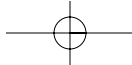
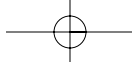


PART I

Working in Office 2000

LEARN TO:

- *Use the Office 2000 interface*
- *Create new documents in Office 2000*
- *Edit existing documents*
- *Manage files*
- *Preview and print documents*





CHAPTER **1**

How Office 2000 Works for You

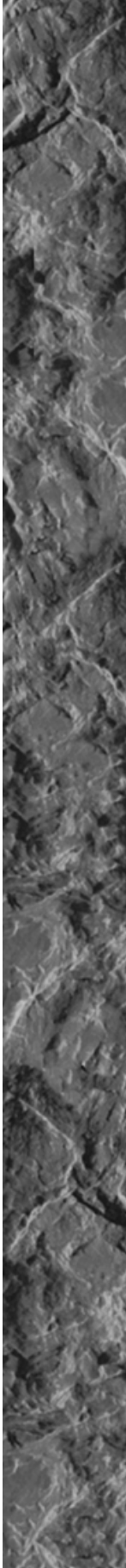
FEATURING:

An overview of Office 2000

What's new in Office 2000

System administration in Office 2000

The Office 2000 interface



Every release of Microsoft Office brings us closer to a fully integrated environment where each tool works seamlessly with every other tool. Microsoft Office 2000 is no exception. In fact, simplifying the user experience and increasing the integration between Office components were two of the key objectives Microsoft had in developing this product. Office 2000 is a powerful application even on a stand-alone computer, but it is designed as a workgroup tool, and that is where it really shines. If you are a single user, don't fret; Office 2000 will do most everything you ask of it, and more. And if you want to share your work with others, you can use Office 2000 to communicate with other users around the world through the Internet. However, if you want to truly experience the muscle contained in Office 2000, there is no substitute for a workgroup environment. Microsoft has gone all out to make Office 2000 the ultimate platform for the business user.

With Office 2000, you can produce impressive proposals, manage your busy calendar, track important contacts, make sound financial projections, create dynamite presentations, and establish and maintain a sensational presence on your corporate intranet or the World Wide Web.

There are several editions of Office 2000, including the Small Business Edition with Word, PowerPoint, Publisher, Excel, and Outlook, and the Premium Edition, which includes Word, Access, Excel, FrontPage, Outlook, PhotoDraw, PowerPoint, and Publisher. Microsoft Office Professional 2000, the version we cover in this book, features some of the most popular and powerful software programs around. The suite includes 32-bit versions of six applications:

Word: The most popular Windows word processor

Excel: A powerful and easy-to-use spreadsheet application

Access: A true relational database for the Windows platform

PowerPoint: A presentation tool that allows anyone to create slide shows

Outlook: A convenient desktop information manager

Publisher: A highly accessible desktop publishing system

These applications are the latest, most powerful versions of Microsoft's award-winning office productivity tools. If you have worked with prior releases of these products, you'll want to learn some new techniques for the Office 2000 version. Office 2000 programs support better integration: between applications, between yourself and other users, and with the Internet and intranets. All applications include the greatly improved Office Assistant, shown in Figure 1.1, an active help feature that offers timesaving advice to help you work more efficiently.

FIGURE 1.1

Clippit, the newly refurbished Office Assistant, is ready and able to come to your aid.



Office Professional 2000 also includes a number of smaller tools or applets:

Internet Explorer 5.0: The latest release of the popular Internet browser

OfficeArt: A line-drawing and art manipulation program

WordArt: A text graphics program

Chart: A charting program

Clip Gallery: A program that helps you organize all your clip art and other multimedia objects, such as sound and video files

The applets are available from within all the major applications, so you can add line art, clip art, graphic representations of numeric data, or a text-based logo to any Office document.

