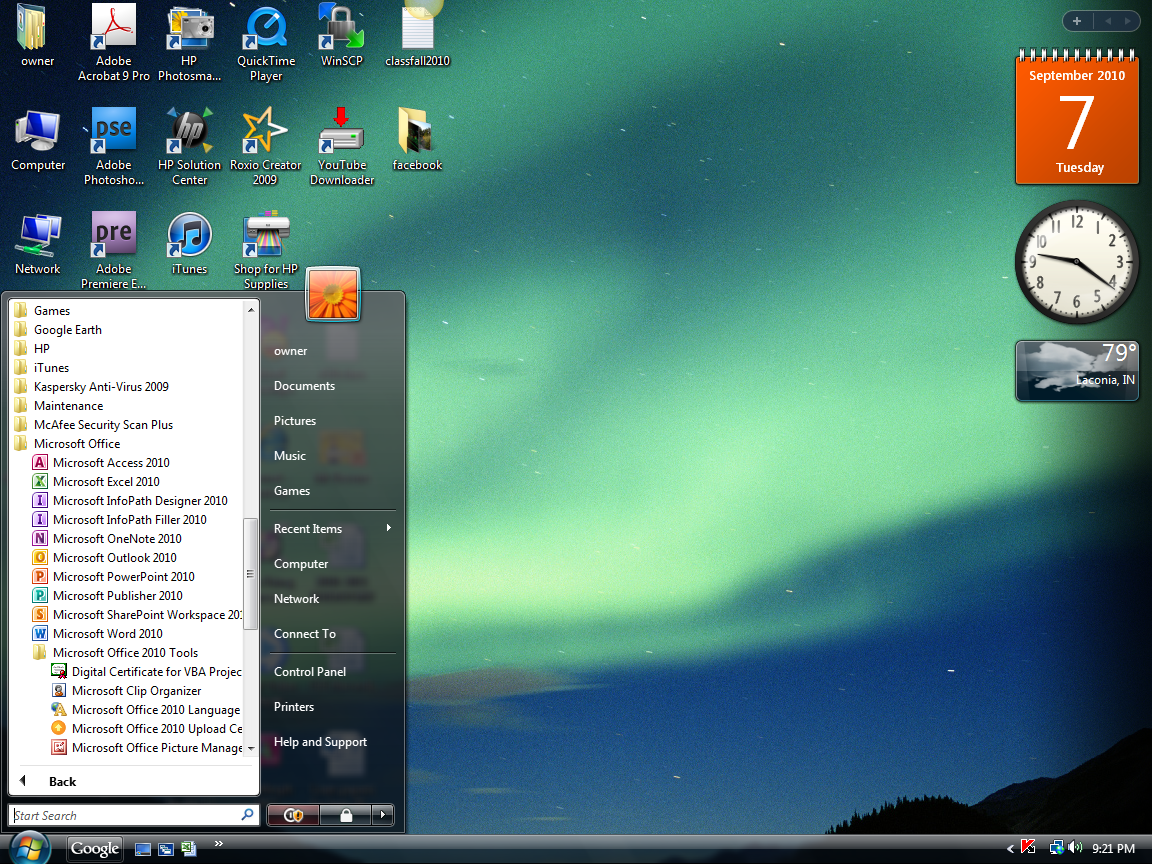
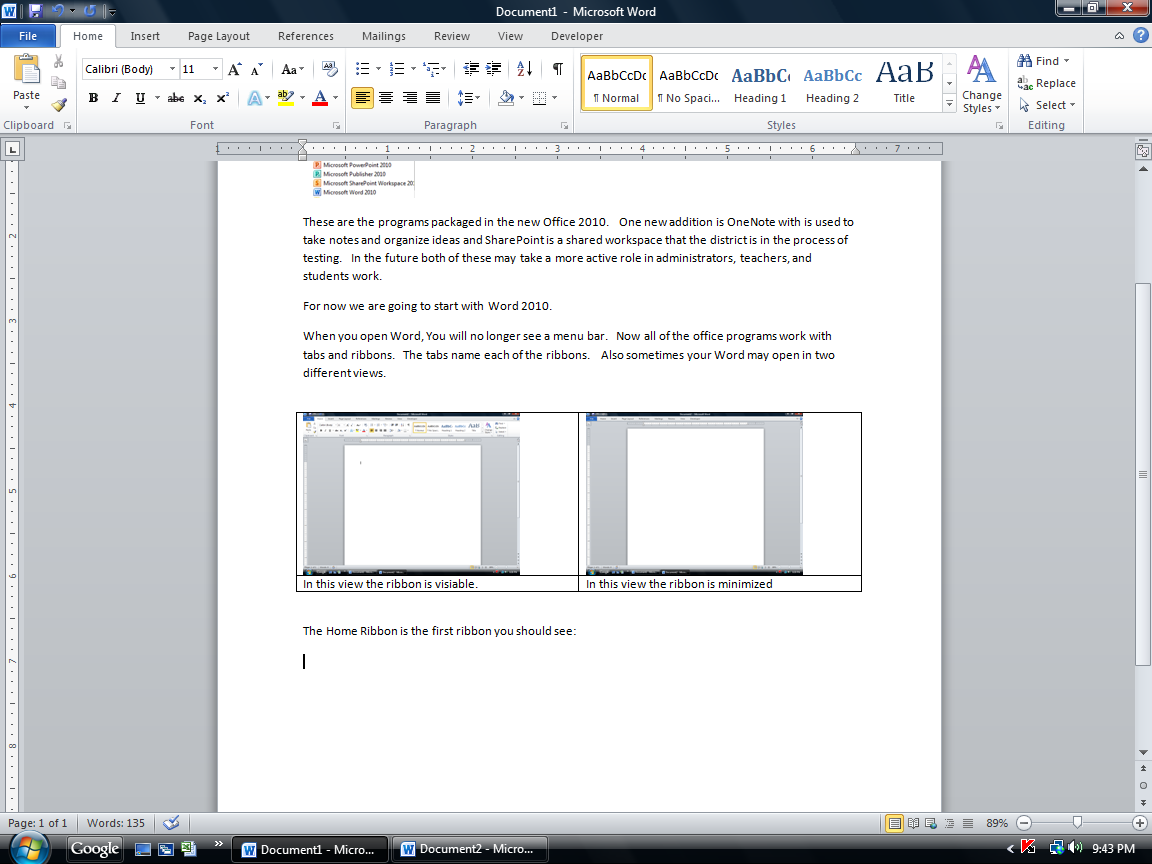
**Introductions to Office 2010**

