



# Office 2010 Tutorials

[Microsoft Office 2010 Overview](#) - sign up for this using your El Camino email address.

**Getting Up to Speed with Microsoft Office: Word 2010**  
with Micah Orloff

Thu, 05/05/2011 - 12:00pm - 1:00pm (Pacific Time)


Are you thinking about upgrading to the new Word 2010? Or do you already have a copy and are somewhat baffled by how to use it? Don't stress. In this seminar you'll review the major enhancements of Word 2010, including the following:

- Visually express yourself with an enhanced variety of document themes, artistic effects and photo/video editing options
- Download files safely with Protected Mode
- Change toolbars to your liking with the fully customizable Ribbon
- Get a live preview of your results with Paste Previews
- Search your document more efficiently with the Navigation Pane
- Manage your document from one place with the Backstage View
- Collaborate on documents with Co-Authoring

**Fees: Free**

Share It On [t](#) [f](#) [in](#)

Seminar Info



Registration

Registration closed for this event

Archive

This seminar is available in the archive.

View Seminar

Related Files

Click "View Seminar"

## [California State University, Los Angeles PDF Handouts](#)

### [Outlook Tutorial](#)

#### Organizing Your Folders - Creating New Data File for Personal Folders

Add a Personal Folder (otherwise known as a PST file) to Outlook 2010 so you can store your email locally on your own computer.

1. Select **File > Account Settings** then **Account Settings...** again.
2. Click the **Data Files** tab, then click **Add..**
3. Browse to an existing PST file that you already have, **OR** provide a file name to create a new Personal Folder (ex: your first initial last name). Click **OK**.
4. Click **Close** and the personal folder is created. You will see it on the left. Now you are ready to add sub-folders to this folder.
5. To add sub-folders, right click on new personal folder and select new Folder.

Link to instructions with screenshots: <http://www.technipages.com/outlook-2010-add-personal-folder-pst-file.html>

## [Word Tutorial](#)

## [Getting Started with Excel 2010](#)

## [What's New in Excel 2010](#)

## [New Office 2010 File Formats](#)

### **Options for Working with Office 2003 Files**

1. **No Changes.** When you are editing a file originally created in an Office 2003 program, you can continue to work in Compatibility Mode and save the file as usual without changing the file format. That is, keep working with it and saving as before; the file will not be automatically changed to a new version. These Office 2003 files can still be opened from Office 2010 or any earlier version.
2. **Save As to Newest Version.** You can save any Office 2003 or earlier file as a Microsoft Office 2010 (or Office 2007) version. The Save As option is found under the Backstage View/File tab (Office 2010) or the Office Button (Office 2007). The downside is that unless you specify a different location or delete the older file, both files will remain in the same location but with different file extensions.
3. **Convert to Newest Version.** To take advantage of all of the latest features in your current version of Microsoft Office, you can convert a file to the appropriate Office 2010/2007 file format. For example, the Convert command in Microsoft Word converts and replaces a document with the .doc format, and upgrades the file to the .docx format. The Convert option is recommended over Save As.

Converting your file gives you access to the new and enhanced features in Office 2010 or Office 2007.

## [How to Convert Older Office Files to the New Format](#)

**Note:** Before proceeding with the convert process, consider if you want to first backup your files.

## [How to Recover Earlier Versions of a File in Office 2010](#)