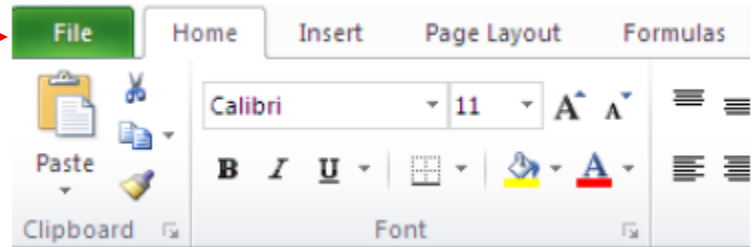
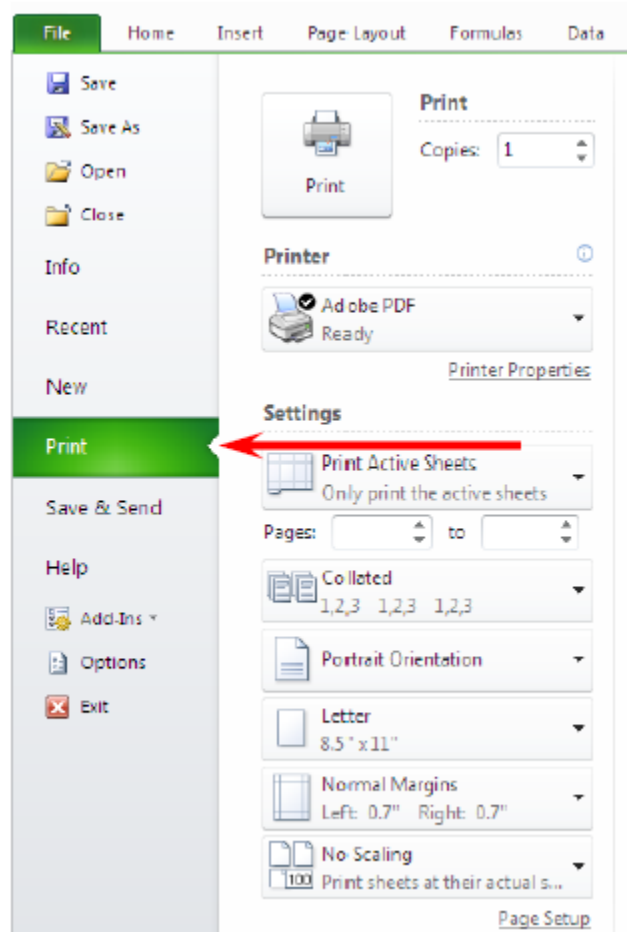


## The Microsoft File Menu

The first thing you'll notice, when you open a 2010 Office application is that there is no longer a **Microsoft Office Button**. This button has been replaced by the File Menu. The arrow above points to the **Microsoft File Menu**.