These are the programs packaged in the new Office 2010. One new addition is OneNote with is used to take notes and organize ideas and SharePoint is a shared workspace that the district is in the process of testing. In the future both of these may take a more active role in administrators’, teachers’, and students’ work.

For now we are going to start with Word 2010. When you open Word, You will no longer see a menu bar. Now all of the office programs work with tabs and ribbons. The tabs name each of the ribbons. Also sometimes your Word may open in two different views.

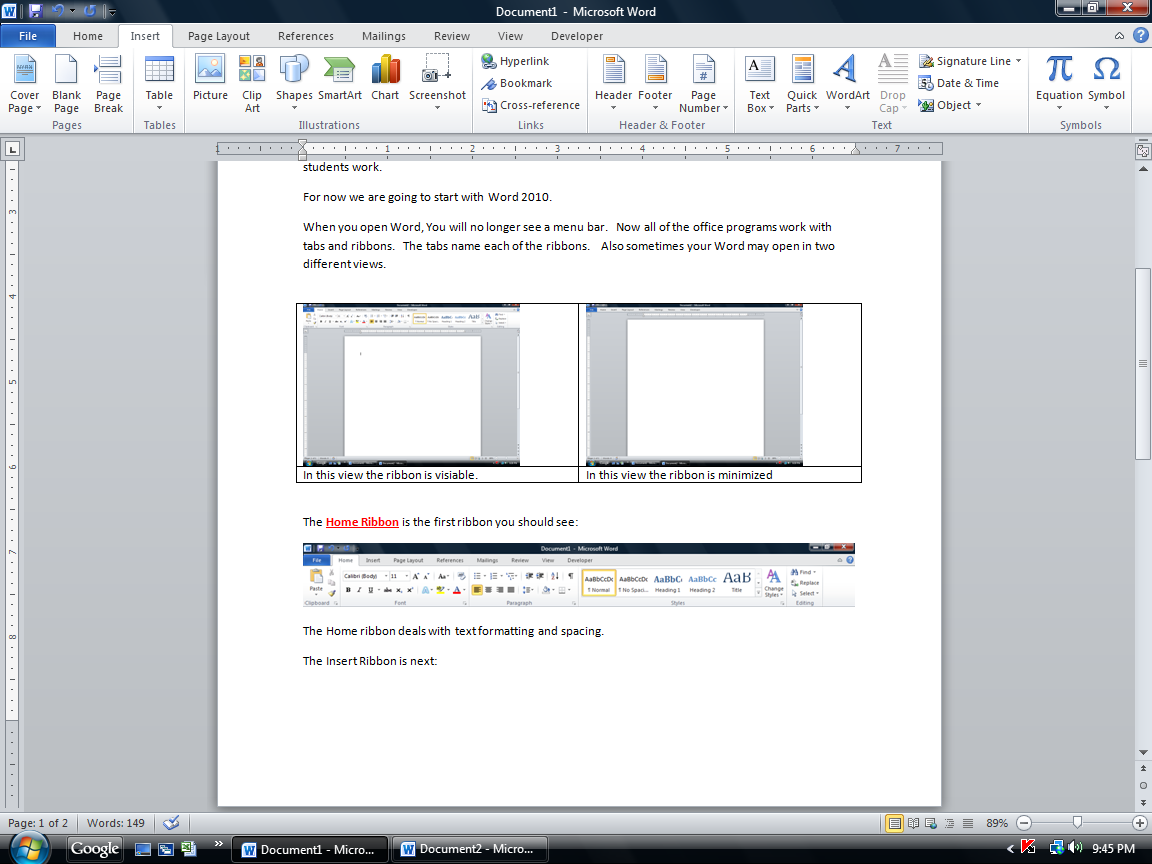
|  |  |
| --- | --- |
|  |  |
| In this view the ribbon is visiable. | In this view the ribbon is minimized. To make the ribbon appear right mous click on one of the tabs and uncheck minimize ribbon |

The **Home Ribbon** is the first ribbon you should see:



