Word 2010 – New Features

Explore Backstage View, Paste Preview, Navigation Pane, Screenshot Tool and picture editing tool Remove Background.
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The Word Environment

**Backstage View**
The Office Button is replaced with the File menu allowing you to manage Word setting and access common commands such as create a New document, Open, Save, and Print.

**Navigation Pane**
Explore Backstage View, Paste Preview, Navigation Pane, Screenshot Tool, and Picture editing tool. Remove Background.

**Document Info**
at a glance

**Document Viewer**
1. Save a document – File>Save>enter file name, choose location to save the file and click on Save.
2. Program Preferences – File>click on Options.

**Navigation Pane**

Search text within a document, move to a specific page, and re-arrange section headings.

![Navigation Pane](image)

**Search feature**

Enter search text within the Navigation Pane Search box and press Enter. Use the Search Results Tab to view search results and click on the result to jump to the location within the document.

**Headings Tab**

Using the Heading tab will display a list of all heading and subheadings within your document. To display options, right-click on a heading.

Also, quickly move a section of text to another part of document by clicking and dragging a heading within the Navigation Pane.
**Paste Preview**
Copy the text, image, or object to be pasted, right-click the location area in the document and within the **Paste Options** menu hover mouse over an icon to preview pasted text (image, object) will look like within your document.

**Screenshot Tool**
Capture shots of open windows and programs and insert into a Word document as an image using the new Screenshot tool.

1. From the **Insert** tab, within the **Illustrations** group and click on the **Screenshot** command.

2. From the menu select **Available Windows** or **Screen Clipping**
Picture Editing Tools
With Word you can make simple adjustments to graphics and images without the use of an image editing software.

Remove a Background from an image

1. With the image selected, from the Picture Tools Format tab, within the Adjust group, click on Remove Background.
2. From the Background Removal tab, mark areas to Remove and click on Keep Changes to remove background.

Apply Artistic effects to an image

1. With the image selected, from the Picture Tools Format tab, within the Adjust group, click on the Artistic Effects command. From the drop down menu hover over an effect to preview and click to apply effect to your image.
Accessibility Features

In an effort to offer Microsoft products available to people with disabilities and to assist all users who create content in Word, Excel and PowerPoint 2010 the Accessibility Checker will help to identify areas that can be challenging for users with disabilities to view or use. The task pane provides a review of those areas, allowing users to fix possible problems.

Use Accessibility Checker

1. From the File tab, click on Info, within the Prepare for Sharing, click on Check for Issues, and select Check for Accessibility.

2. The Accessibility Check will check your document against a set of issues for those with disabilities might experience with your document. The issues are classified as an Error, a Warning or a Tip.
   - Error- content that is very difficult or impossible for people with disabilities to understand
   - Warning- content that in most, but not all, cases makes it difficult for people with disabilities to understand
   - Tip- content is understandable for people with disabilities but might be better organized or presented in a way to maximize their ability to use the document

3. From the Accessibility Checker task pane, the Errors, Warnings, and Tips are displayed.
4. Click on an issue, Additional Information and steps to fix content are displayed.
5. Additional info: Microsoft website

Contact Info

My contact information:

a. Email address: rschmid@sjfc.edu
b. Office extension: 8409
c. Help Desk extension: 8016