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# Getting Started with Office XP

As we manage our business and personal worlds, we continually need to accomplish more, faster, and better. Microsoft Office XP provides you the tools to do all this and more. Each of its programs—Word, Excel, PowerPoint, Access, Outlook, Publisher, and Internet Explorer—has a special function, yet they all work together so you can combine word processing, spreadsheets, presentations, databases, scheduling, publications, and Internet communication. The results are professional, dynamic, and effective documents for every occasion. Every Office program uses the same structure of windows, menus, toolbars, and dialog boxes, so you can focus on creating the best document rather than struggling with how each program works. Office programs have personalized menus and toolbars that display only the commands and toolbar buttons you use most frequently, which saves space and increases your efficiency. In addition, you can perform your most basic actions the same way in every program. For example, in each Office program, you open, save, and close documents with the same buttons or commands. When you have a question, the identical help feature is available throughout Office programs.


# Starting an Office Program

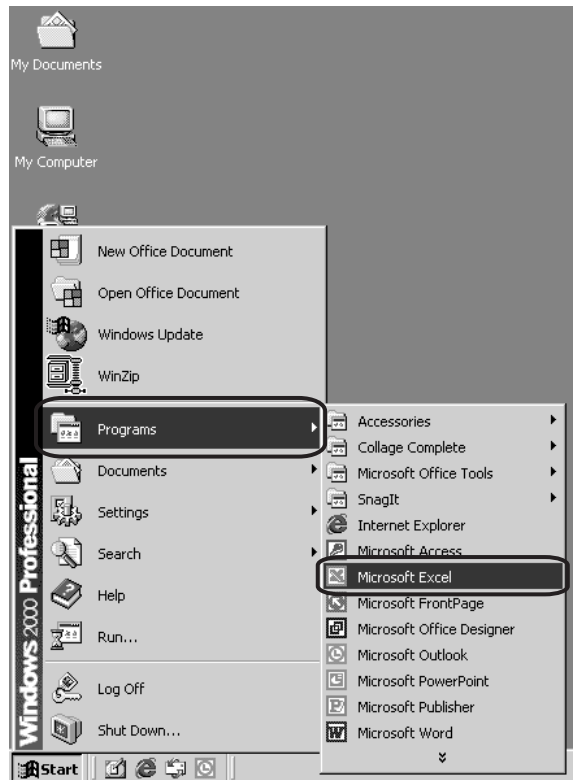
The quickest way to start an Office program is from the Start menu on the taskbar. Office lets you customize your work area and switch from program to program with the click of a button.

## NOTE

You can get Office information on the Web from within any Office program. Click the Help menu, and then click Office On The Web. Your Web browser opens, displaying the Microsoft Office Update Web site.

## Start an Office Program from the Start Menu


1. Click the **Start** button  on the taskbar.
2. Point to **Programs**.
3. Click the Office XP program that you want to open.

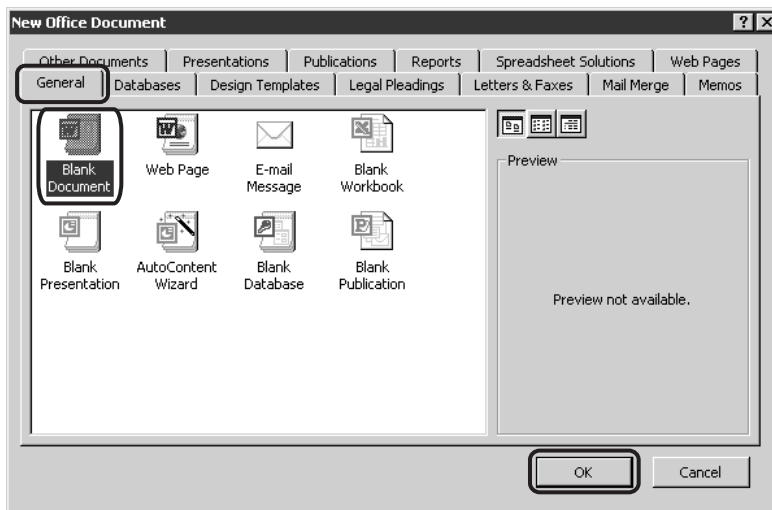


**TIP**

You can start an Office program and open a document from Windows Explorer. Double-click any Office document icon in Windows Explorer to open that file in its associated program.

## Start an Office Program and Open a New Office Document

1. Click the **Start** button  on the taskbar, and then click **New Office Document**. The New Office Document dialog box opens.
2. Click the tab for the type of document you want to create.
3. Click a document icon, and then click the **OK** button to start the program and open a new document.



## Opening an Existing File

Before you can begin working, you need to open a document. You can open the file (and its program) at one time, or you can start the program and then open the file from within the program.