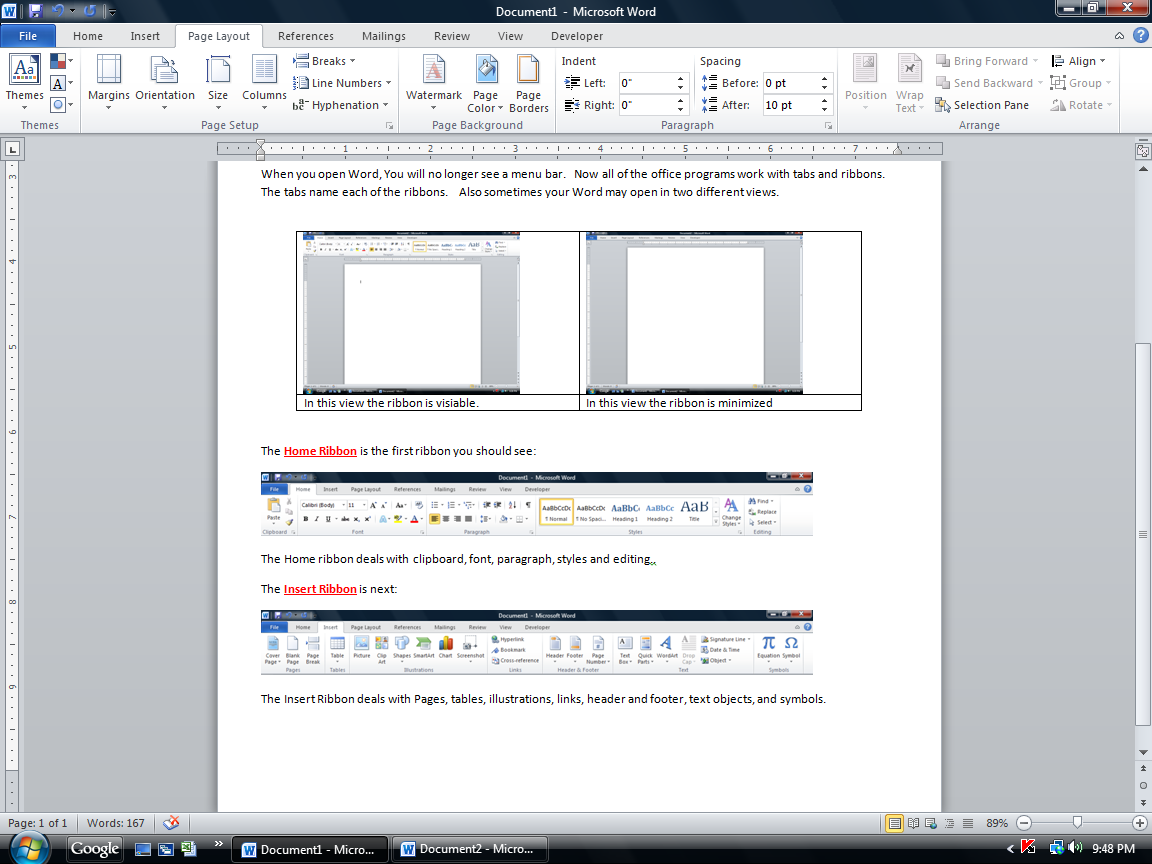
The Home ribbon deals with clipboard, font, paragraph, styles and editing.

The **Insert Ribbon** is next:



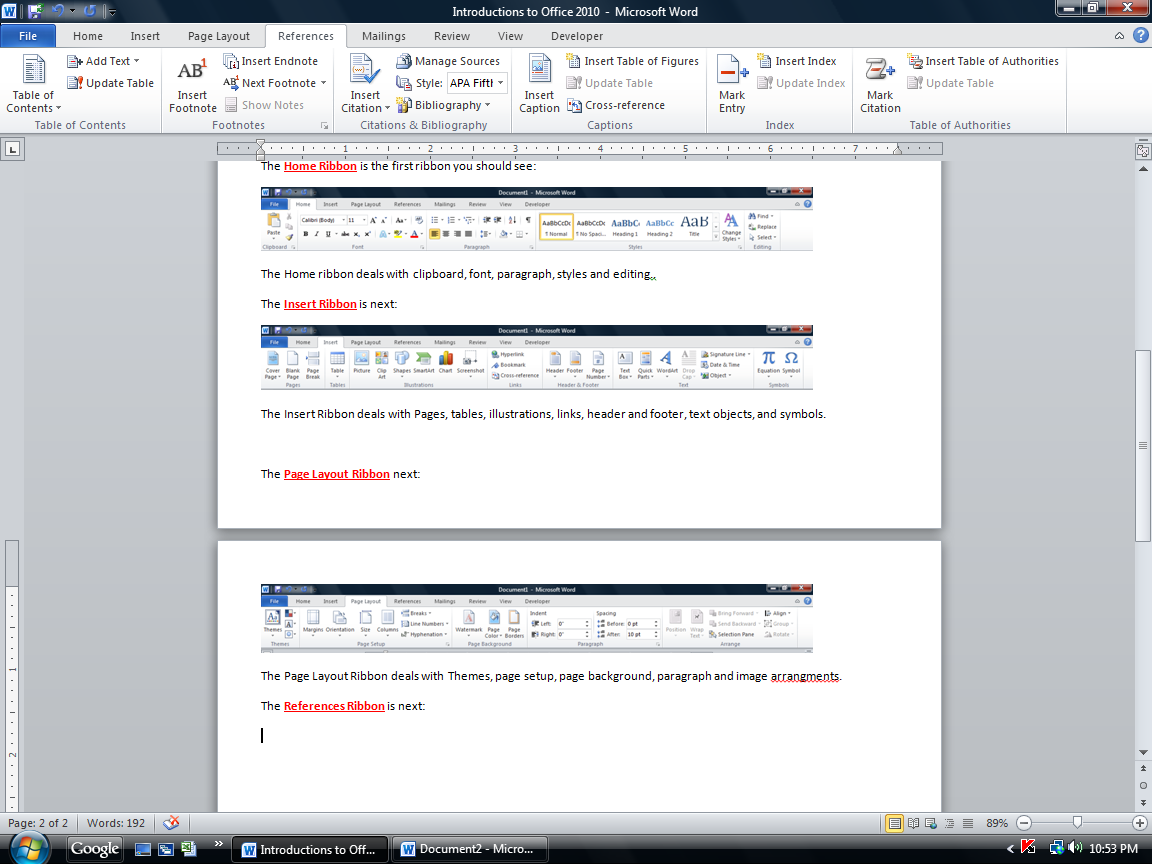
The Insert Ribbon deals with Pages, tables, illustrations, links, header and footer, text objects, and symbols. Check out the new Screenshot options.

