



## MICROSOFT OFFICE 2010 NAVIGATION CHARTS



© Acknowledged Microsoft Office Menus. © 2011 Mercia Group Limited

train

promote

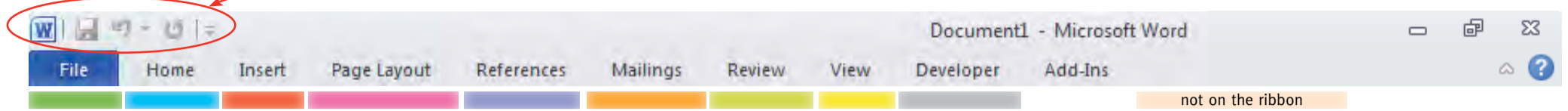
support

# WORD 2010 NAVIGATION PLANNER

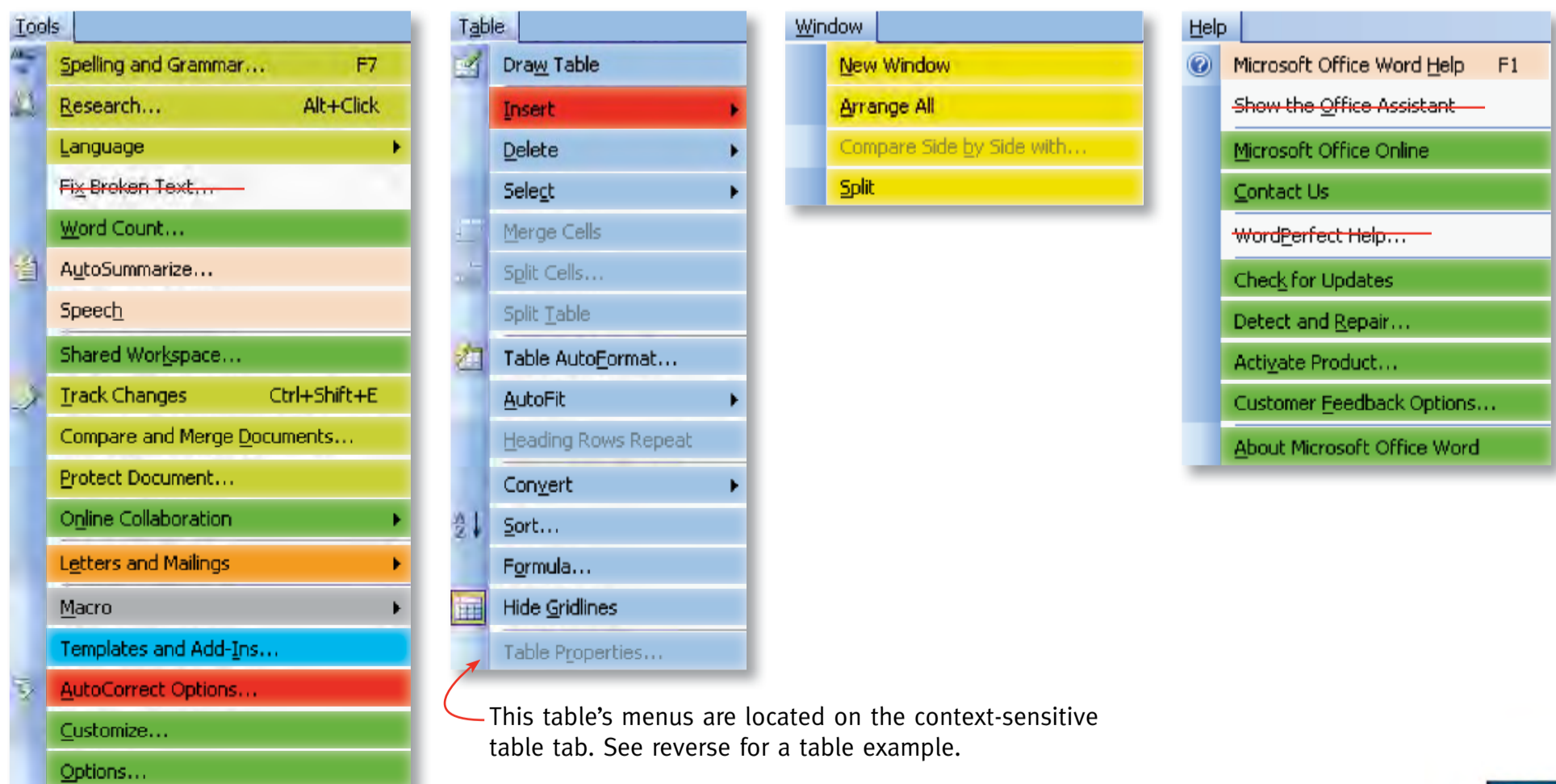
To use the navigation planner, look up the option in the Word 2003 menu structure below and then use the colour code to identify which tab to go to in Word 2010.

