



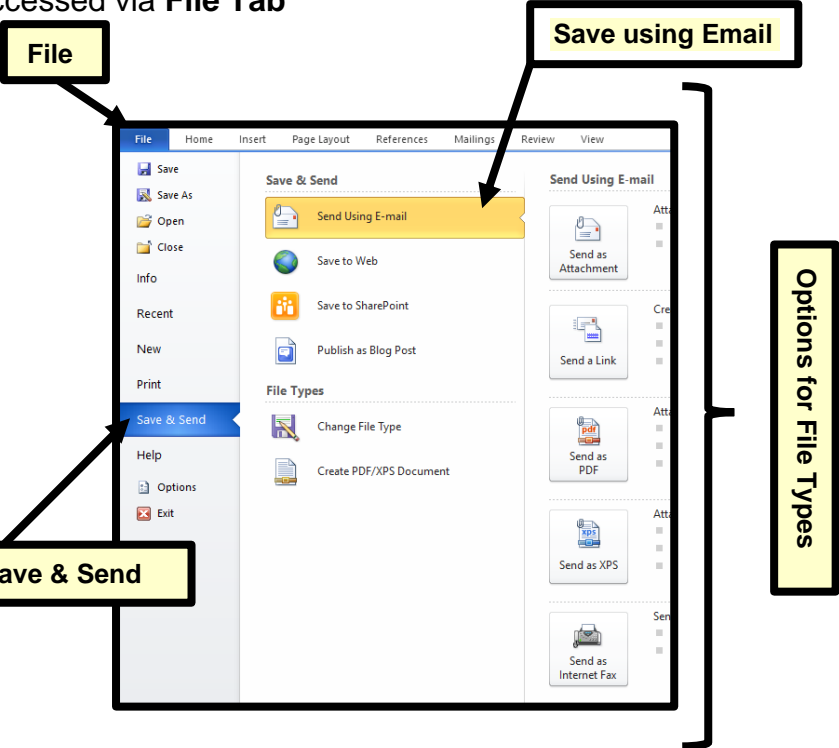
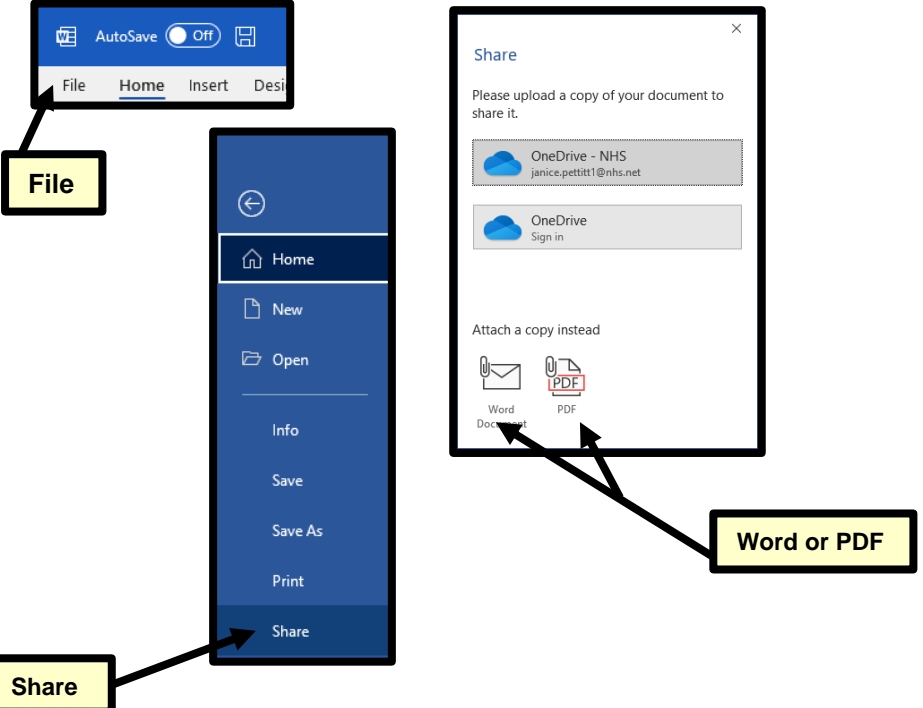


From 1st May 2022, our Microsoft Word 2010 will cease to function. We will be using Word 365 and this Quick Reference Guide is to help you identify the main changes from the old system to the new 365.

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## File

 Word 2010	 Word 365
<p>Accessed via <b>File Tab</b></p>  <p><b>File</b></p> <p><b>Save &amp; Send</b></p> <p><b>Save using Email</b></p> <p><b>Options for File Types</b></p>	<p>Accessed via <b>File Tab</b></p>  <p><b>File</b></p> <p><b>Share</b></p> <p><b>Word or PDF</b></p>



Word 2010

Accessed via **File Tab**

The screenshot shows the Word 2010 File tab interface. Annotations include:

- File**: Points to the File tab label.
- Recent Documents**: Points to the list of recent documents.
- Recent**: Points to the Recent button in the ribbon.
- Recent Places**: Points to the list of recent locations.



Word 365

Accessed via **File Tab**

The screenshot shows the Word 365 File tab interface. Annotations include:

- File**: Points to the File tab label.
- Recent files listed**: Points to the list of recent files.