The **Page Layout** Ribbon:



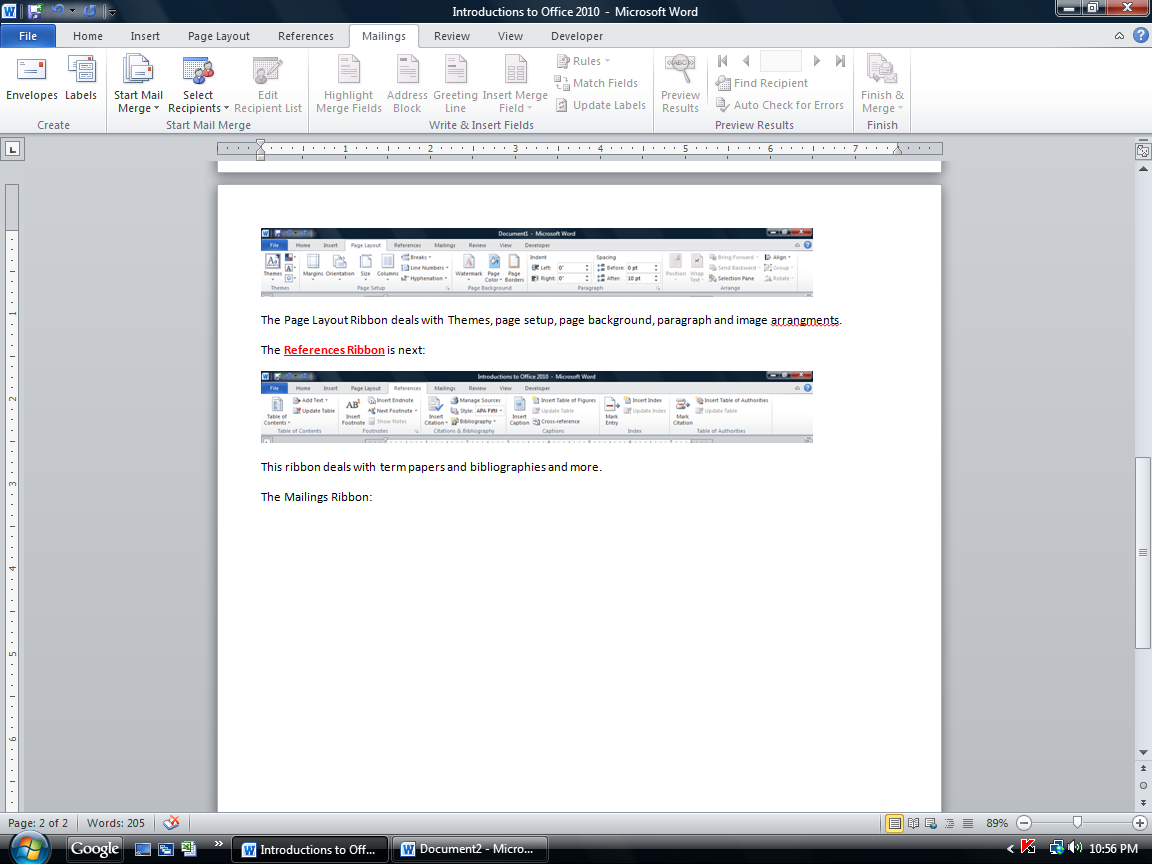
The **Page Layout Ribbon** deals with Themes, page setup, page background, paragraph and image arrangments.

The References Ribbon :