## Word 2010 Tabs

Grey text below belongs to this 'Quick Access' toolbar



## Word 2003 Menus

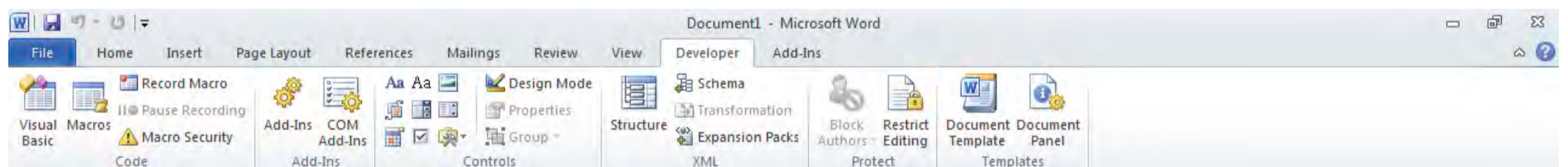
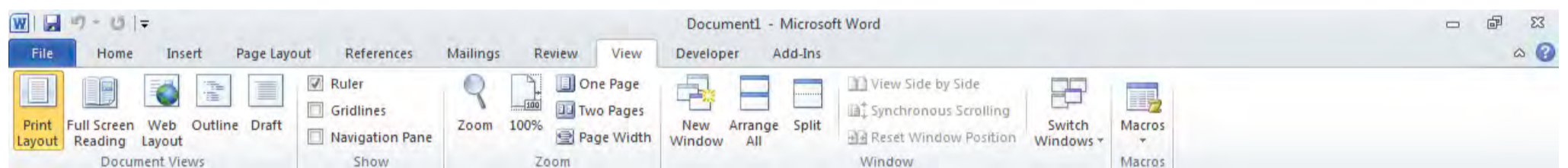
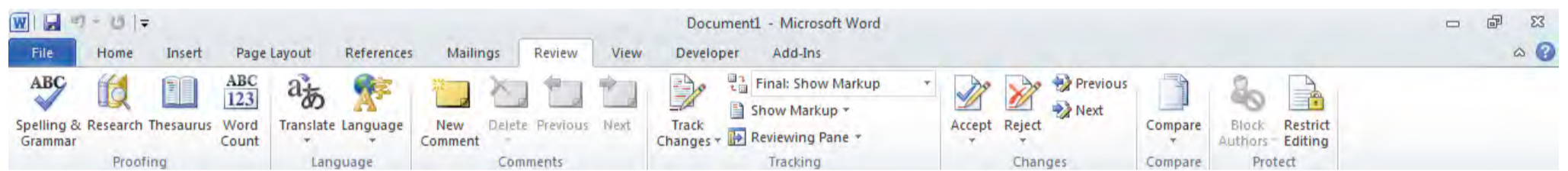
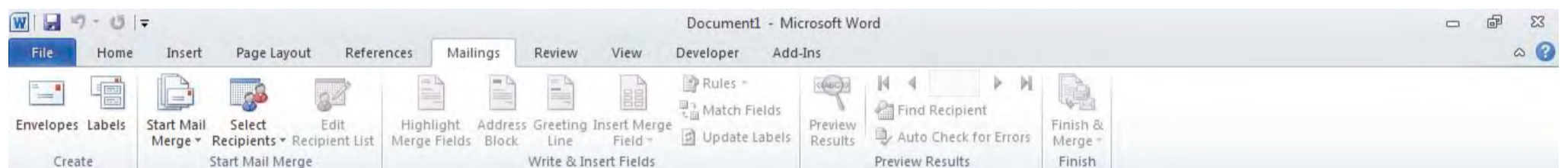
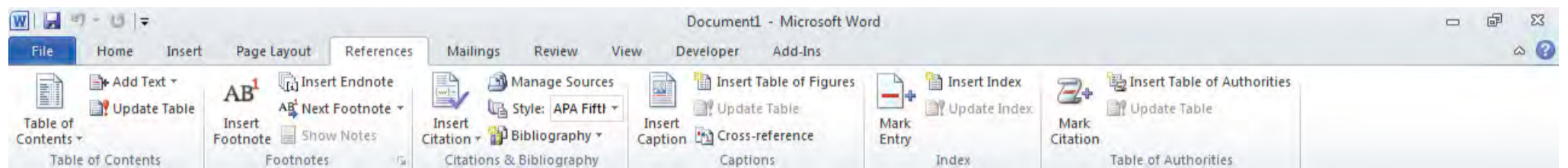
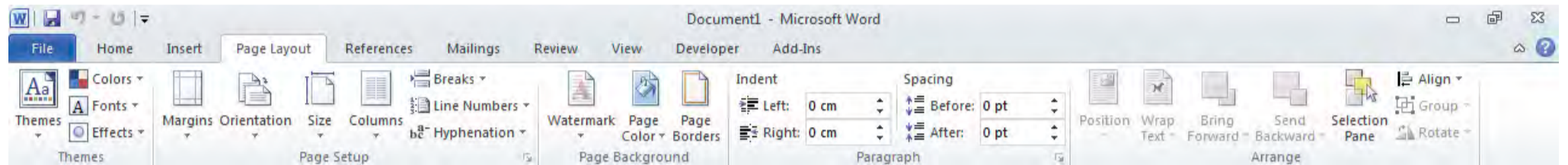
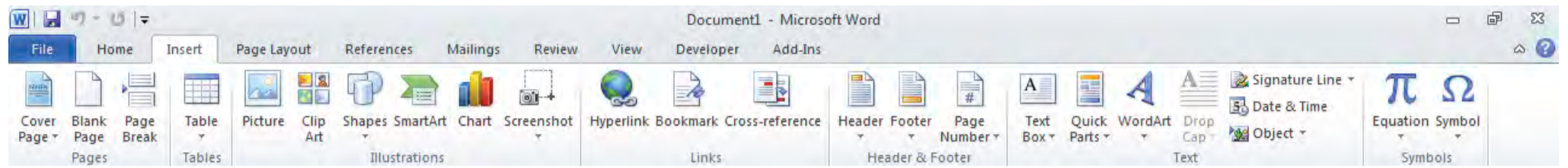
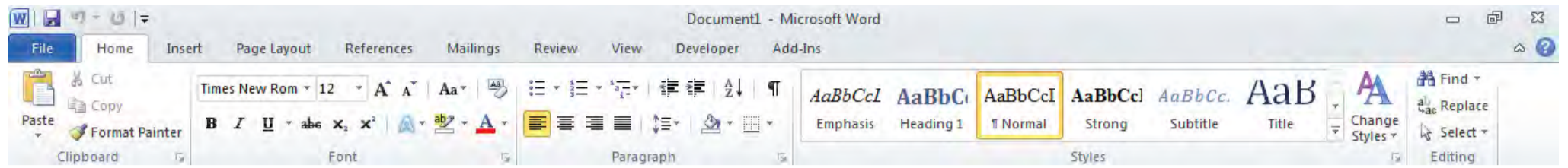


This table's menus are located on the context-sensitive table tab. See reverse for a table example.



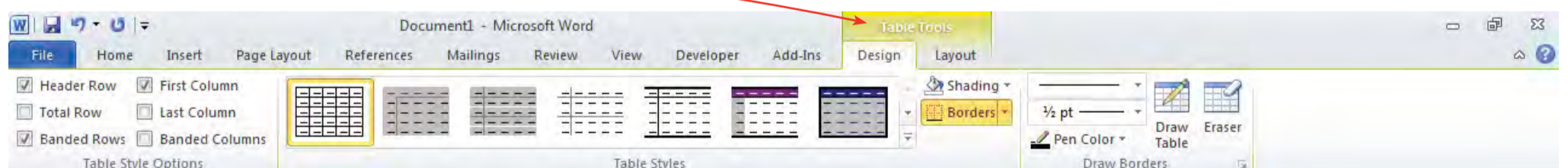
# WORD 2010 NAVIGATION RIBBON

This displays each tab, and the options in each tab.