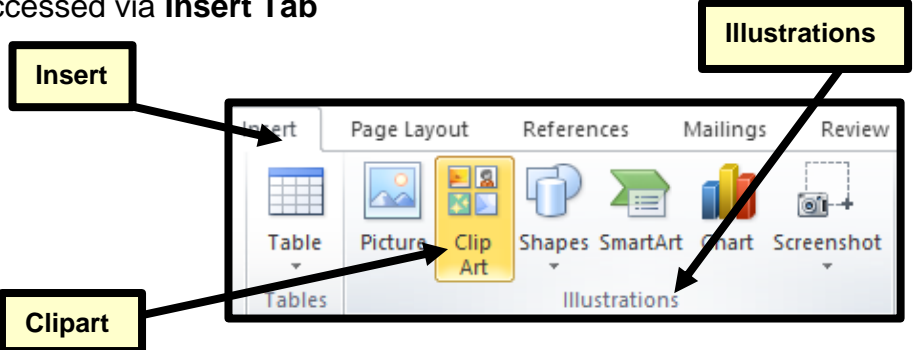
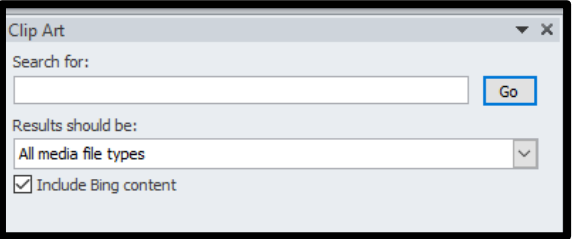
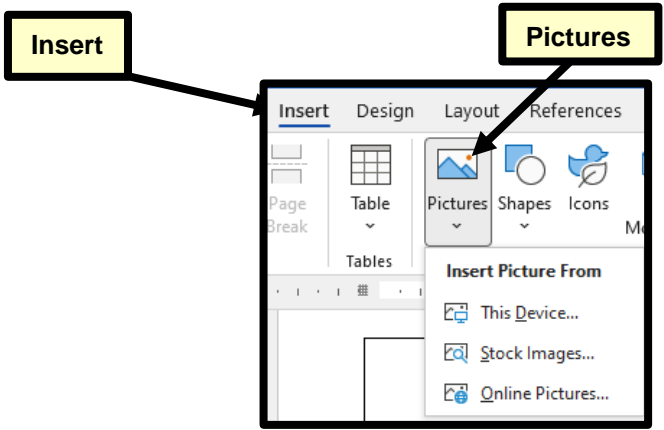
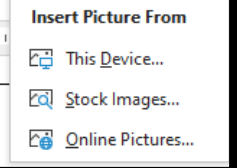
## Accessed via File Tab

This diagram illustrates the process of opening a file in Word 2010. It shows the **File** tab selected in the ribbon, with the **Open** option highlighted. A callout box labeled **File** points to the File tab, and another labeled **Open** points to the Open button. The **Open** dialog box is shown, displaying a folder structure. A callout box labeled **Double-Click folder** points to the **IT Training** folder, and another labeled **Double-Click file** points to the **Birthday List** folder. A third callout box labeled **Open** points to the **Open** button at the bottom of the dialog box.

## Access via File Tab

This diagram illustrates the process of opening a file in Word 365. It shows the **File** tab selected in the ribbon, with the **Open** option highlighted. A callout box labeled **File** points to the File tab, and another labeled **Open** points to the Open button. The **Open** pane is shown, displaying a list of recent files. A callout box labeled **Click file (if listed)** points to the **Word 2010 to Word 365.docx** file. A callout box labeled **Double-Click This PC or Browse** points to the **This PC** and **Browse** options in the **Other locations** section.

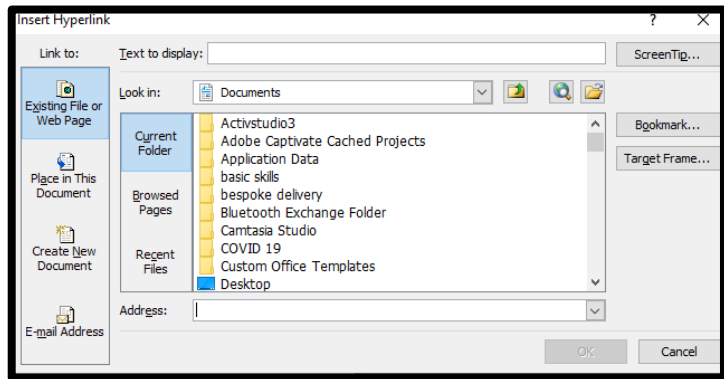
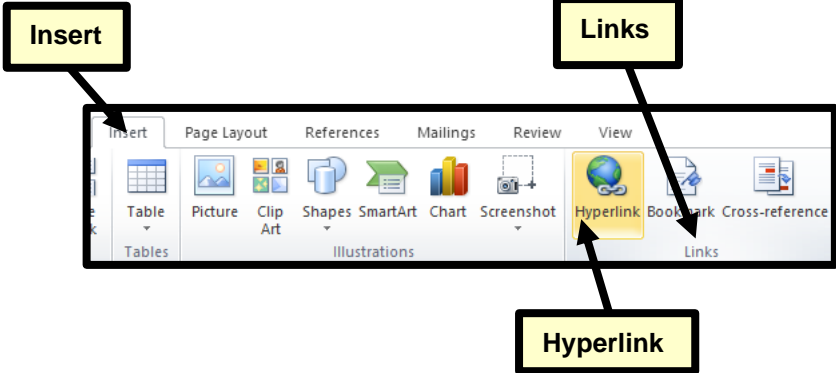
## Insert Tab

 Word 2010	 Word 365
<p>Accessed via <b>Insert Tab</b></p>  <p><b>Insert</b> (points to Insert tab)</p> <p><b>Clipart</b> (points to Clip Art button)</p> <p><b>Illustrations</b> (points to Illustrations group)</p>  <p><b>Clipart Search Pane displays</b></p>	<p>Accessed via <b>Insert Tab</b></p>  <p><b>Insert</b> (points to Insert tab)</p> <p><b>Pictures</b> (points to Pictures button)</p>  <p><b>Insert Picture From: This Device/Stock Images/Online Pictures</b></p>



Word 2010

Accessed via **Insert Tab**

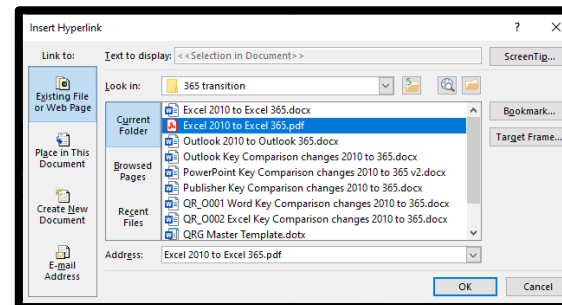
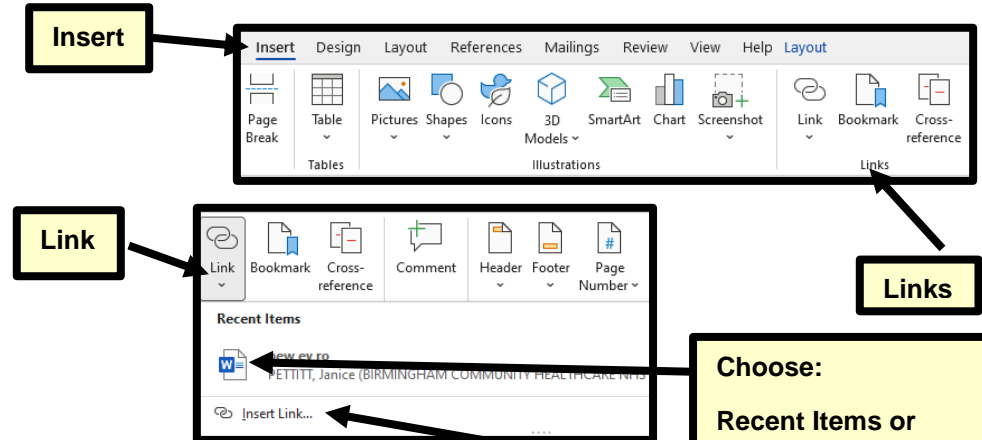