**TIP**

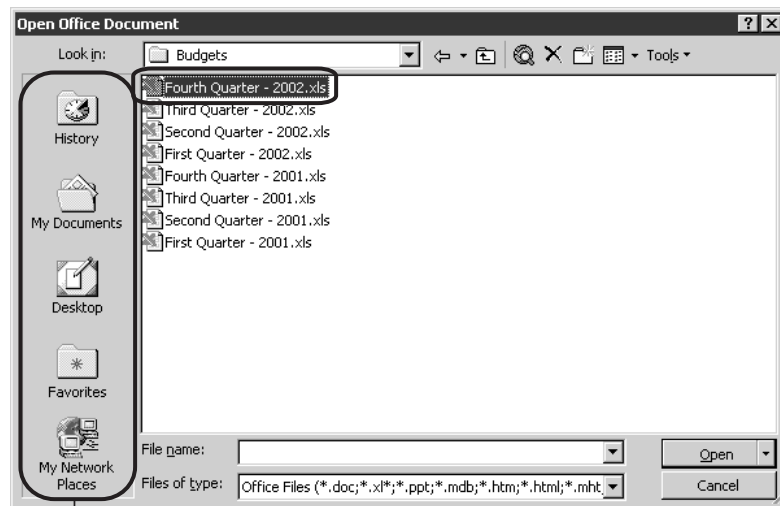
You can reopen a recently closed file by clicking the filename at the bottom of the File menu.

### NOTE

You can quickly open a copy of a file. When you open a file from the Open dialog box, click the Open button drop-down arrow, and then click Open As Copy. The Office program creates a new copy of the file in the same folder with the filename *Copy of [Filename]*.


## Open an Existing File from the Start Menu


1. Click the **Start** button  on the taskbar, and then click **Open Office Document**.
2. Click an icon on the **Places** bar to open a frequently used folder.
3. If necessary, click the **Look In** drop-down arrow , and then click the drive where the file is located.
4. Double-click the folder in which the file is stored.
5. Double-click a filename to start the program and open the file.

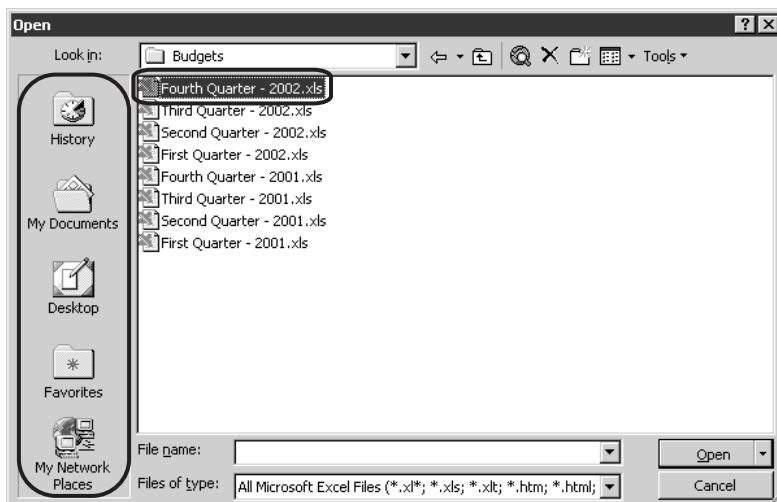


Places bar

## Open an Existing File from Within an Office Program

1. Click the **Open** button  on the Standard toolbar.
2. Click an icon on the **Places** bar to open a frequently used folder.

3. If necessary, click the **Look In** drop-down arrow , and then click the drive where the file is located.
4. Double-click the folder in which the file is stored.
5. Double-click the file you want to open.



## NOTE

You can delete or rename any closed file from the Open or Save As dialog box. Click the file, click the Tools drop-down arrow, and then click Delete or Rename.

# Saving a File

Frequently saving your files ensures that you don't lose work during an unexpected power loss. The first time you save a file, specify a filename and folder in the Save As dialog box. The next time you save the file, Office saves it with the same name in the same folder. If you want to change a file's name or location, you can use the Save As dialog box to create a copy of the original file.



## TIP

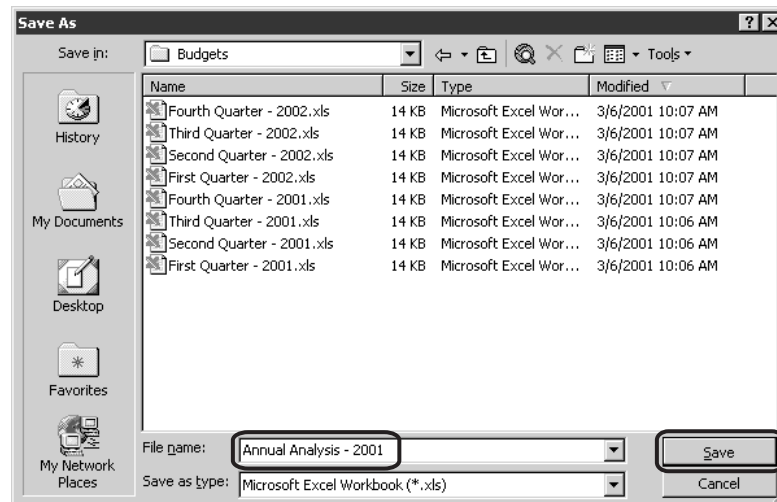
What's the difference between the Save and Save As commands? The Save command saves a copy of your current document to a previously specified name and location. The Save As command creates a copy of your current document with a new name, location, or type.

