Tips & Tricks

Microsoft® Office 2010 (Level 100)

You are the master of all you do

Microsoft® Office 2010 is a complete set of desktop programs, server software, and services that can help streamline the way you do business. This latest release offers significant new capabilities to make it even easier to inspire people and capture their attention. Stay connected to your team and your files, whether you're heading home for the evening or to a hotel room on the other side of the continent. Learn more about the Microsoft® Office 2010 at http://office.microsoft.com

The Ribbon at a glance

The Ribbon was designed to help make the Office applications easier to work with, and help users discover the rich features and capabilities of Office. The menus and toolbars had expanded over the Years making it difficult for users to find the commands they needed quickly and easily.

Find commands quickly

Traditional menus and toolbars have been replaced with tabs which group related commands together making it easier to find and use features when creating or editing a document. Contextual tabs appear only when you are working on a specific task, such as adding a graphic or formatting a table. These tabs provide quick access to rich formatting capabilities in a few clicks.

The File Tab provides one location for all the things you can do with a file: save, share, print, and publish your files with just a few clicks. And, with the improved Ribbon in Office 2010, you can access your favorite commands even more quickly by customizing tabs or creating your own to personalize the experience to your work style.
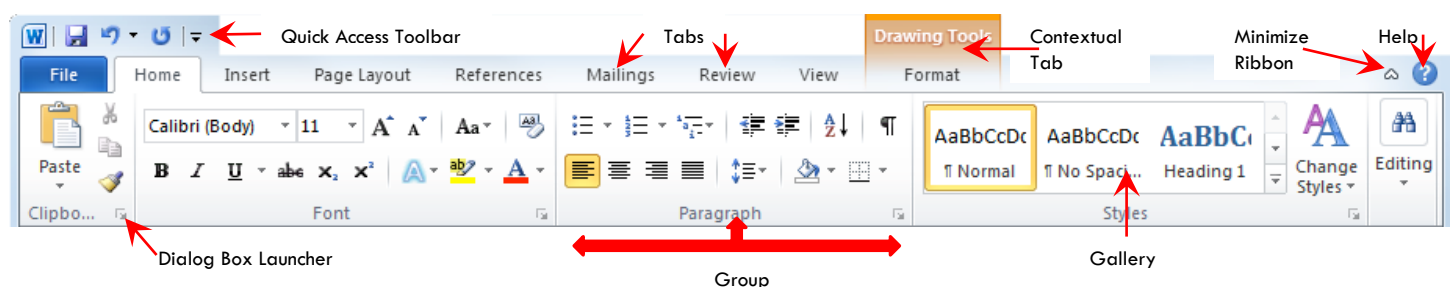
Key ribbon features and benefits

Ribbon: Displays the commands and tools you need to perform various tasks. The Ribbon can also be minimized and customized to fit your work style.

- **Tabs**: Display the commands you can use in a Microsoft Office program. Click a tab to view its commands.
- **Contextual Tabs**: Display commands for a selected object.
- **Dialog Box Launcher**: Click to open a dialog box or task pane.
- **Group**: Related commands that appear under each tab.
- **Gallery**: A list of options and additional choices displayed as thumbnail previews so you can see results before making a choice.
- **Quick Access Toolbar**: Provides quick access to the commands you use most frequently. The Save, Undo, and Redo/Repeat buttons appear on the Quick Access Toolbar by default.
- **To Minimize the Ribbon**: Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl>** +

<F1>. Or, double-click a **tab** on the Ribbon. Or, right-click a **tab** and select **Minimize Ribbon** from the contextual menu.

- **To Customize the Ribbon:** Right-click a tab and select **Customize the Ribbon** from the contextual menu. Or, click the **File** tab, select **Options**, and click **Customize Ribbon**. Use the controls in the dialog box to rename and rearrange tabs, and to rearrange tab commands.
  - ✓ Click the **New Tab** button to create a new tab on the Ribbon.
  - ✓ Click the **New Group** button to create a new group in a tab on the Ribbon.
- **To Add a Command to the Quick Access Toolbar:** Click the **Customize Quick Access Toolbar** button and select a command from the menu. Click **More Commands** to select from a longer list of commands.
- **Get Help:** Click the **Help** button. Or, press **<F1>**. Or, click the **File** tab and select **Help** from the menu.

| **Boost your productivity with easy-to-use tools.**	Enhancements in Office 2010 help you accomplish your work more intuitively so you can focus on the task at hand and produce better results.

Office 2010 simplifies how you find and use features. The new Microsoft Office Backstage™ view replaces the traditional File menu to give you centralized and easy access to operations like save and send, print, and publish. With the improved Ribbon, you can access more commands quickly and customize it to fit your work style.

The new Paste with Live Preview feature, available in many Office 2010 programs, enables you to preview your Paste Options before you paste.

