

# CHAPTER

# 1

**Working in Office 2000**



Today's software tools provide many challenges, but they also provide even greater opportunities to show off your skills: impress your supervisor and your customers and earn the respect—and envy—of your coworkers. Microsoft Office 2000 is a toolkit jam-packed with powerful tools. Whether you work for a multinational corporation or run your own small business, Microsoft's Office 2000 top-of-the-line tools will help you upgrade your existing skills so you can work smarter and more efficiently. With Office 2000 you can manage your busy calendar, track important contacts, make sound financial projections, produce impressive proposals, create dynamite presentations, and establish and maintain a sensational presence on the World Wide Web.

This chapter will familiarize you with the basic features in Office 2000, including recognizing parts of the application window and the entering and editing of text. If you've used Office 95 or Office 97, a lot of this will be old territory but you should still work quickly through the chapter, particularly if you came to Windows 95/98 from Windows 3.1 or the Mac. The newer 32-bit versions of Windows (Windows 95, Windows 98, and Windows NT), which we'll simply refer to as Windows throughout this book, and Office 2000 have some subtle time-savers, like the ability to manage files in standard dialog boxes. So whatever your prior experience, we recommend that you skim "*Working in Office 2000*;" you're sure to pick up one or two new concepts that you'll use over and over.

# Mastering Office Professional

**M**icrosoft Office 2000 Premium Edition features some of the most popular and powerful software programs around. The suite includes 32-bit versions of eight applications:

- Word: word processor
- Excel: spreadsheet
- Access: database
- PowerPoint: presentation software
- Outlook: desktop information manager
- Publisher: design and layout software
- FrontPage: Web site design and management tool
- PhotoDraw: graphics and photo-editing tool

These 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 just need to learn some new and improved techniques for the Office 2000 editions. Office 2000 programs support better integration than ever before: between applications, between yourself and other users, and with the Web. All the applications include the Office Assistant, an active Help feature that offers time-saving advice to help you work more efficiently.



---

Although Office 2000 now includes Publisher in its suite of tools, Microsoft Office User Specialist Certification does not include Publisher skills, so those topics are not covered in this book. For information on working in Publisher, see *Microsoft Office 2000: No Experience Required*, Sybex, Inc.

Office 2000 Premium Edition also includes a number of smaller tools, such as:

- WordArt: a text-graphics program
- The Clip Gallery: an archive of clip art, sounds, and video

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

The Office 2000 components are amazing tools, and mastering them can be a challenge. But this mastery provides greater opportunities for you to earn the respect of your supervisor, customers, and coworkers.

## Exploring Common Features in Office

One of the best things about Office 2000 software is that each application has several useful features in common. If you want to save a letter in Word, a table in Access, or a spreadsheet in Excel, the Save button not only looks the same but it is also located in approximately the same place. This section explores some of Office's universal, commonly used features to give you a general introduction. You'll get more detailed, application-specific information as you work through skills in this book.

### Launching the Shortcut Bar and New Office Documents

Typical of Windows applications, you have more than one way to get the job done. You can start using Office 2000 three ways: clicking a New Document button on the Office Shortcut bar, using the Start menu to open a New Office Document, or navigating through the Programs menu to open the actual Office application. The Microsoft Office Shortcut bar does not automatically appear the first time you use Windows after installation. To open it, click the Start button and choose Programs > Microsoft Office Tools > Microsoft Office Shortcut Bar. You are asked if you want to have the Shortcut bar open automatically when you launch Windows, appearing in its default position along the right side of the screen.



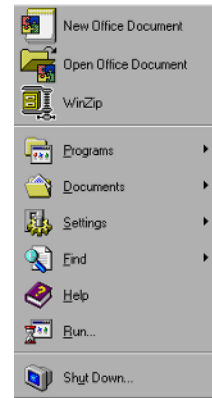
As with all of Office's toolbars, you can position the Shortcut Bar anywhere you like on your screen: on the left or right, along the top or bottom, or as a free-floating palette of tools. Simply "grab" the bar by clicking and holding on the gray line at the top/beginning of the toolbar and reposition the mouse to the new location.



The Office Shortcut bar opens vertically by default. You can click and drag it against any edge of the screen, or drag it out to make it a free-floating palette.

The Shortcut Bar is, obviously, the easiest way to launch any of the Office 2000 applications. If you elect not to show the Shortcut bar on your desktop, try one of these other two ways to open a new document or an Office application. Click the Windows Start button to open the Start menu.

Choose New Office Document or Open Office Document (to retrieve files you've already created) from the top of the Start menu. For brand-new, blank documents, Office 2000 presents you with a host of choices via the New Office Document dialog box—everything from memos and legal briefs to spreadsheets and Web pages are represented there. If all else fails, or if you prefer to launch the application and then open a document, choose Programs from the Start menu. The Office 2000 programs appear as individual choices on the Programs menu. Click any program to launch it.