**NOTE**

When you name a file, you do not have to type the filename extension. Each Office program automatically adds the correct filename extension to files.

## Save a File for the First Time

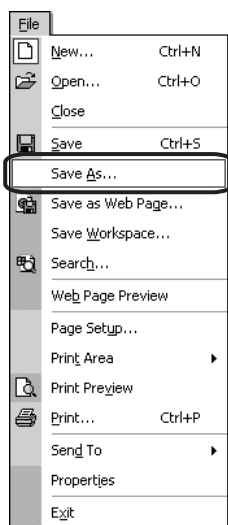
1. Click the **Save** button  on the Standard toolbar.
2. Click an icon on the Places bar to open a frequently used folder.
3. If necessary, click the **Save In** drop-down arrow , and then click the drive where you want to save the file.
4. Double-click the folder in which you want to save the file.
5. Type a name for the file, or use the suggested name that appears in the **File Name** box.
6. Click the **Save** button.


**TIP**

To modify your default save settings, choose **Tools > Options**, click the **Save** tab, click the options you want, and then click the **OK** button.

## Save a File with Another Name

1. Click the **File** menu, and then the **Save As** command (**File** ➤ **Save As**).  
The Save As dialog box opens



2. Click an icon on the Places bar or click the **Save In** drop-down arrow , and then click the drive or folder where you want to save the file.
3. Type a new filename in the **File Name** box.
4. Click the **Save** button.

### TIP

To save all your files at one time, hold down the Shift key, and then choose **File** ➤ **Save All**.

### NOTE

A file type specifies the document format (for example, a template) as well as the program and version in which the file was created (for example, Excel 2002). You might want to change the type to an earlier version if you're not certain that your recipient has the same version of a program.

# Choosing Menu and Dialog Box Options

## Menu

A list of associated commands or options, located beneath the title bar (at the top of the window). You can choose a command or option by pointing to it and then clicking the mouse, or by highlighting it, and then pressing the Enter key on the keyboard.

## Shortcut menu

A menu that lists commands when you right-click a word or object. To customize shortcut commands, choose Tools > Customize > Toolbars.

## Dialog box

A window that displays onscreen that you use to enter or select information.

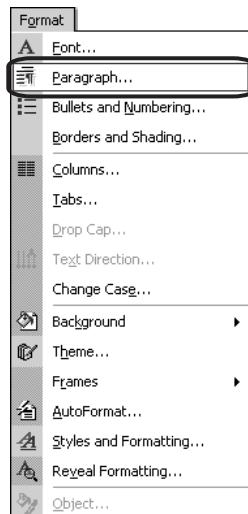
A **menu** is a list of related commands. For example, the Edit menu contains commands for editing a document, such as Delete and Cut. A **shortcut menu** opens when you right-click a word or object while you're working and contains commands related to a specific object. Clicking a menu command followed by an ellipsis (...) opens a **dialog box**, which is where you choose various options and provide information for completing the command. As you switch between programs, you'll find that all Office menus and dialog boxes look similar and work in the same way.

### TIP

When you first open a menu, the commands you used most recently appear first. Point to the Toolbar Options drop-down arrow to display the full menu.

## Choose Menu Commands

1. Click a menu name on the menu bar, or right-click an object (such as a toolbar, spreadsheet cell, picture, or selected text).
2. If necessary, click the double arrow to expand the menu and display more commands.
3. Click a menu command you want, or point to the arrow to the right of the menu command to display a submenu of related commands, and then click the command you want.





**TIP**

Toolbar buttons and shortcut keys are faster than menu commands. You can learn the toolbar button equivalent of a menu command by using the toolbar button icon to the left of a menu command. Keyboard shortcuts appear to the right of their menu commands. To use a keyboard shortcut, hold down the first key (such as Ctrl), press the second key (such as V), and then release both keys (such as Ctrl+V).

**NOTE**

The most common dialog box buttons are the OK button, which confirms your selections and closes the dialog box; and the Cancel button, which closes the dialog box without accepting your selections.