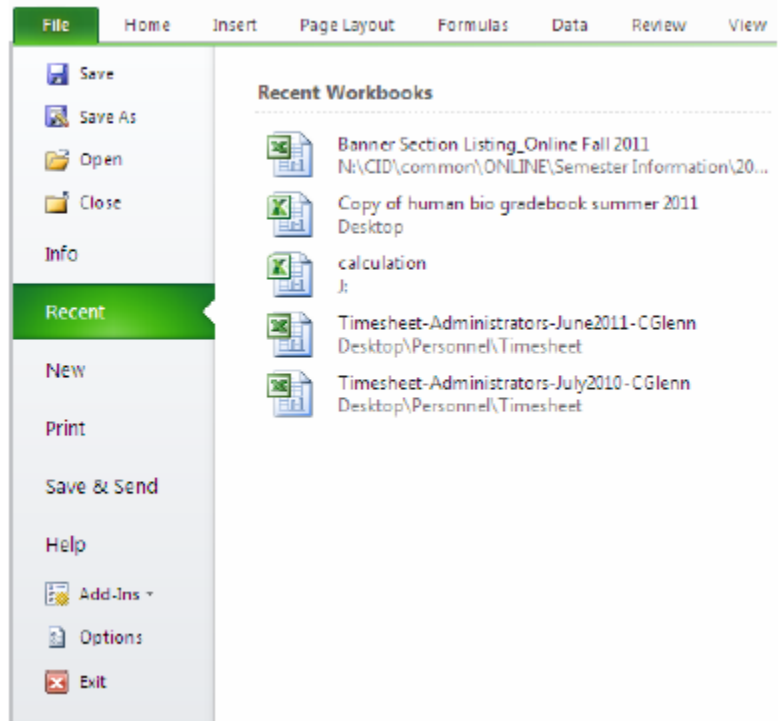


Click the **Microsoft Office button**.



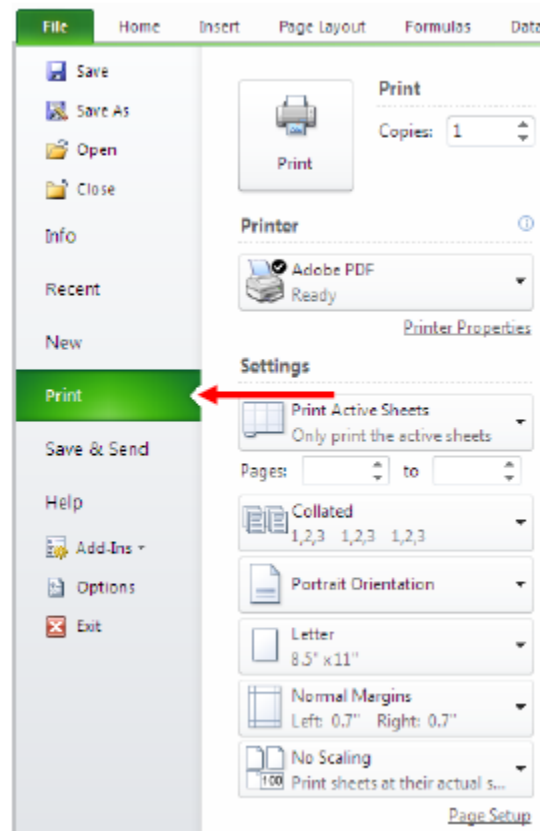
On the **right side of the Microsoft File Menu** screen you will see your most recently used files – **Recent Workbooks** (see arrow above on right).

Each Microsoft **Office File Menu** is tailored to its Office application (Word, Excel, PowerPoint, etc).



**Click Print.**

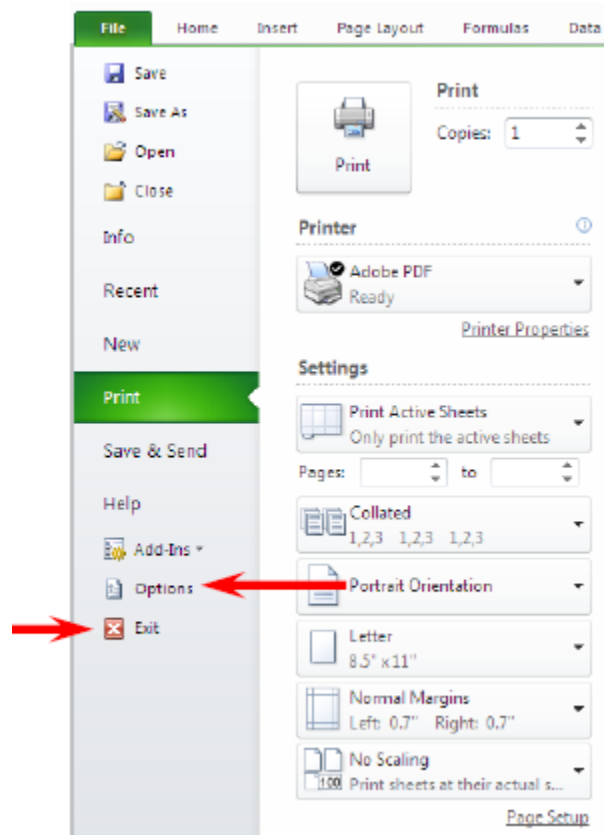
A standard **Print Menu** screen will appear.



