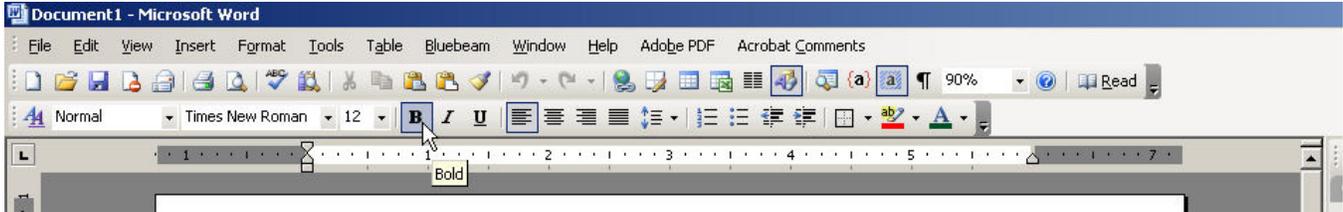


# MICROSOFT'S OFFICE 2010 INTERACTIVE GUIDES

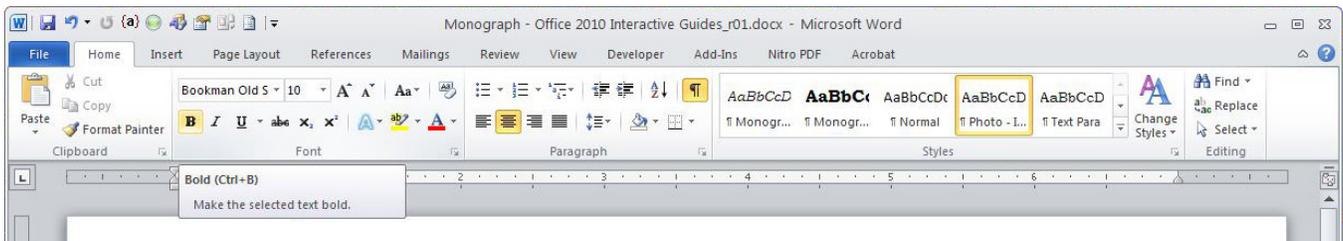
*A Guide to the Guides, by James D. Gafford*

*Prepared for the Golden Gate Computer Society General Meeting, September 26, 2011*

Someone at Microsoft recognized early on that for most users of their Office software application suite, the transition from using Office 2003 to using Office 2010 (and 2007, for that matter) would, by in large, be a matter of getting used to a completely redesigned user interface—that part of the program you use to tell the program what to do. In Office versions up to and including 2003 we had menus and toolbars:



In Office 2010, we have...Ribbons(!):



So the question that most often and obviously pops up is, “Where the @\$%^&\* is my [fill-in-the-blank] [menu or toolbar] command?!?!?!?”

Microsoft’s answer was to create a set of “Interactive Guides.” These are programs you can download from their web site— a separate program for each Office 2010 application—that show you in an animated fashion the exact answer to the aforementioned question(s)!

The URL for the Microsoft web page that contains the individual “Interactive Guide” links is:

<http://office.microsoft.com/en-us/outlook-help/learn-where-menu-and-toolbar-commands-are-in-office-2010-and-related-products-HA101794130.aspx>

Here’s what the portion of the page with the links looks like (and, actually, the links should work from here, too):