Microsoft® Office
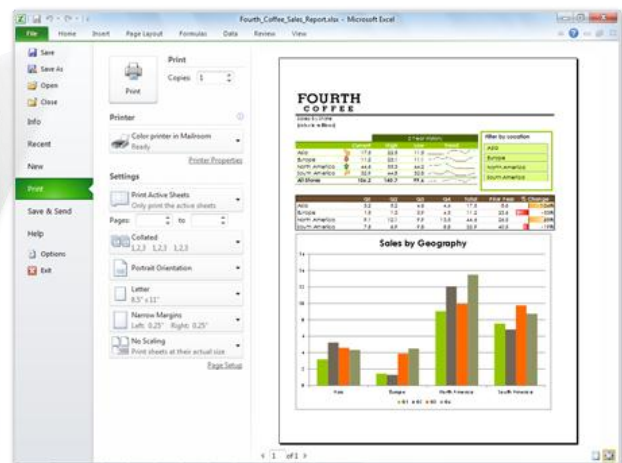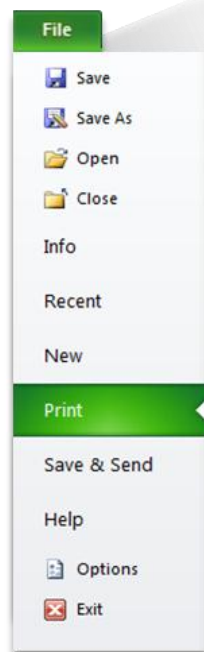
- **Info:** Set permissions to control who can open or change the document; prepare the file for sharing by removing metadata and other personal information; and view and manage autosaved versions of the document.
- **Recent:** Displays documents most recently opened in the program.
- **New:** Create a new blank document or create a document from a template. Browse templates with the preview feature in Backstage view.
- **Print:** Preview the document and select print settings at the same time. The right pane displays a preview of the file; the center pane displays print options.
- **Share:** Share the file and change file type. There are four ways to share a document:
  1. Send Using E-mail: Send the document as an attachment, a link, a PDF or XPS, or fax.
  2. Save to SkyDrive: Save to a SkyDrive folder through your Windows Live account.
  3. Save to SharePoint: Saves to a SharePoint workspace on your computer.
  4. Publish: Publish the document to a service or blog.
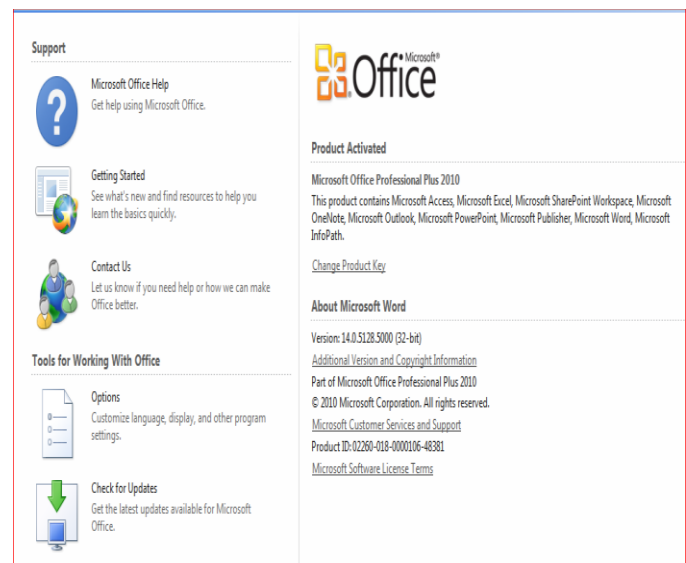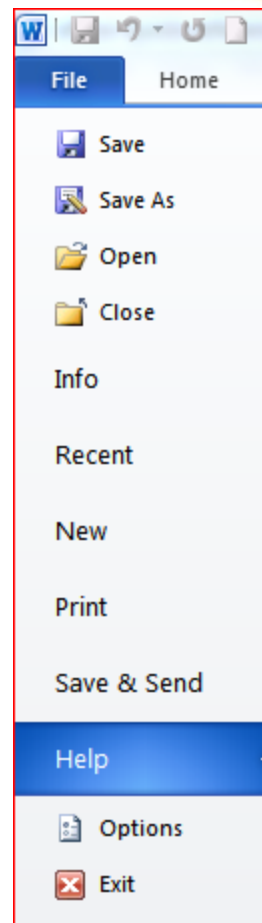
Key Microsoft Word 2010 Features and Benefits

Save time and simplify your work	Word 2010 provides tools that make it easier to focus on your content, not the tasks associated with creating and managing documents.

Browse and organize long documents with ease

The improved Navigation Pane (formerly called the Document Map) gives you a visual representation of the headings in your document.

Browse headings to quickly find your place within a document and just click to go to that location.

Drag and drop headings to easily rearrange those headings and the content beneath them.

To open the Navigation Pane: On the **View** tab, in the **Show** group, select **Navigation Pane**.