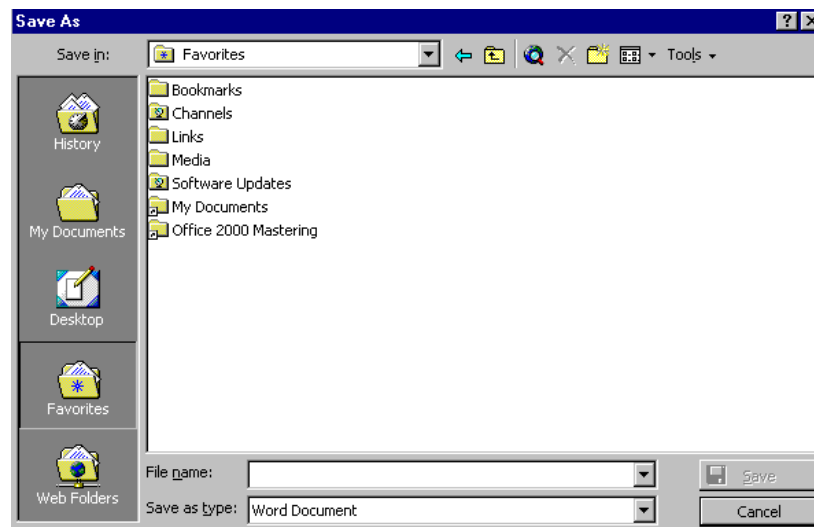
What's New in Office 2000

The most significant improvements to Office 2000 center around its seamless integration with the Web. Microsoft has adopted HTML (hypertext markup language), the Internet standard, as an Office 2000 standard format. Quite simply, this means that documents you create in Office no longer have to be converted before you can post them to the Web, and you no longer have to wonder if the person you are sending e-mail to can open your documents. Word documents can be saved directly in HTML and reopened in Office without losing any functionality. Your colleague across the continent with a Macintosh can still open fully formatted Office documents you send her as long as she has a Web browser on her system. If you've ever been frustrated trying to open an important e-mail attachment (or if someone else has been unable to open something you've sent), you can appreciate how valuable this innovation alone is.

The adoption of HTML also means that corporate intranets just got a whole lot richer. Users around the enterprise can now create documents in Office and (with appropriate permissions) post them to the Web without any special training in Web document creation. Internet Explorer 5.0, which is included in Office 2000, can open documents in HTML and the standard Office 2000 file format. Accessing a Web server is as easy as saving a file to your hard drive with the new Open and Save As dialog boxes, shown in Figure 1.2.

FIGURE 1.2

The newly designed Save As dialog box makes it as easy to save documents to a Web server as to a file server.



Collaborating Across the Web

Microsoft is working to improve the functionality of Web pages you create in Office by providing tools that turn them from repositories of static data into living, breathing information animals. Office 2000 offers tools to make collaboration easier and provides data analysis and reporting tools that can be used on active data accessible on the Web. Office 2000 Web collaborations features include:

Web Discussions: Use Web Discussions to hold threaded discussions within Office documents.

Web Subscriptions and Notifications: When you are working on a team project, Office 2000 will notify you via e-mail when new documents are posted or changes made to existing documents.

Presentation Broadcast: Viewing a PowerPoint presentation across the Web can now be a communal affair with real-time chat and live information sharing about the presentation's content.

Online Meetings: Using Microsoft NetMeeting, users can activate a meeting across a network from any of the Office applications. Participants can use options for real-time collaboration on documents, including chat and whiteboard windows.

For teams that want to analyze live data across a network, Office 2000 offers three exciting new tools:

Office Web Components let you work interactively with real-time data across an intranet using PivotTables, spreadsheets, and charts.

Web Query Wizard takes data from any site on the Web and brings it into Excel for your analysis. Data can be refreshed on request or can be set up to automatically refresh at specified intervals.

Data Access Pages make developing live Web databases a practical possibility. If you've ever tried to create active server pages from your database, you know that it is no easy task—until now. Data Access Pages provide front-end forms in HTML format that are linked to data housed in Access. When users make changes on the forms from their browsers, the changes are immediately reflected in the database.