Additional context-sensitive tabs will appear, such as the one below, when performing particular tasks.

Context-sensitive table tab

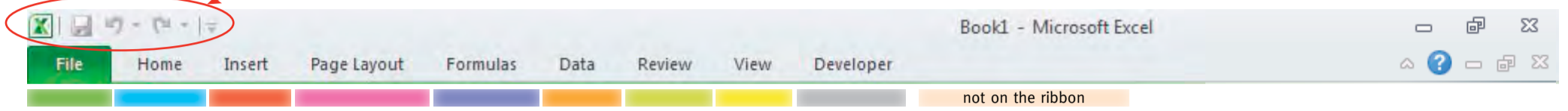


# EXCEL 2010 NAVIGATION PLANNER

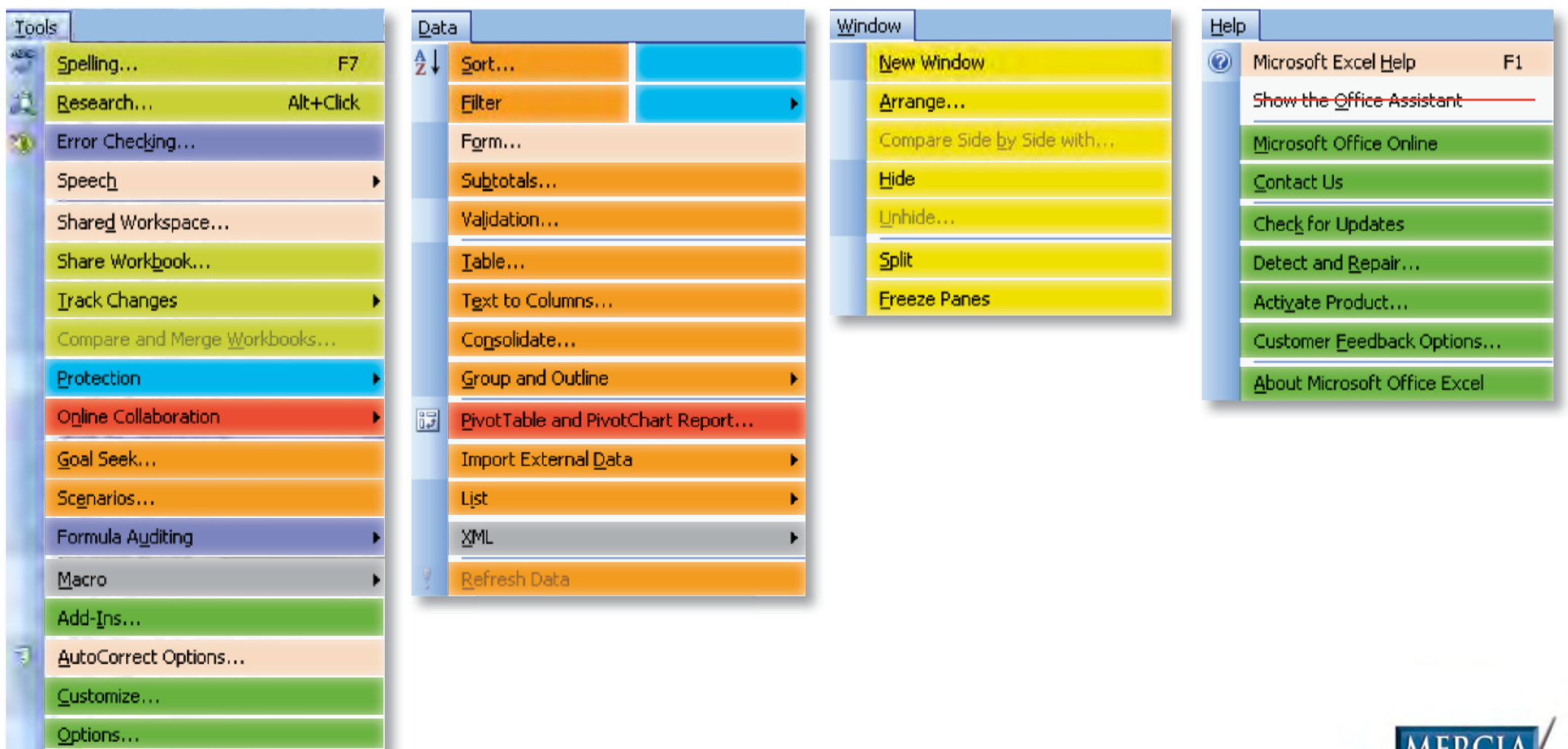
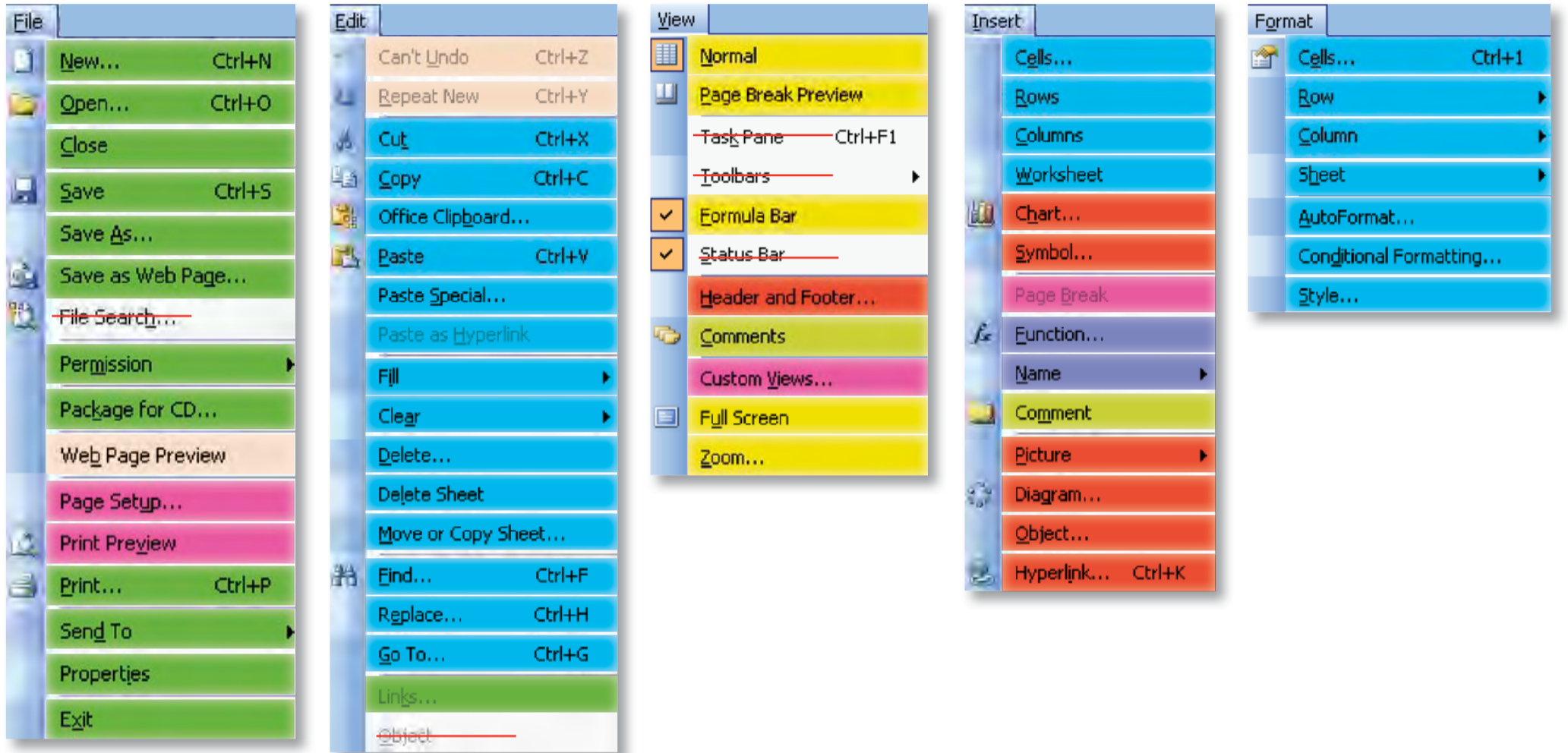
To use the navigation planner, look up the option in the Excel 2003 menu structure below and then use the colour code to identify which tab to go to in Excel 2010. Use the Ribbon Navigator (overleaf) to identify the exact location.