Insert Hyperlink dialogue box displays



Word 365

Accessed via **Insert Tab**



Insert Hyperlink dialogue box displays



Accessed via **Insert Tab**

**Insert**

**WordArt**

**Text**

**WordArt Options display**

Accessed via **Insert Tab**

**Insert**

**WordArt Button**

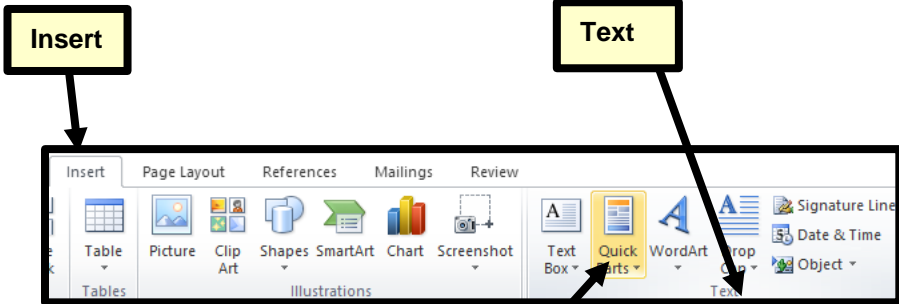
**Text**

**WordArt Options display**

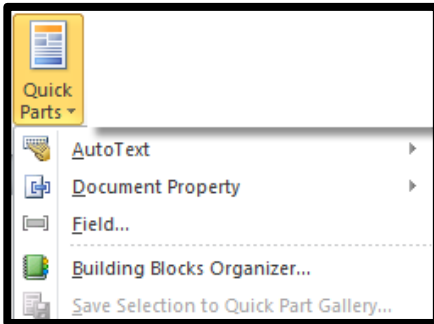


Word 2010

Accessed via **Insert Tab**



**Quick Parts**

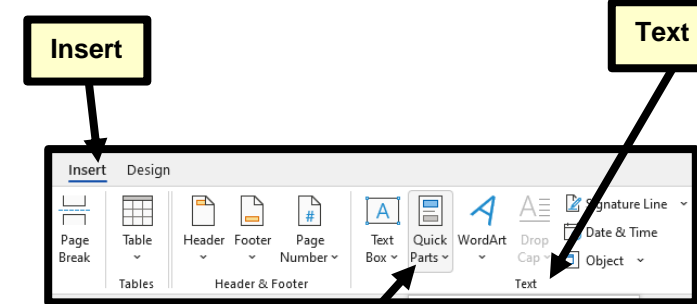


**Quick Parts options display**

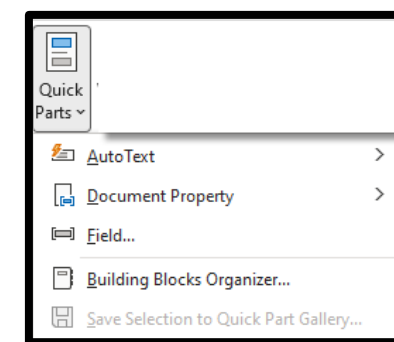


Word 365

Accessed via **Insert Tab**



**Explore Quick Parts Button**



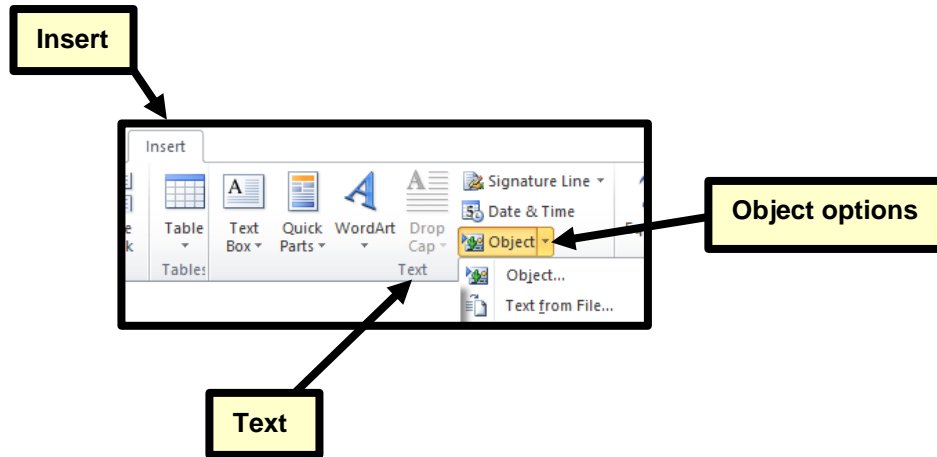
**Quick Parts options display**





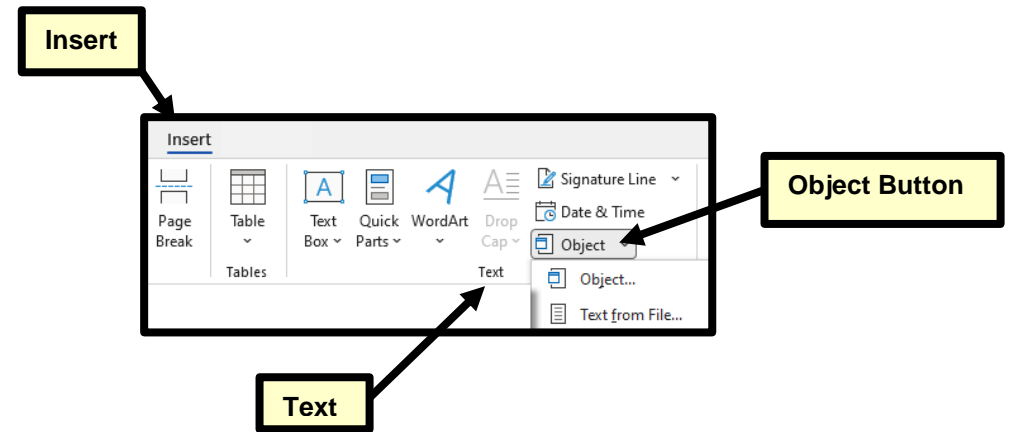
Word 2010

Accessed via **Insert Tab**



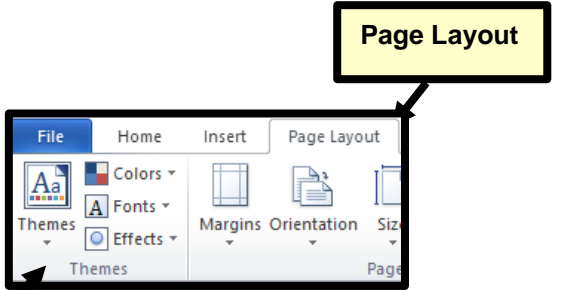
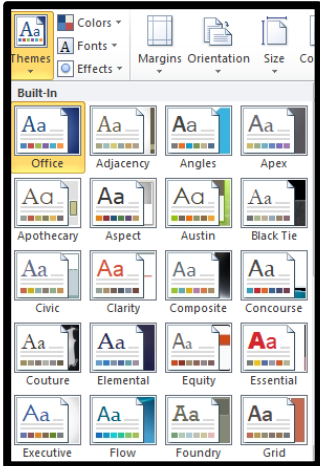