## Choose Dialog Box Options

All Office dialog boxes contain the same types of options, including the following:

**Tabs.** Click a tab to display its options. Each tab groups a related set of options.

**Option buttons.** Click an option button to select it. You can usually select only one.

**Spin box.** Click the up or down arrow to increase or decrease the number, or type a number in the box.

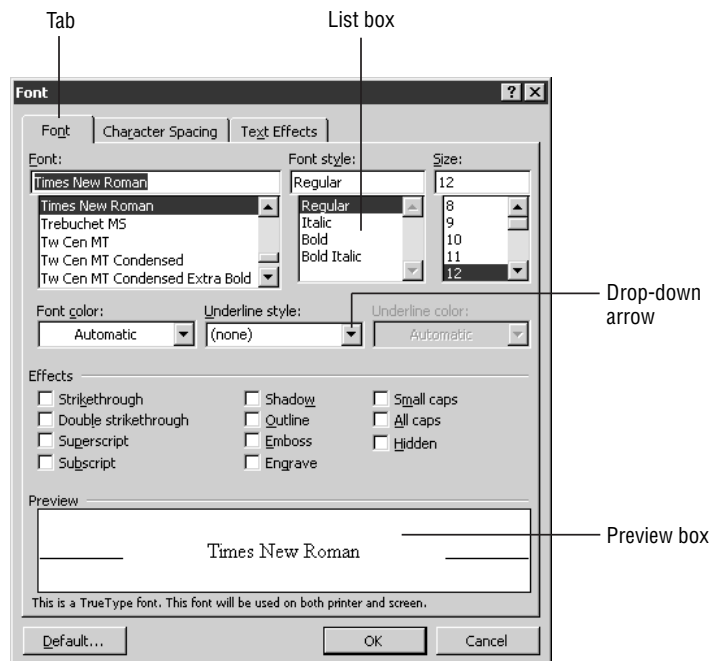
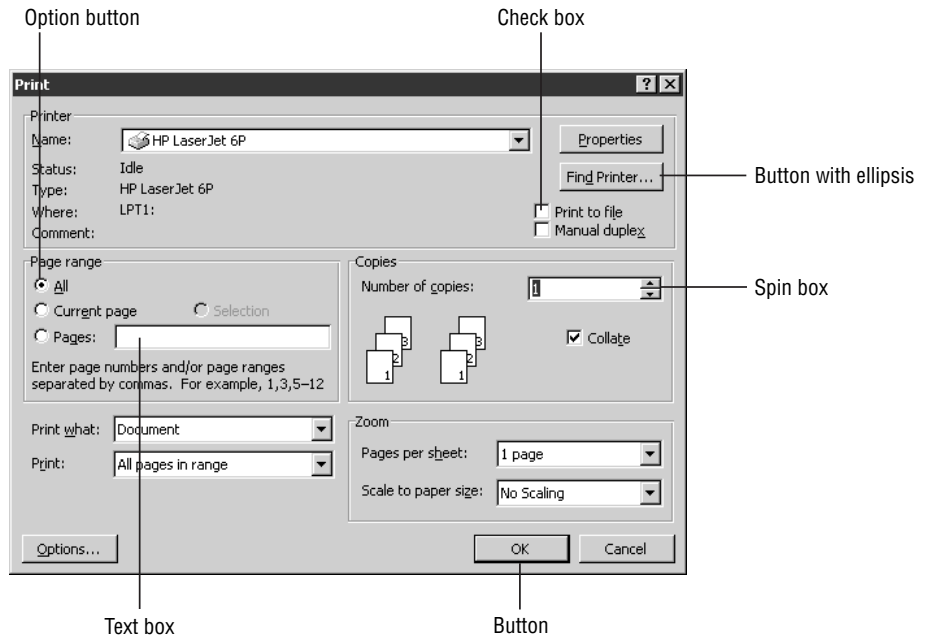
**Check box.** Click the box to turn the option on or off. A checked box means the option is selected; a cleared box means it's not.

**List box.** Click the drop-down arrow to display a list of options, and then click the option you want.

**Text box.** Click in the box and type the requested information.

**Button.** Click a button to perform a specific action or command. A button name followed by an ellipsis (...) opens another dialog box.

**Preview box.** Many dialog boxes display an image that reflects the options you select.



# Working with Toolbars

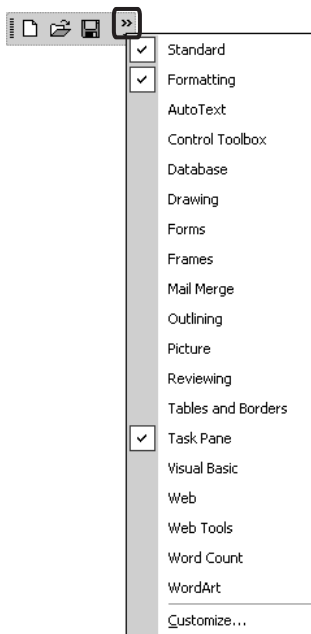
Each Office **toolbar** contains a collection of buttons that you click to select frequently used menu commands. Most programs open by placing the Standard toolbar (which contains commands such as Save and Print) and the Formatting toolbar (which contains commands for selecting fonts and sizes) side by side. You can also display toolbars designed for specific tasks, such as drawing pictures, importing data, or creating charts. The Office program you're in will personalize the toolbars as you work, showing only the buttons you use most often. Additional toolbar buttons are available by clicking the Toolbar Options drop-down arrow at the end of the toolbar.