## Use an interactive guide to find my commands

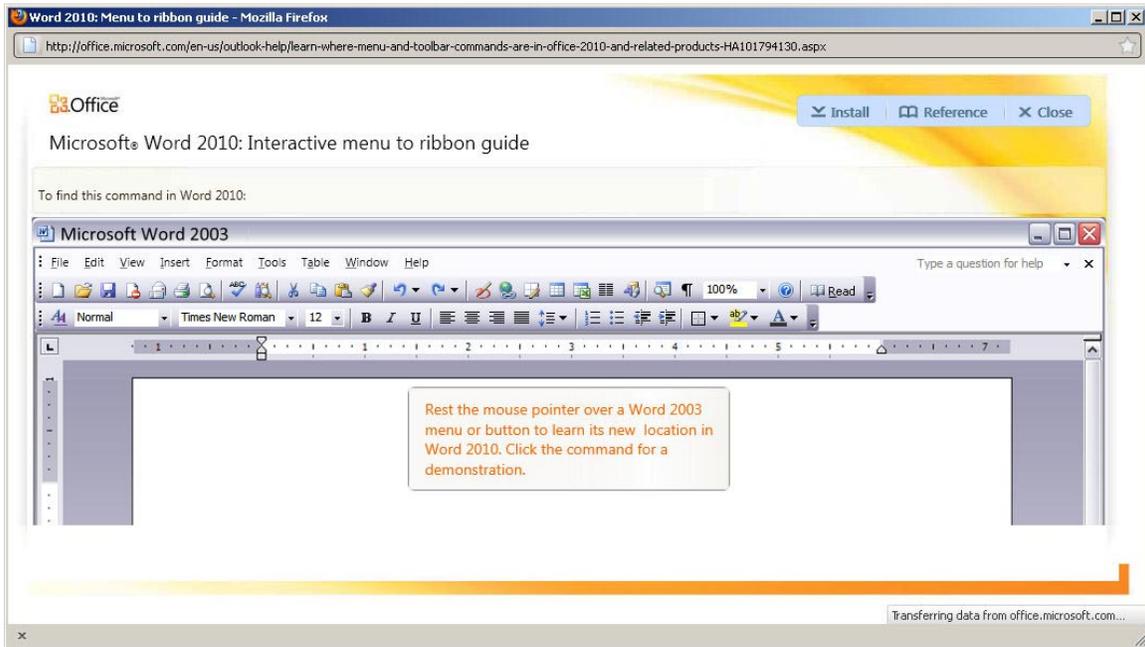
These interactive guides show you where your favorite menu and toolbar commands are located in Office 2010. Just click the command or button that you want to find and the guide will show you its location in the 2010 version of the program.

To get started using a guide, click one of the links in the table below.

 <a href="#">Open the Word guide &gt;</a>	 <a href="#">Open the Access guide &gt;</a>
 <a href="#">Open the Excel guide &gt;</a>	 <a href="#">Open the InfoPath guide &gt;</a>
 <a href="#">Open the Outlook guide &gt;</a>	 <a href="#">Open the OneNote guide &gt;</a>
 <a href="#">Open the PowerPoint guide &gt;</a>	 <a href="#">Open the Publisher guide &gt;</a>
 <a href="#">Open the Project guide &gt;</a>	 <a href="#">Open the Visio guide &gt;</a>

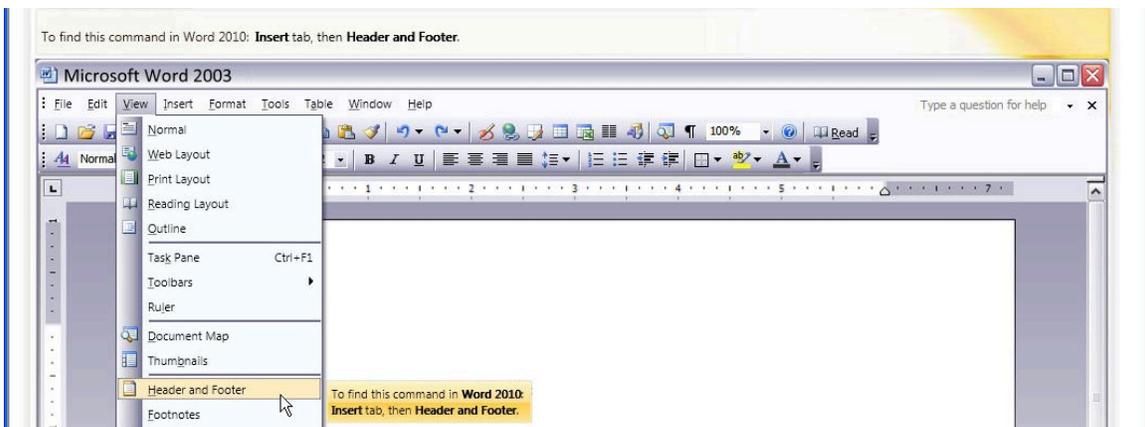
The Interactive Guide programs run in your web browser (Internet Explorer and FireFox both work fine), using something else of Microsoft’s they call “Silverlight.” (If you stream movies to your computer from NetFlix, you’re using Silverlight.) If you try to run a guide and Silverlight isn’t installed, you’ll be prompted to install Silverlight first—an installation program downloads that you have to run.

Once Silverlight is installed, and you go back to run an Interactive Guide (say, for Microsoft Word 2010), here’s what you see after you click the “Start” button:



The “Install” button at the upper right allows you to install this particular Guide locally on your computer so that you won’t have to download it every time you want to run it.

Move the mouse over a toolbar command, or use it to pull down and highlight a menu command:



Note that just highlighting a command in the 2003 interface makes a text description of where the same command is in Word 2010 appear in two places, next to the menu or toolbar command, and at the top just above the Word 2003 title bar.

Now click the 2003-version menu command (or toolbar button). The Guide appears to flip around, and it highlights the equivalent command in the Word 2010 user interface—how cool is that!