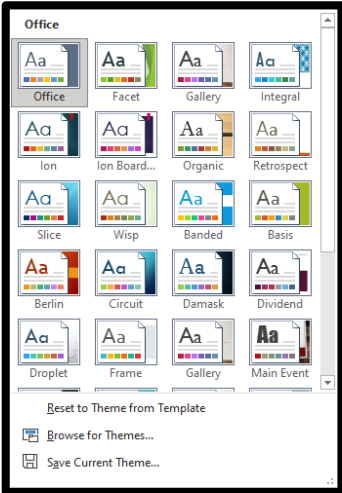


Word 365

Accessed via **Insert Tab**



## Page Layout

 Word 2010	 Word 365
<p>Accessed via <b>Page Layout</b> Tab</p>  <p><b>Page Layout</b></p> <p><b>Themes</b></p>  <p><b>Themes options display</b></p>	<p>Accessed via <b>Design</b> Tab</p>  <p><b>Design</b></p> <p><b>Themes</b></p>  <p><b>Themes options display</b></p>

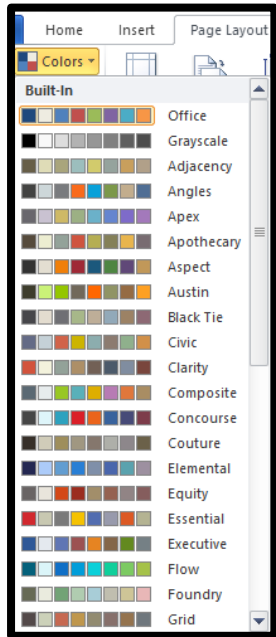
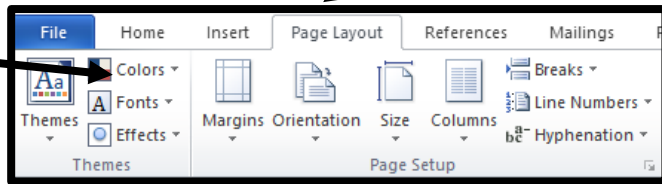


Word 2010

Accessed via **Page Layout** Tab

Page Layout

Colours



Colour Options display

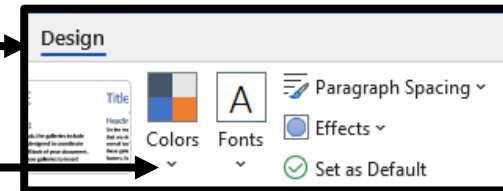


Word 365

Accessed via **Design** Tab

Design

Colours



Colour Options display



Word 2010

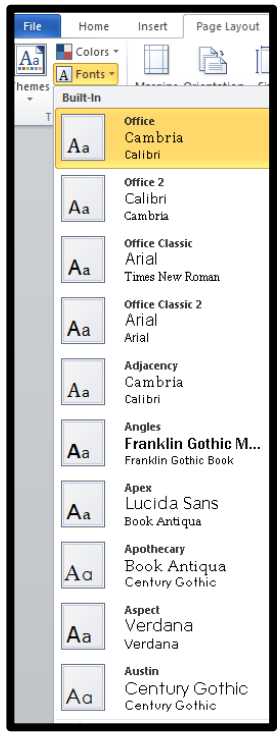
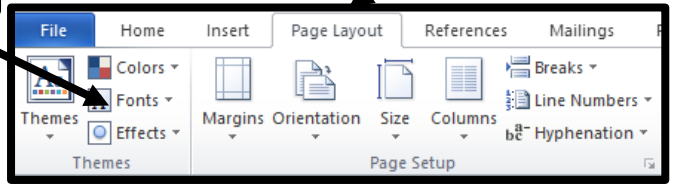


Word 365

## Accessed via Page Layout Tab

Fonts

Page Layout

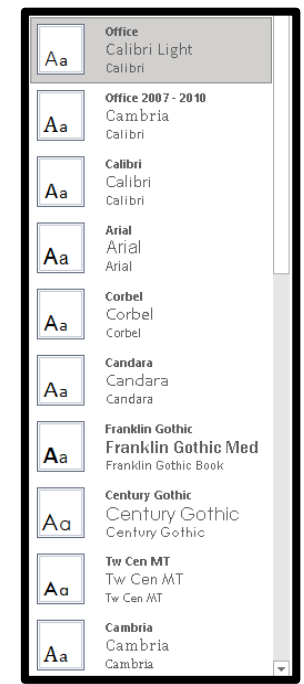
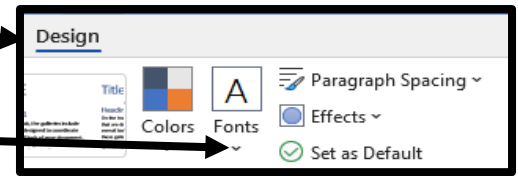