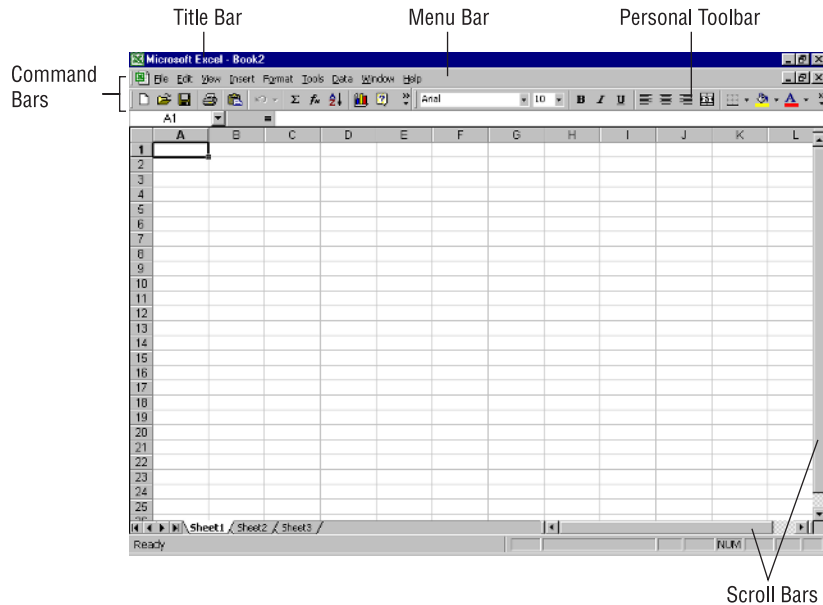
## Using the Office 2000 Interface

The Office 2000 applications share a common user interface. This means, for example, that once you're familiar with the *application window* in Excel (see Figure 1.1), 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. Working in Windows applications is like *déjà vu*; you will see certain features and tools again and again.



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 frees up system resources, making more memory available to the active application. When a window is maximized, the Restore button is displayed.

**FIGURE 1.1**  
Excel application  
window



When it is restored, the Maximize button is displayed. Even with the application window maximized, the Windows Taskbar shows all open applications, so you can easily switch between open Office 2000 applications by clicking an application's Taskbar button. Clicking the Close button on the title bar closes the application, returning you to the Windows desktop or to another open application.

## 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 (see Figure 1.1): *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. You can see 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 of related features for you to choose from. Many of the menu bar options open dialog boxes which allow you to set several options at once, each related to the feature you choose—all the print options, all the font settings, etc.

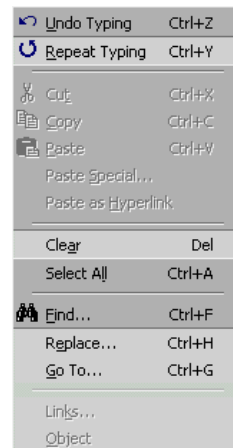
Toolbars are the command bars with graphical buttons located below the menu bar. Toolbars make many of the most commonly used features only one click away. Use toolbars when you want a shortcut to a common feature and the menu bar when you want to see *all* the options related to a feature.

In Office 2000, the Standard and Formatting toolbars of previous versions, share one row to conserve space in the document window. If, in this personal toolbar, the button you want to use is not available, click the down arrow to the right of either toolbar and choose the button from the list. This button replaces a less frequently used button from your toolbar.

Office 2000 menus are also personalized to the features you use most commonly. If a pull-down menu has more than a handful of commands, Microsoft has “folded” up the less commonly used features. When you see a set of small, double arrows at the bottom of a pull-down menu, select them to reveal all the menu commands, or wait a few seconds, and the menu “unfolds”—you don’t even need to click the mouse.

**FIGURE 1.2**

Word Edit menu with all the available commands showing



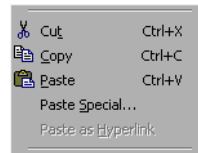
If the Personal toolbars option does not suit you, you can display full menus and view the complete Standard and Formatting toolbars on separate rows by choosing View > Toolbars > Customize and clearing the first three checkboxes on the Options tab.

## Accessing Commands

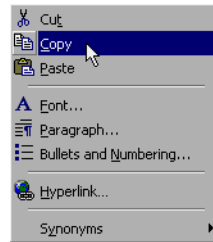
And if toolbars and menu bars aren't enough, you can execute commands from one of the many context-sensitive shortcut menus or by using shortcut keys. In order to satisfy many different user's working styles, Microsoft Office usually offers several ways to execute any given command. For example, to copy selected text in any application, you can:



- Click the Copy button on the Standard toolbar.
- Choose Edit > Copy from the menu bar.



- Right-click on the selected text; then choose Copy from the free-floating shortcut menu.



- 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. *ScreenTips* provide additional help with commands. If you're uncertain about which toolbar button to use, point to the button and hover for a moment; a ScreenTip appears, showing the button's name.

## The Office Assistant

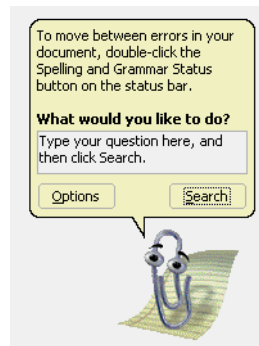
**Objectives W2000.4.9, XL2000.2.8, PP2000.8.4, OI2000.4.1, AC2000.2.1**

The *Office Assistant* is Microsoft's help interface for Office 2000. The Office Assistant (see Figure 1.3) crosses all applications and provides help



for specific features of each application. You can choose from several Assistants in the Assistant shortcut menu. (Right-click the Office Assistant and click Choose Assistant.) Each has its own “personality,” including Rocky the power puppy, Mother Nature symbolized as a globe, and an animated Genius with a definite resemblance to Albert Einstein.