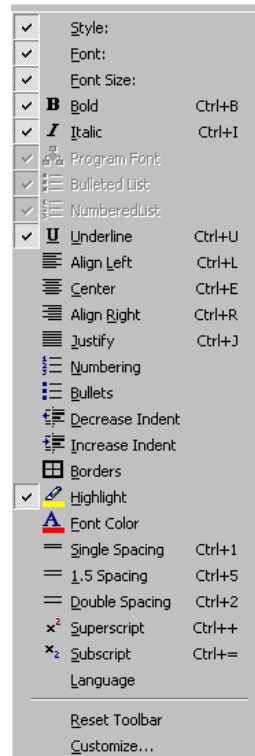
Simplifying the Office Environment

The Office Advisory Council is a group of Microsoft's corporate customers who participated in design reviews during the development of Office 2000. When this group put together their wish list for Office 2000, Microsoft found that over 25 percent of the requested features were already included in Office—people simply didn't know where to look for them. This prompted Microsoft to look for ways to make the product easier to use and its features more accessible. One result is that you'll find a personalized interface that adjusts to the way you work. Features you use most often are readily available on the toolbars and menu bars, and those you use less frequently are hidden

from view. You'll also find it much easier to customize toolbars by checking the buttons you want to see and unchecking those you never use. Figure 1.3 shows the buttons available on the Formatting toolbar.

FIGURE 1.3

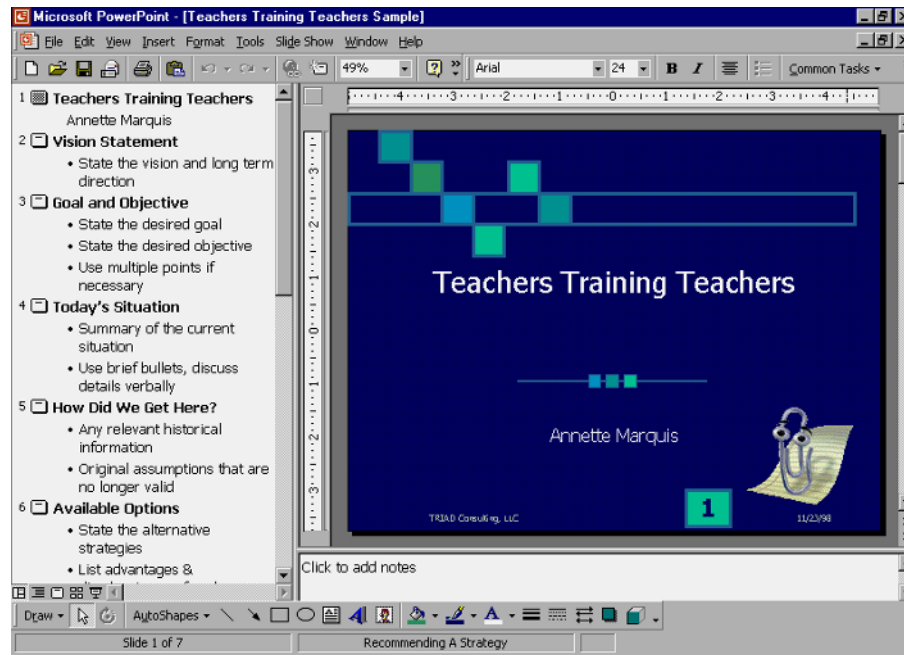
It's easy to add and remove buttons from a toolbar with the new button checklist.



Layout and design are becoming more important aspects of any document you produce. New views in Word, PowerPoint, and Outlook make it easy to see your work from different angles and work between views. Word's Print Layout and Web Layout views let you see how your documents will look in both forms. PowerPoint's Tri-Pane view, shown in Figure 1.4, allows you to see and work with slides, outlines, and presentation notes in one convenient view. In Outlook's Web view, you can review your schedule, explore a Web page, or preview your e-mail all within one simple interface.

FIGURE 1.4

PowerPoint's Tri-Pane view lets you work between views with a click of the mouse.



PART

I

Working in
Office 2000

Improving on the Basics

Two long-awaited features of Office 2000 may make you wonder how you ever did without them: Collect-and-Paste and Click-and-Type. In an earlier version of Office, we were introduced to the spike, a well-hidden feature that let you cut multiple items and paste them all together in one place—kind of like gathering the kids up and putting them in the car. The problem with the spike is that you couldn't see what was being held there and could only cut items, not copy them. Office 2000's new Collect-and-Paste toolbar, shown in Figure 1.5, lets you cut and copy up to 12 items and then paste them individually or as a group. You can point to any item on the Collect and Paste toolbar to get a tip telling you what the item is.