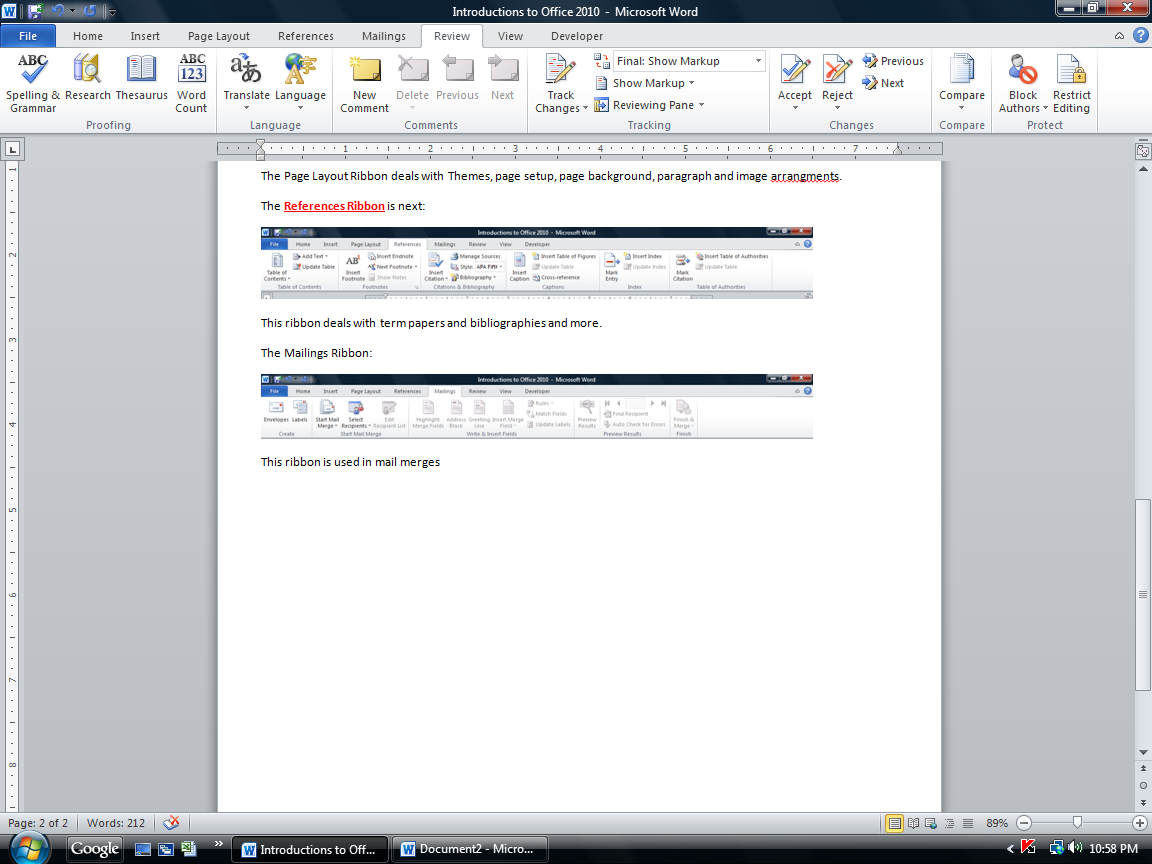
This ribbon deals with term papers and bibliographies and more.

The **Mailings Ribbon**:



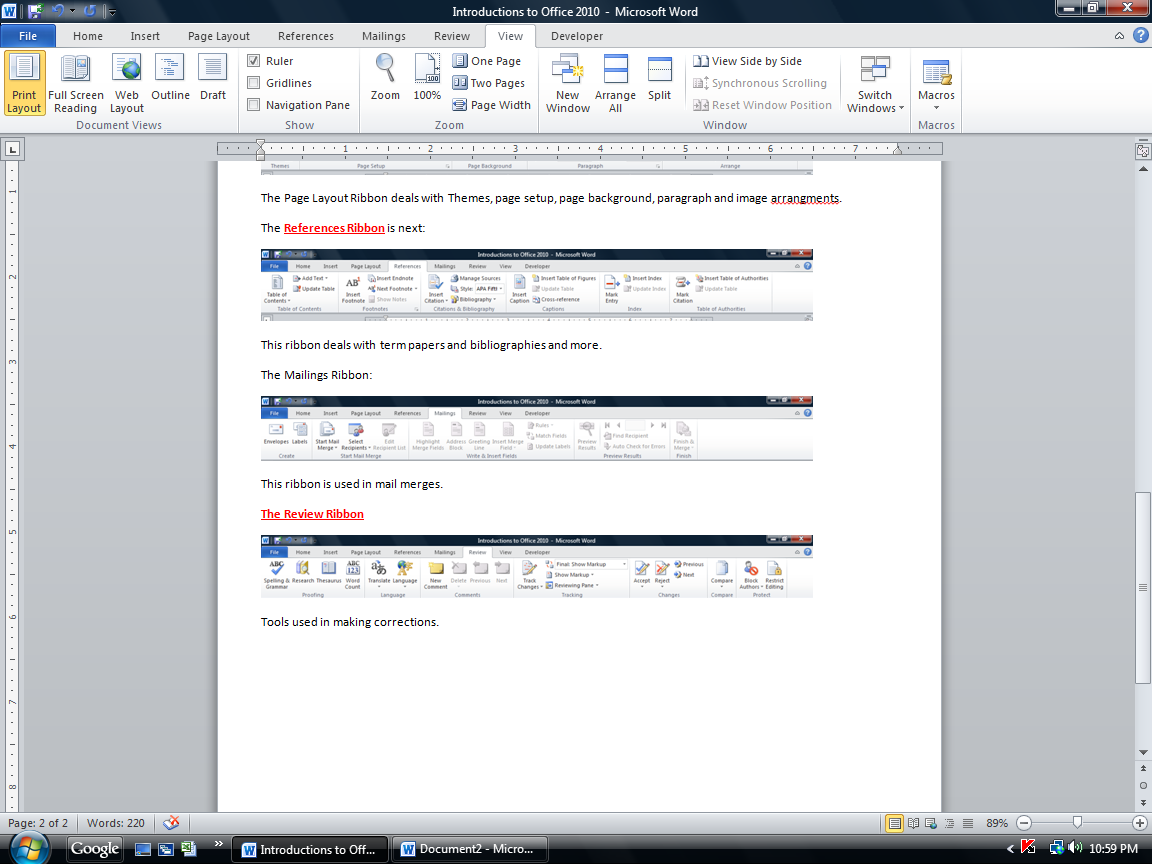
This ribbon is used in mail merges.

The **Review Ribbon**



Tools used in making corrections.