**FIGURE 1.3**  
Office Assistant Clippit  
offering help

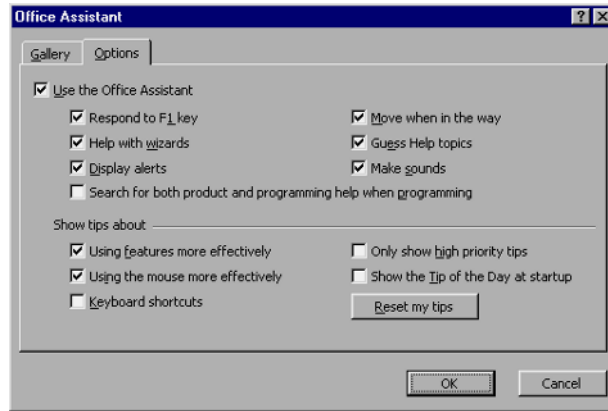


The Office Assistant lives within the application window and displays tips that guide you to better ways to complete a task. The Assistant offers help the first time you work with a feature or if you have difficulty with a task. Sometimes the offer is subtle—Clippit blinks, Rocky wags his tail, or the Genius produces a light bulb. Sometimes the Assistant can be entertaining; in Office 2000 the Assistant icon changes shape during certain basic tasks like saving or running SpellCheck. Offers of help can be a bit more intrusive. If, for example, you open a Wizard, the Office Assistant may pop 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, right-click on the Assistant, and then choose Options from the shortcut menu to open the Office Assistant dialog box. Click the Options tab to display the Options page, shown in Figure 1.4.

All the Office 2000 programs share the Office Assistant. Any options you change affect the Assistant in all the Office programs, so if you need an increased level of assistance with Excel, you get the same increased level of assistance with Word.

**FIGURE 1.4**  
Office Assistant  
dialog box



When you're ready to go it alone, you can close the Assistant window to return it to the Standard toolbar. If you start to get lonely, just click the Office Assistant button to invite the Assistant back into your office.



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

**Hands On: Objectives W2000.4.9, XL2000.2.8, PP2000.8.4, OI2000.4.1, AC2000.2.1**

1. Browse the Gallery of Office Assistants and choose one you like:
  - a) Set up the Office Assistant's options for the level of help you need.
  - b) Hide the Office Assistant.
  - c) Retrieve the Office Assistant.
2. Use the Office Assistant to look for help on the Office Assistant:
  - a) Review the Help topics available.
  - b) Choose one topic and explore the Help files on that topic.
  - c) Close the Help window.

## Working with Files

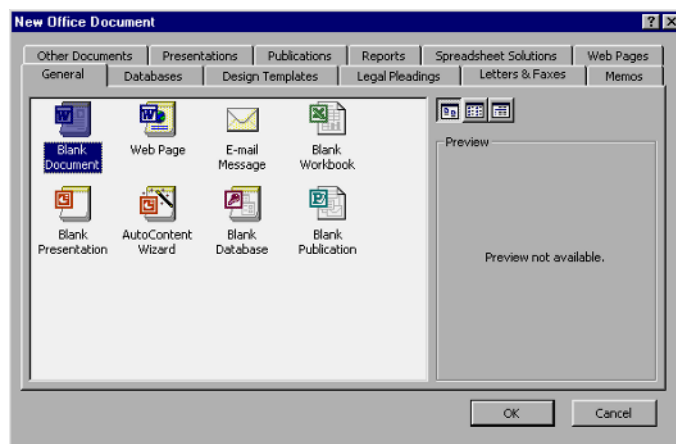
One of the great things about Office 2000 is that the dialog boxes used for common file functions are similar in all the applications. In this section, we'll look at the common features of the dialog boxes; features specific to an application are covered in the skills for that application.

### Creating Something New

You can easily create new documents from the Windows Start menu. Selecting New Office Document opens the New Office Document dialog box, shown in Figure 1.5. Each tab contains *templates* for a number of similar documents. Some of the templates (for example, the Fax templates) include text, graphics, or other content. Blank document templates for all the applications—a blank template for an Access database, Word document, Excel worksheet, PowerPoint presentation, and a Web page and an e-mail message—are found on the General page of the New Office Document dialog box.

To open an application, simply double-click any document in the dialog box.

**FIGURE 1.5**  
New Office Document  
dialog box



If you're already in an application, you have two ways to create a new document.

**Objectives W2000.4.7 and XL2000.2.5**

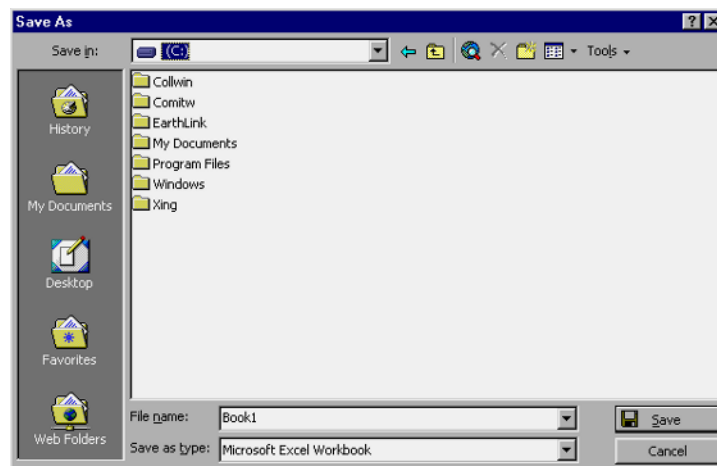
Click the New button on the Standard toolbar to open a new blank document in the active application. If you want a new template instead of a blank document, choose File ➤ New from the menu bar to open the New Office Document dialog box with templates appropriate for the active application.

**Saving a File****Objectives W2000.4.1, XL2000.2.1, PP2000.8.1**

When you're finished working with a document or have completed a sizable amount of work and want to store it before continuing, choose File ➤ Save from the menu bar, or click the Save button on the Standard toolbar to open the Save As dialog box, shown in Figure 1.6.

**FIGURE 1.6**

Excel Save As  
dialog box



The dialog box opens to your default *folder* (directory), but clicking in the Save In text box opens a drop-down list of accessible drives, as shown in Figure 1.7. Select a drive, and the folders on the drive are displayed in the pane below the list.

