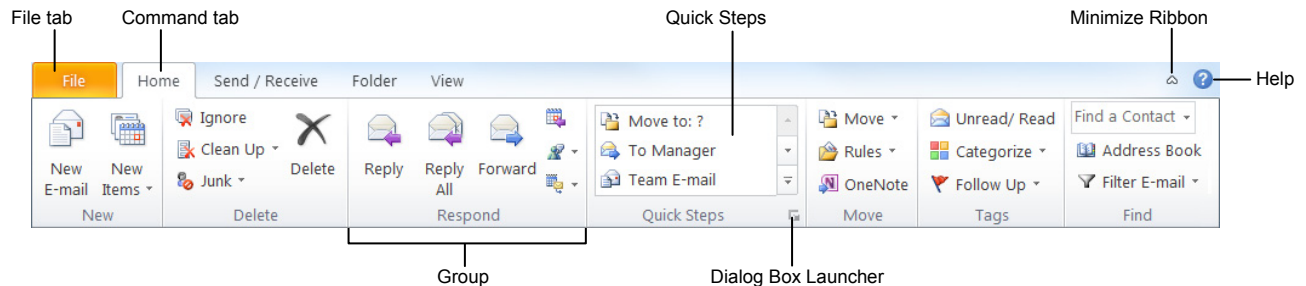


The Ribbon

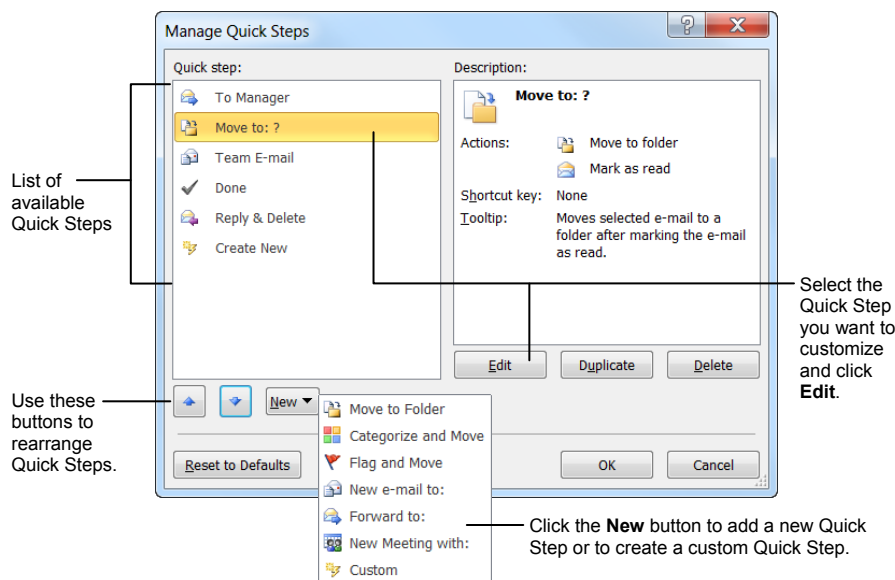
Microsoft Outlook 2010 provides easy access to commands through the **Ribbon**, which replaces the menus and toolbars found in previous versions. The purpose of the Ribbon is to keep commands visible while you work instead of hiding them under menus and toolbars.



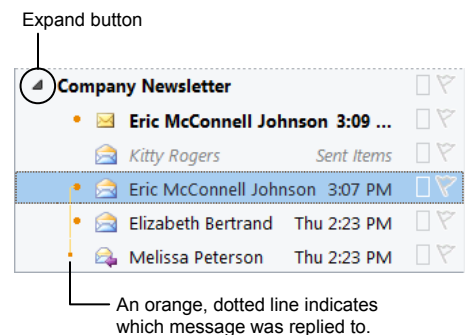
- **To Minimize the Ribbon:** Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl> + <F1>**. Or, double-click any **tab** on the Ribbon. Or, right-click any **tab** and select **Minimize Ribbon** from the contextual menu. Follow the same steps to redisplay the Ribbon.
- **To Customize the Ribbon:** Right-click a tab and select **Customize the Ribbon** from the contextual menu. Or, click the **File** tab, select **Options**, and select **Customize the Ribbon**. Use the controls in the dialog box to rename and rearrange tabs, groups and commands.