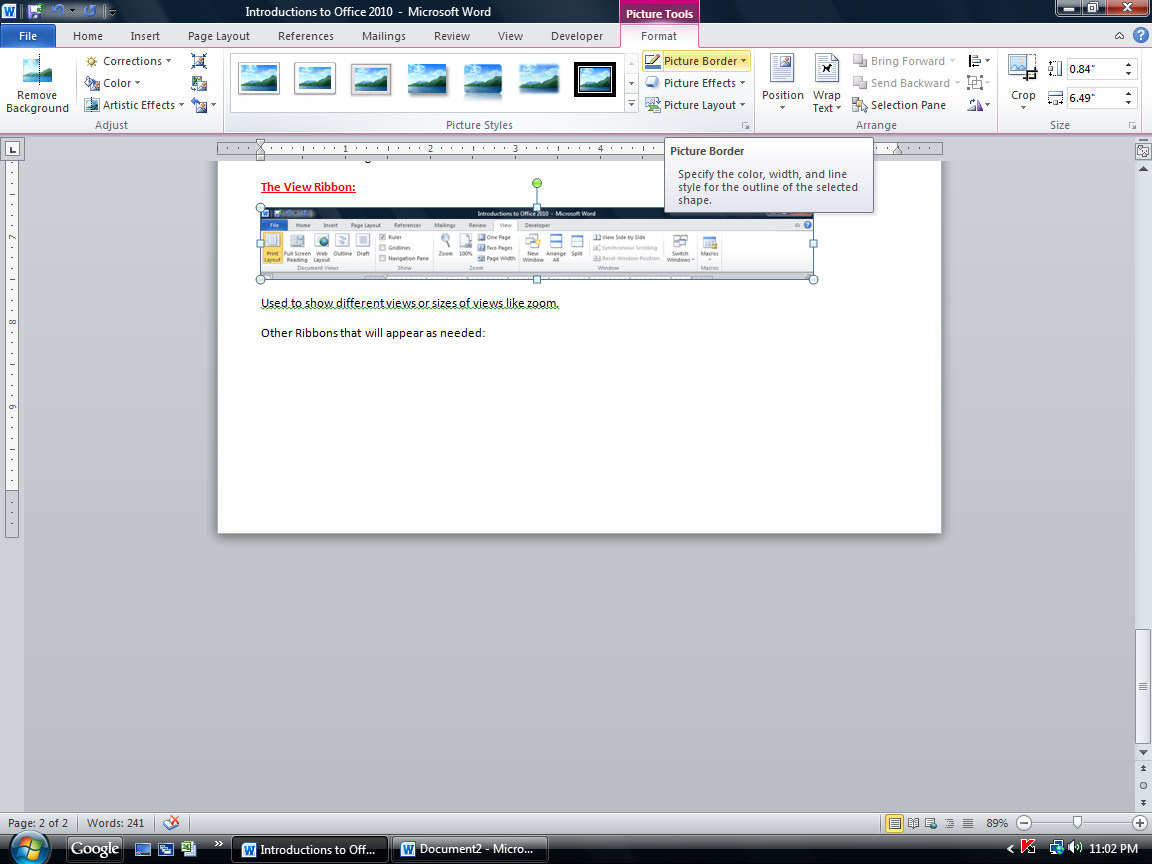
The **View Ribbon**:



Used to show different views or sizes of views like zoom.

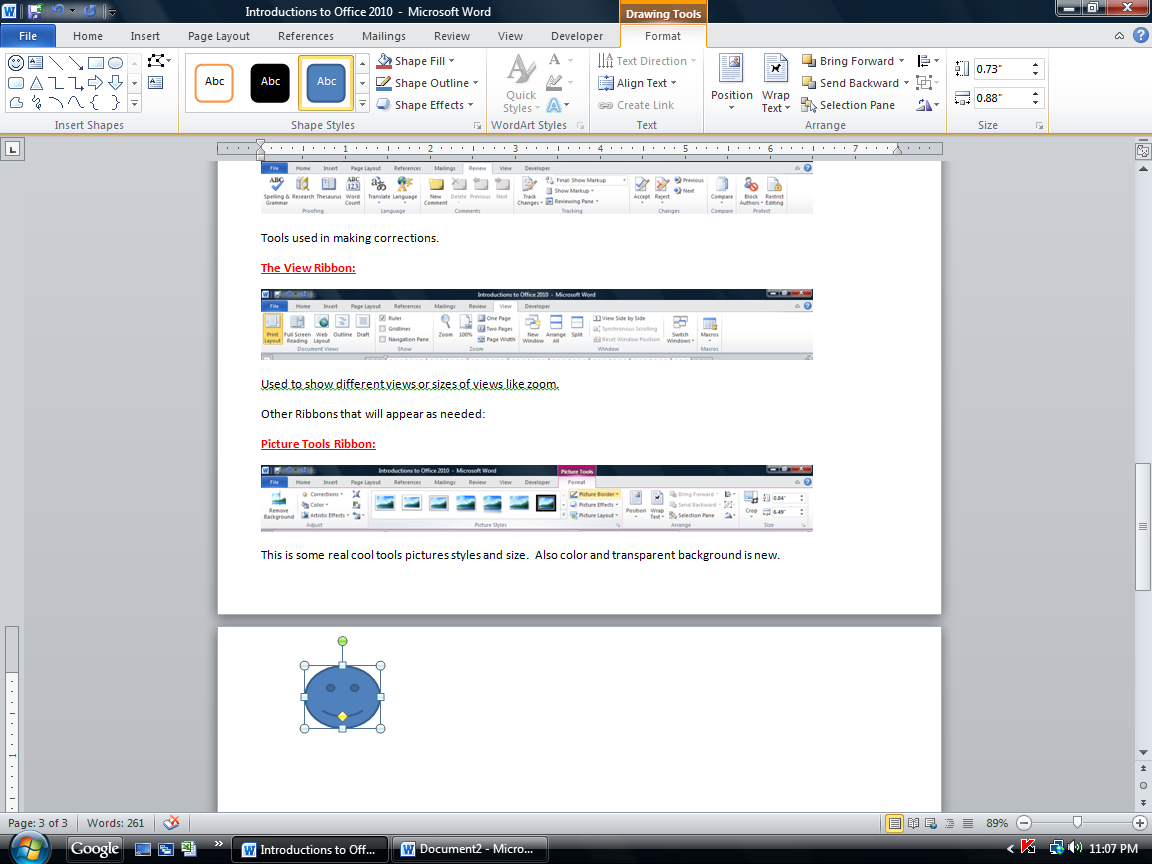
**Other Ribbons that will appear as needed:**