**FIGURE 1.7**  
Save In drop-down list



Double-clicking any folder opens it so that you can view the files and folders that it contains. When you have located the proper drive and folder, enter a filename in the File Name text box at the bottom of the dialog box. With 32 bit versions of Windows, filenames can be up to 256 characters long, use uppercase and lowercase letters, and contain spaces. They can't contain punctuation other than underscores, hyphens, and exclamation points. And unlike filenames on the Macintosh, they are not case-sensitive; 'MY FILE' and 'My File' are the same filename. Make sure the name of the current drive or folder appears in the Save In text box, then click the Save button to save the file.



All the Office 2000 program dialog boxes locate documents based on file *extension*—the three characters following a period in a filename. For example, Word documents have the .doc extension. Don't create your own extensions or change the extensions of existing documents. If you do, the Office 2000 applications will have trouble finding your files—and that means so will you!

## Creating a New Folder

### *Objectives W2000.4.4 and XL2000.2.4*



When you're saving a file, you may decide to create a new folder to house it. Click File ➤ Save as you would normally do to begin the Save process. Use the Save In drop down list to navigate to the drive or folder within which you want to create the new folder. Click the New Folder button on the toolbar in the Save As dialog box. Type the name for the folder (no punctuation) and press enter. Be sure to select the new folder with a double-click before you name the file and click Save.

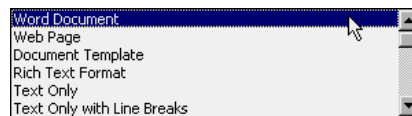
## Using Save As

### *Objectives W2000.4.3, XL2000.2.2, PP2000.8.2*

After you've saved a file once, clicking Save re-saves the file without opening the dialog box. If you want to save a previously saved file with a new name, or save it in another location, choose File ➤ Save As from the menu bar to open the Save As dialog box. The Save As feature is particularly useful if you are using an existing document to create a new document and you want to keep both the original *and* the revised document intact.

If you share files with people using other programs, or older versions of Office programs, they may not be able to open your Office 2000 files. You can, however, save your file in a format they can open. In the Save As dialog box, scroll through the Save As Type drop-down list and select an appropriate file format. The Save As Type drop-down list from Word is shown in Figure 1.8.

**FIGURE 1.8**  
Use the Save As Type drop-down list to save a file in a different file format



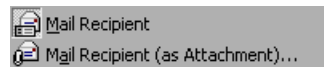
## Closing a File

To remove a document from the document window, choose File ➤ Close or click the Close button on the right end of the menu bar, directly below the application window's Close button. Word 2000 now uses a single document interface, so each new document you open has its own button on the taskbar. Activate the one you want by clicking it, then use the Close button on the title bar to close that document. If you have opened more than one document window, you won't see a Close button on the menu bar. You can click the Close button on the title bar to close the active document. If you close a document that has been changed since it was last saved, you are prompted to save your changes.

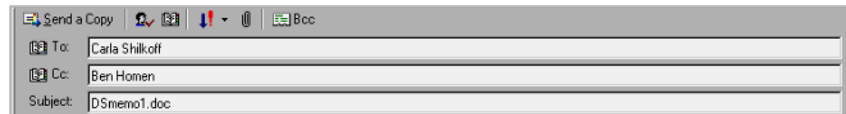
## Sending Files Using E-mail

### *Objectives W2000.4.10, XL2000.2.7, PP2000.1.10*

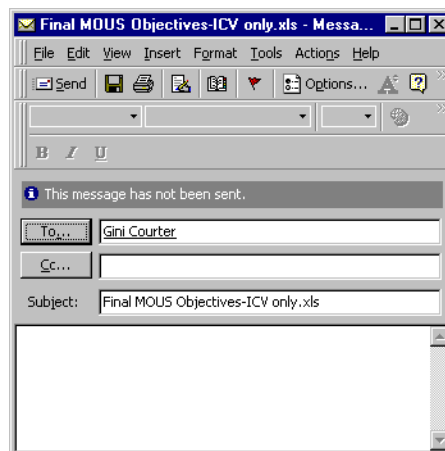
Every Office 2000 application—Word, Excel, PowerPoint, Outlook, Access, and Publisher—has two new standard features to help you send files via e-mail. You can either send your file as an e-mail message, or you can attach it to an existing e-mail message, by simply choosing one File menu option.



To send a document as an e-mail message, open it in the appropriate Office application and choose File > Send To > Mail Recipient. A space appears at the top of the document where you can fill in the e-mail address(es) and send it on its way.



If you prefer to send the document as an attachment, choose File > Send To > Mail Recipient (As Attachment). A separate e-mail window appears, showing the document as an icon in a window at the bottom, with space for you to type a message before you send it out.



## Opening an Existing File

### *Objectives W2000.4.2 and XL2000.2.3*

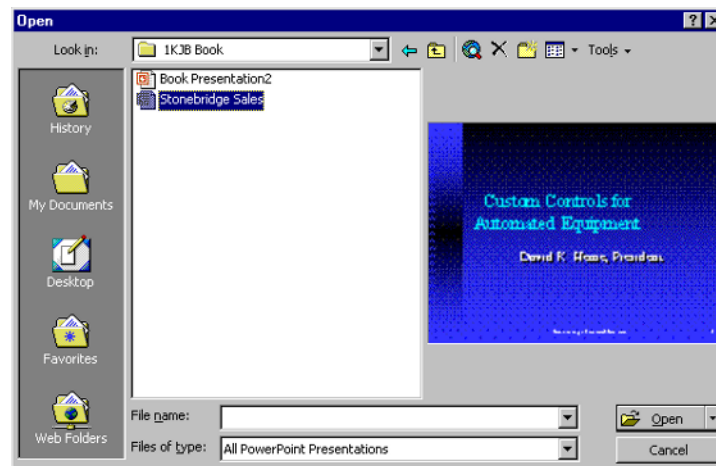
You can open an existing Office 2000 document in three ways. If the document was created recently, click the Windows Start button and open the Documents menu. If the document appears there, you're in luck—you can open it directly from the menu.

