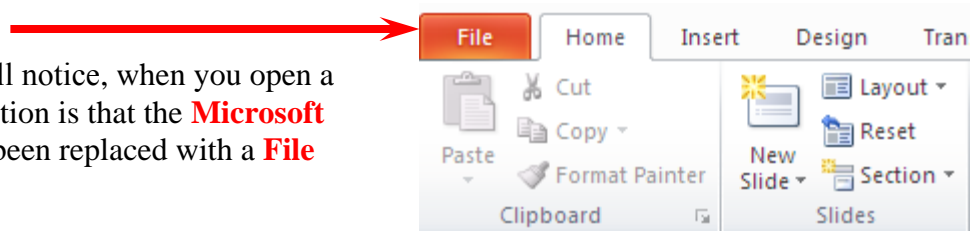
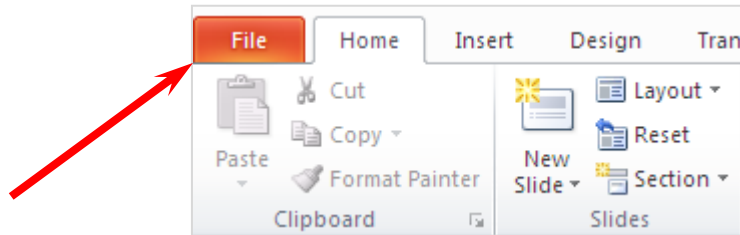


## The Microsoft File Menu

The first thing you'll notice, when you open a 2010 Office application is that the **Microsoft Office Button** has been replaced with a **File Menu**.



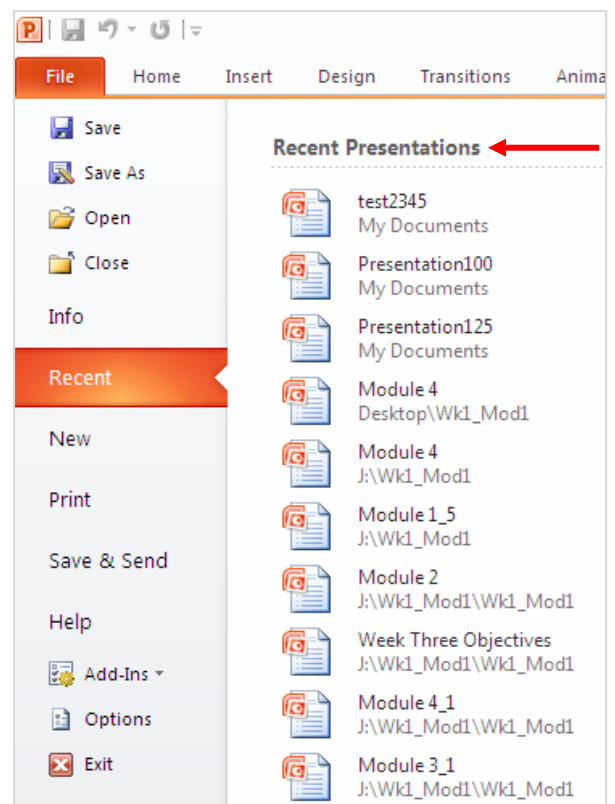
Click the **Microsoft File Menu**.



When you **click** the **Microsoft File Menu**, a number of options are displayed.

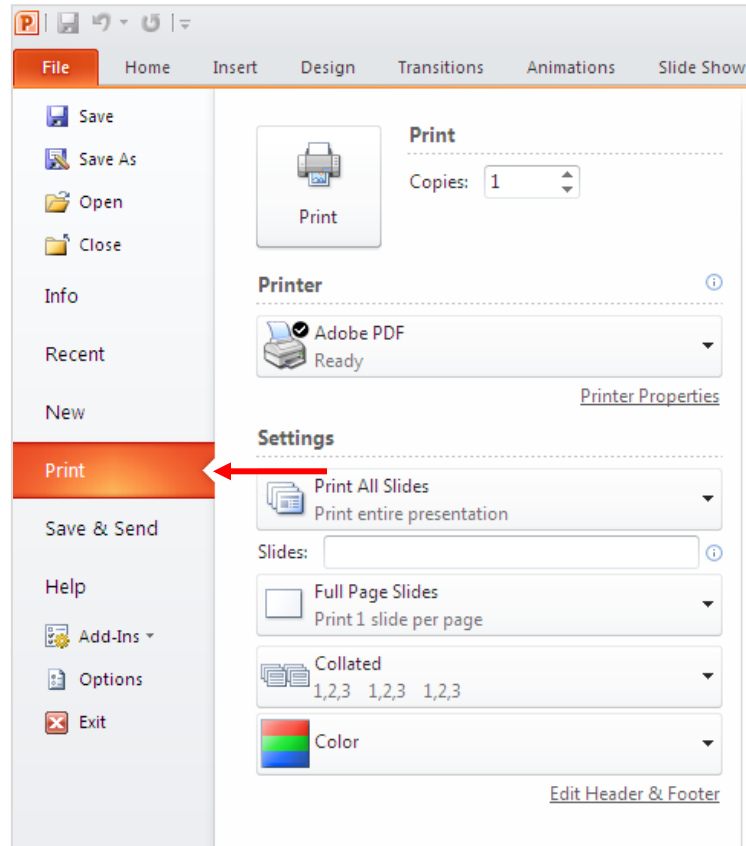
On the **right side of the Microsoft File Menu screen** you will see your most recently used files – **Recent Presentations** (see arrow above on right).