The **Picture Tools Ribbon:**



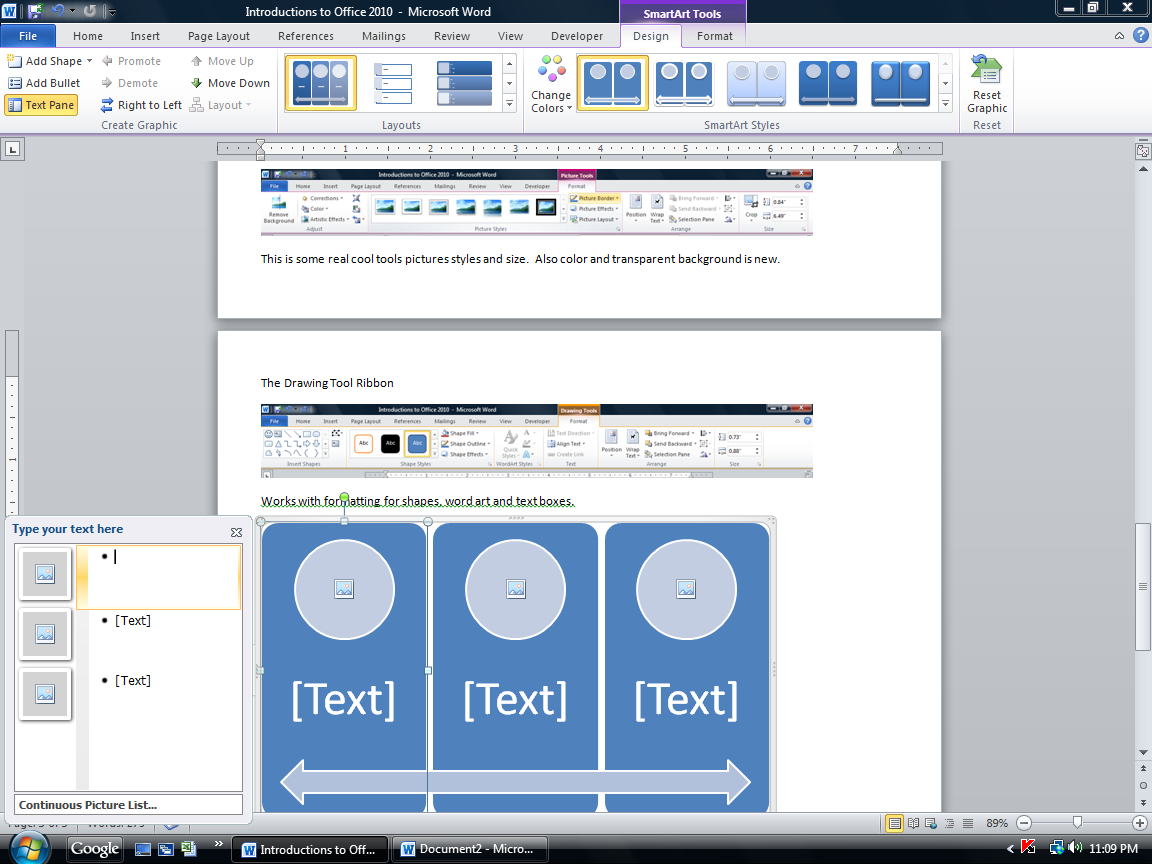
This is some real cool tools pictures styles and size. Also color and transparent background is new.

The **Drawing Tool Ribbon**



Works with formatting for shapes, word art and text boxes.