## Toolbar

A collection of buttons that represent tools and that have equivalent commands on a related menu.

## Display and Hide a Toolbar

1. Right-click any visible toolbar.



2. Click the name of the toolbar you want to display or hide.

### Move and Reshape a Toolbar

You can modify the look of a toolbar in any Office program.

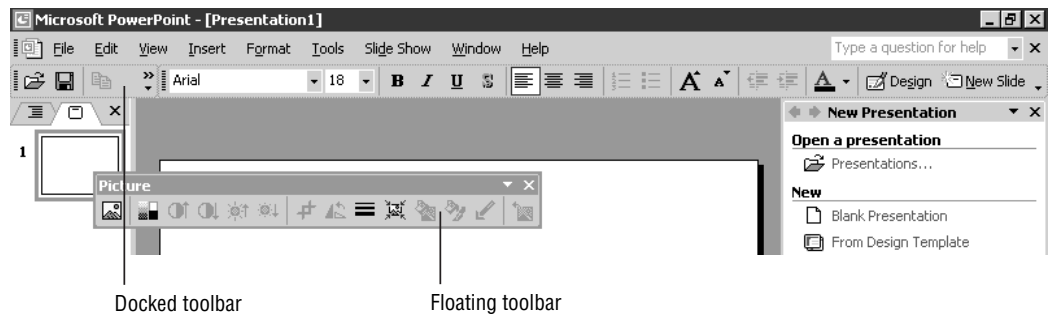
#### Docked

A toolbar that is attached to one edge of the window.

#### Floating

A toolbar that has a visible title bar and that you can move.

- ✦ To move a toolbar that is **docked** (attached) or **floating** (unattached) over the window, click the gray bar on the left edge of the toolbar, and then drag it to a new location.
- ✦ To return a floating toolbar to its previous docked location, double-click its title bar.
- ✦ To change the shape of a floating toolbar, drag any border until the toolbar is the shape you want.

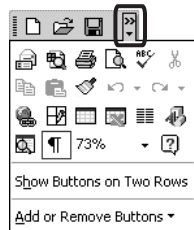


#### TIP

When you first open a toolbar, the buttons you used most recently display. Click the Toolbar Options drop-down arrow to display any other toolbar buttons. To display the full toolbar, double-click the gray bar on the left edge of the toolbar.

### Display Toolbar Options on a Toolbar

To display more buttons on a toolbar, click the Toolbar Options drop-down arrow at the right end of the toolbar.



# Arranging Windows

Every Office program and document open inside a **window**, which contains all the program commands and is where you create and edit your documents. Most often, you'll probably fill the entire screen with one window. Other times, when you may want to move or copy information between programs or documents, it's easier to display several windows at once. You can arrange simultaneously on the screen two or more windows from one program or from different programs. However, you must make the window active before you can work in it. You can also click the document buttons on the taskbar to switch between open Office documents.

## Window

An onscreen box that contains a title bar, menus, toolbars, and a work area.

## Resize and Move a Window

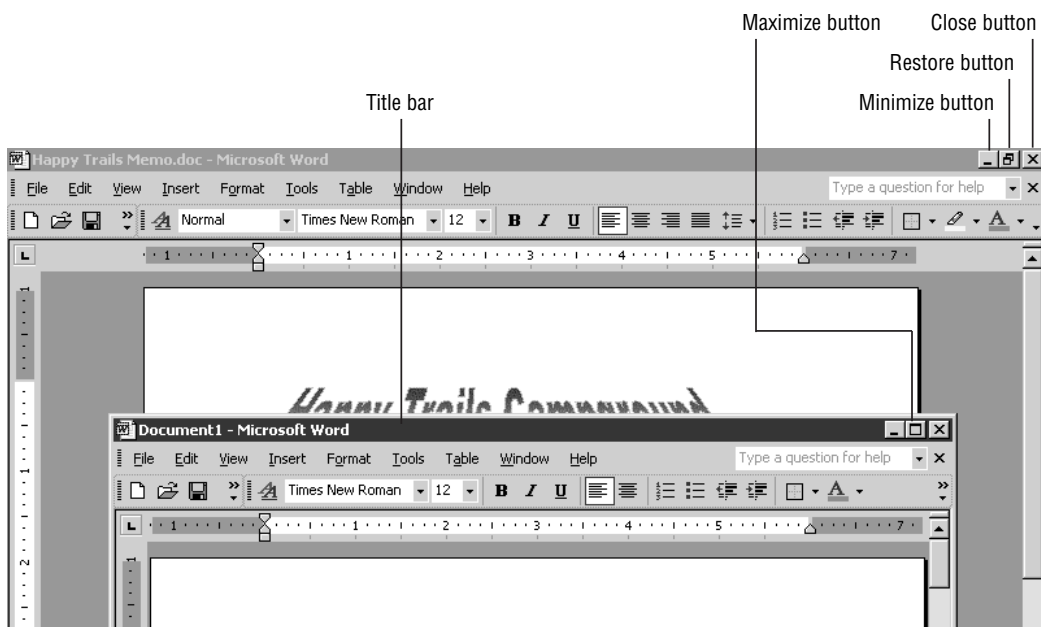
All windows contain the same sizing buttons:

**Maximize** button. Click to make a window fill the entire screen.

**Restore** button. Click to reduce a maximized window to approximately half its full size.

**Minimize** button. Click to shrink a window to a taskbar button. To restore the window to its previous size, click the appropriate taskbar button.

