

# Microsoft Office 2010 Interface

Length of Course: 1 Day

## Getting Started with the User Interface

- Introducing the 2010 Microsoft Office User Interface
- Exploring Backstage View
- Working with the Ribbon
- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Working with the Status Bar
- Using the Mini Toolbar
- Working with Galleries and Live Preview
- Using Paste with Live Preview
- Using Keyboard Shortcuts

## Working with Office 2010 Documents and File Types

- Understanding Office 2010 File Formats
- Sharing Files Between Versions of Office
- Inspecting a Document
- Creating a PDF File in Office 2010
- Working with the AutoRecover Feature
- More New Features for Working with Office 2010 Files

**NOTE:** This course is part of Apptius' Microsoft Office 2010 Migration Series. It is only scheduled as a private session for corporations and organizations and can be customized to specifically address the company's needs.