## Excel 2010 Tabs

Grey text below belongs to this 'Quick Access' toolbar

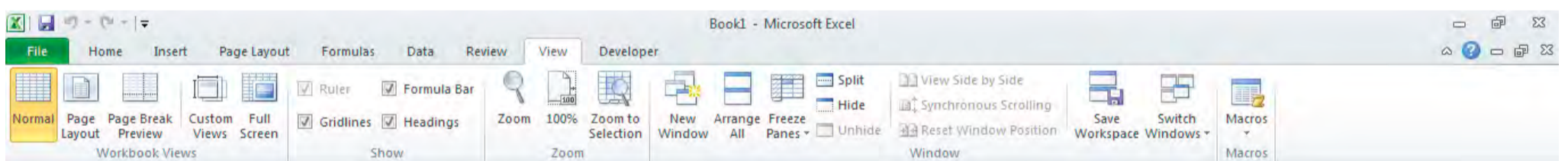
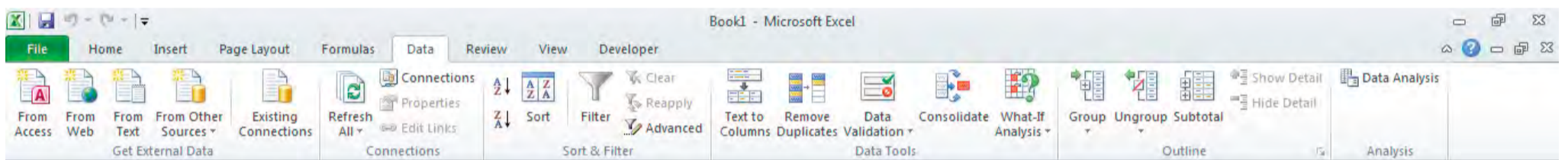
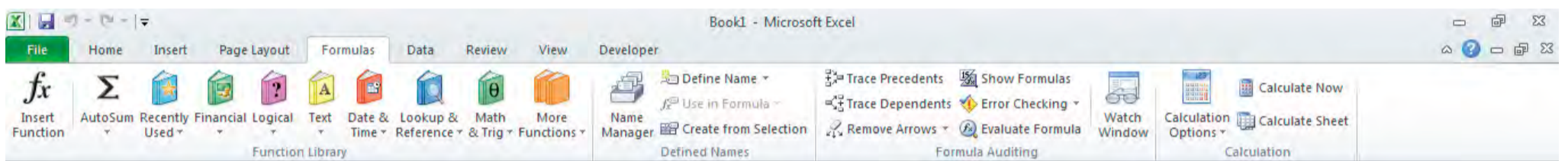
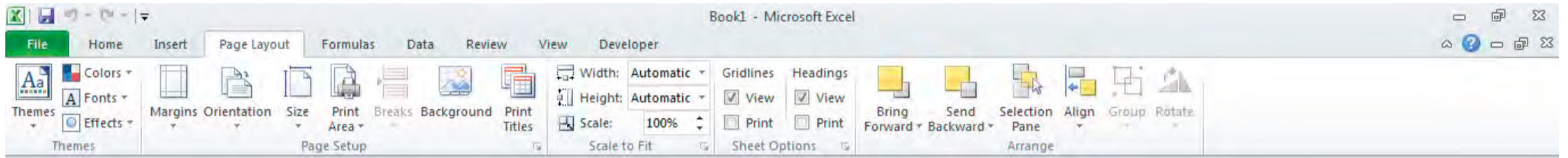
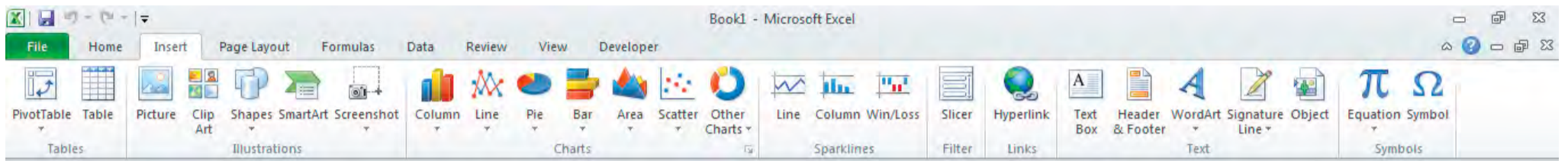
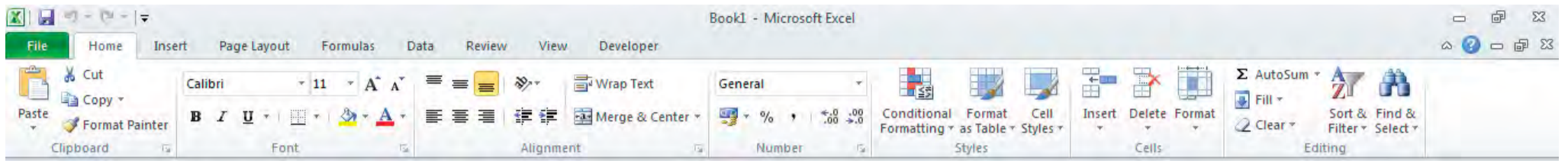