**Close** button. Click to shut a window.



You can move a window to any location on the screen by clicking its title bar and dragging the window to a new location. Release the mouse button when the window is where you want it.

### TIP

You can use shortcut keys to open and close windows, and quickly switch between windows. To close the active window, hold down the Ctrl+W keys on the keyboard. To switch to the next window, hold down the Ctrl+F6 keys on the keyboard, and to switch to the previous window, hold down the Ctrl+Shift+F6 keys on the keyboard.

### TIP

Only one window can be active at a time. You can tell whether a window is active by the color of its title bar. By default, an active window's title bar is blue and the inactive title bar is gray. To make an inactive window active, click anywhere in the window.

## Switch Between Document Windows

Each open Windows file or document displays its own button on the Windows taskbar. You can click the buttons on the taskbar to switch between open files.



## Choosing Templates and Wizards

### Template


A file that defines the styles, fields, formatting, and layout of a document.

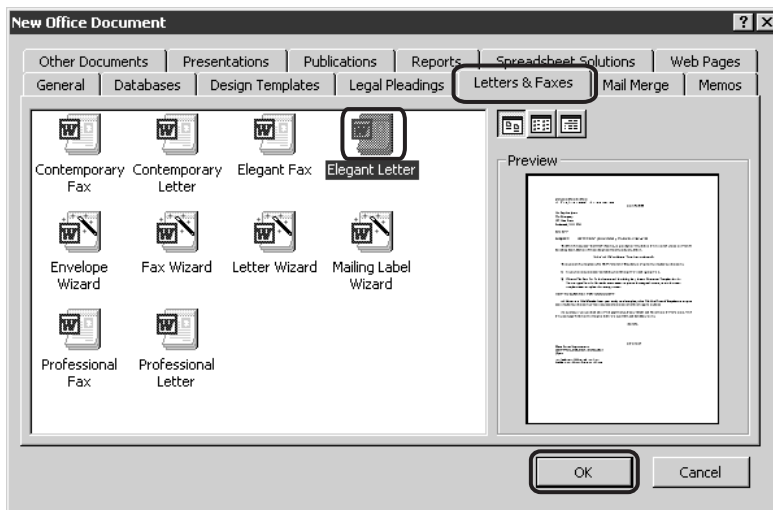
### Wizard

A utility that leads you through steps to produce a product or accomplish a task.

Office makes it easy to create many common documents based on a template or using a wizard. A **template** opens a document (such as a letter) with predefined formatting and placeholder text that specifies what information you should enter (such as your name or address). A **wizard** walks you through the steps to create a finished document tailored to your preferences. The wizard asks you for information, and then, when you click the Finish button, it creates a completely formatted document based on the options and content you entered. You use a template to add information to a designed document, and you use a wizard to add a design to information you supply.

## Choose a Template

1. Click the **Start** button  on the taskbar, and then click **New Office Document**, or choose **File > New**. The New Office Document dialog box opens.
2. Click the tab for the type of document you want to create.
3. Click the template you want to use.
4. Check the Preview box so you verify that the template will create the right style of document.
5. Click the **OK** button.




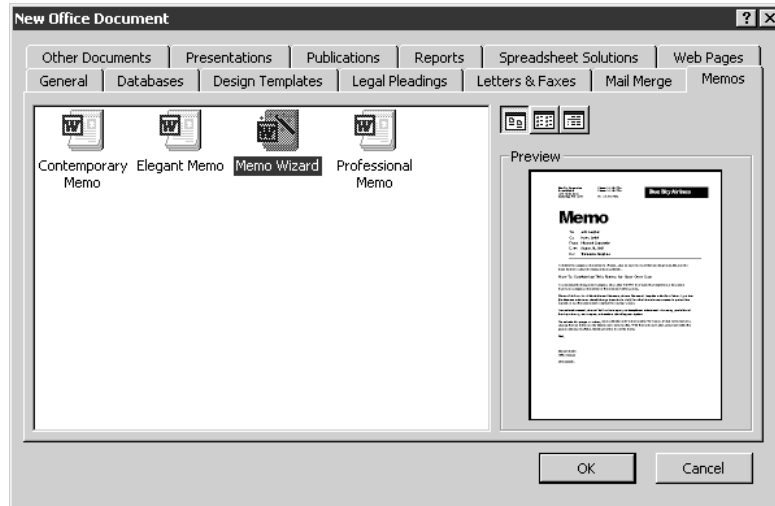
6. Type text for placeholders such as *[Click here and type your letter text]*.

