Office 2007/2010 Conversion

In general, the existing directions related to Microsoft Office products contain specific information on how to find the feature. In Office 2007/2010, these features are in obvious locations, like the Home tab on the ribbon instead of the Drawing toolbar. Additionally, in Office 2010, some features have been discontinued. The conversion provides updated instructions for Office 2007/2010.

Activity 3-4

6. Select Insert > Illustrations > Clip Art on the ribbon to display the Clip Art panel.

12. Select Insert > Text > Word Art on the ribbon and select a style in the drop-down list that is displayed. In the text box that appears, type START. Then move the word art between the mouse and the instructions text box.

36. Click on the red background rectangle to select it. Then, select Insert > Links > Action on the ribbon to open the Action Settings dialog box.

54. Select the Animations tab in the ribbon and locate the Advance Slide panel on the far-right end of the tab. Uncheck the On Mouse Click check box.

55. In the Advance Slide panel, uncheck the On Mouse Click check box.

Activity 3-5

Commands listed as on Formatting toolbar are on the Home tab of the ribbon. This applies to these steps: 10, 11, 14, 15, and 18.


23. With the word art selected, use the ribbon (Home > Font) to change the font size to 8. Then, scale the word art text box to fit the font size.

26. Click the word art. Highlight the text and change it to 2.
44. Office 2007: Select **Print > Print Preview** from the application menu (Office button). Office 2010: Select the **File** tab on the ribbon then click **Print**. The page is automatically previewed on the right.

45. Office 2007: Click the **Page Setup** button in the **Print Preview** tab of the ribbon to open the **Page Setup** dialog box.
   Office 2010: Click the **Page Setup** hyperlink at the bottom of the preview pane to open the **Page Setup** dialog box.