Quick Steps

Conversation View



Conversation View groups related messages together and displays them under a single thread. Conversation view makes it easy for you to categorize, remove, or clean up the messages in a thread.



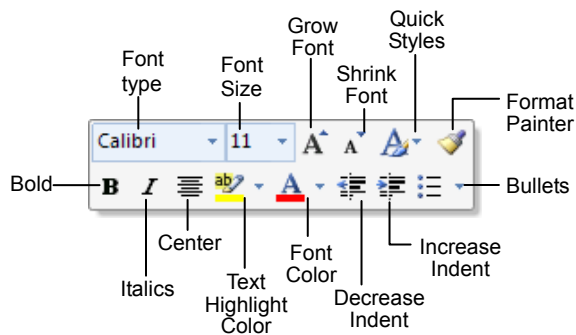
The **Quick Steps** feature in Outlook 2010 lets you perform multiple tasks with a simple click. The following Quick Steps are included by default, but you can also add your own:

	Move to	Moves the selected message to a folder that you specify and marks the message as read.
	Team E-mail	Creates a new message and automatically inserts specified team members in the "To" field.
	Reply & Delete	Replies to the sender and deletes the original message.
	To Manager	Forwards the selected message to a specified manager.
	Done	Marks the selected message as complete, moves it to a folder that you specify, and marks it as read.
	Create New	Select this option to create your own Quick Step.

- **To Expand a Conversation:** Click the **expand button** (➤) to view the most relevant messages in a conversation. To view ALL messages in a conversation, double-click the first message in the thread.
- **To Remove Redundant Messages from a Conversation:** Click the **Clean Up** button in the Delete group on the Home tab and select **Clean Up Conversation** from the list.
- **To Ignore Further Messages in a Conversation:** Click the **Ignore** button in the Delete group on the Home tab.
- **To Turn Off Conversation View:** Click the **View** tab on the Ribbon, click the **Conversations** button in the Arrangement group, and select **Show Messages in Conversations** to deselect it.

Mini Toolbar

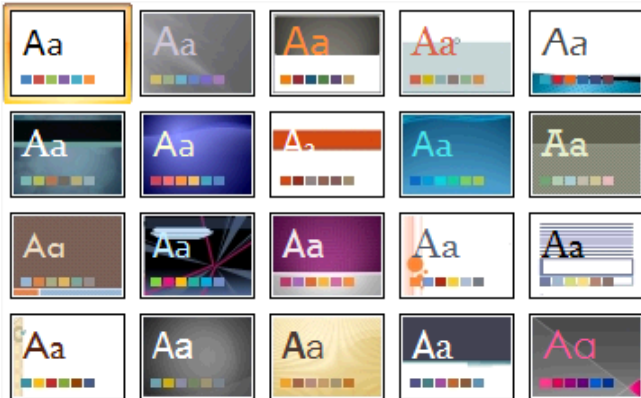
The **Mini Toolbar** appears automatically whenever you select text and contains common text formatting commands.



- **To Use the Mini Toolbar:** Select the text you want to format and click the desired command on the Mini Toolbar. Click anywhere outside the Mini Toolbar to close it.
- **To Turn Off the Mini Toolbar:** Click the **Microsoft Office Button** and click the **Options** button. Click the **Personalize** tab, uncheck the **Show Mini Toolbar on selection** check box, and click **OK**.

Themes

A **theme** is a set of unified design elements that you can apply to a document to give it a consistent look and feel. Themes coordinate the look of a document using colors, fonts, and effects.



- **To Apply a Theme:** Click the **Page Layout** tab on the Ribbon and click the **Themes** button in the Themes group (Word/Excel) or click the **Design** tab on the Ribbon and click the **More** button in the Themes group (PowerPoint).