FIGURE 1.5

The new Collect and Paste toolbar



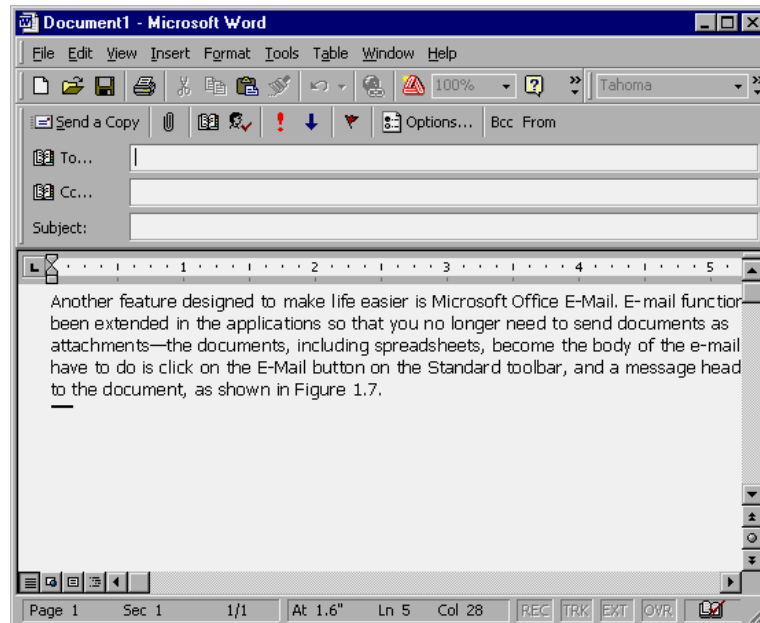
Figure 1.2

The second long-awaited feature, Click-and-Type, is designed specifically for Word and works only in Print Layout and Web Layout views. No more moving to the center of a page with hard returns and tabs before you can type on it. With Click-and-Type you click the cursor into place anywhere on the page and start typing. Word automatically inserts all the necessary hard return and tab codes you need to get to where you want to be.

Another feature designed to make life easier is Microsoft Office E-Mail. E-mail functionality has been extended in the applications so that you no longer need to send documents as attachments—the documents, including spreadsheets, become the body of the e-mail. All you have to do is click on the E-Mail button on the Standard toolbar, and a message header is added to the document, as shown in Figure 1.6.

FIGURE 1.6

In Office 2000 you can send any Word document or Excel spreadsheet as an e-mail message.



¿Habla Usted Ingles?

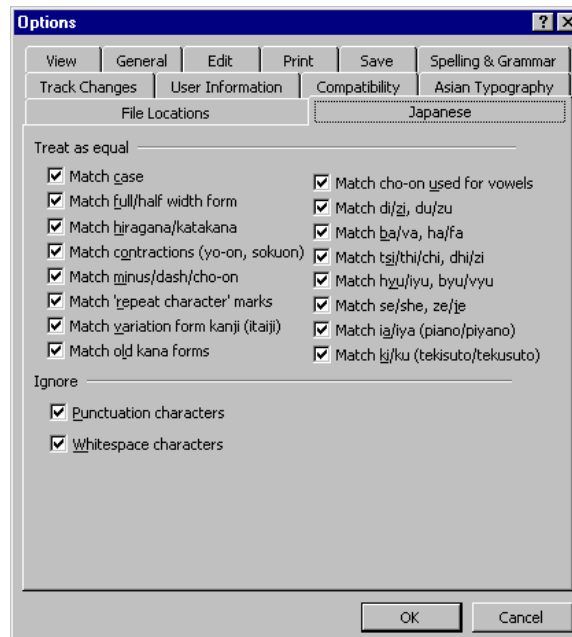
To respond to the growing demands of the global marketplace, Office 2000 includes incredible new features that can automatically detect languages in a document and apply the appropriate proofing tools. Although not every world language is available, Microsoft has amassed an amazing number of dictionaries that can be installed using

the Microsoft Language Pack, which comes with Office 2000. As the Spelling and Grammar tool is checking your document, it switches languages and dictionaries on the fly. Even synonyms are available in your chosen language from the Office Thesaurus.

For languages with different character sets and word-breaking rules, such as Japanese, Office 2000 provides additional formatting tools and custom options. Figure 1.7 shows some of the options available when the Japanese language is installed.

