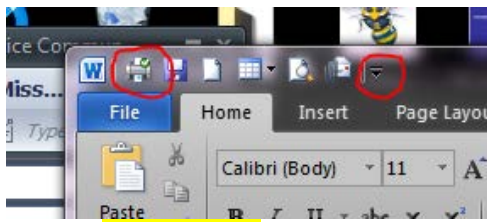
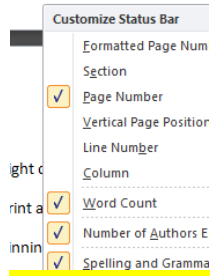


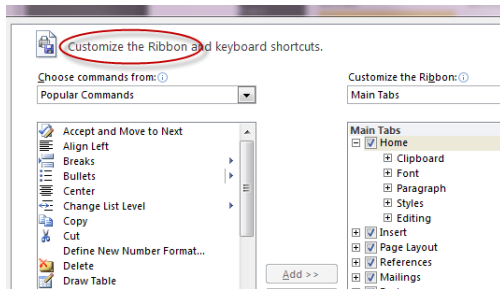
# 1. Customization- Quick access tool bar/bottom status bar/ribbon/ruler



**Quick access:** houses commands you use regularly - little arrow dropdown example: I'd add PRINT



**Bottom Status bar** – right click



To show or hide the horizontal and vertical rulers, click **View Ruler** at the top of the vertical scroll bar.

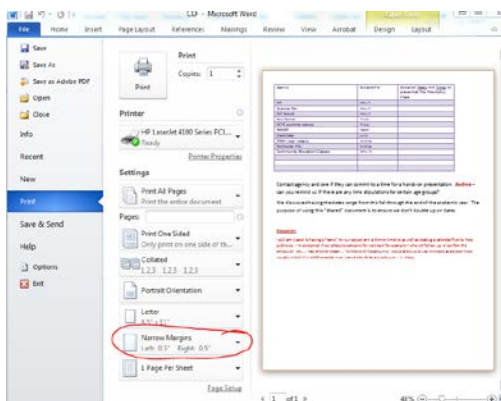


**Ruler on/off upper right**

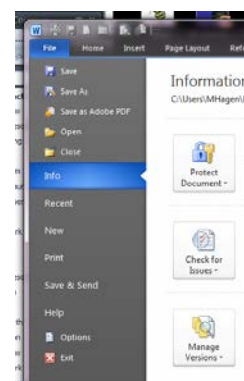
**Ribbon - can be customized (right click it)**

# 2. Backstage: - consolidates all document management commands in one location (replaces windows icon)

Check for issues: inspect document, check for accessibility, (screen reader, suggestions how you can make it better)



**Print area – You can changes margins here and they will be reflected in preview window**



**File tab - "backstage" view - save, open, print, email, info document management feature**

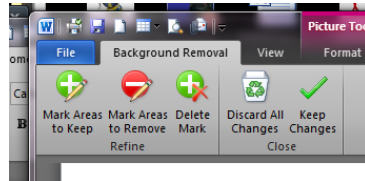


**8. Photo/Image editing/creation** - photo correction tools, soften, sharpen, contrast(all at once), placement, new cropping – (crop to a shape), background removal reflection, glow and shadow affects

**Effects** – color – saturation – b/w sepia, etc artistic effects

**Insert multiple images in Smart Art** – go to picture layout choose smart art here

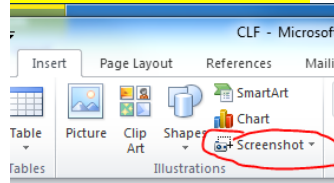
**Remove backgrounds**



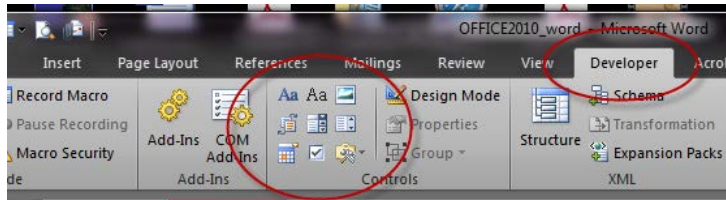
**New shapes – draw your own**



**Insert screenshot**



**9. New content controls - new checkbox , date picker**



Make a checklist that you can check off in Word

To make check boxes that you can check off in Word, you need the check box control.

The instructions are in the following screenshot.

**New Year's Resolutions**

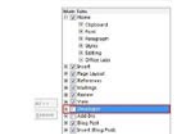
- Clean out the garage
- Walk the dog daily
- Eat 5 servings of fruit and vegetables
- Cigarettes. Make the last, or decide to work at least 2 times per week
- Watch no more than 2 hours of TV per day
- Read a novel

To add the check boxes, you need to use the Developer tab.

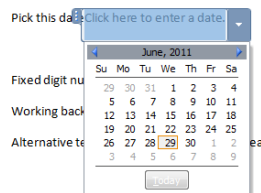
STEP 1: SHOW THE DEVELOPER TAB

1. Click the File tab
2. Click Options
3. Click the Developer Ribbon
4. Under Checkboxes in the Ribbon, click Main Tabs.
5. In the list, check the Developer check box, and then click OK.

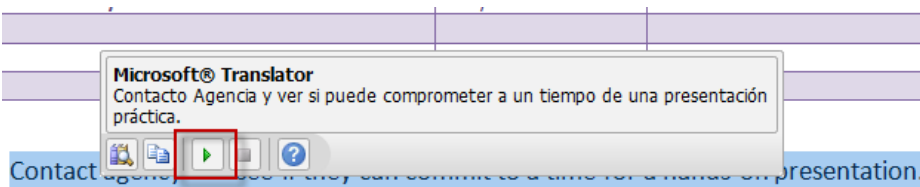
Click on the Ribbon



**Check this box**  **Pick a date**



**10. Translator – under REVIEW – choose between several languages**



**VIDEO:** <http://www.screenr.com/Rtds>