### TIP

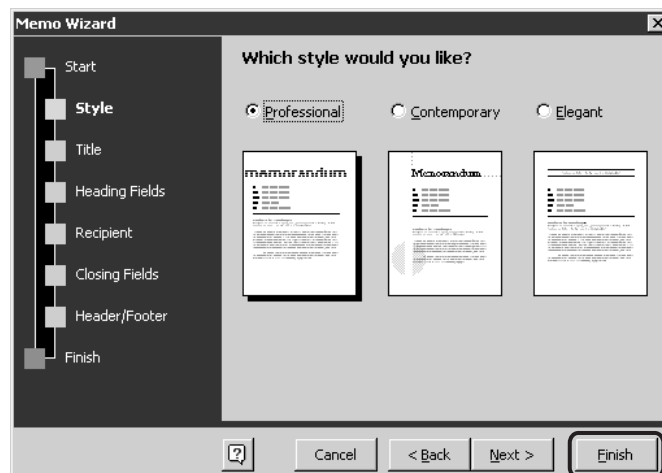
If you create a Word document using a wizard, Word bases the document on the Normal document template. However, the styles Word uses in the document reflect the formatting options that you select when responding to the wizard.

## Choose and Navigate a Wizard

1. Click the **Start** button  on the taskbar, and then click **New Office Document**, or choose **File > New**. The New Office Document dialog box opens.



2. Click the tab for the type of document you want to create.
3. Double-click the icon for the wizard you want to use.
4. Read and select options (if necessary) in the first wizard dialog box.
5. Click the **Next** button to progress to the next wizard dialog box. Each wizard dialog box asks for different information.
6. Continue to select options, and then click the **Next** button.
7. When you reach the last wizard dialog box, click the **Finish** button.





# Getting Help in an Office Program

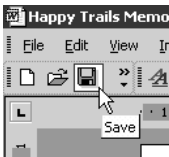
At some point, you will have a question or two about the program you're using. The Office online Help system provides the answers you need. **ScreenTips** show toolbar names and short descriptions about anything you see on the screen or in a dialog box. If you need help while you work, you can use the Ask a Question box to quickly get help. You can also search an extensive catalog of Help topics by an index or a table of contents to locate specific information.

## ScreenTips

Descriptive text that displays when you hold the mouse pointer over a button.

## Get a ScreenTip

1. Place the mouse pointer over a toolbar button. The name of the button, or the **ScreenTip**, appears below the button.



## NOTE

To hide ScreenTips, choose Tools > Customize > Options, click the Show ScreenTips On Toolbars check box to clear it, and then click the OK button.

## Get Help While You Work

1. Click the **Ask a Question** box  on the menu bar, type a question, press the Enter key, and then click a topic.


# Getting Help from the Office Assistant

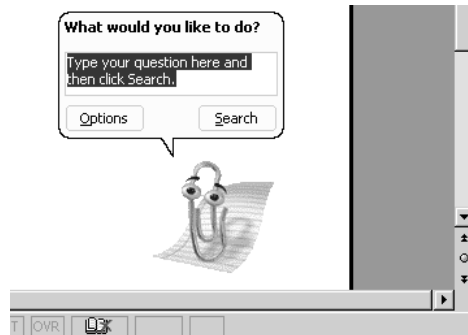
Often the easiest way to learn how to accomplish a task is to ask someone who knows. Now, with Office, that knowledgeable friend is always available in the form of the Office Assistant. Tell the Office Assistant what you want to do in the same everyday language you use to ask a colleague or friend, and the Office Assistant walks you through the process step by step. If the personality of the default Office Assistant—Clippit—doesn't appeal to you, you can choose from a variety of other Office Assistants.



### TIP

You can open the Office Assistant by clicking the Help button. If the Office Assistant is already turned on, you will see the Office Assistant at the top of your screen. If the Office Assistant is turned off, the Help pane appears where you can get search for help by topic.

## Ask the Office Assistant for Help

1. Click the **Help** button  on the Standard toolbar, or click the **Office Assistant** to turn on the Office Assistant.
2. Type your question about a task with which you want help.
3. Click the **Search** button.



