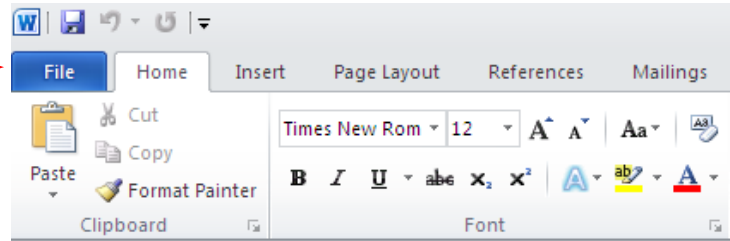
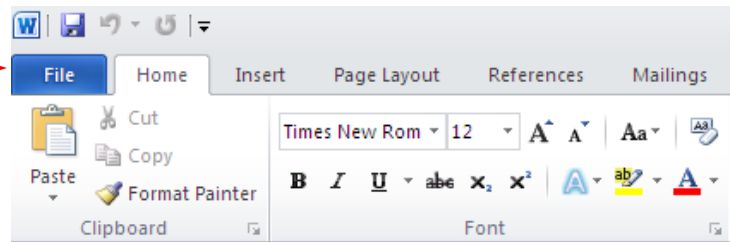


The Microsoft Office File Menu

The first thing you'll notice, when you open a 2010 Office application is the return of the File Menu. The arrow above points to the **Microsoft Office File Menu**, which replaces the Microsoft Office button.

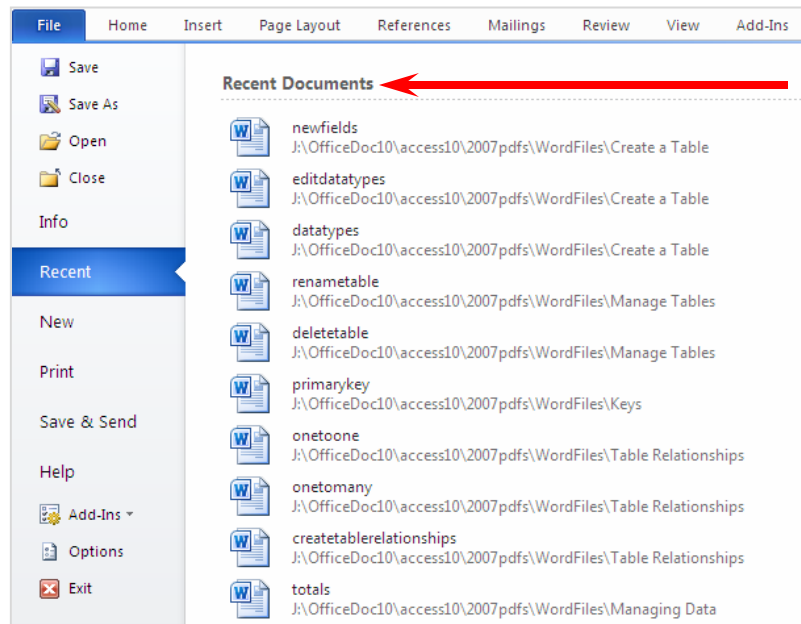


Click the Microsoft File Menu.



