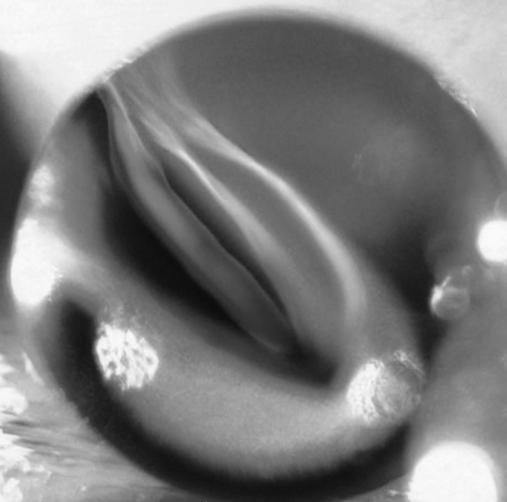


PART i

INTRODUCING OFFICE XP

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Chapter 1

PRESENTING OFFICE XP

Those already familiar with earlier versions of Microsoft Office will find all their classic applications still included with the release of Office XP (*XP* stands for experience). Some of the tools, however, have undergone either a face-lift or a full revamping. Those new to the package will find a broadly featured office-function package.

Just as we have seen with recent versions of Office, this version extends the Internet connectivity and functionality available from within its applications, making the boundary between the Desktop and the Web more gray. It also further develops collaboration tools for those who work together on reports, proposals, presentations, databases, and spreadsheets.



Adapted from *Mastering Microsoft Office XP Premium Edition* by Gini Courter and Annette Marquis with Karla Browning

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EXPLORING THE OFFICE XP USER INTERFACE

The first thing you notice when you fire up one of the Office XP applications is the new *task pane* on the right side of the application window. The contents of the task pane support a range of features from opening documents to searching for clip art. Although sometimes intrusive and awkward to use, the task panes bring a lot of features to the forefront of the Office XP applications.

After you get over the surprise of the task panes, you might also notice the change in the look of Office XP's toolbars. In this section, we'll discuss what's really changed behind the scenes with the functionality of toolbars and dialog boxes. You'll also find information about the fundamental changes in the online help features in Office XP.

Task Panes Put Options at Your Fingertips

Task panes fire up and close automatically depending on your activity in the application. For example, the New Document task pane, shown in Figure 1.1, appears in place of the New dialog box whenever you start an application. If you close the New Document task pane, it reappears whenever you choose File > New from the menu.

To activate the task pane manually, choose View > Task Pane. You can then select the task pane you want to use from the menu at the top of the pane. The list of panes varies by application. Word's Task Pane menu appears in Figure 1.2.

After you select a task pane from the list, you can go back to previous task panes by clicking the Back button to the left of the task pane name. Use the Forward button to return to the next pane in a series of previously opened panes. To close the task pane, click the Close button to the right of the task pane name.

You may find task panes to be intrusive and annoying when you first encounter them. If you're an experienced Office user, it will even take a while to get used to using them—old habits die hard. We recommend that you give them a chance, however. They are pretty good at getting out of your way when you are ready to work, and they add some functionality that never existed in Office before—for example, Word's Reveal Formatting task pane (see Chapter 4, "Formatting Documents").

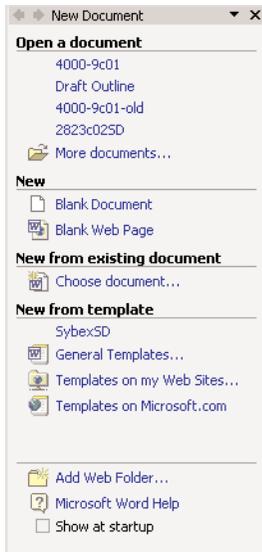


FIGURE 1.1: The New Document task pane lets you open existing documents and create new ones.

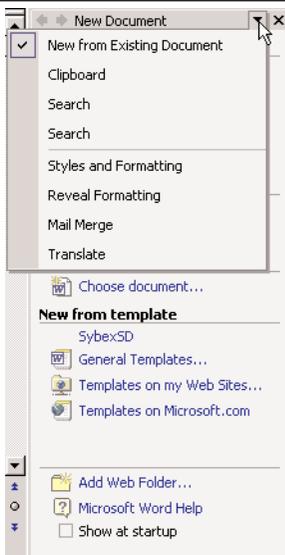


FIGURE 1.2: Choose the task pane you want to use from the Task Pane menu.