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



Click Print.

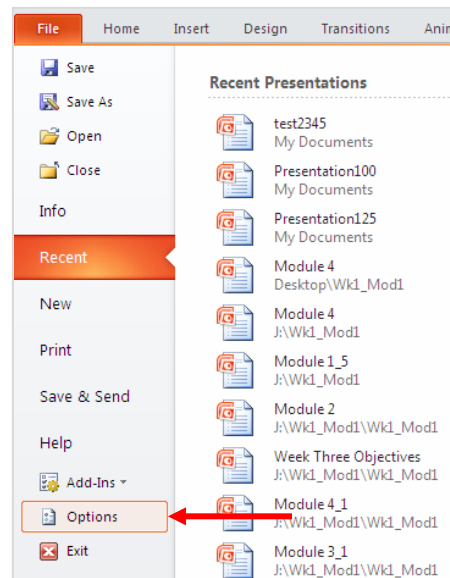
A standard **Print Menu** screen will appear.



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.

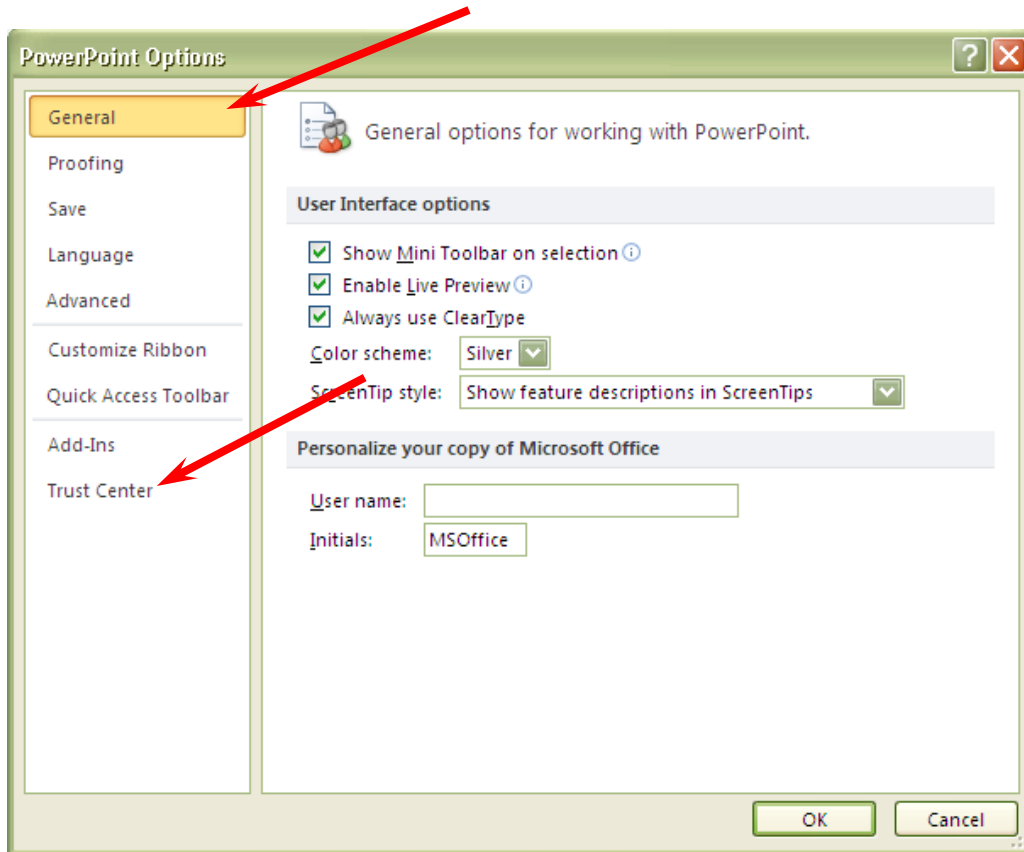
If you look at the **bottom** of the **Microsoft File Menu screen** you will notice that the **PowerPoint Options** button is no longer there. This button is now called **Options** on the File Menu.

An Options button exists for each application (e.g. The File Menu for PowerPoint will indicate Options).



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, Proofing, Save, 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** – allows you to secure information in your documents and protect your computer.