Font Options display

## Accessed via Design Tab

Design

Fonts



Font Options display



## Accessed via Page Layout Tab

## Accessed via Design Tab

**Effects** (points to Effects button in ribbon)

**Page Layout** (points to Page Layout tab)

**Effect Options display** (points to grid of effect thumbnails)

Built-In			
Office	Adjacency	Angles	Apex
Apothecary	Aspect	Austin	Black Tie
Civic	Clarity	Composite	Concourse
Couture	Elemental	Equity	Essential
Executive	Flow	Foundry	Grid

**Design** (points to Design tab)

**Effects** (points to Effects button in ribbon)

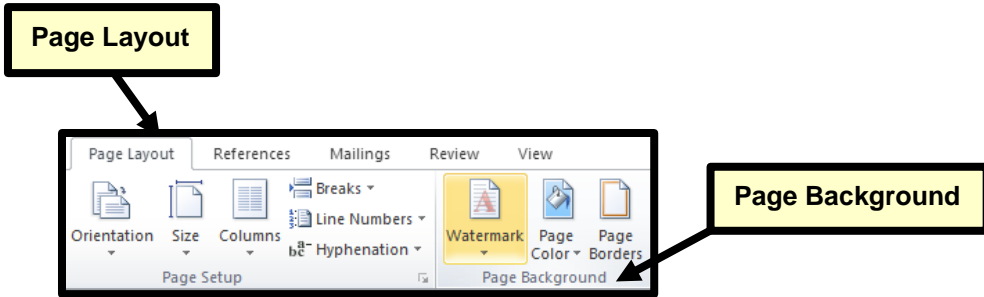
**Effect Options display** (points to grid of effect thumbnails)

Office			
Office	Office 20...	Subtle So...	Banded E...
Smokey G...	Glow Edge	Grunge T...	Frosted G...
Top Shad...	Inset	Milk Glass	Riblet
Reflection	Extreme S...	Glossy	