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The New Document Task Pane

The New Document task pane is immediately visible when you launch Word, Excel, and PowerPoint. The task pane is divided into five sections:

Open A Document Lists the most recently saved documents and has a More Documents link that opens the Open dialog box

New Allows you to open a Blank Document or a Blank Web Page

New From Existing Document Makes it easy to base a document on a previously saved document without running the risk of overwriting the saved document

New From Template Lists recently used templates, general templates, templates saved to a web folder, and templates available from www.microsoft.com

Miscellaneous options Allow you to add a web folder, access Word help, and disable the Show At Startup option that opens the New Document task pane when you launch the application

As soon as you select a document to open, the New Document task pane closes automatically to get out of your way while you work.

The Office Clipboard Task Pane

Microsoft introduced the Office Clipboard in Office 2000, and it quickly became one of the most exciting new features for users who create documents that cross Office applications. With the Office 2000 Clipboard, you could cut or copy more than one item and paste them individually or as a group. In Office XP, the Office Clipboard takes a giant leap forward in several significant ways:

- ▶ The number of items you can collect on the Clipboard has increased from 12 to 24.
- ▶ The Clipboard has been converted from a toolbar-based palette of icons to a task pane with larger previews of the individual items.
- ▶ The Clipboard is nearly as handy as the system clock or volume control. An icon appears in the Windows system tray from which

you can control the Office Clipboard when it is not visible and that notifies you when something is being added to the Clipboard.



The Office Clipboard task pane, shown in Figure 1.3, activates automatically when you cut or copy more than one item. You can open it manually in one of three ways:

- ▶ Select Clipboard from the Task Pane menu shown earlier in Figure 1.2.
- ▶ Choose Edit > Office Clipboard.
- ▶ Hold Ctrl and double-press (as in double-click) the C key.

When the Clipboard task pane is open, you can cut or copy items from your document and either paste them immediately or store them for later use. When you are ready to paste, you can choose to paste an individual item from the Clipboard task pane, or click Paste All or Clear All to paste or delete all of the items on the Clipboard.

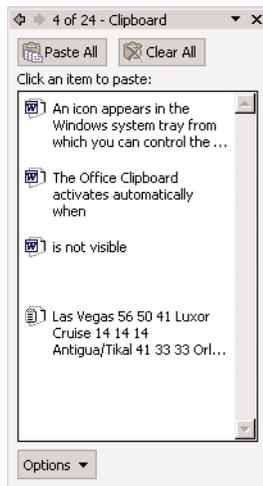


FIGURE 1.3: Use the Clipboard task pane to store up to 24 items you eventually want to paste into a document.

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Setting Office Clipboard Options

The Office Clipboard has four options you can set to customize how the Clipboard task pane behaves. You can change the option settings by clicking the Options button at the bottom of the Clipboard task pane. These options are as follows:

Show Office Clipboard Automatically With this option set, the Office Clipboard task pane appears automatically after you cut or copy a second item.

Collect Without Showing Office Clipboard This option, turned off by default, allows you to collect items with the task pane closed and out of your way.

Show Office Clipboard Icon On Taskbar This great option displays the Office Clipboard icon in the Windows system tray so you can cut and copy items from non-Office XP applications and store them on the Office Clipboard for pasting into an Office document.

Show Status Near Taskbar When Copying This option displays a screen tip above the Office Clipboard icon in the system tray to indicate that an item is being copied and how many items the Clipboard currently is holding.

The Office Clipboard is one of the most welcome enhancements to Office XP. It was a great feature when it was introduced in Office 2000, and it is even more powerful now.



TIP

The Office Clipboard is not limited to use within Office. As long as the Clipboard is running in an Office application, you can cut and copy items from other applications, such as Internet Explorer or a graphics application, to the Office Clipboard for use in an Office document.

The Search Task Panes

If you've ever misplaced a document or needed to find every mention of a client's name in a group of documents, the new Basic Search and Advanced Search task panes are invaluable. These new task panes extend the search tools available in previous Office versions by searching for a

specific text string in all of your documents. Although this feature has been available in Windows search tools, this is the first time you've been able to conduct your searching directly within an Office application. When you find the documents you are looking for, you can edit them in the application where they were created or copy a link to them to the Office Clipboard. Using this second choice, you can create a document directory that contains links to all the documents related to a specific topic. This is a great way to organize materials that are spread all over your drives and a key reason you may want to use Office Search instead of the traditional Windows search tools.