It is suggested that you **spend a few minutes clicking the various choices** in the Microsoft **File Menu** screen to familiarize yourself with what they do.

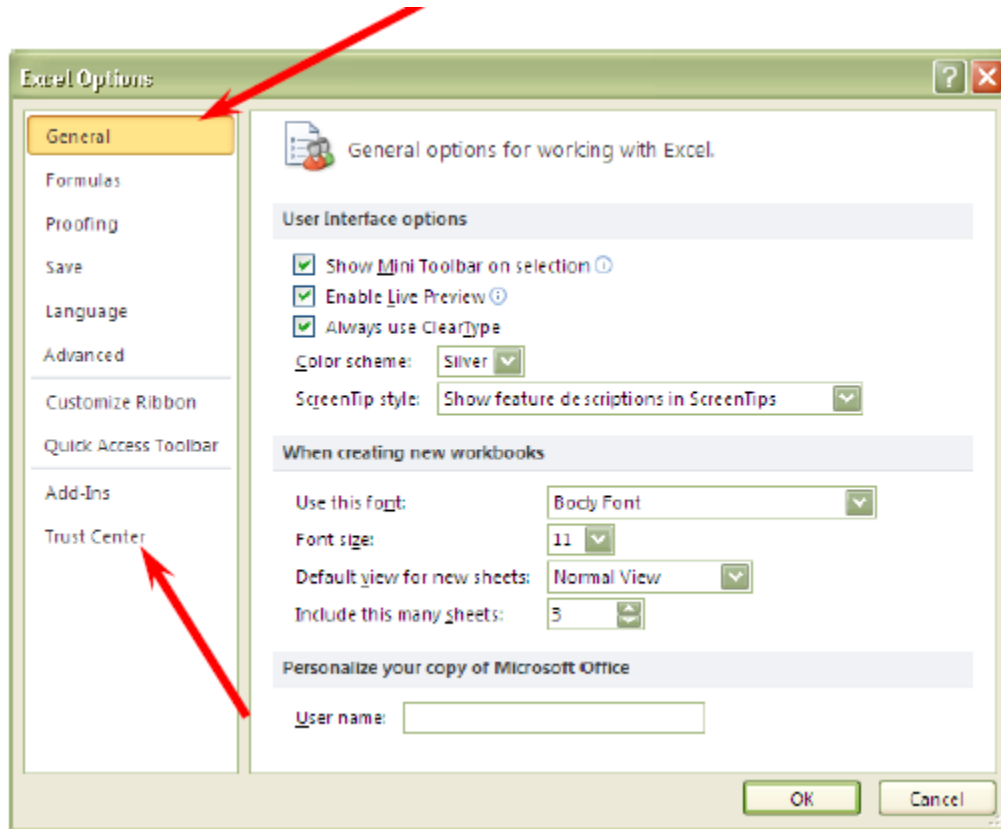
If you look at the **bottom** of the **Microsoft Office File Menu screen** you will see that the **Excel Options** and **Exit Word** buttons are no longer there. These buttons are now found in the list of File Menu options and are referred to as **Options** and **Exit** respectively.

These menu options are the same on all Microsoft Office applications (e. g., Word, Excel, Access, & PowerPoint).



When you **click** the **Options** button the **image below** will **appear**. **Notice**, on the **left side** of the **menu screen** there are a number of choices (e.g. General, Formulas, Proofing, etc.). When you click a choice on the left side of the screen, the options for that choice appear on the right.

You will see that Microsoft has placed a lot of resources that were under File-Tools-Options, in previous versions of Office, in this menu.



The last choice – **Trust Center** – provides security for private information in your files and protects your computer.