Find what you need, when you need it

The improved Find experience is now seamlessly integrated in the Navigation Pane. Word 2010 automatically searches as you type the term you need.

Just start typing a search term in the search box at the top of the Navigation pane. The headings view in that pane highlights the areas in the document in which results appear, as you see here.

The thumbnails view filters to show you just the set of pages that contain a search result.

The new results view shows a quick preview of all search matches—click any preview to jump to that point in the document.
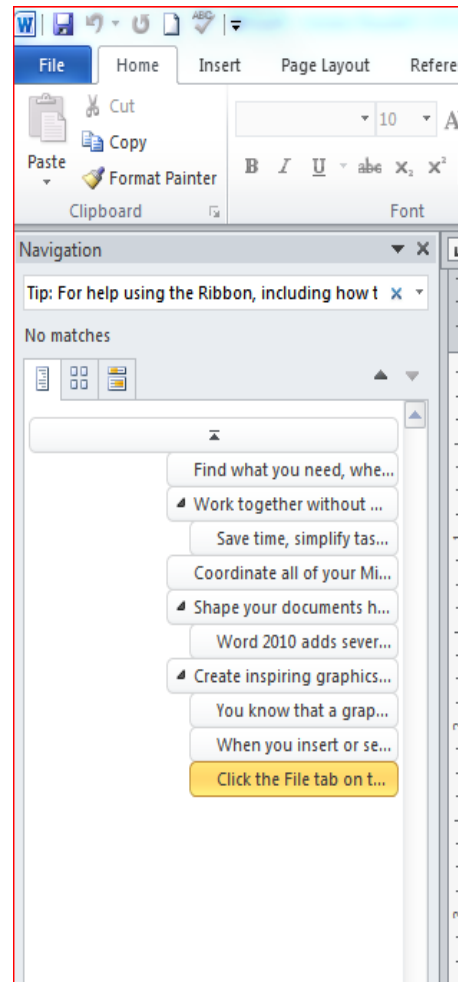
> **Tip:** The familiar Find and Replace dialog box is still available for more advanced searches and Replace tasks. To access this dialog box, in the Navigation Pane, click the arrow that appears on the right side of the search box. Or, press Ctrl+H.

Recover work you thought was lost

Recovered unsaved versions are automatically deleted after four days.

You can now recover documents after you accidentally close without saving, even if you had never saved the document. Tor recover drafts of documents that were never saved, click the **File** tab on the Ribbon to open the new **Microsoft Office Backstage™** view. Then, on the **Info** tab, click **Manage Versions**.

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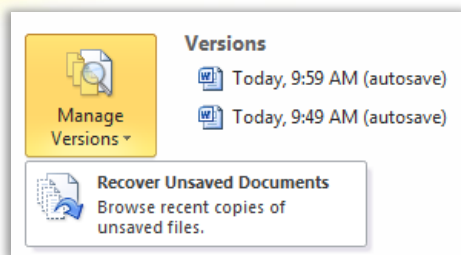
Access up to the last five autosave versions of your previously saved active document from the Info tab in Backstage view. By default, the last autosave version remains available temporarily if you close the document without saving.

Note: Recovering available unsaved documents and autosave versions requires you elect to save AutoRecover information. To keep an autosave version until your next editing session you must also elect to keep the last autosaved version when you close without saving. To access these options, in Backstage view click Options and then click Save.

Give your text the power to jump off the page	When you need your text to be as powerful as your images, Word 2010 offers flexible and easy-to-use tools that give new life to your words.

Text effects

Apply impressive effects directly to the text in your document, as easily as applying bold or underline.

Edit and even spell-check text that uses effects just like any document text.

Add text effects to styles, such as to add impact to a heading style.

To apply text effects:
Select text.
On the **Home** tab of the Ribbon, in the **Font** group, click the **Text Effects** button for the option to select from one of several preset text effect styles. Or, to select or customize **Outline**, **Shadow**, **Reflection**, or **Glow** effects.

> **Tip:** Get more options for customizing text effects, including adding soft edges, 3-D bevels, and gradient outlines, in the Format Text Effects dialog box. To access this dialog box, on the Home tab, in the Font group, click the dialog box launcher to open the Font dialog box (or press Ctrl+D) and then, at the bottom of that dialog box, click Text Effects.

Keyboard shortcut tips:	Select keyboard shortcuts for formatting:
Press the Alt key to view KeyTips. KeyTips appear on the Ribbon as letter or number combinations that you press sequentially on the keyboard to execute commands. Press a KeyTip to activate a Ribbon tab and then press the KeyTip for your desired command. KeyTips are also available for the Quick Access Toolbar and Backstage view.	Copy and paste formatting for text or objects. Copy formatting and then paste as many times as needed during your current Word session: **Copy formatting:** Ctrl + Shift + C ● **Paste formatting:** Ctrl + Shift + V
Hover your mouse pointer on Ribbon commands and find keyboard shortcuts in the ScreenTips. (Note not all commands have shortcuts.)	Open the **Styles** pane: Ctrl + Shift + Alt + S **Paste Special** (to select from all paste options for your copied content): Ctrl + Alt + V
Many common commands use Ctrl + the first letter of the command. Here are some examples: **New**: Ctrl + N ● **Open**: Ctrl + O ● **Save**: Ctrl + S ● **Print**: Ctrl + P	New shortcuts for working with a selected shape: **Resize**: Shift + arrow keys ● **Rotate**: Alt + right or left arrow keys **Tip**: To resize or rotate in smaller increments, add Ctrl to these key combinations.