NOTE

To locate a text string within the open document, Find is still available in Office XP by choosing **Edit > Find** or by clicking the **Browse** button on the vertical scroll bar and choosing **Find**.

To activate the Search pane, choose **File > Search**, or if the task pane is open, select it from the Task Pane menu. In the Basic Search task pane, shown in Figure 1.4, you can enter text and have it search across your local computer and network drives and throughout Outlook to find what you need.



FIGURE 1.4: Use the Basic Search task pane to search through all of your files for the documents you need.

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To enter a search, follow these steps:

1. Enter text in the Search Text box. Office looks through the body of documents, document properties, and keywords. Enter more words to narrow the search. Basic Search finds all word forms—for example, a search on *win* gives you *win*, *winning*, and *winner*.
2. Select the locations you would like to search from the Search In drop-down list. You can search Everywhere or limit your search to any combination of My Computer, My Network Places, and Outlook's folders.
3. Select the type of results you would like from the Results Should Be drop-down list. You can choose different types of Microsoft Office files, Outlook items, and web pages.
4. Click the Search button. The results are returned in the Search Results task pane, shown in Figure 1.5.



NOTE

When you use Office Search, you may find some surprising results. If you look closely at the results in Figure 1.5, you'll see that two of the files it returned are image files. Microsoft Office Document Imaging, a new product included with Microsoft Office XP, actually performs Optical Character Recognition (OCR) while it is generating TIFF image files. It then adds the text it recognizes to the Indexing Service, which Office also runs behind the scenes, so that even image text can be identified through a search. You can access Microsoft Office Document Imaging directly by opening the Microsoft Office Tools menu on your Programs menu.

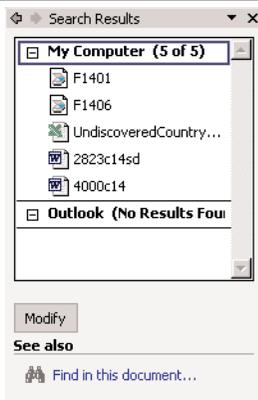


FIGURE 1.5: The search results appear in the Search Results task pane.

When you want to start a new search or narrow the existing one, click the Modify button on the Search Results task pane to return to the Basic Search task pane.

Using Advanced Search

When you need to establish more exact conditions for a search, click the Advanced Search link on the Basic Search task pane. In the Advanced Search task pane, shown in Figure 1.6, you can choose from a long list of properties and set conditions for each one. For example, you can search for only documents that were modified after a certain date and contain a certain word.

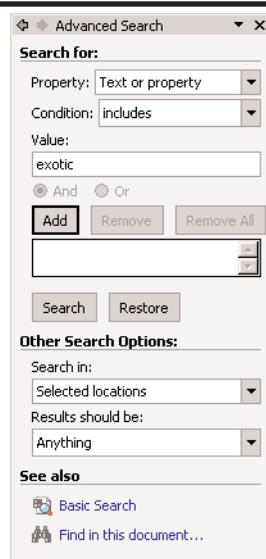


FIGURE 1.6: Use the Advanced Search task pane to conduct a more precise search of your files.

To use the Advanced Search task pane, follow these steps:

1. Select a property of the files that you want to locate from the Property drop-down list.
2. Select a condition that you want the property to meet from the Condition drop-down list.

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3. Enter a value that you are looking for in the Value text box.
4. Click Add to save the search parameter.
5. Select And or Or to include another search parameter.
6. Repeat steps 1–5 until you have entered all the parameters for the search.
7. If you want to modify one of the search parameters, use the spin buttons to display the search parameter you want and then click the Remove button. Make any changes to the Property, Condition, or Value and click Add, or click Remove again to delete it.
8. Set Search In and Results Should Be search options.
9. Click Search.