The **SmartArt Tool Ribbon**

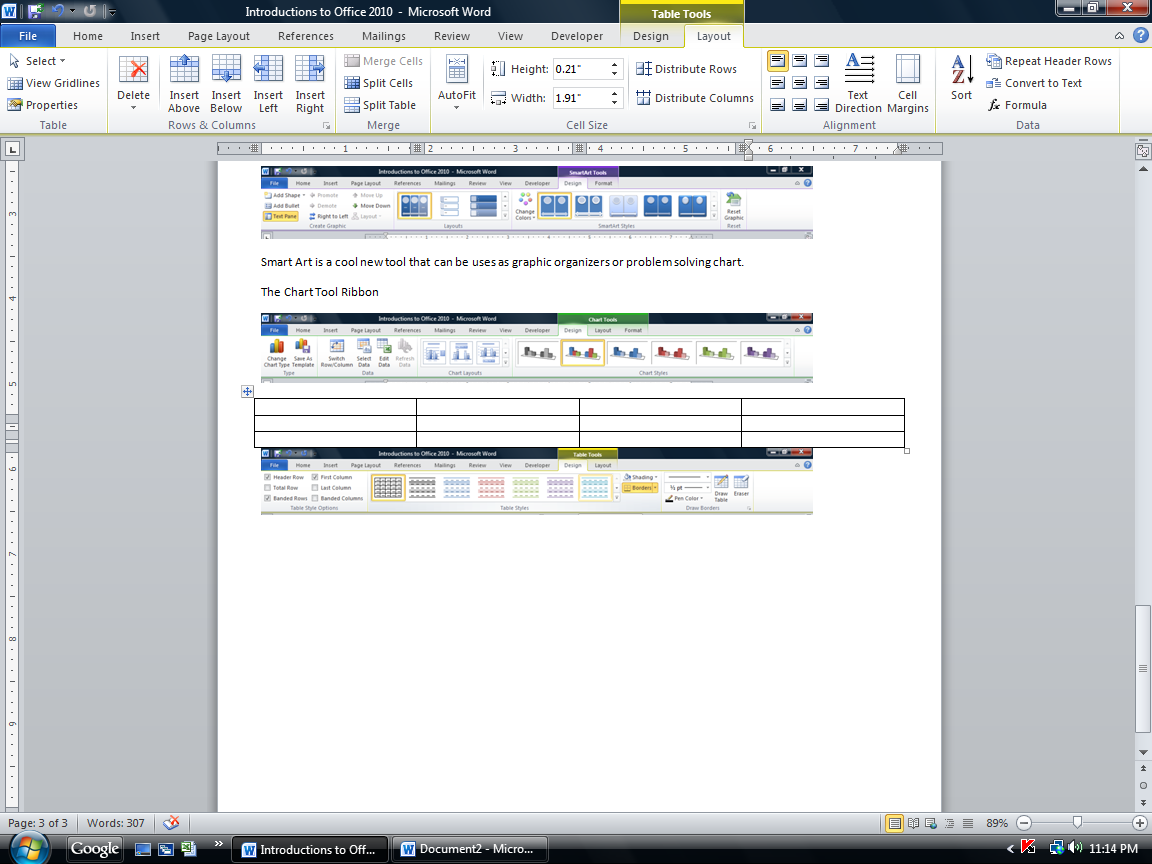
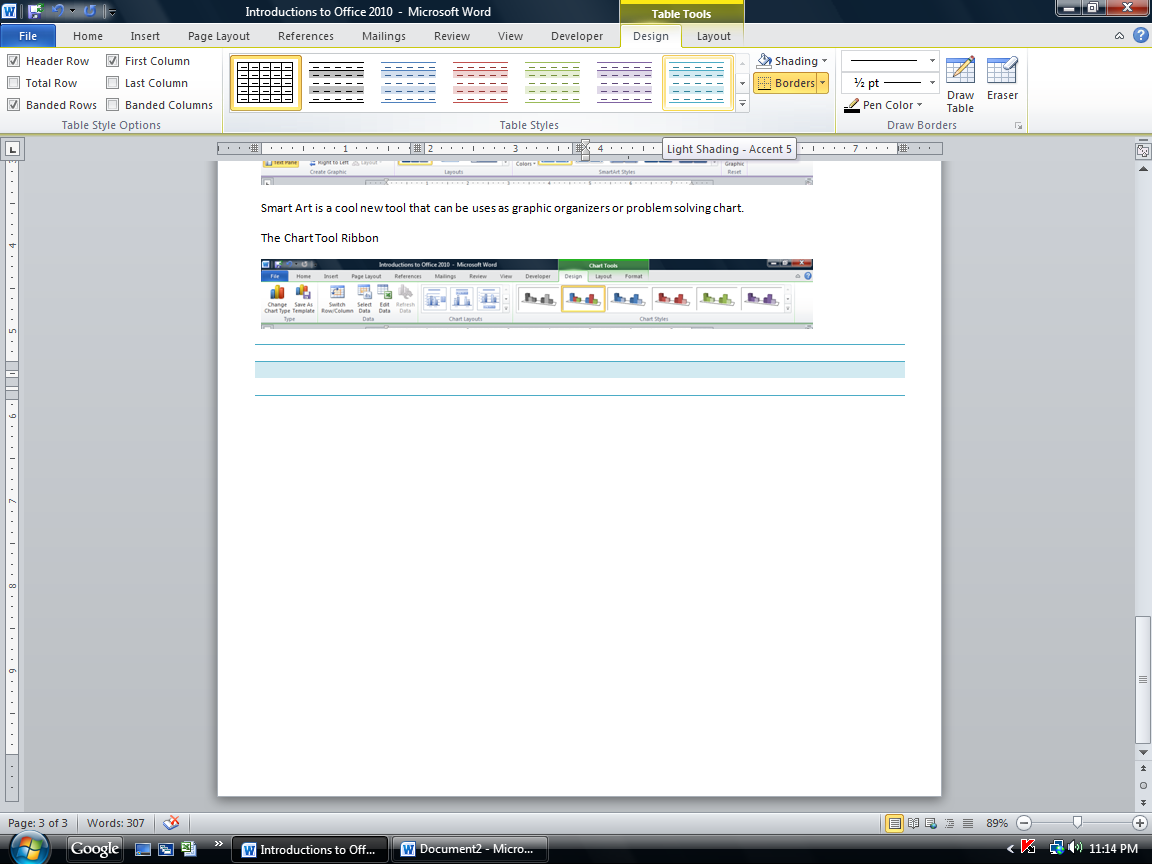


Smart Art is a cool new tool that can be uses as graphic organizers or problem solving chart.

The **Chart Tool Ribbon**



The **Table Tool Ribbon**



This has two ribbons one for design and one for Layout.

From time to time other ribbons will appear as needed. When you select something else or unselect and object, its ribbon will disappear. I only shows when needed and selected.