Key Microsoft PowerPoint 2010 Features and Benefits

Make the media fit the message	Embed and edit videos right in PowerPoint 2010. Trim your video, add fades, formatting effects, and bookmark scenes for the perfect multimedia experience.

Video you insert from your files is now embedded in your presentation by default, so you don't have to manage multiple files when sharing with others.

To insert a video onto a slide, on the **Insert** tab, in the **Media** group, click **Video** and then click **Video from File**. Or, click the video icon in the center of any content placeholder. The Video Tools Format and Playback tabs appear automatically when a video is selected.

Explore some of the tools available for formatting and editing the videos you insert from your files:

On the **Video Tools Format** tab, in the **Adjust** group, click **Poster Frame** to select a frame from the video or a picture from your files to fill the video area on your slide while the video is not playing. Use your slide area to tell your story more effectively and avoid solid black rectangles that are difficult to print.

Also on the **Video Tools Format** tab, in the **Video Styles** group, apply a wide range of formatting styles and effects that include shapes, shadows, reflections, bevels, 3-D rotation and more. The formatting you apply is retained while your video plays.

On the **Video Tools Playback** tab, in the **Editing** group, click **Trim Video** for a dialog box where you can just drag the start and end points of your video to trim it to exactly what you want your audience to see.

Click anywhere in the video timeline on the controls that appear when you point to the video (shown below) to select a key point in your video. Then, on the **Video Tools Playback** tab, in the **Bookmarks** group, click **Add Bookmark**. Use bookmarks to quickly move to a point in your video or trigger animation of other objects on your slide to begin when a bookmark is reached during playback.
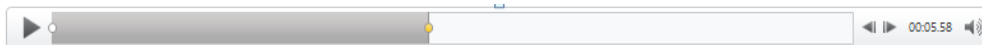
Note: Audio that you insert from your files is also embedded by default. Find many of the same editing tools for audio that are available to the video in your presentations on the **Audio Tools Format** and **Playback** tabs that appear automatically when an audio object is selected.

Turn your images into works of art

Use new and improved picture editing tools in PowerPoint 2010 to get just the right image for your story every time. Apply professional-quality artistic effects, such as the Glow Edges, Cutout, and Glass effects shown here clockwise from right. Use a new Remove Background tool and share only what you want your audience to see, as shown top-left. Or use new and improved color and correction tools to adjust the image to suit your specific needs, such as for use as a slide background as you see here.

1. Select a picture. The **Picture Tools Format** tab automatically displays.
2. In the **Adjust** group, click **Artistic Effects** to preview a wide range of effects that you can apply to your picture. Also in the **Adjust** group, explore **Color** and **Correct** options as well as a new **Remove Background** tool.

Note: At the bottom of the Artistic Effects, Color and Corrections galleries, find an Options command that opens a dialog box where you can further customize formatting and effects.

Get the perfect picture every time

With improved cropping, available on the **Picture Tools Format** tab in the **Size** group, you see the entire image while making your adjustments. You can also move and resize the image within the crop area to easily show exactly the image you want. Or, expand the **Crop** menu as shown here for the options to crop to a shape, to a specific aspect ratio, or to instantly fill or fit your image proportionally within the crop area.
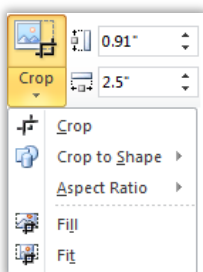
Tip: Positioning pictures and media objects on your slides is easier than ever with new Smart Guides. As you drag a shape, picture, or media object on a slide (other than those in placeholders) guides appear automatically to show when alignment is precise.

Office Microsoft®

Create dynamic, animated presentations

Add new and improved transitions and more realistic animations to grab your audience's attention.

Guide your audience in 3-D

Slide transitions can help your presentations look more polished, flow more smoothly, and emphasize key talking points. Choose from an array of new and improved transition effects, including many high-quality 3-D transitions. On the new **Transitions** tab of the Ribbon, point to a transition—such as the new Gallery transition shown here—to instantly see a preview on your active slide.

Paint a story with animation

After you take the time to customize an animation sequence, do you have to start all over again when you need the same animation settings for other objects in your presentation? Not anymore. The new Animation Painter works very much like the popular Format Painter tool available in several Microsoft Office programs for copying the formatting of text and objects.