If the document doesn't appear on the Documents menu, choose Open Office Document from the Start menu, and Office opens an Open Office Document dialog box. Use the Look In drop-down list to locate the folder that contains the file.



If you're already working in PowerPoint, for example, and want to open an existing presentation, click the Open button on the Standard toolbar to open the Open dialog box, shown in Figure 1.9.

**FIGURE 1.9**  
PowerPoint Open  
dialog box



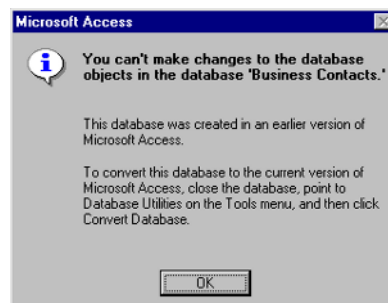
This Open dialog box is just like the Open Existing Document dialog box, but it is filtered to only show PowerPoint files. Use the Look In drop-down list to locate the proper folder and file.



## Converting Files from Other Formats

Office 2000 applications open files created in other applications and earlier versions of Office. However, Access and Publisher use different file formats than those used in previous versions, so the application has to create a converted copy of the file before it can be opened. For instance, Access 2000 opens a database created in Access 2 or Access 97, but it tells you to convert the database, as shown in Figure 1.10. If you choose not to convert the database, you won't be able to change the database's structure, but you will still be able to use the database.

**FIGURE 1.10**  
Access Conversion  
prompt



Word, Excel, and PowerPoint documents created in versions prior to Office 97 do not need to be converted to make use of all of the Office 2000 enhancements. When you save a document created in a version prior to Office 97, you are asked if you want to convert the file to the current format.

## Print Preview and Printing

### *Objectives W2000.3.2 and XL2000.4.1*

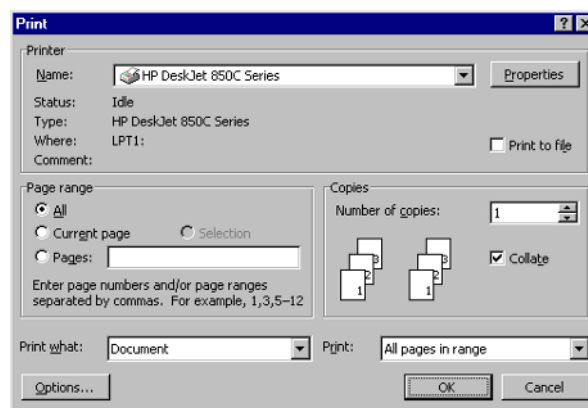


Every Office 2000 application except PowerPoint and Publisher allows you to preview a document before printing. Click the Print Preview button on the Standard toolbar to open the preview window. The preview windows themselves vary in each application.

To print a document, choose File > Print from the menu bar to open the Print dialog box, shown in Figure 1.11. While each application's Print dialog box is slightly different, all allow you to select a printer, choose a number of copies, and specify what should be printed. Clicking the Options button at the bottom of the dialog box opens an Options page where you can select print quality and other settings. Application-specific Print settings are discussed in the skills for each program.

**FIGURE 1.11**

Word's Print  
dialog box



To immediately send a document to the printer using the default print options (and without opening a dialog box), click the Print button on the Standard toolbar. The Print button is convenient in most of the applications, but is problematic in PowerPoint, where the default print settings are full-page pictures of each slide in a presentation. What a way to tie up a printer!

## Editing in Office 2000

**M**any editing features are shared among Office 2000 applications. Each application may have a quicker or easier way of editing in particular circumstances, but in this section, you'll learn those features that work no matter where you are or what you're doing.

## The Insertion Point

The *insertion point*, or *cursor*, is the flashing vertical bar that shows where the next character you type will appear. You can see the blinking insertion point, shown in Figure 1.12, as soon as you open a document or form. The only exception is Excel, where the insertion point only appears after you begin typing.

**FIGURE 1.12**

The insertion point moves to the right as new text is added.

All the applications include an Office Assistant, an active help feature that constantly monitors your actions and offers time saving advice to help you work more efficiently.



When you move the mouse pointer into an area where you can enter or edit text, the pointer changes to an I-beam. To edit existing text, move the insertion point by moving the I-beam to the text that you want to edit. Click and the insertion point jumps to the new position. Then you can type new text, or delete existing text, at the insertion point.

**Hands On: Objectives W2000.3.2, W2000.4.1-4.3, W2000.4.7, XL2000.2.1-2.3, XL2000.4.1, PP2000.8.1, and PP2000.8.2**

1. Start Word and type a short sentence into a blank document.
  - a) Save this file to the My Documents folder and name it *Practice 1*.
  - b) Add another sentence to *Practice 1* and use the Save As command to create another document. Name this file *Practice 2*, and save it to My Documents also. Close both documents and then close Word.
2. Retrieve *Practice 2* using the Documents menu.
3. Retrieve *Practice 1* using the Open button on the toolbar.
4. Close *Practice 2* then add another short sentence to *Practice 1*. Use Save As to create another document named Practice 3.