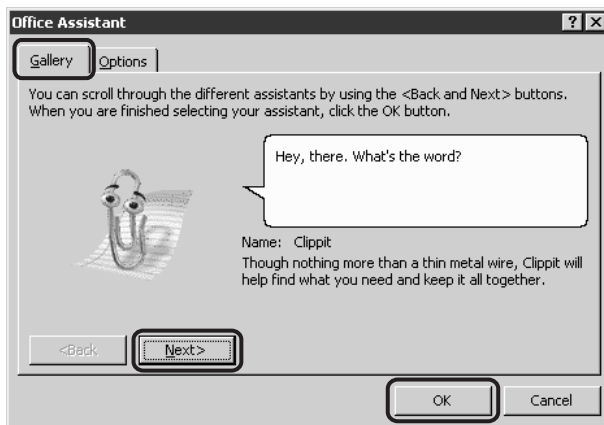
4. Click the topic in which you're interested.
5. Read and follow the directions. After you're done, click the **Close** button  on the Help window.
6. Click the **Help** button  on the Standard toolbar to hide the Office Assistant.

### NOTE

Get useful tips from the Office Assistant. When a light bulb appears above the Office Assistant, click the Office Assistant to see a tip for a simpler or more efficient way to accomplish a task.

## Choose an Office Assistant

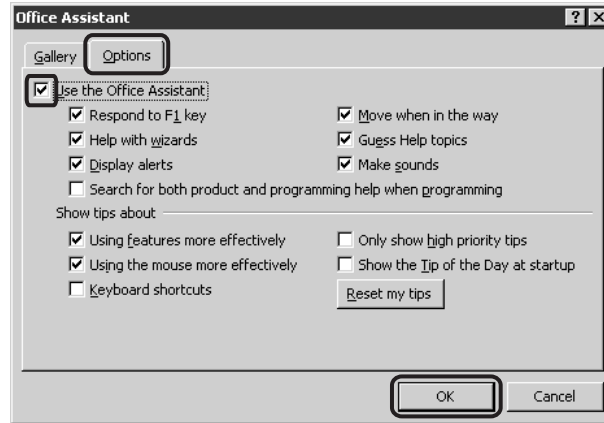
1. Right-click the **Office Assistant** and click **Options**, or click the **Options** button in the **Office Assistant** window. The Office Assistant dialog box opens.
2. Click the **Gallery** tab.
3. Click the **Next** button and the **Back** button to preview different Office Assistants.
4. Display the Office Assistant that you want to use.
5. Click the **OK** button. If the Office program prompts you to insert the Office XP CD-ROM in your drive, insert the CD-ROM, and then click the **OK** button.



## Turn Off the Office Assistant


1. Right-click the **Office Assistant** and click **Options**, or click the **Options** button in the Assistant window.
2. Click the **Options** tab.
3. Click the **Use Office Assistant** check box to clear it.

4. Click the **OK** button.



## Displaying the Office Shortcut Bar

The Office Shortcut Bar provides quick access to all the programs on your computer. You can display one or more toolbars and customize buttons on the Office Shortcut Bar. The Office Shortcut Bar itself can be floating, not attached to any part of your screen, or docked, attached to the left, right, or top edge of your screen.

1. Click the **Start** button , point to **Programs**, point to **Microsoft Office Tools**, click **Microsoft Office Shortcut Bar**.
2. Install the component if necessary.
3. Click **Yes** to start the Office Shortcut Bar automatically whenever Windows is started.



### TIP

To customize the Office Shortcut Bar, right-click anywhere on the Office Shortcut Bar (except the title bar), click **Customize**, click the **Buttons** tab, click to select or clear the buttons you want to show or hide on the toolbar, and then click the **OK** button.

## Close the Office Shortcut Bar

1. Click the **Office** icon on the title bar.
2. Click **Exit**.
3. If prompted, click the **Yes** or **No** buttons to instruct Windows to display the Office Shortcut Bar the next time you open Windows.




## Closing a File

To conserve your computer's resources, close the files and programs that you are not currently working in. You can close open documents one at a time, or you can use one command to close all open files without closing the program. Either way, if you try to close a document without saving your final changes, a dialog box appears, prompting you to do so.

### TIP

When two or more documents are open in a program, the document window contains one Close button. The Close button closes the document without exiting the program. You might need to click a Word document button on the taskbar to make it active before you click the Close button.

## Close One File

1. Click the **Close** button  on the title bar in the upper-right corner.
2. If necessary, click the **Yes** button to save your changes.


# Quitting an Office Program

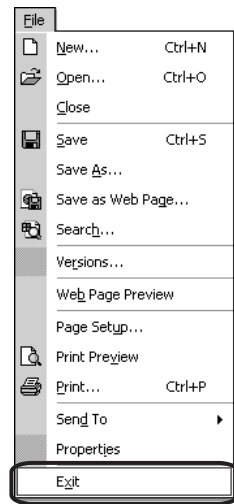
When you decide to stop working for the day, before you shut down your computer, you must quit any running programs. All open documents close when you quit. If you haven't saved your final changes, a dialog box appears, prompting you to do so.

**TIP**

Access automatically compresses a database when you close the file. Choose **Tools > Options > General** tab, click the **Compact On Close** check box to select, and then click the **OK** button.

## Quit an Office Program

1. Click the **Close** button , or choose **File > Exit**.



2. If necessary, click the **Yes** button to save any changes you made to your open documents before the program quits.