## Excel 2003 Menus



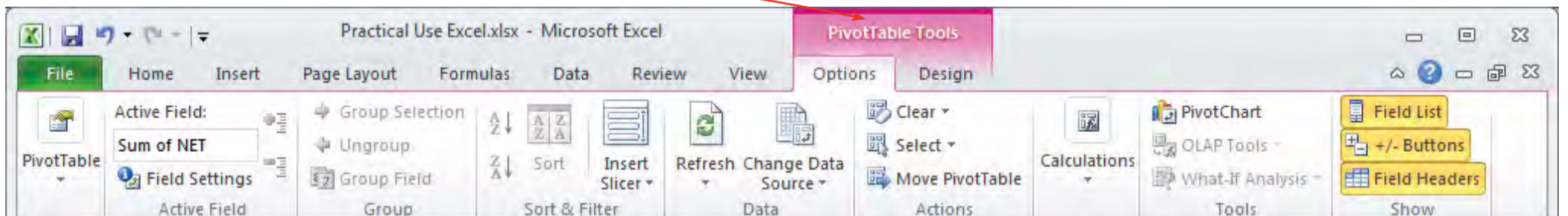
# EXCEL 2010 NAVIGATION RIBBON

This displays each tab, and the options in each tab.



Additional context-sensitive tabs will appear, such as the one below, when performing particular tasks.

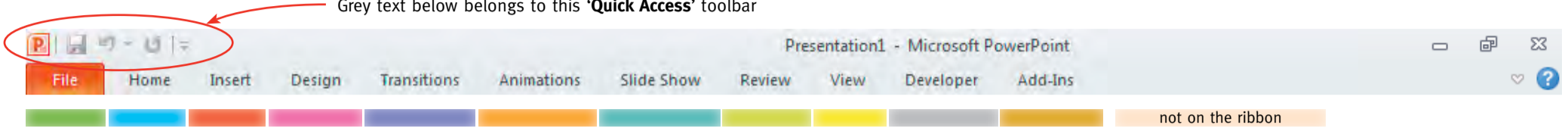
Context-sensitive table tab



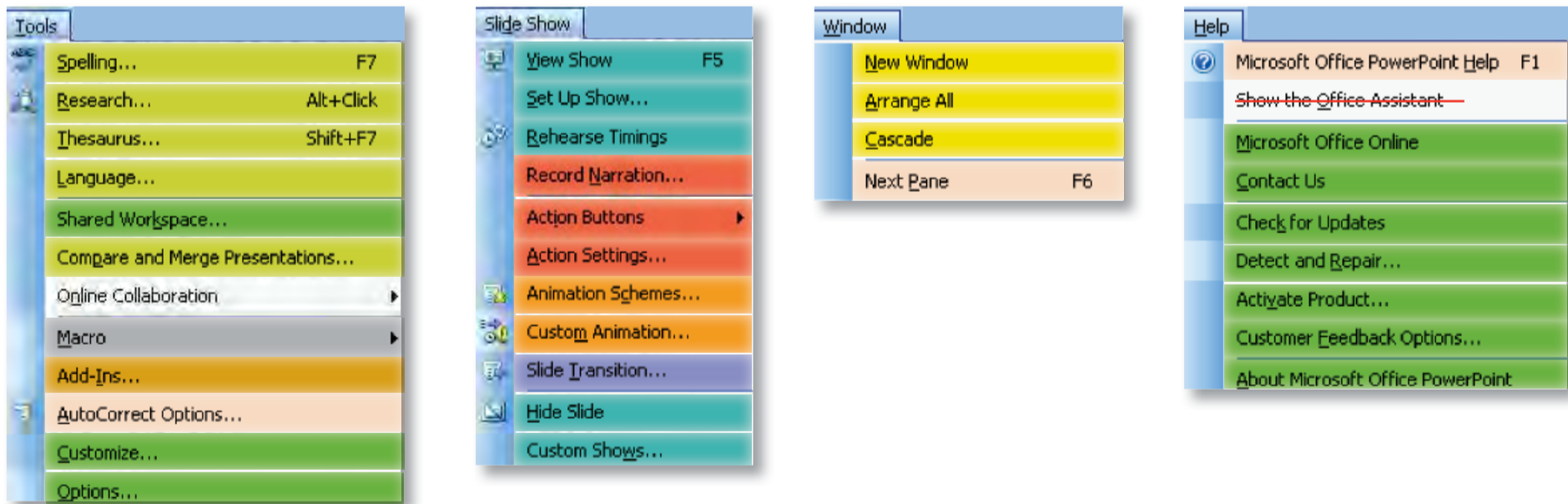
# POWERPOINT 2010 NAVIGATION PLANNER

To use the navigation planner, look up the option in the Powerpoint 2003 menu structure below and then use the colour code to identify which tab to go to in Powerpoint 2010. Use the Ribbon Navigator (overleaf) to identify the exact location.