5. Start Excel, type the word “Hello,” and press Enter. (You can see your text in the first cell.)
  - a) Save this file to the My Documents folder under a name you can remember.
  - b) Proceed through steps 1b, and 2-4 using Excel to create the files and naming files and folders as you wish.
6. Use Print Preview to see how your Excel and Word files will look when printed.
7. Create a new document by clicking File ➤ New and choosing one of the available templates. Follow the instructions in the template to customize the template. Save it as you would any other document.

## Correcting Mistakes

Helping you to correct mistakes is one of the many things Office 2000 does exceptionally well. In its simplest form, Office lets you erase existing text manually. At its most powerful, Office can automatically correct the words you most commonly misspell.

### Backspace and Delete

Most people are familiar with using the Backspace and Delete keys on the keyboard to delete text, but you're not alone if you confuse when to use which one:

- Backspace (represented by a left-pointed arrow on the keyboard) erases one character to the *left* of the insertion point.
- Delete erases one character to the *right* of the insertion point.

Use whichever is more convenient for you, based on where the insertion point is.

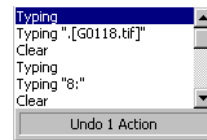
### Undo and Redo

#### *Objectives W2000.1.1 and XL2000.1.1*



Office 2000 is exceptionally forgiving. The Undo button on the Standard toolbar lets you reverse an action or a whole series of actions you have taken.

The Undo button dims when you have reached the last action you can undo. Click the drop-down arrow next to the Undo button and scroll down the history to reverse multiple actions in one step.



If you change your mind again, clicking the Redo button reverses the last Undo. In Office 2000, you can use the Undo and Redo histories to reverse multiple actions in all the applications. Each application, though, has its own rules about how far you can undo, so it's a good idea to review that information in the specific application.

## Overtyping and Insert Modes

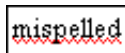
### *Objective W2000.1.8*

The default-editing mode in Office 2000 is Insert: if you enter new text in the middle of existing text, the original text moves to the right to accommodate it. Overtyping mode replaces existing text with the newly entered text. To toggle between Insert and Overtyping modes, press the Insert key on the keyboard.

## A Quick Look at Spelling

### *Objectives W2000.1.3, XL2000.5.6, PP2000.3.1*

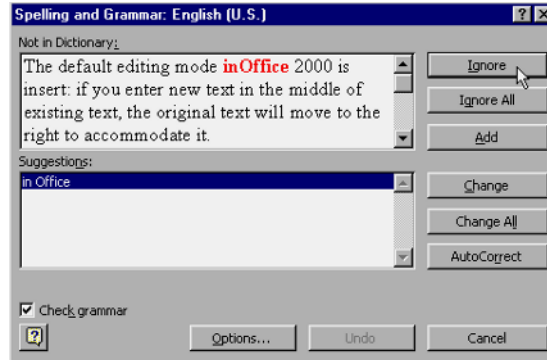
No matter how many spelling tests you may have failed in elementary school, you can still produce documents that are free of spelling errors. The Spelling feature is available in all Office 2000 applications including e-mail created in Outlook. Word and PowerPoint flag misspelled words as you type by placing a wavy red line underneath possible misspellings.



All you have to do is right-click on a flagged word to open the Spell It shortcut menu, which lists suggestions for the proper spelling. Click on the correct spelling, choose to Ignore the word, or have Office add the spelling to your custom dictionary—a good idea with names you use a lot. That way Spell It won't flag the name the next time you use it.



In the other applications, you have to ask Office to check your spelling by clicking the Spelling button on the Standard toolbar. Office reviews your document, flags possible misspelled words and, depending on the application, opens the Spelling dialog box or the Spelling and Grammar dialog box.



The Spelling and Grammar dialog box gives you all the same options as the Spell It pop-up menu and a few additional ones. Here you can choose to Ignore All occurrences of the word or to Change All occurrences to the correct spelling. You can also enter the correct spelling. All the Office applications share a custom dictionary, so words you add in one application aren't flagged in others.



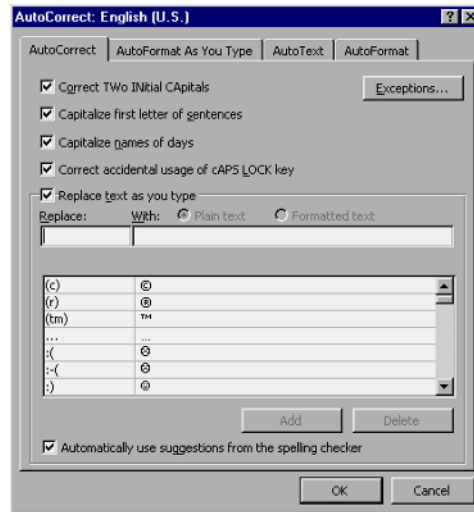
Grammar checking is not available in Excel, Outlook, and Access.

## Automatic Fixes for Common Errors

### *Objective W2000.1.16*

Most Office 2000 applications access a shared feature called AutoCorrect. With AutoCorrect you can build your own list of common misspellings. When Office encounters one of those words, it automatically fixes it for you. Some words, such as “adn” and “teh” are already in the list. As you correct misspelled words, you can add them to the AutoCorrect list. AutoCorrect is

one of the options in both the Spell It pop-up menu and the Spelling and Grammar dialog box. You can also access it from Tools ➤ AutoCorrect.