FIGURE 1.7

The Microsoft Language Pack builds options for different languages into the Microsoft Office applications.



Of Special Interest to System Administrators

Office 2000 was designed with corporate-wide adoption in mind. In fact, Microsoft calls Office 2000 the first version of Office that is truly an enterprise application. Office 2000 integrates with Microsoft NT, Internet Explorer, Microsoft SQL Server, Microsoft Exchange Server, and development tools such as Visual Basic. It has been designed to improve communication, collaboration, and application development across networks in large and small organizations alike. With the addition of the Microsoft Office Developer's Edition, administrators have all the tools they need to effectively roll out Office throughout the enterprise. The Developer's Edition includes

Visual Basic for Applications source code control integration, a Package and Deploy Wizard for application distribution, tools to design and support dynamic Web content, and other features that assist with database connectivity.

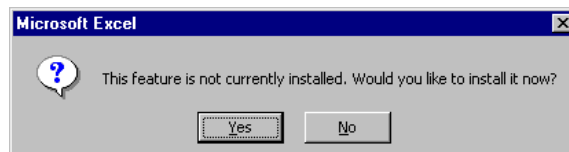
Greater Ease of Administration

Besides ease of use, Microsoft made ease of administration a major Office 2000 objective. From its newly designed installation process to its self-repairing applications, Office 2000 is designed to reduce the cost of PC ownership by giving greater IT control over deployment, administration, and maintenance across the enterprise.

One of the most obvious enhancements to Office 2000 is the flexible and controllable installation process, which includes an Install on Demand feature and a Network Installation Wizard. Install on Demand means that you don't have to be concerned if you don't install all the right options the first time around. If there is a feature you need that isn't installed, Office prompts you to install it on the fly, as shown in Figure 1.8.

FIGURE 1.8

Office 2000's Install on Demand feature prompts you when you want to use a feature that is not installed.



The administrator can set up where the Office files will be located, on a server or a CD, and then the user can decide whether to install the feature. This means that unnecessary features do not have to be installed until and unless they are needed.

Office 2000 can run from the desktop, from a network file server, or from a terminal server depending on the degree of control and flexibility that is required. Office 2000 reduces the need for a high-powered server because even with the Run from Server option, processing occurs on the users' desktops.

Office 2000 also includes these helpful installation features:

- Microsoft Office Custom Installation Wizard allows administrators to customize installations down to the level of individual features, toolbars and menus. Administrators can create custom profiles that determine what options and features are available to individual users.
- Intelligent Install determines the user's previous setup and migrates existing preferences and settings.

Reduced End-User Support Requirements

When do your users most often call the help desk? Usually, it's when a critical application won't run. Office 2000 has the ability to repair itself when it develops a problem with a missing or corrupted file. When an Office 2000 application boots, it automatically checks to make sure all the required files—including core executables, the registry, and key DLLs—are present and in good repair. If it discovers a problem, it fixes itself without even notifying the user there was a problem to begin with.

When users do experience a problem with an application, they can make use of the Detect and Repair option that is part of the installation program. Detect and Repair verifies all of the files that were installed and reinstalls any files that are inconsistent with the original install. In most cases, this should solve the problem without having to involve IT support directly.

Ever since Office 95, Microsoft has been actively improving the online user assistance available in Office products, and Office 2000 takes this to new ground. Thanks to a customizable office assistant and increased use of interactive help, users can find many of the answers to their everyday questions without calling for support. In an intranet, administrators can customize Help to give users instructions for completing company-specific forms or spreadsheets. Similarly, administrators can customize alerts and dialog boxes to direct users to company resources to help them solve problems and find the information they need. Although users may have to be encouraged to make use of these online resources, more often help desk personnel will be able to rely on the old grade school adage, "Look it up yourself!"

The Office 2000 Interface

Although Office 2000 looks and feels much like previous versions of Office, experienced users will immediately notice that only one row of toolbars is displayed when they open Word, Excel, or PowerPoint. In reality, the Standard and Formatting toolbars are both there; they've just been displayed side by side to increase the display space for the document window. You'll also be immediately introduced to the Office Assistant. The default Office Assistant is a restyled Clippit, but you can right-click on Clippit and choose another assistant. The Office Assistant is there to answer all your Office 2000 questions and entertain you while you work. Later in this section, you'll learn how to tone down your assistant or even turn it off completely, if you'd prefer.