## Powerpoint 2010 Tabs

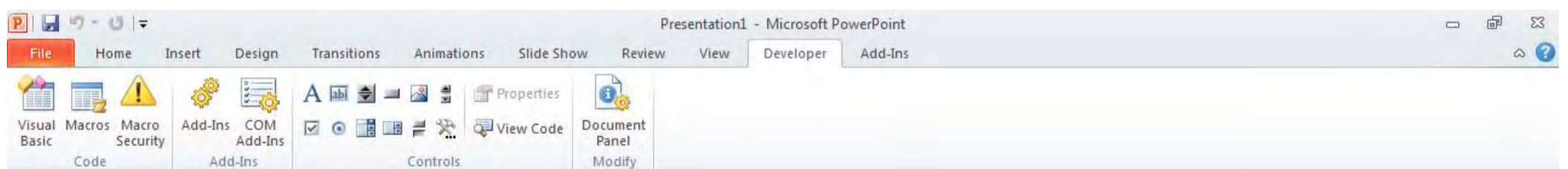
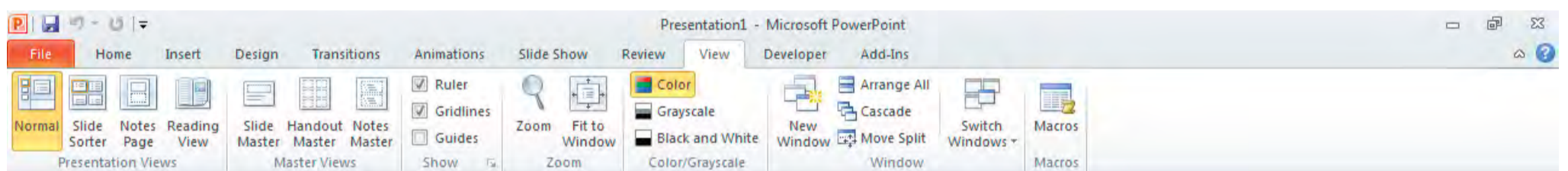
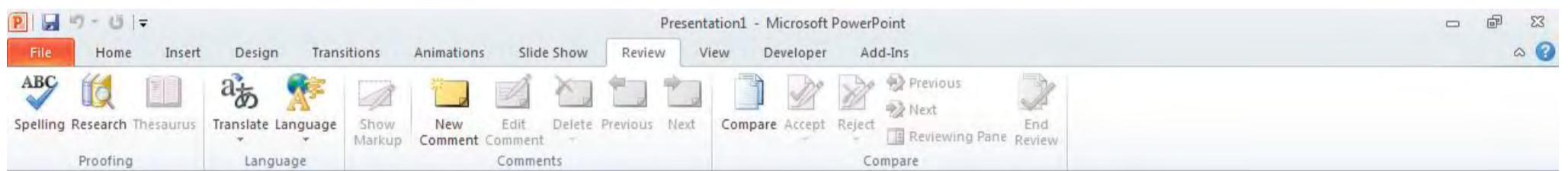
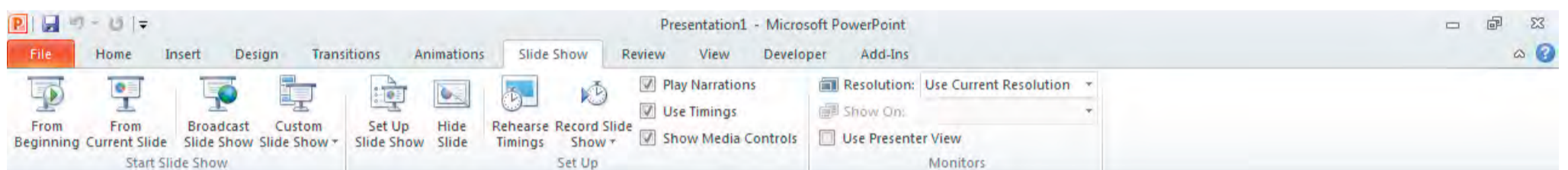
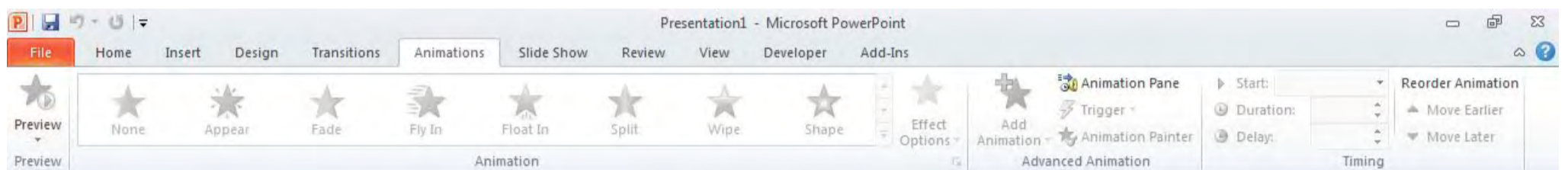
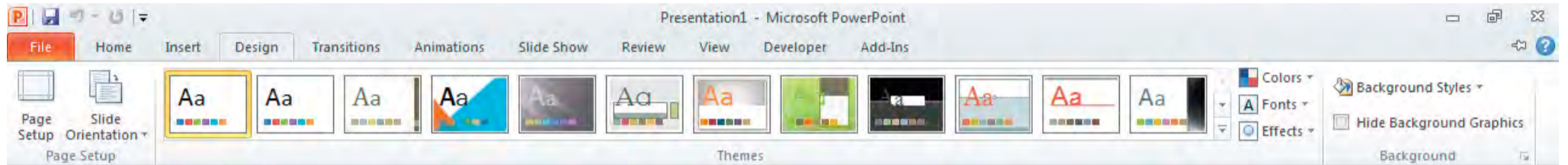
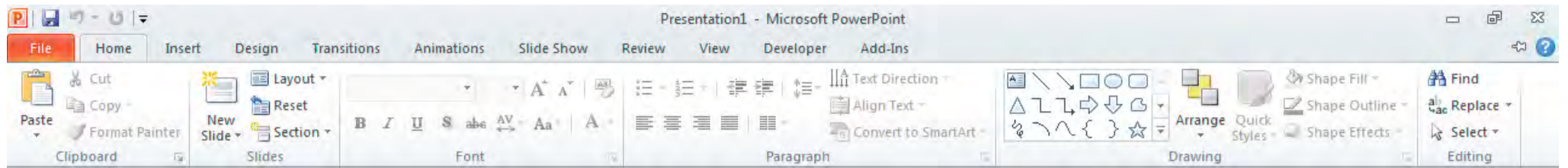