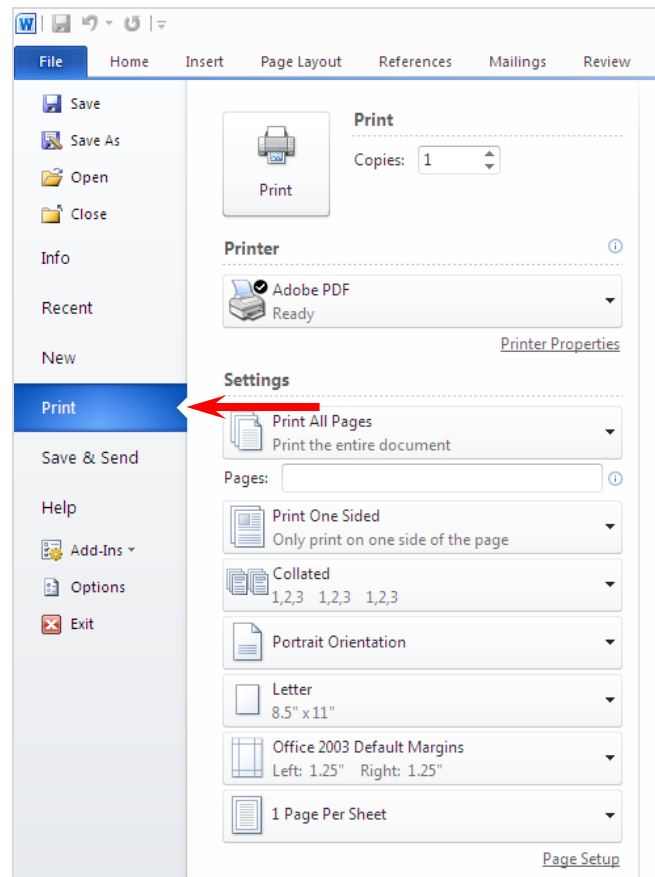
On the **right side of the Microsoft File Menu screen** you will see your most recently used files – **Recent Documents** (see arrow above on right).

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



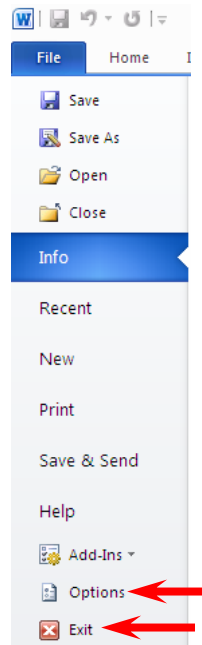
Click Print.

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.

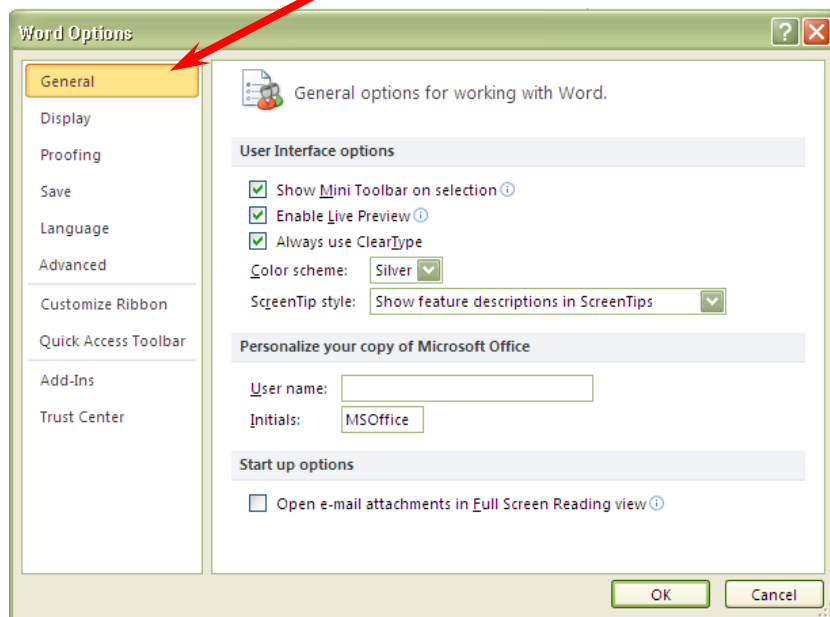
If you look at the **bottom** of the **Microsoft File Menu** screen, you will see that the **Word Options** and **Exit Word** buttons are no longer there. **Word Options** and **Exit Word** are now called **Options** and **Exit** respectively on the File Menu.



Options remains the same with each application (e.g. PowerPoint, Excel, Word, and Access 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, Display, 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** – allows you to protect your computer workstation and your private information in documents.