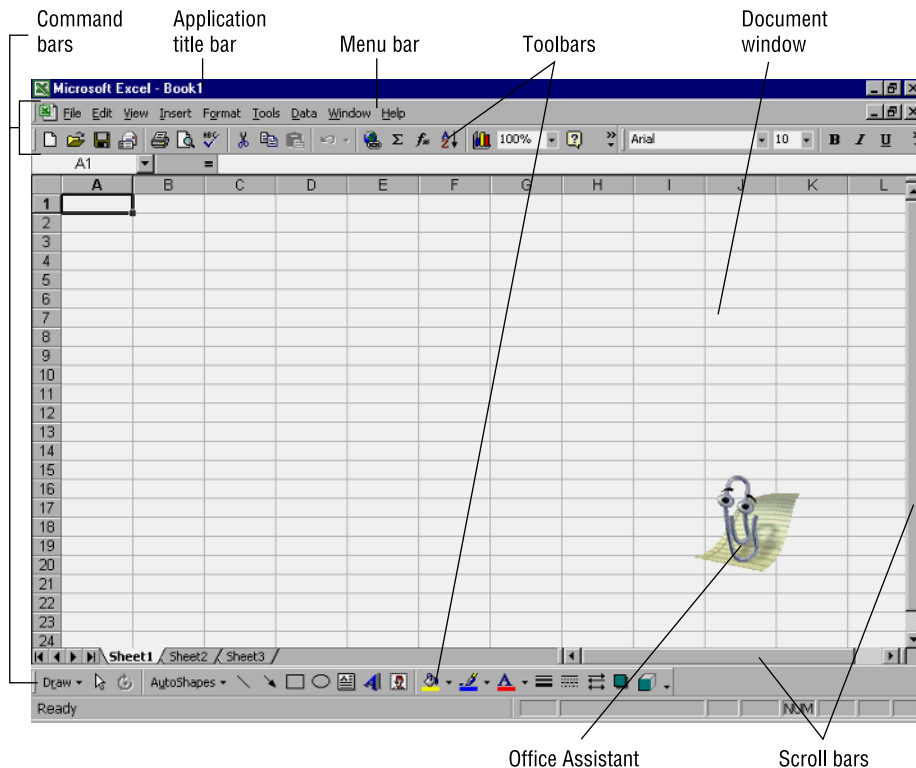
For now, let's take a tour of the Office 2000 interface. If you've never worked in the Windows environment before, this will be a good introduction. If you're an experienced user, you can skim this section, focusing on what's new.

The Application and Document Windows

The Office 2000 applications share a common user interface. This means, for example, that once you get familiar with the *application window* in Excel (Figure 1.9), getting around in the application window in Word will be a piece of cake. Likewise, you'll notice a lot of other similarities between the applications.

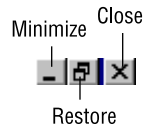
FIGURE 1.9

Most elements of the Excel application window are common to all Office applications.

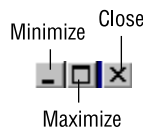


At the top of each application window is a *title bar* that contains three buttons: Minimize, Maximize or Restore, and Close. Use these buttons to change the size of your window or to close the window itself. When you're working in an application, you'll usually want to maximize it. Before you switch to something else, minimizing the first application will free up system resources, making more memory available

to the active application. When a window is maximized, the Restore button is displayed.



When a window is restored to partial size, the Maximize button is displayed.



Office 2000 employs a new paradigm for managing open windows, called SDI or *Single Document Interface*. First introduced in Outlook 97, SDI essentially means that each document window operates independently of the application. The biggest advantage of SDI is that every open document appears on the Windows Taskbar; each appears with the appropriate application icon. This makes it much easier to switch between documents without having to access the Window menu to see what's open. The downside is that having two open documents looks the same as having more than one session of an application running.



When you only have one document open in an application, a document Close button appears at the right end of the menu bar beneath the application Close button on the title bar. Clicking the document Close button closes the document but leaves the application running. With SDI, when you have multiple documents open in the same application, there is no document Close button. Clicking the Close button on the title bar does not close the application—it only closes the active document, leaving the application running for the other open documents. SDI is on by default in Word and off by default in Excel. To turn it on in Excel, choose Tools > Options > View and check the Windows In Taskbar box.