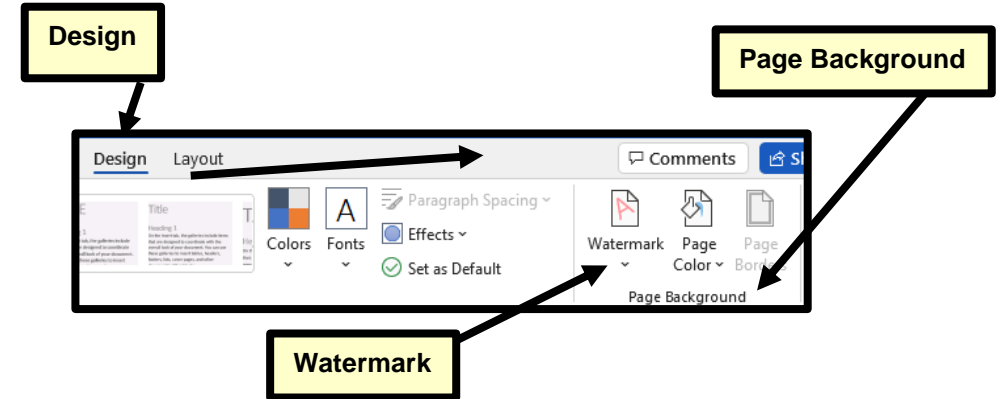
Word 2010

Accessed via **Page Layout**

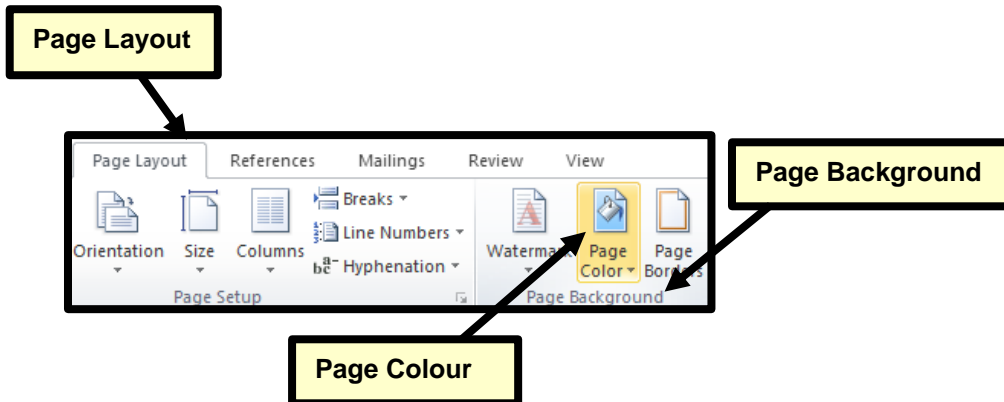


Word 365

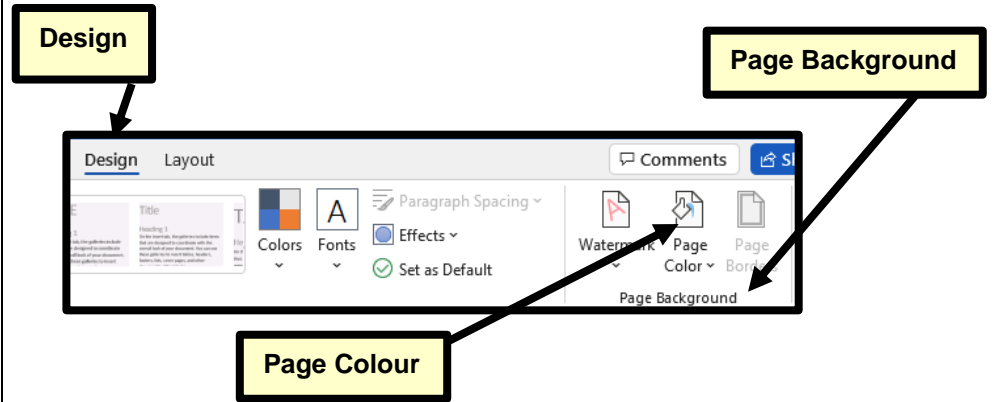
Accessed via **Design** Tab



Accessed via **Page Layout**



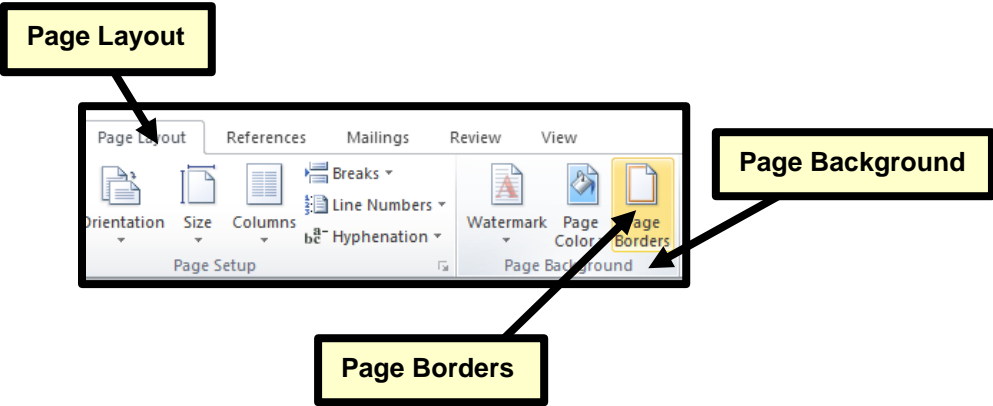
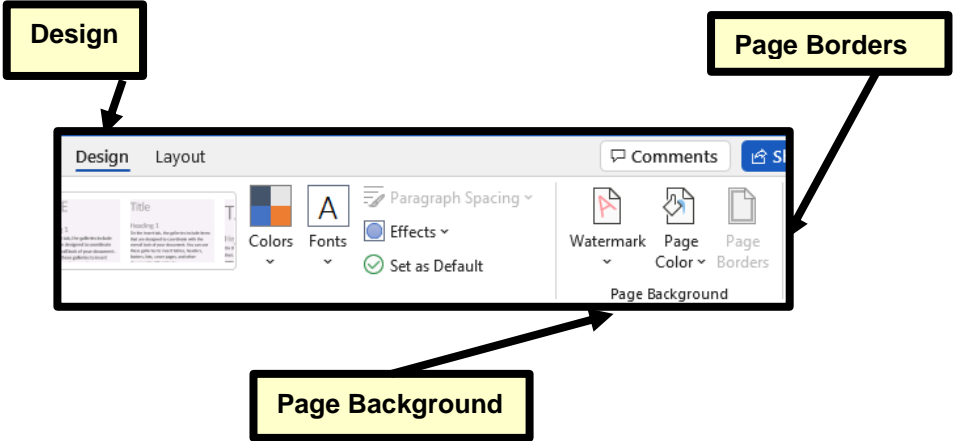


Accessed via **Design** Tab





Pag

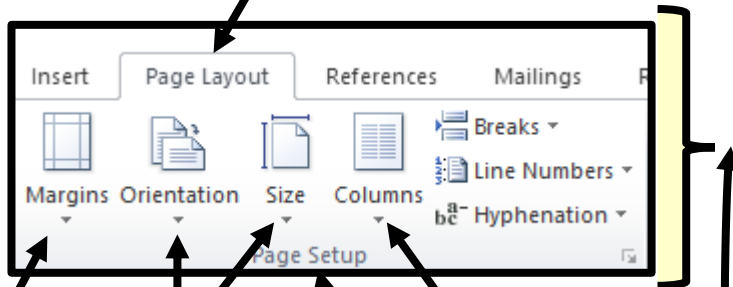
 <p><b>Word 2010</b></p>	 <p><b>Word 365</b></p>
<p>Accessed via <b>Page Layout</b></p> 	<p>Accessed via <b>Design Tab</b></p> 



Word 2010

Accessed via **Page Layout**

Page Layout



Page Set Up

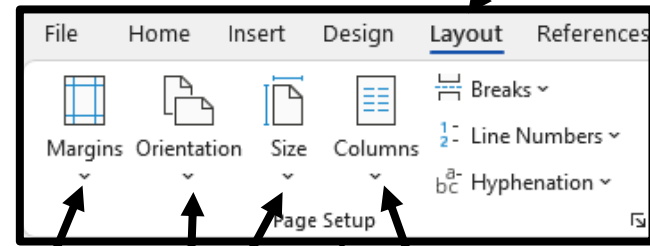
Margins/Orientation/Size/Column/Breaks/Line Numbers/Hyphenation



Word 365

Accessed via **Layout Tab**

Layout



Page Set Up

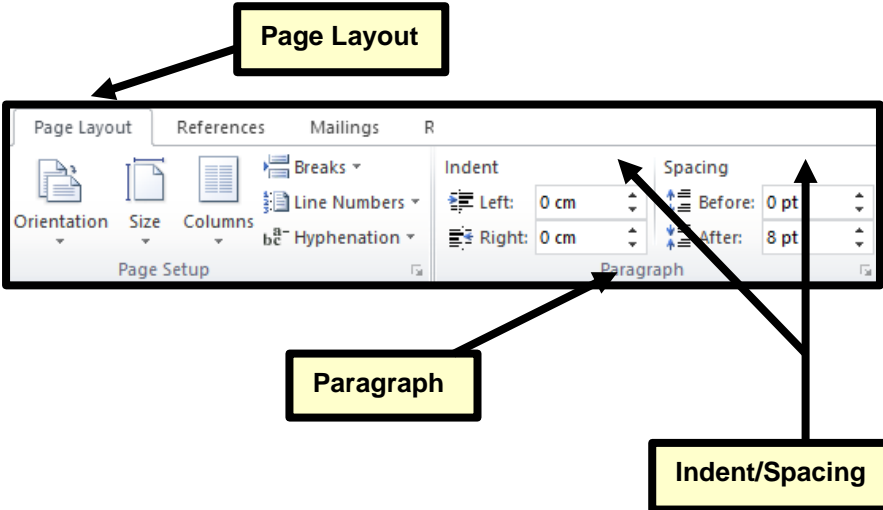
Margins/Orientation/Size/Column/Breaks/Line Numbers/Hyphenation