Select the object that contains the set of animations you want to copy and then, on the **Animations** tab, in the **Advanced Animation** group, click **Animation Painter**. Then, just click the object to which you want to apply the copied animation.

➡ **Tip: Double-click the Animation Painter command to lock it in the on position and then apply selected animation to as many objects as you need, on other slides and even in other presentations.**

Keyboard shortcut tips:

Press the Alt key to view KeyTips. KeyTips appear on the Ribbon as letter or number combinations that you press sequentially on the keyboard to execute commands. Press a KeyTip to activate a Ribbon tab and then press the KeyTip for your desired command. KeyTips are also available for the Quick Access Toolbar and Backstage view.

Hover your mouse pointer on Ribbon commands and find keyboard shortcuts in the ScreenTips. (Note not all commands have shortcuts.)

While in Slide Show view, press F1 for a dialog box containing many keyboard shortcuts for use while presenting, including several new shortcuts for working with video and audio objects.

Many common commands use Ctrl + the first letter of the command. Here are some examples:
New: Ctrl + N ● **Open**: Ctrl + O ● **Save**: Ctrl + S ● **Print**: Ctrl + P

Select keyboard shortcuts for formatting:

Copy and paste formatting for text or objects. Copy formatting and then paste as often as needed during your active PowerPoint session:
Copy formatting: Ctrl + Shift + C ● **Paste formatting:** Ctrl + Shift + V

Clear formatting of the selected text (or all text within the selected text box): Ctrl + Spacebar

Use the new **Animation Painter** to copy the animation settings of the selected object: Alt + Shift + C. Then, just click the object to which you want to apply the copied animation.

New shortcuts for working with a selected shape:
Resize: Shift + arrow keys ● **Rotate**: Alt + right or left arrow keys

Tip: To resize or rotate in smaller increments, add Ctrl to these key combinations.

Microsoft® Office

Key Microsoft Excel 2010 Features and Benefits

Turn complexity into clarity:
Make your work stand out

New visualization and analysis tools help you analyze your information more effectively and create compelling visualizations.

Create powerful data insights and visuals

The Sparklines feature in Excel 2010 enables you to present a clear and compact visual of your data in small charts within a worksheet cell.

1. Select the cells in which you would like to place Sparklines.
2. On the **Insert** tab, in the **Sparklines** group, click **Line**, **Column**, or **Win/Loss**.
3. In the Create Sparklines dialog box, select the associated values from which to create Sparklines. (Do not include data labels when selecting associated values.)

To customize your Sparklines: Select cells containing Sparklines. On the **Sparkline Tools Design** tab, which displays automatically, find options to change the Sparkline type, style, and more. Use the **Clear** options to remove Sparklines.

Illustrate important trends and highlight data exceptions

New styles, icons, and data bar options help you quickly visualize and comprehend data.
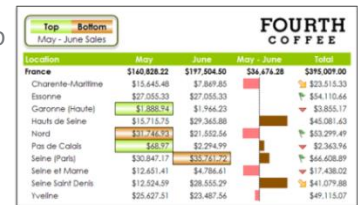
1. Select a range of values.
2. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**.
3. Select a conditional format from an available gallery.

Tip: Use the **More Rules** option at the bottom of a gallery to further customize your conditional formatting.

SLICERS

Slicers are visual controls that let you quickly filter data in a PivotTable in an interactive, intuitive way. If you insert a slicer, you can use buttons to quickly segment and filter the data to display just what you need. In addition, when you apply more than one filter to your PivotTable, you no longer have to open a list to see which filters are applied to the data. Instead, it is shown there on the screen in the slicer. You can make slicers match your workbook formatting and easily reuse them in other PivotTables, PivotCharts, and cube functions.

IMPROVED CONDITIONAL FORMATTING

Conditional formatting makes it easy to highlight interesting cells or ranges of cells, emphasize unusual values, and visualize data by using data bars, color scales, and icon sets. Excel 2010 includes even greater formatting flexibility:

- **New icon sets**   First introduced in Office Excel 2007, icon sets let you display icons for different categories of data, based on whatever threshold you determine. For example, you can use a green up arrow to represent higher values, a yellow sideways arrow to represent middle values, and a red down arrow to represent lower values. In Excel 2010, you have access to more icon sets, including triangles, stars, and boxes. You can also mix and match icons from different sets and more easily hide icons from view—for example, you might choose to show icons only for high profit values and omit them for middle and lower values.

- **More options for data bars**   Excel 2010 comes with new formatting options for data bars. You can apply solid fills or borders to the data bar, or set the bar direction from right-to-left instead of left-to-right. In addition, data bars for negative values appear on the opposite side of an axis from positive values, as shown here.

- **Other improvements**   When specifying criteria for conditional or data validation rules, it's now possible to refer to values in other worksheets in your workbook.