Let's say, for example, you want to find all the documents created between two specific dates: 1/1/02 and 1/31/02. In the Property drop-down list, select Creation Date to search for the document creation date. In the Condition drop-down list, choose On Or After and enter **1/1/02** in the Value text box. Click Add to save the first condition. If you stop here, Office will return all the documents created on or after 1/1/02. To add the second condition, select And. Creation Date should still be selected in the Property text box. Select On Or Before as the Condition and enter **1/31/02** in the Value text box. Click Add to add the second condition. When you've finished entering your search parameters, select where you want to search in the Search In list and what kind of documents you want to see in the Results Should Be list. When all of the parameters are set, click Search to begin the search for your documents.

Cataloging Your Image, Sound, and Motion Files with the Clip Organizer

The Microsoft Clip Organizer, formerly known as the ClipArt Gallery, has been totally revamped for Office XP. It's a much more powerful tool designed to keep track of all of your media files, not just those supplied by Microsoft. Although previous versions of the gallery had this potential, very few users actually took advantage of it.



SETTING DOCUMENT PROPERTIES FOR EASY SEARCHING

If you are wondering where document properties come from in the first place, you are not alone. You would not be the first person to ask, “How does it know I created this document and why doesn’t it use my full name?” Some document properties, such as Creation Date and Modified Date, are created automatically by Office when you save an Office document. Other properties, such as Author, Title, Category, Keywords, and Description, can be set by you in the document’s Properties dialog box. You can access this dialog box for any open document by choosing File > Properties. The first tab of the five-tab dialog box, the General tab, displays the filename, location, file size, and critical dates such as Creation Date, Modified Date, and Accessed Date—that is, after the file has been saved the first time.

The second tab, Summary, is a place for you to enter critical information about the document—its title, subject, author, manager, company, categories, keywords, and comments (description). The Author field is filled in automatically from the data entered on the User Information tab of the Options dialog box. You can change it on the Summary tab or change it permanently in the application’s Options dialog box (Tools > Options). If you’d like to be able to see an outline of the headings in a Word document, be sure to select the Save Preview Picture check box; the summary appears on the Contents tab.

The third tab, Statistics, displays similar data to the General tab but goes into even more detail, such as the date the document was last printed, how many revisions it has had, and the total editing time for the document (the actual time the document has been open by someone). You can also learn about the document size, from bytes to pages and everything in between.

The Contents tab displays the document’s title—if the Save Picture Preview check box on the Summary tab is checked—and the headings of a Word document, the macro sheets of an Excel workbook, and the design template and slide titles of a PowerPoint presentation.

To enter even more data about a particular document, click the Custom tab. Follow these steps to set the custom properties:

1. Select a property from the list or enter your own in the Name text box.

CONTINUED ►

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2. Select a data type: Text, Date, Number, or Yes Or No.
3. Enter a value in the Value text box. The value must match the data type you set in step 2. If it doesn't match, Office changes the data type to Text.

If you have bookmarks in Word, named ranges in Excel, or selected text in PowerPoint, you can select the Link To Content check box to link the property to the specific contents. Use this option when you want to identify a named location in a document. After selecting the check box, select the named location from the Value drop-down list.

4. Click the Add button.

You can add as many custom properties as you want, but you can enter only one value per property. Most of the time, that makes sense—you can have only one Date Completed, for example. However, you may want to use some properties, such as Reference, more than once. If you need to enter additional values, create a new property, such as Reference1, Reference2, and so on.

Because the Property dialog box is available anywhere you can see a file—the Windows Explorer, My Network Places, Office Advanced Search, the Open dialog box, to name a few—entering properties can give you critical information about a document without even having to open it. To see the properties for a document, right-click a filename and choose Properties.

If you decide properties are essential to your business and want to be prompted to enter properties each time you save a document for the first time, choose Tools > Options and on the Save tab, select Prompt For Document Properties.

In Office XP, the first time you click the Insert Clip Art button on the Drawing toolbar or choose Insert > Picture > Clip Art, you have the option of cataloging image, sound, and motion files located on any of your local drives. Click the Options button on the message box that opens to select the folders you would like it to search to create the catalogs. It takes a few minutes to identify all your local folders and a few minutes more after you select the folders you want to actually create the

catalog. However, it is worth the wait. After the cataloging is complete, you can use the Insert Clip Art task pane to search for your own images, as well as those in the Microsoft clip collection.



TIP

To take full advantage of the Clip Organizer's search power, be sure to edit the keywords on the cataloged images. When the Insert Clip Art task pane opens, click Clips Organizer in the See Also section. The Clips Organizer shows your Collections list and displays thumbnails of images in the selected collection. Right-click any media file and choose Edit Keywords.