## Powerpoint 2003 Menus



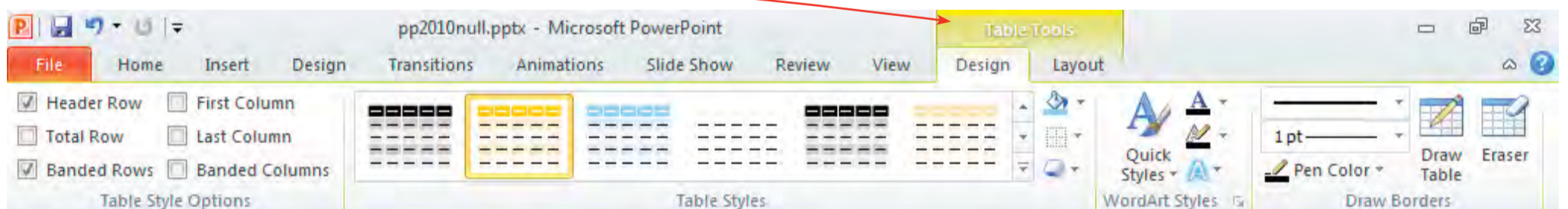
# POWERPOINT 2010 NAVIGATION RIBBON

This displays each tab, and the options in each tab.



Additional context-sensitive tabs will appear, such as the one below, when performing particular tasks.

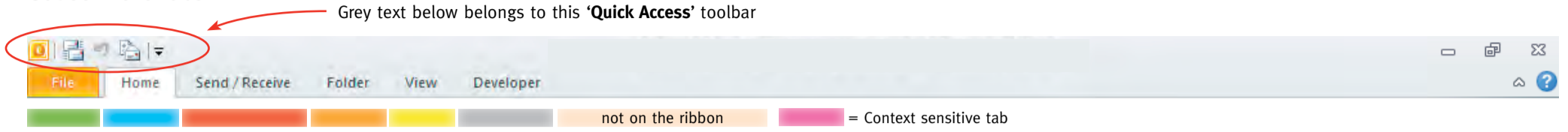
Context-sensitive table tab



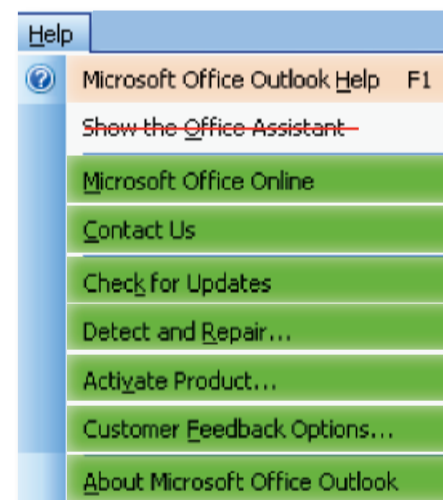
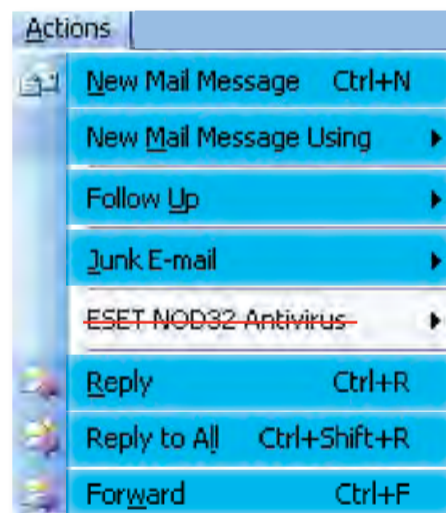
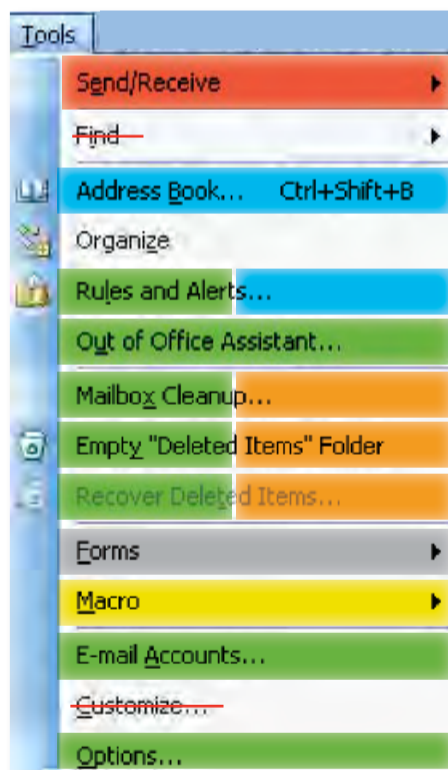
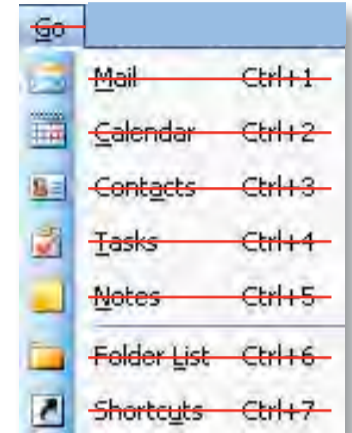
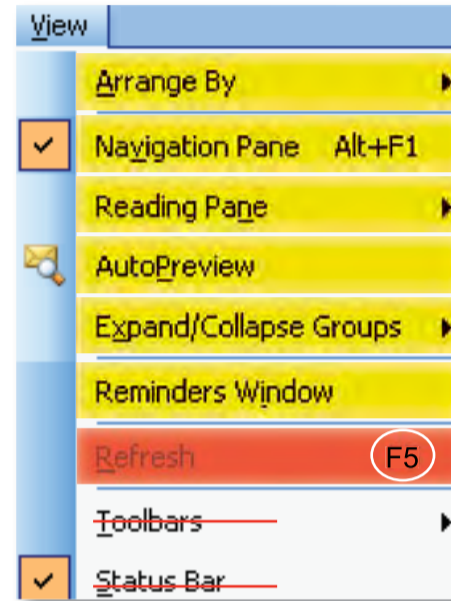
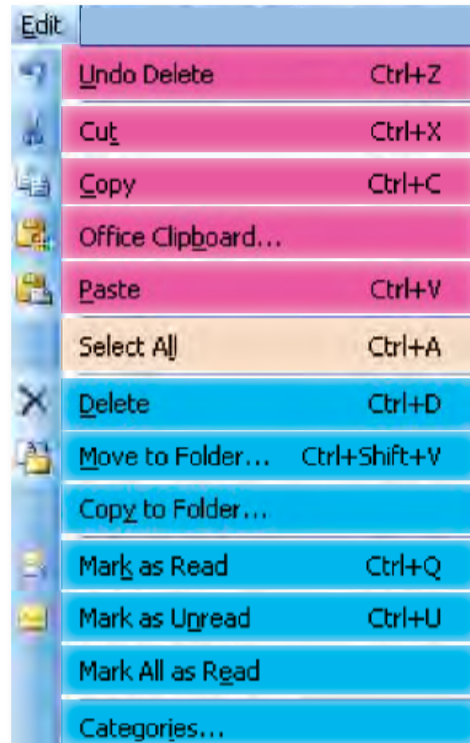
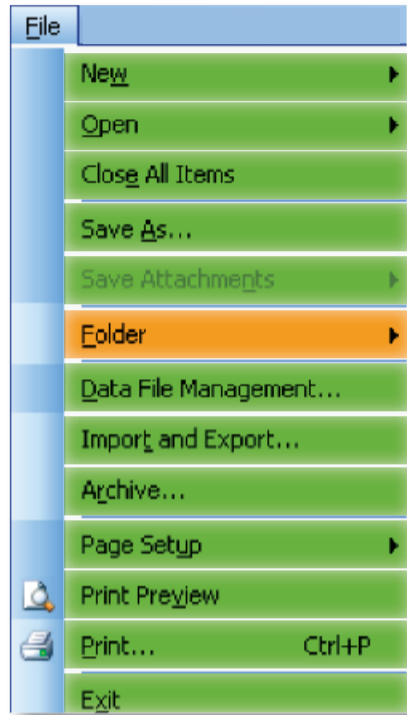
# OUTLOOK 2010 NAVIGATION PLANNER