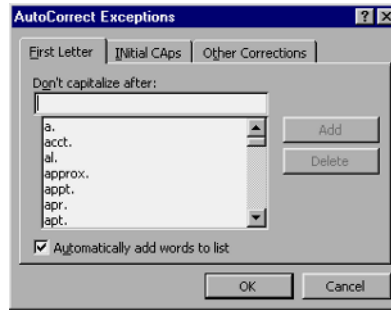


Once you add a word to the AutoCorrect list, you never have to worry about correcting the spelling error again. Also, AutoCorrect can recognize and replace common combinations of symbols like the copyright symbol © and the “smilicon” ☺ now popular online. A couple of words of caution though:

- Be sure to verify you are adding a correctly spelled word to the AutoCorrect list.
- Don’t add words that mean something else when you spell them differently. For example, if you commonly reverse the “r” and the “o” in “from”, don’t add this error to the AutoCorrect list, or every time you want to type “form” AutoCorrect automatically changes the word to “from.”

AutoCorrect also gives you a number of options that you can leave on or turn off based on your personal preferences, such as correcting two initial capitals and capitalizing the names of days. Choose Tools ➤ AutoCorrect to open the AutoCorrect dialog box. If you want to turn AutoCorrect off entirely, click to remove the checkmark in front of Replace Text As You Type. The Exceptions button provides you with two options. You can add abbreviations that you type regularly, so that AutoCorrect doesn’t automatically capitalize the next word after the period. You can also add words that require two initial caps, so it doesn’t automatically change them. The AutoCorrect Exceptions dialog box from Word is shown in Figure 1.13.

**FIGURE 1.13**  
AutoCorrect  
Exceptions



Although AutoCorrect is designed to prevent typing and spelling errors, it is also valuable as a shortcut tool. You can enter words that you type regularly into your AutoCorrect list to save yourself time and keystrokes—long company names, for example, or legal or medical terminology. Just enter a code that you will recognize, such as USA, and AutoCorrect expands it for you into United States of America. However, if you think you will ever want to use the abbreviation without expanding it, enter a slash (/) or some other character in front of the abbreviation (/USA). Then you can choose whether to have AutoCorrect supply the long form (by typing /USA) or use the abbreviation (by typing USA without the slash).

**Hands On: Objectives W2000.1.1, W2000.1.3, W2000.1.8, W2000.1.16, XL2000.1.1, XL2000.5.6, and PP2000.3.1**

1. Open a new blank document and type a three-sentence paragraph of sample text. Include several proper nouns like your boss's name and company address. Intentionally make at least three spelling errors.
  - a) Run the spelling checker and fix your spelling mistakes. Add the proper nouns to the custom dictionary.
  - b) Create an AutoCorrect entry for your company's name.
2. Click in the middle of the paragraph you just typed and press the Insert key to change to overstrike mode. (You learned this in Chapter 1.)
  - a) Type a short sentence. Note how characters disappear as you type. Press Insert again to return to Insert mode.
  - b) Click Undo enough times to replace the text you just overtyped, then click Undo an extra time. Click Redo to cancel out the extra Undo.



3. Click at the bottom of the paragraph and type another sentence. Use the Repeat command to insert the same text into your document twice more. Close without saving.
4. Create and store an AutoText entry for your return address, including formatting, to be used on personal correspondence.

## Selecting, Moving, and Copying

**W**hether you are correcting mistakes or shuffling your whole document around, the first step is knowing how to select text. Once text is selected, it can be moved, copied, deleted, aligned, or re-sized.

### Selecting Text

Each application has its own shortcuts to selecting. However, no matter where you are, you can always drag to select—even in a dialog box. To select by dragging, move the insertion point to the beginning or the end of the desired text string, hold down the mouse button, and move in the desired direction. In Excel, you can drag the Cell Selection Pointer, a thick cross, to select several cells at once. (More about selecting in Excel in Chapter 5.)

Selected text changes to reverse video—the opposite color from the rest of the text. To unselect text, click anywhere in the document.



Selected text is automatically deleted if you press any key on the keyboard. If you accidentally delete text in a document, click Undo. Undo won't work in dialog boxes.

### Moving and Copying Text

**Objectives W2000.1.9, XL2000.1.7, PP2000.3.8, AC2000.5.1**

Now that you can select text, you can move and copy text in any of the Office applications; for example, you could move text to rearrange sentences in a Word document or topics in a PowerPoint presentation. When you *move* a

selection, the original is deleted and placed in the new location. *Copying* text leaves the original in place, and creates a copy in the new location.

You can move text by cutting it from its current location and pasting it in a new location. When you cut a block of text, it is deleted from your document and copied to the *Clipboard*. Copying text moves a copy of the text to the Clipboard without deleting the original. The Clipboard is part of the computer's memory set aside and managed by Windows. The Clipboard can hold only one piece of information at a time, but that piece of information can be text, a graphic, or even a video clip.

### Moving or Copying Text



1. Select the text you want to move or copy.
2. Click the Cut or Copy button on the Standard toolbar.
3. Move the insertion point where you want the text to appear.
4. Click the Paste button.

All the moving and copying techniques work with pictures or other objects just as they do with text. See the chapters on each individual application for more detailed information on moving and copying text and objects.



Cut, Copy, and Paste are standard Windows functions, and as a result they have corresponding shortcut keys that you can use even if menu and toolbar options are not available. Select the text or object and press **Ctrl+X** to cut, **Ctrl+C** to copy, or **Ctrl+V** to paste.

## Pasting Multiple Items

A new feature of Office 2000 is Collect and Paste, which lets you copy up to 12 items and save them to a temporary Clipboard where you can select and paste them all at once. This makes it easier to move several items from one place to another, without forcing you to scroll up and down or split the screen.

To select items for collecting and pasting, choose your items in order by pressing Edit > Copy or Edit > Cut, and the Clipboard toolbar appears. After you move to the new location in the document where you want to paste the items, select them one by one from the Clipboard by clicking them and pressing **Ctrl+V**.