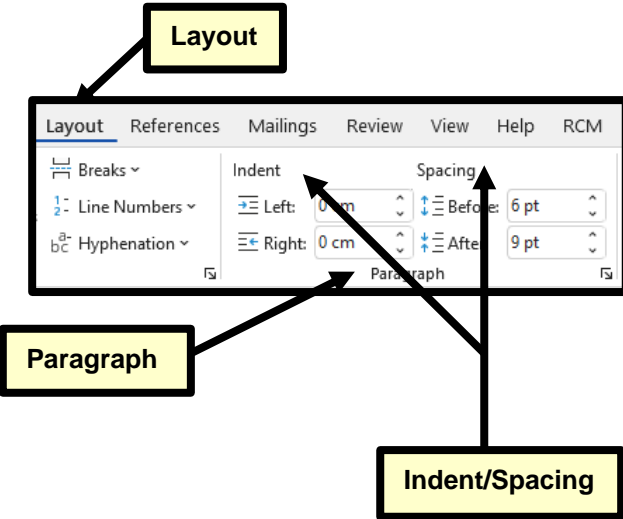
Word 2010

Accessed via Page Layout



Word 365

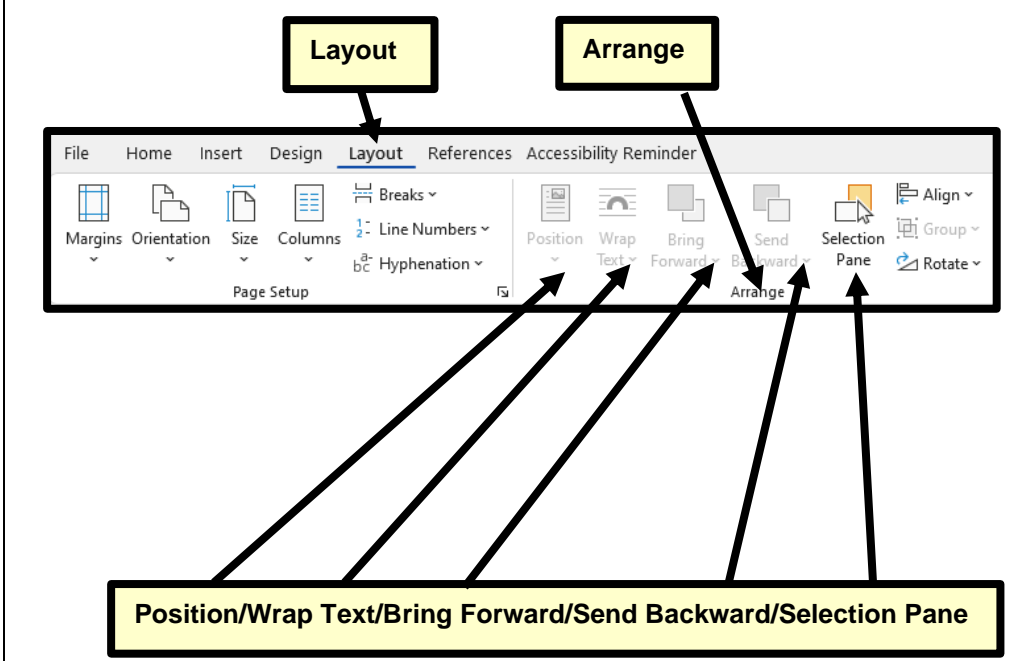
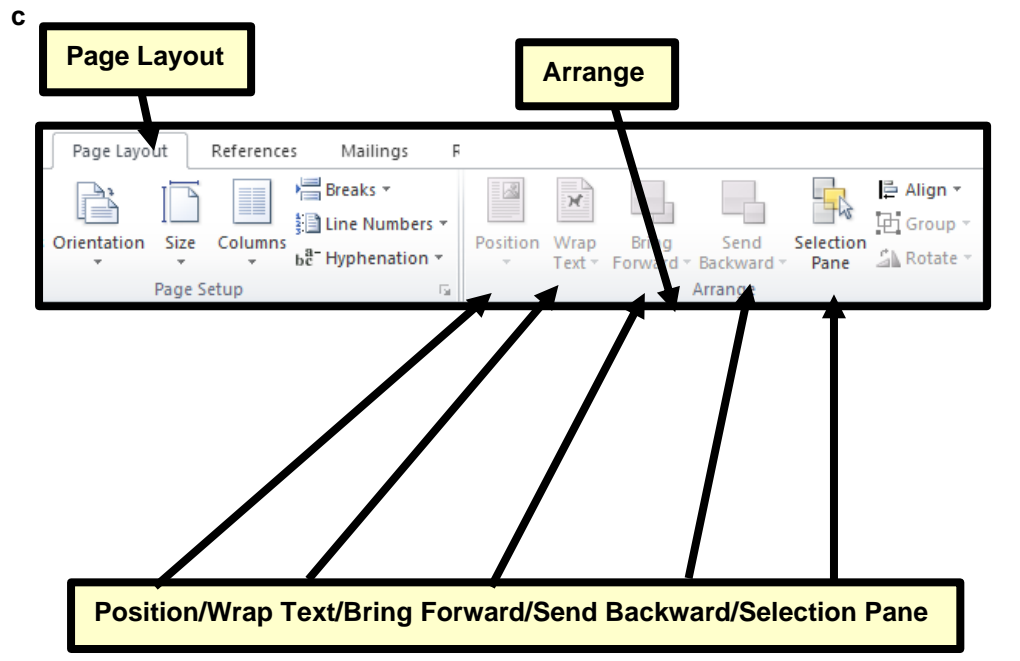
Accessed via Layout







