


Microsoft Office 2010 Cheat Sheet

Note: If you have been using Office 2007, you will find Office 2010 extremely easy to adjust to. With the exception of a few aesthetic changes, everything is where it was in 2007.

One new feature you will find is the return of the “File” button. This is where you find options for the document, as well as the print, save, open, new, and exit buttons.

After the File button, you will find the same tabs you saw in 2007. If you have not used 2007, you will need to get used to the new location of the buttons. The buttons are now organized into tabs that are titled logically.

Use the tables below to find the new location of the buttons:

 Word 2010	
Home Tab	Font, Alignment, Spacing, Bulleting, Find and Replace
Insert Tab	Add cover page, Page break, Tables, Pictures, Charts, Hyperlinks, Header, Footer, Page numbers, Word Art, Signatures, Equations, Symbols **If you are looking to <i>insert</i> something, you can probably find it here**
Page Layout Tab	Margins, Orientation, Page Size, Page Borders, Indentation, Spacing
References Tab	Table of Contents, Footnotes, Citations, Sources, Bibliography, Captions, Index, Table of Authorities
Mailings Tab	Envelopes, Labels, Mail merge,
Review Tab	Spelling and Grammar Check, Research, Thesaurus, Word Count, Translate, Comments, Restrict Editing (protecting)
View Tab	View, Rulers, Guides, Zoom, Macros



Excel 2010

Home Tab	Font, Alignment, Numbers, Cell Styles, Cells, Sort, Filter, Find and Replace
Insert Tab	Pivot Table, Tables, Pictures, Clip Art, Charts, Sparklines, Slicer, Hyperlinks, Text Box, Header, Symbols **If you are looking to <i>insert</i> something, you can probably find it here**
Page Layout Tab	Margins, Orientation, Page Size, Print Area, Spacing, Background, Titles, Scale, Gridlines, Headings, Themes
Formulas Tab	Insert Formula into Cells, Name Manager, Calculations,
Data Tab	Get External Data, Connections, Sort, Filter, Remove Duplicate, Data Validation, Consolidation, What-If Analysis, Subtotaling
Review Tab	Spelling and Grammar Check, Research, Thesaurus, Translate, Comments, Restrict Editing (protecting)
View Tab	View, Rulers, Guides, Zoom, Macros



Publisher 2010

Home Tab	Font, Alignment, Styles, Text Boxes, Pictures, Arranging objects
Insert Tab	Page, Catalog Pages, Table, Pictures, Picture Place holder, Page Parts, Word Art, Business Information, Header, Footer
Page Design Tab	Margins, Orientation, Size, Guides, Color Schemes, Fonts, Background
Mailings Tab	Mail Merge, Email Merge
Review Tab	Spelling, Research, Thesaurus, Translate, Languages
View Tab	View, Page Styles, Rulers, Page Navigation, Zoom