**Hands On: Objectives W2000.1.9, XL2000.1.7, PP2000.3.8, AC2000.5.1**

1. Start a new Word document and type a five-sentence paragraph of sample text.
  - a) Select some text, then deselect it.
2. Select the fourth sentence.
  - a) Use Cut and Paste to move the sentence to the beginning of the paragraph.
  - b) Select two more sentences and copy each to the clipboard.
  - c) Paste each sentence back into your document in the opposite order you copied them. Close this document without saving.
3. Open one of the Excel documents you've created in a previous exercise.
  - a) Select several cells by dragging over them.
  - b) Use Copy/Paste to display the cell contents in two places on your worksheet.

## Adding Pizzazz

One of the primary benefits of using Windows applications is the ease with which you can give your documents a professional appearance. The right combination of fonts, font styles, sizes, and attributes can make your words or numbers jump right off the page.

### Fonts and Font Styles

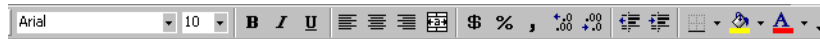
**Objectives W2000.1.1, W2000.1.2, and XL2000.3.1**

Selecting the right font can be the difference between a professional-looking document and an amateur effort that's tedious to read. Fonts are managed

by Windows, which means that a font available in one application is available in all Windows applications. You can access fonts and many of their font attributes right from the Formatting toolbar. Excel's Formatting toolbar is shown in Figure 1.14.

**FIGURE 1.14**

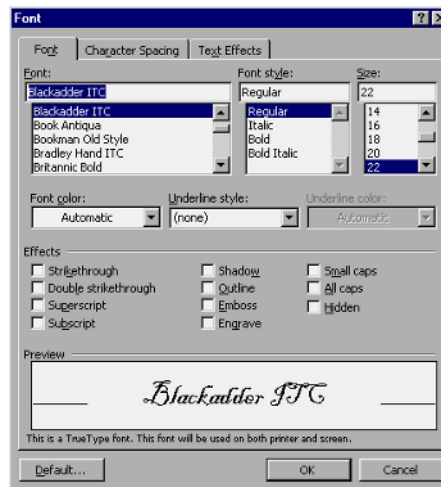
Excel's Formatting toolbar



To change the font, select some text then click the drop-down arrow next to the font name. Choose a font from the list. Either Times New Roman or Arial is the default font, depending on the application. All Windows True Type fonts (designated by the TT in front of them) are scaleable, which means that you can make them any size by entering the desired size in the Font Size text box. Of course, you can also select from the sizes listed in the drop-down list.

To turn on Bold, Italics, or Underline, click the corresponding button on the toolbar. Remember that you must select existing text before you can change the font or font style.

For all of the available font options, choose Format ➤ Font, or in Excel choose Format ➤ Cells, and click the Font tab to open the Font dialog box.

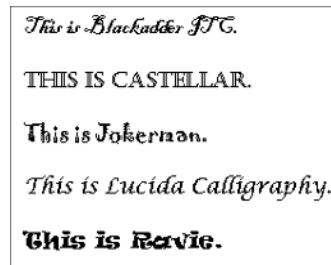


Here you can see what the fonts look like in the Preview window. You can also choose from several underline options, although the options differ depending on the application. For example, you can choose a Wave underline style in Word and a Double Accounting underline style in Excel. You can also apply a number of different effects to your text such as Strikethrough, Superscript, and Subscript. Word and PowerPoint also have effects such as Shadow and Emboss.

With all the color printers around today, being able to add colors to text is an important feature. Font Color is available from most toolbars as well as from the Font dialog box. There are also many new fancy, decorative fonts available in Office 2000, a few of which are shown in Figure 1.15.

**FIGURE 1.15**

Some new decorative fonts shown in Word



## Copying Existing Formats

### *Objectives W2000.1.10, XI2000.3.6, PP2000.3.9*

Once you have formatted the text just the way you like it, there is no need to re-create it for other text that you want formatted the same way. You can easily copy that format to other text in your document using the Format Painter.



Select the text with the format you want to copy and click the Format Painter button on the Standard toolbar. Your mouse pointer changes shape to an I-beam with a paintbrush next to it. (In Excel, the pointer becomes a thick cross with a paintbrush next to it.)



Drag the Format Painter I-beam over some existing text, and it is reformatted to look just like the text you copied. Once you've applied the format, the Format Painter turns off automatically. If you need to copy the formatting more than once, select the text you want to copy and double-click (instead of single-clicking) the Format Painter button. When you are finished, click the Format Painter button again to turn it off.

The Format Painter not only copies fonts and font attributes but other formatting such as line spacing, bullets, borders and shading, and indents. In Excel, the Format Painter copies number formats too.

***Hands On: Objectives W2000.1.2, W2000.1.10, XL2000.3.1, XI2000.3.6, and PP2000.3.9***

1. Start a new Word document and type a list of your five favorite holidays.
  - a) Select the first holiday and make it bold.
  - b) Select the second holiday and make it 20 point.
  - c) Select the third holiday. Italicize and underline it.
  - d) Select the fourth holiday and use the Font dialog box to make it 14 point Arial blue.
  - e) Use the format painter to copy the formatting on the fourth holiday to all the others. Close this document without saving.
2. Open an existing Excel Worksheet.
  - a) Select a cell with text in it and format the cell as 20 point Times New Roman Bold.
  - b) Select another cell with text. Italicize and underline it.
  - c) Select one of your formatted cells and use the Format Painter to copy its formatting to another cell.