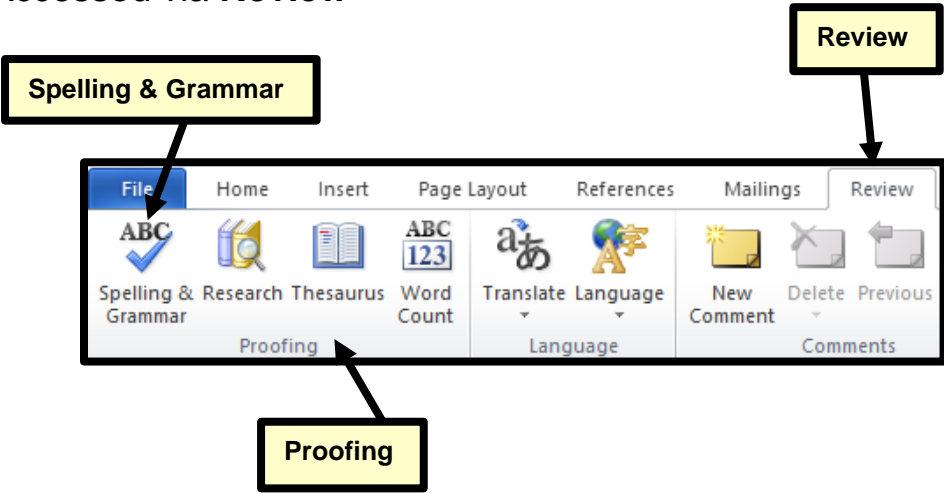
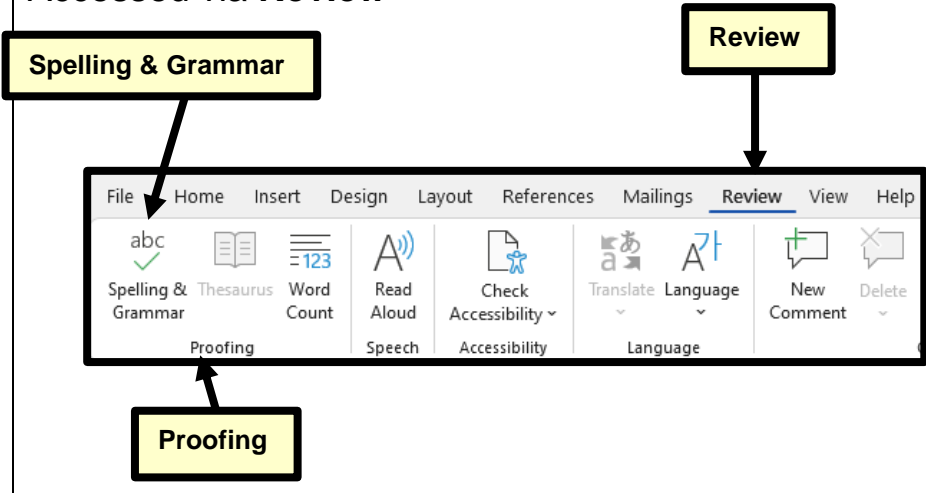
Accessed via Page Layout

Accessed via Layout



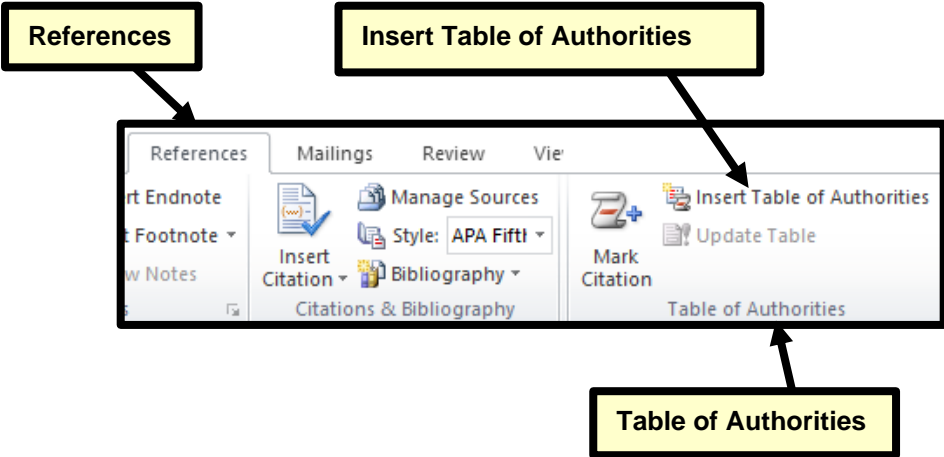
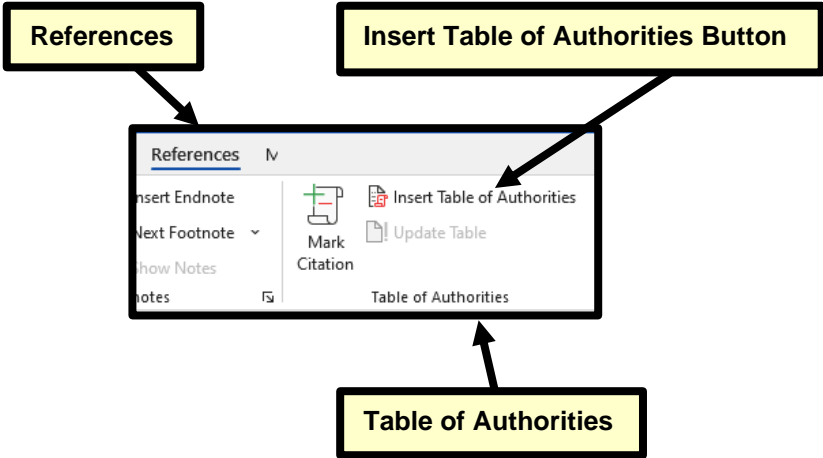




Review

 <p>Word 2010</p>	 <p>Word 365</p>
<p>Accessed via <b>Review</b></p> 	<p>Accessed via <b>Review</b></p> 

## References

 Word 2010	 Word 365
<p>Accessed via <b>References</b></p>  <p>The diagram shows the Word 2010 References ribbon. A yellow box labeled 'References' has an arrow pointing to the ribbon title. Another yellow box labeled 'Insert Table of Authorities' has an arrow pointing to the 'Insert Table of Authorities' button. A third yellow box labeled 'Table of Authorities' has an arrow pointing to the 'Table of Authorities' group at the bottom of the ribbon.</p>	<p>Accessed via <b>References</b></p>  <p>The diagram shows the Word 365 References ribbon. A yellow box labeled 'References' has an arrow pointing to the ribbon title. Another yellow box labeled 'Insert Table of Authorities Button' has an arrow pointing to the 'Insert Table of Authorities' button. A third yellow box labeled 'Table of Authorities' has an arrow pointing to the 'Table of Authorities' group at the bottom of the ribbon.</p>