The Document Window

In each application, your work area is known as the *document window*. Here you're surrounded by the tools you need to get the job done: *scroll bars* to move the display, a status bar to keep you informed of an operation's progress, and the *command bars* at

the top of the screen to access all the program's features. There are two types of command bars: menu bars and toolbars. The menu bar organizes the features into categories: File, Edit, Help, etc. Clicking on any of the categories opens up a list (a *menu*) of related features for you to choose from. Many of the menu bar options open dialog boxes that allow you to set several options at once related to the feature you choose—all the print options, all the font settings, etc. Ellipsis characters (...) identify a menu option that displays a dialog box. The keystrokes listed to the right of a menu item are for shortcut keys; see “Accessing Commands in Other Ways” later in this chapter for information on shortcut keys.

Toolbars are the command bars with graphical buttons located below the menu bar. Toolbars make many of the most commonly used features only one click away. In Office 2000 the menu bar displays little buttons to identify those features that are also located on a toolbar. You'll use toolbars when you want a shortcut to a common feature and the menu bar when you want to see all the options related to a feature.

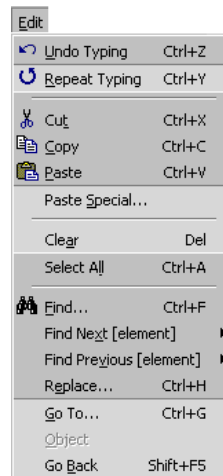
Personalized Toolbars and Menu Bars Adapt to Your Work Habits



Menu bars and toolbars are now designed to adapt to the way you use the Office applications. Menus, such as the one shown in Figure 1.10, collapse to display only commonly used commands until you choose to expand them to see the full list of options.

FIGURE 1.10

Menus expand to show all of the available commands.

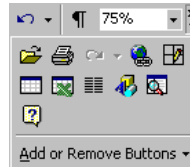




Some buttons that were previously available on the Standard and Formatting toolbars are not displayed, so that both toolbars can occupy a single row. To access a button that is not visible, click the More Buttons button located on the right end of each of the two toolbars. This opens a menu, shown in Figure 1.11, with additional button choices. When you find the button you are looking for, click it to activate the command and move the button to the active toolbar. Most often, this will replace some other button you haven't used in a while. There are approximately 20 buttons visible at any given time, but this number varies depending on the width of the buttons you have selected. You'll find buttons that were replaced on the More Buttons menu the next time you need them. Although this may take a little getting used to, after a while, you'll find most of the buttons you use regularly displayed on your toolbars.

FIGURE 1.11

Clicking any of the buttons on the More Buttons menu moves the button to the active toolbar.



Adding Toolbar Buttons Is a Snap

If you find there is a button you are looking for that isn't available on the toolbar or the More Buttons menu, click the More Buttons button and click Add or Remove Buttons. Any button that is checked is currently displayed on either the toolbar or the More Buttons menu. Check any button to move it to the active toolbar.

For more about customizing toolbars and menu bars, refer to Chapter 38.

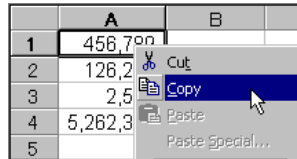
Accessing Commands in Other Ways

If toolbars and menu bars aren't enough, you can also execute commands from context-sensitive shortcut menus (sometimes informally called *context menus*) or by using shortcut keys. For example, to copy selected text in any application, you can use any of these techniques:



- Click the Copy button on the Standard toolbar (if it's visible) or choose the Copy button from More Buttons if it is not.
- Choose Edit > Copy from the menu bar (see Figure 1.10).
- Right-click on the selected text and then choose Copy from the menu that appears.

- Hold Alt and press E to open the Edit menu, then press C to select the Copy command.



- Hold Ctrl and press C.

Notice that the Copy button and the keyboard shortcut are both shown on the Copy menu selection, so you can use the menu bar to help you identify quicker ways to access features you commonly use. *ToolTips* provide additional help with commands. If you're uncertain which toolbar button to use, point to the button and hover for a moment; a ToolTip will appear, showing the button's name. *ScreenTips* are a similar feature, appearing with other screen elements; for example, when you scroll through a PowerPoint presentation, a ScreenTip shows your current slide number.



