

Five Things You Should Know About Word 2010

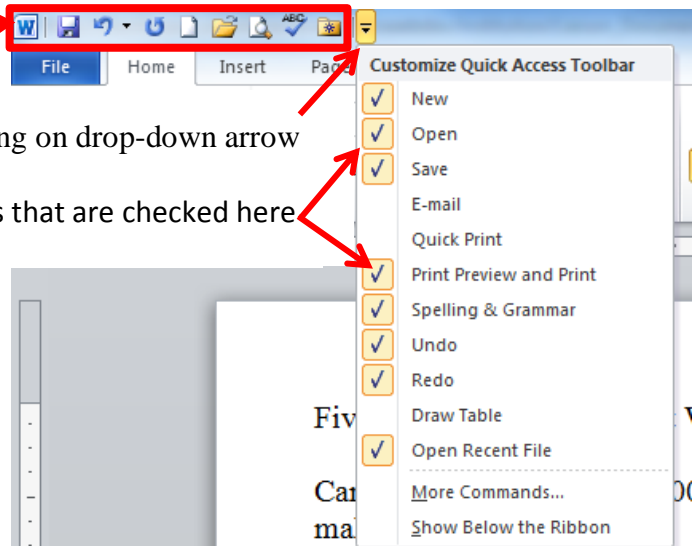
Can't find things in Word 2007 or 2010?
Annoyed by some of the new features?
Here are five tips to help make the transition easier.

1. The Quick Access Toolbar

Provides quick access to commonly used commands.

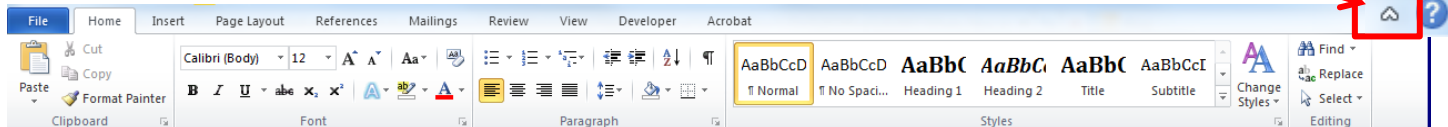
Add commands by clicking on drop-down arrow

I suggest adding the ones that are checked here



2. Minimizing the Ribbon

The Ribbon runs across the top of the window and displays the tools. It does, however, take up a lot of space. You can minimize the ribbon by clicking the Minimize Button on the top right of the Ribbon.



3. How Do I Turn Off Double-Spacing Each Time I Press Enter?

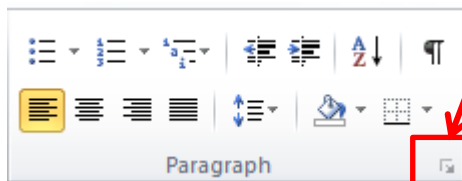
Some people are bothered by the fact that when you press Enter, the text moves down double-spaced. You can change that setting by adjusting the Style Set back to Word 2003.

On the Home tab, click the Change Styles button
Left click Style Set → Word 2003

To keep this setting for ALL documents, click Change Styles button again and choose Set As Default



4. Why Can't the Menus Look Like They Used To? - They can! (sort of...)



I call it "the good ol' days" button

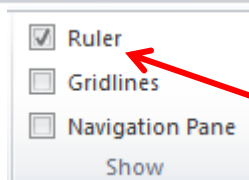
In many of the Tool Groups (like the Paragraph group pictured at the left), there is a "good ol' days" button in the bottom right corner.

Click this button to reveal the tool menu as it was in Word 2003.

5. The Ruler Isn't Visible Anymore! How Do I Get It Back?



In Word 2007 & 2010, the Ruler is no longer visible by default (standard). You can display the Ruler by doing the following:



1. Click the View tab
2. In the Show Group, click Ruler