Keyboard shortcut tips	**Miscellaneous keyboard shortcuts**

Press the Alt key to view KeyTips. KeyTips appear on the Ribbon with letter or number combinations you press sequentially on the keyboard to execute commands. Press a KeyTip to activate a Ribbon tab and then press the KeyTip for your desired command.
 	
   Note: KeyTips are also available for the Quick Access Toolbar and Backstage view.
 	
Hover your mouse pointer on Ribbon commands and find keyboard shortcuts in the ScreenTips. (Note not all commands have shortcuts.)
 	
Many common commands use Ctrl + the first letter of the command. Here are a few examples:
 	
   New: Ctrl + N ● **Open**: Ctrl + O ● **Save**: Ctrl + S ● **Print**: Ctrl + P
	Below is a sampling of the many keyboard shortcuts Excel has to offer. To find additional keyboard shortcuts: Press F1 to open Help and then search for Keyboard Shortcuts.
	
	To insert the AutoSum function: Press Alt + =
	
	To start a new line in the same cell: Press Alt + Enter
	
	To select the current region: Press Ctrl + Shift + Spacebar
	
	To toggle the size of the Excel formula bar: Press Ctrl + Shift + U
	
	New shortcuts for working with shapes:
	   Resize: Shift + arrow keys ● **Rotate**: Alt + right or left arrow keys
	   Tip: To resize or rotate in smaller increments, add Ctrl to these key combinations.

Key Microsoft Outlook 2010 Features and Benefits

Get straight to the facts:
View only the relevant details

New e-mail management features in Outlook 2010 help you reduce information overload and keep your inbox under control.

Conversation management in Outlook 2010

Conversation View helps reduce information overload and manage large amounts of e-mail with ease. Entire e-mail conversations can be cleaned up, categorized, or even ignored, with a few simple clicks.

Easily view the entire conversation: Click the arrow to the left of a selected e-mail to expand the conversation and reveal all messages in the conversation thread.

Remove redundant messages and save valuable inbox space: On the **Home** tab, in the **Delete** group, click **Clean Up** and find options to clean up the selected conversation or all conversations in the active folder or subfolders.

Ignore a Conversation: On the **Home** tab, in the **Delete** group, click **Ignore**. Outlook 2010 will move those messages, and future messages in the conversation, to your Deleted Items folder.
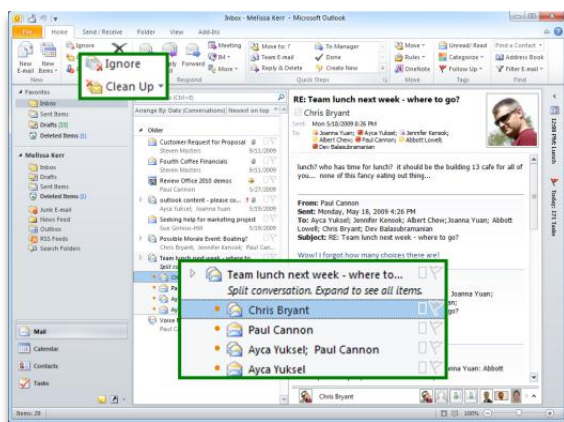

Start harnessing the power of Conversation View!

1. On the **View** tab, in the **Conversations** group, select **Show as Conversations**.
2. Choose to turn on Conversation View for the current folder or all folders.

To modify your Conversation View preferences:

1. On the **View** tab, in the **Conversations** group, click **Conversation Settings**.
2. Select or deselect the various options in the list to modify your settings.
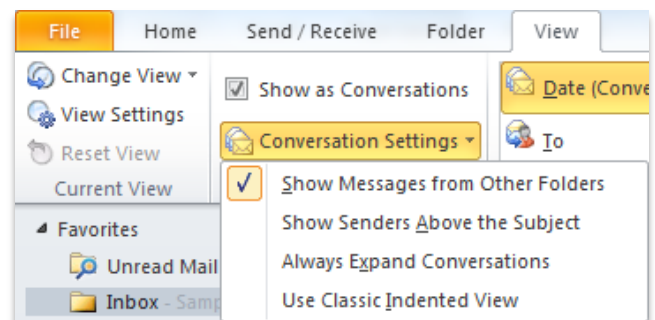
Locate your vital information more efficiently

Use contextual Search Tools to help you quickly narrow your search and build advanced search criteria.

Let Outlook do your searching for you

Instantly sort through high volumes of data and find what you need when you need it. Click in an Instant Search box, type your search string, add additional criteria, and let Outlook do the rest.

To use Instant Search and the contextual Search Tools:

1. Place your insertion point in an **Instant Search** box, available in all of your Outlook views. The **Search Tools** automatically display.
2. Type your search string. You can also use the following:
   - Place quotes around your search string to search for an exact phrase.
   - Use AND to include all search terms. (Note: This is the default behavior.)
   - Use OR to match either of your search terms.
   - Use NOT to exclude a search term.