To use the navigation planner, look up the option in the Outlook 2003 menu structure below and then use the colour code to identify which tab to go to in Outlook 2010. Use the Ribbon Navigator (overleaf) to identify the exact location.

## Outlook 2010 Tabs

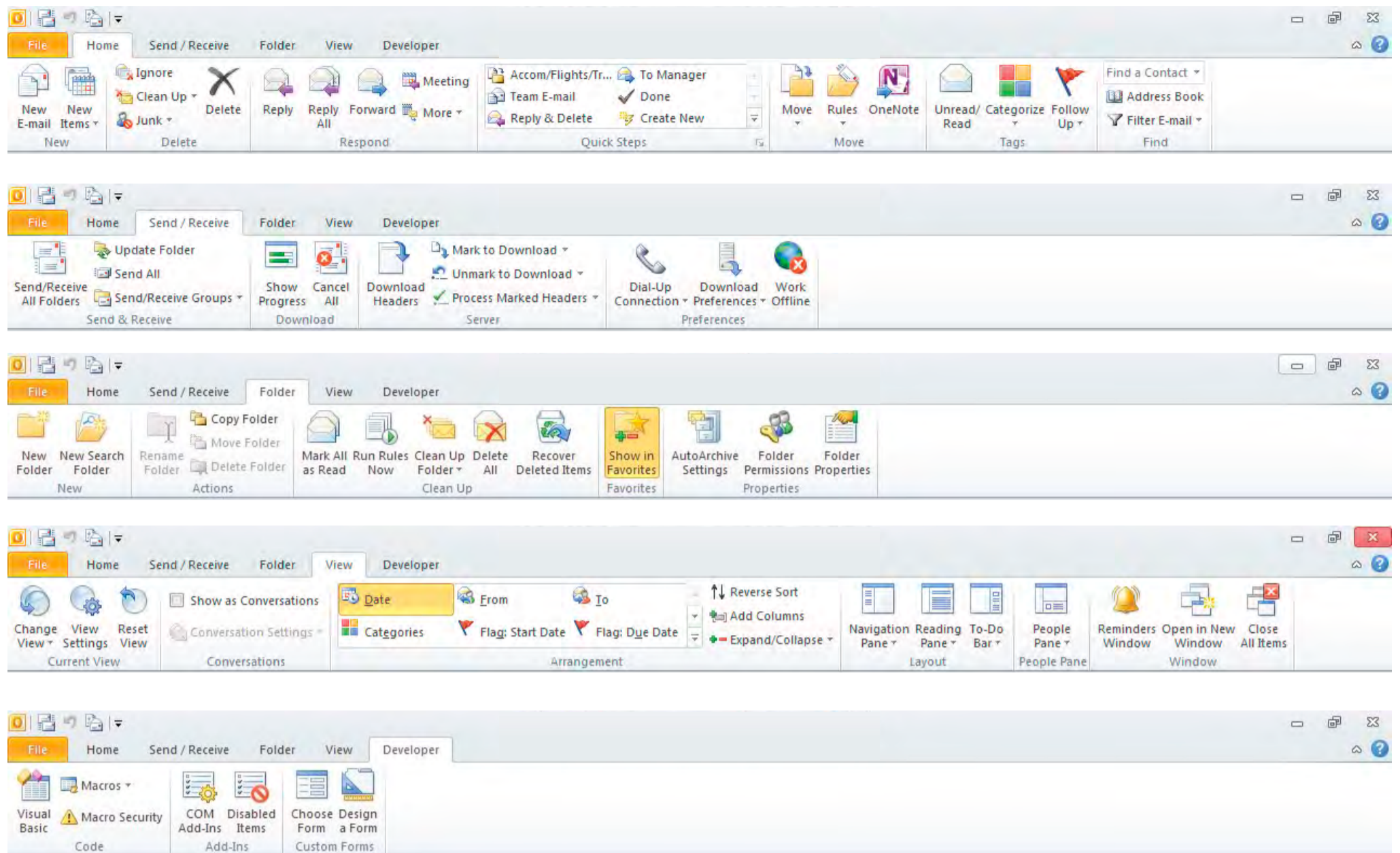


## Outlook 2003 Menus



# OUTLOOK 2010 NAVIGATION RIBBON

This displays each tab, and the options in each tab.



Additional context-sensitive tabs will appear, such as the one below, when performing particular tasks.

Context-sensitive New Appointment tab