Additional Task Panes

Each application that uses task panes—Word, Excel, PowerPoint, and Publisher—has additional task panes that are specific to that application. The task panes provide easy access to a wealth of tools and are definitely worth exploring. To learn what task panes a particular application has available, choose View > Task Pane and click the Task Pane drop-down list found on the task pane header next to the Close button. You'll find additional information about the task panes in the chapters of this book pertaining to individual applications.

Personalized Menus and Toolbars Respond to the Way You Work

In Microsoft Office 2000, Microsoft introduced the personalized menus and toolbars feature. Recognizing that most users use only a small percentage of menu and toolbar options, Microsoft redesigned them to bring the tools you use to the forefront. In personalized toolbars, the Standard and Formatting toolbars share one row, and only the most frequently used tools appear on each portion of the toolbar. Personalized menus move frequently used menu items to the top of the list, and the menus themselves display only a portion of the available menu options.

This personalized menus and toolbars feature has been unequivocally either loved or hated by Office users. Microsoft heard their users' feedback and—for those in the latter category—made the feature a little easier to turn off. We consider this a blessing since we recommend that everyone turn it off before entering a single character in a document. After you have an application mastered, you might choose to make use of personalized

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menus and toolbars, but do not try it if you are learning an application. In our opinion, this is an invitation to indescribable aggravation.

Another less controversial change in Office XP is the new look of the toolbars and menus. When selected, toolbar buttons and menu options in Office XP turn blue with a darker blue border. Microsoft describes this as a streamlined, flatter look that is designed to take advantage of high-color displays and new Windows 2000 technologies. That may be the case, but the biggest advantage is you can look at another user's screen or a picture in a book and know at a glance which version of Office you are looking at. Beyond that, the change won't impact your use of the Office products.

Working with (or without) Personalized Menus and Toolbars

In Office XP, menu bars and toolbars adapt to the way you use the Office applications. Menus are collapsed, displaying only commonly used commands (see Figure 1.7) until you expand them to see the full list. To fully expand a collapsed menu, click the Expand arrow at the bottom of the menu, or simply hover over the menu for a moment.

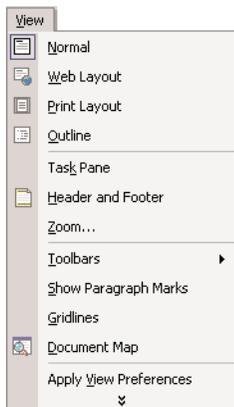
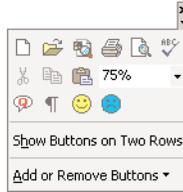


FIGURE 1.7: Menus are initially collapsed, and can be expanded to show all of the available commands.



Personalized toolbars means that some buttons that were traditionally located on the Standard and Formatting toolbars are no longer displayed so that both toolbars can fit together on a single row. To display both

these toolbars on separate rows or to access a button that is not visible, click the Toolbar Options button located at the right end of a toolbar to open the Toolbar Options menu:



To see all of the buttons on the Standard and Formatting toolbars and display the Standard and Formatting toolbars on separate rows, choose Show Buttons On Two Rows. If you decide to keep the single-row display and have need for a button that is not currently displayed, select it from the buttons on the Toolbar Options menu.

Here's where the personalization kicks in. Unless you have unused space on your toolbar, the new button replaces some other button you haven't used in a while, and hopefully don't want to use next. Approximately 20 buttons are visible on a single toolbar—depending, of course, on the width of the buttons you have selected, the size of your monitor, and your monitor's resolution. You'll find buttons that were displaced from one of the toolbars on the Toolbar Options menu the next time you need them. Theoretically, with increased use, most of the buttons you use regularly will be displayed on your toolbars.



TIP

You can change the width of one or another of the toolbars sharing one row and consequently display more buttons from that toolbar by pointing to the vertical hash marks immediately to the right of the Toolbar Options button on the Standard portion of the toolbar. The pointer changes to a four-headed arrow, and you can drag right or left to access more buttons.

If you find that the personalized menus take more than a little getting used to and you would like to restore your application to a more predictable (Office 97-style) interface, choose Customize from the Toolbar Options menu or right-click any toolbar and choose Customize. On the Options tab of the Customize dialog box, enable two check boxes: Show Standard And Formatting Toolbars On Two Rows and Always Show Full Menus.