TIP To access different shortcut menus, right-click on various parts of the document or application window. The menu options vary depending on where you are clicking.

Even though there is usually more than one way to complete a task, no single method is always more efficient than another. If, for example, you're completing a series of tasks that use the mouse, it's most efficient to use the toolbar or context menu rather than take your hand off the mouse, hold Ctrl, and press a letter. To be a proficient user, you'll want to learn different methods that support the way you create documents in Office 2000. If you don't have prior experience with the newer Windows applications, experiment with the context menu—it's a speedy shortcut in many situations.

The Office Assistant



The *Office Assistant* is Microsoft's "social help interface" for Office 2000. Modified significantly from Office 97, the Office Assistant is now a separate application called an agent, which, like SDI windows, operates independently of the open application. The Office Assistant crosses all applications, and provides help for specific features of each application. You can choose from several Assistants from the Assistant Options. Each has its own "personality." The Assistant will offer help the first time you work with a

feature or if you have difficulty with a task. Sometimes the offer is subtle; in Figure 1.12, the light bulb over Clippit, one of the characters you can select, means that you can click the Assistant to receive a tip that could save you time and energy.

FIGURE 1.12

The light bulb is a clue that the Assistant has something to say.

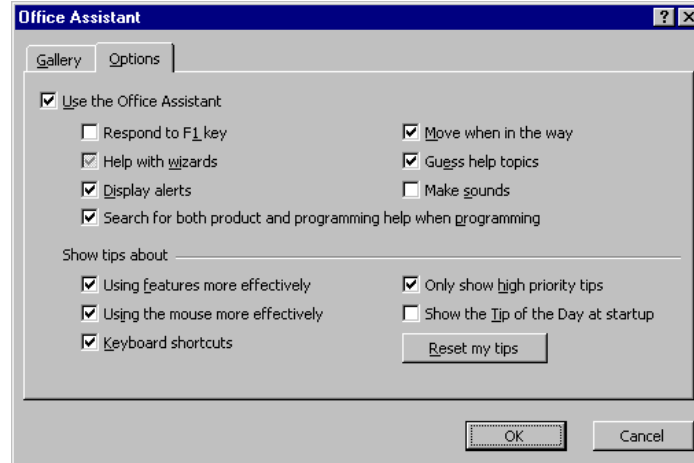


Other offers of help are a bit more intrusive. If, for example, you open a wizard, the Office Assistant pops up to ask if you'd like help with the feature.

After you've worked with Office 2000 for a few days, you might decide that you'd like a little less help from your eager Assistant. To change the Assistant's options, click on the Assistant, choose Options to open the Office Assistant dialog box, and then click the Options tab to display the Options page, shown in Figure 1.13.

FIGURE 1.13

The Office Assistant dialog box lets you adjust the amount of support you get from the Assistant.

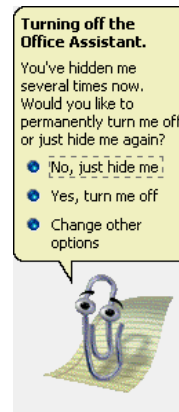


The Office Assistant is shared by all the Office 2000 programs. Any options you change affect the Assistant in all the Office programs, so if you request an increased level of assistance with Excel, you get the same increased level of assistance with Word.

When you're ready to go it alone, you can hide the Assistant by right clicking on the Assistant and choosing Hide. If you choose Hide often enough, you may be given the option shown in Figure 1.14.

FIGURE 1.14

Hiding the Office Assistant may make it feel unwanted.



If you start to get lonely, choose Help > Microsoft Word Help to invite the Assistant back into your office.



TIP For help with any dialog box in Office 2000, click the dialog box Help button (the button with the question mark), and then click on the item you want help with.

What's Next

Now that you have a feel for what Office 2000 is all about, Chapter 2 will show you everything you need to know to get started creating Office 2000 documents. You'll see how to save documents, edit documents and print. Best of all, you'll learn how to use some of Office 2000's exciting new features such as Collect-and-Paste and the Places view.