XML Compatibility

The new Microsoft Office Open XML format (.docx, .pptx, .xlsx, etc.) is based on the XML (Extensible Markup Language) programming language. Here are its main benefits:

- **Safer documents:** Documents containing unwanted code, macros, or controls are easier to identify and block.
- **Reduced file size:** All Office 2007 documents are automatically compressed.
- **Improved information security:** Personal and business-sensitive information is easier to remove.
- **Improved damaged-file recovery:** A file can still be opened even if part of it is damaged.
- **Easier integration:** Document content can be shared with and opened in other programs.

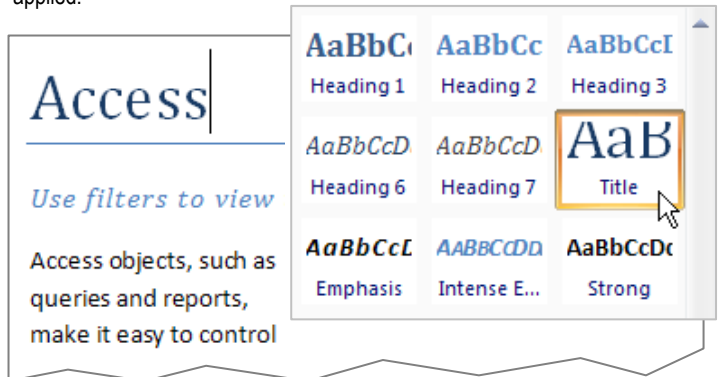
Save as PDF

Now you can save a document as a PDF without using third-party software. PDF format allows you to share your presentation with users on any platform.

- **To Save a Document as a PDF:** Click the **Microsoft Office Button** point to the **Save As** list arrow, and select **PDF**. Give the presentation a name, select **PDF** in the Save as type list, and click **OK**. Click **Publish**.

Live Preview

Live Preview enables you to preview how a formatting change will look before applying it. Simply point to a selection and Office 2007 shows you a preview of what your document or object would look like if the selected changes were applied.

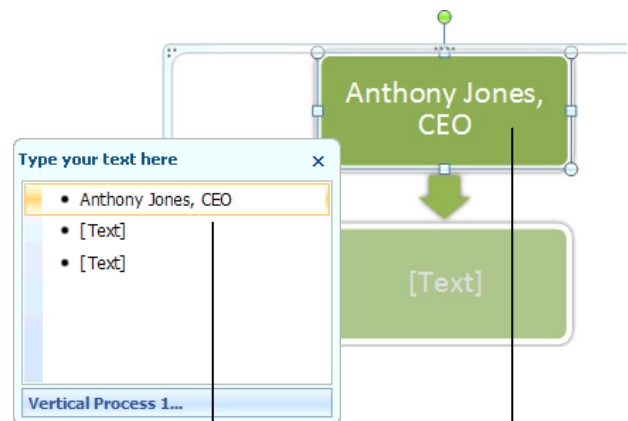


Simply point to a selection to preview how it will look in the document.

SmartArt Diagrams

SmartArt diagrams are dynamic diagrams that update automatically according to the type of information you want to include.

- You can create SmartArt diagrams in Excel 2007, Outlook 2007, PowerPoint 2007, and Word 2007. Although you cannot create a SmartArt diagram in other Office 2007 programs, you can copy and paste SmartArt diagrams as images into those programs.
- **To Insert a SmartArt Diagram:** Click the **Insert** tab on the Ribbon and click the **SmartArt** button in the Illustrations group. Select the SmartArt type you want to use and click **OK**.
- **To Add Text to a SmartArt Diagram:** Click inside the Text pane and type your text.
- **To Add a Shape to a SmartArt Diagram:** In the Text pane, position the insertion point where you want to add the shape and press **<Enter>**.
- **To Remove a Shape from a SmartArt Diagram:** Select the shape you want to remove and press **<Delete>**.



As you type your text in the Text pane...

...Office 2007 inserts it into the diagram automatically.