Note: Boolean operators (AND, OR, NOT) must be typed in uppercase.

3. Outlook will instantly preform your search and highlight your search results.

4. Narrow your results. On the **Search Tools Search** tab, use the options the **Refine** group to add additional criteria. For example, click **From** and type all or part of a person's name or click the **More** button to search on other properties.
5. If your search is not found, try broadening your search using the options available in the **Scope** group.

Note: The options available in the Refine group change based on your Outlook view.
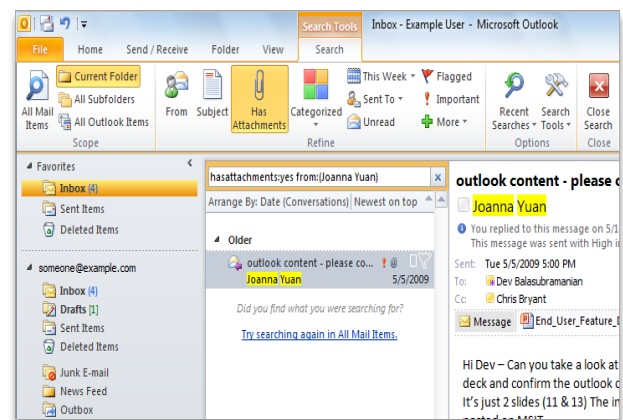
Tip: When you type in a Search box, AutoComplete suggestions will dynamically display to help refine your search. To use a suggestion, click an item in the list or press your Down arrow key to highlight the suggestion and then press Enter.

Flexible calendar sharing: Share your schedule with ease

If you're new to Outlook, or wondering what you may have missed, check out these calendar sharing options that enable you to share your schedule with others.

E-mail a snapshot of your calendar

It's easy to share your calendar with those outside of your organization. You can e-mail your calendar so it can be viewed by others even if they don't have Outlook installed.

To send your calendar via e-mail:

1. View your Outlook calendar. On the **Home** tab, in the **Share** group, click **E-Mail Calendar**.

2. In the Send a Calendar via E-mail dialog box, specify your sharing options, such as date range and level of calendar details you wish to display, and click **OK**.

3. Verify your calendar details in the resulting e-mail, add e-mail recipients, and then send your e-mail.

Microsoft® Office
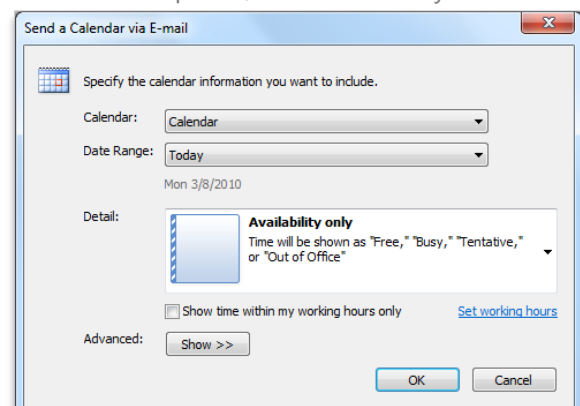
Invite other Microsoft Exchange users to share your calendar

When you use a Microsoft Exchange Server account, you can share your Exchange calendar with others in your organization.

To send an invitation for calendar sharing:

1. View your Outlook calendar. On the **Home** tab, in the **Share** group, click **Share Calendar**.

2. In the resulting e-mail, add an e-mail recipient, specify the level of calendar details you wish to share, and then send the invitation.

Sharing permissions are read-only by default. To modify your calendar sharing permissions:

View your Outlook calendar and on the **Home** tab, in the **Share** group, click **Calendar Permissions**.

Make scheduling a breeze:
**Switch to a new view**

Outlook 2010 introduces Schedule View for viewing multiple calendars and helps simplify viewing availability and scheduling meetings.

Schedule your meetings more intuitively

The new Schedule View slices a group of calendars horizontally and streamlines their display. The combined timeline at the top of the view makes it easy to find an available time for your next meeting.

To switch to Schedule View:

1. View your Outlook calendar. On the **Home** tab, in the **Arrange** group, click **Schedule View**.
2. To open another calendar, such as a shared Exchange calendar or a calendar published on Office.com, do one of the following:
3. In the Calendar Navigation pane, select additional calendars.
4. On the **Home** tab, in the **Manage Calendars** group, click **Open Calendar** and make a selection.
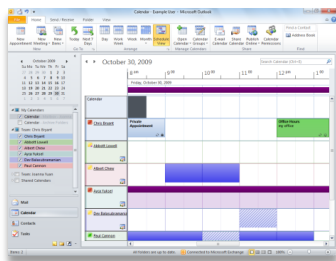
To create a meeting request with all group members, do one of the following:

1. On the combined timeline at the top of the view, select an available time slot. On the **Home** tab, in the **New** group, click **New Meeting**, and then click **New Meeting with All**.
2. On the combined timeline at the top of the view, double-click an available time slot.

Your calendar view will change automatically depending on the number of calendars you choose to display.

By default, when you select five or more calendars, your view will automatically switch to Schedule View. To modify the threshold for automatic view switching:

1. Click the **File** tab to open Backstage view. Click **Options**, and then click **Calendar**.
2. Find options for your Schedule View preferences below the **Display Options** heading.

➡ **Tip: If you're an Exchange user, select your Team calendar group in the Calendar Navigation Pane and the calendars for your entire team will instantly display.**

Accomplish your tasks with fewer steps

New scheduling tools in Outlook 2010 help you schedule your resources faster and save time by reviewing your calendar as you take action on a meeting request.

Schedule your conference room with ease

If you're an Exchange user, you can schedule a room for your meeting directly from a new meeting request. Just choose a group of rooms, or building, for your meeting and the new Room Finder will show you all rooms that are free at that given time.

To display the Room Finder:

1. Create a new meeting request.
2. On the **Meeting** tab, in the **Options** group, click **Room Finder**.
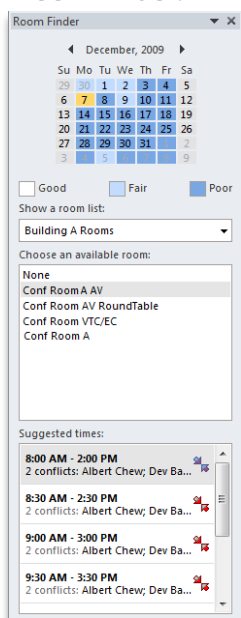
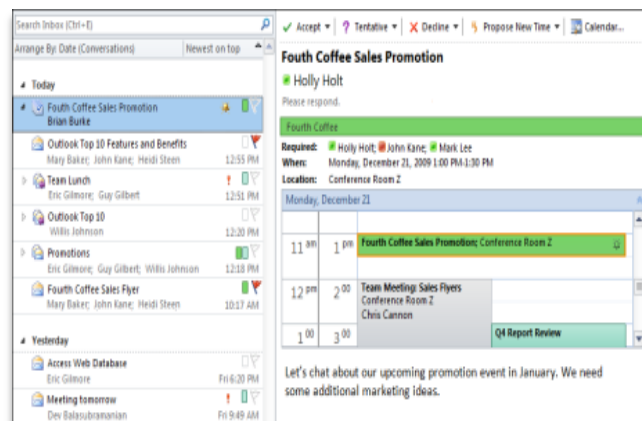**Note**: Microsoft Exchange Server 2010 is required.

View your meeting request and your calendar at the same time

Handling a meeting request usually involves three steps:
1. Reading the meeting request
2. Checking your calendar
3. Responding to the request

Now when you receive a meeting request, the new calendar preview helps you better understand how it affects your calendar without leaving your inbox.

The new Calendar preview automatically appears when you receive a meeting request.

Keyboard shortcut tips	New keyboard shortcuts
Press the Alt key to view KeyTips. KeyTips appear on the Ribbon with letter or number combinations you press sequentially on the keyboard to execute commands. Press a KeyTip to activate a Ribbon tab and then press the KeyTip for your desired command. KeyTips are also available for the Quick Access Toolbar and Backstage view.	**Conversation management tools in Outlook**: To Clean up a selected conversation: Press Alt + Delete To Ignore a selected conversation: Press Ctrl + Delete
Hover your mouse pointer on Ribbon commands and find keyboard shortcuts in the ScreenTips. (Note not all commands have shortcuts.)	**Switch to Schedule View:** In Calendar view, press Ctrl + Alt + 5
Many common commands use Ctrl + the first letter of the command. Here are a few examples: **New**: Ctrl + N ● **Open**: Ctrl + O ● **Save**: Ctrl + S ● **Print**: Ctrl + P	

Resources

Online Training

Office Online **–** Everything you need to know about the Microsoft® Office 2010.
http://office.microsoft.com/en-us/default.aspx

Office Online Getting Started Page **–** Helpful resources to help you ramp-up on the new release.
http://office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx

Get Quick Office Tips **–** The latest tips and tricks for the new Microsoft® Office 2010.
http://www.microsoft.com/office/greattips

Tips and Tricks by Product **–** Quick product reference to help you simplify everyday tasks.
http://www.microsoft.com/office/greattips/products.mspx

2003-2010 Command Reference Guides **–** Find the commands you're looking for...fast!
http://office.microsoft.com/en-us/support/learn-where-menu-and-toolbar-commands-are-in-office-2010-and-related-products-HA101794130.aspx

Other Resources

Microsoft® Office Labs
http://office.microsoft.com/en-us/office-labs/office-labs-FX100996049.aspx?CTT=97
Official Microsoft® E-Learning
http://learning.microsoft.com
http://microsoft.com/learning/en/us/training/offi ce.aspx
Microsoft Press® Books
http://microsoft.com/mspress