**NOTE**

If you're new to an Office application, it makes sense to turn off the personalized toolbars and menus feature, both to avoid the endless frustration of searching for buttons and so you can see all of the standard application features. When you've settled into the application, you can make an informed decision about whether you want to enable personalized toolbars.

Adding Toolbar Buttons Is a Snap

If you're looking for a button that isn't visible on either the Standard or Formatting toolbar or the Toolbar Options menu, select Add Or Remove Buttons from the Toolbar Options menu, then select Standard or Formatting to display the list of all buttons for the respective toolbar. A button that is checked is currently displayed on either the toolbar or the Toolbar Options menu. Check any button to make it visible on the toolbar.

Open and Save As Dialog Boxes Make It Easier to Work with Files

Most of us prefer to avoid filing at all costs. However, keeping electronic documents organized requires all of us to become filing pros. Anything Microsoft can do to ease this burden is a step in the right direction. In Office XP, the Open and Save As dialog boxes have been subtly modified so that they're more flexible and functional. One of the most practical and easily overlooked changes is that you can now resize the dialog boxes. Just drag an edge to make the dialog box large enough to display all of the files in a folder—definitely worth the price of admission!

The Places bar, introduced in Office 2000, is the icon list on the left side of the Open and Save As dialog boxes. Although the concept was good, users complained that it wasn't customizable—the folders you needed to access most frequently still required the navigational skills of Magellan. A couple of third-party applications sprouted up to respond to these complaints, and now Office XP rises to the challenge with an easy-to-customize Places bar.

Another addition to the Save As dialog box makes it possible to reduce file size by compressing images used in the document. This may not mean much in a Word document with two or three images, but in a PowerPoint presentation, it can make a dramatic difference in the size of your presentation file.

Adding Folders You Frequent to the Places Bar

The Places bar in the Open and Save As dialog boxes (see Figure 1.8) comes with icons for History, My Documents, Desktop, Favorites, and Web Folders.

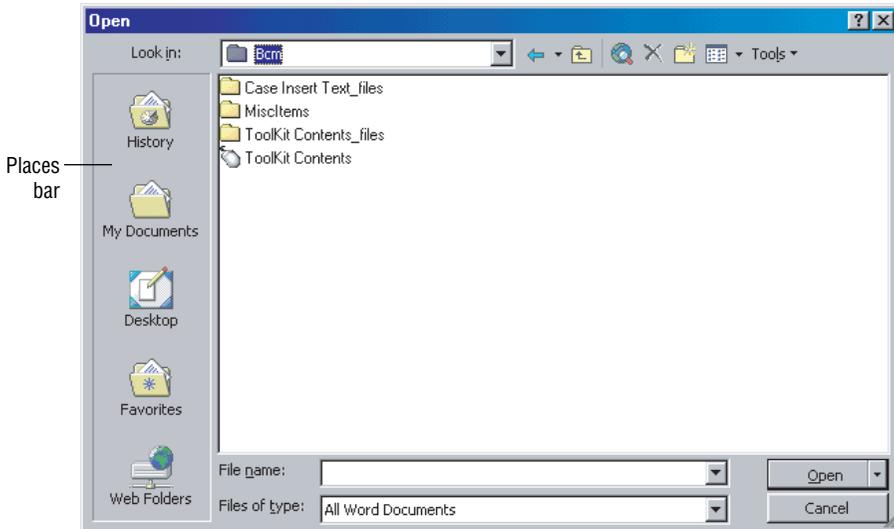


FIGURE 1.8: The Open dialog box features a customizable Places bar.

History is the list of the most recently modified or created Office documents, folders, and drives on your system. If you stored or opened an Office document, it's listed in History. The list is initially sorted in descending order based on modification date (see Figure 1.9), but you can also sort by name or type size by clicking the appropriate header on the list.

To clear the History list, choose History in the Places bar, and then select **Tools > Clear History** from the dialog box menu.

My Documents opens the My Documents folder on your local drive. Desktop displays the files on your Desktop. Favorites opens your Favorites folder, and Web Folders displays your favorite shared folders on websites, including network drives, inside and outside of your network. These may be popular destinations in your search for the file you want to open, but chances are it takes you more than a few clicks to find the folders you frequent.

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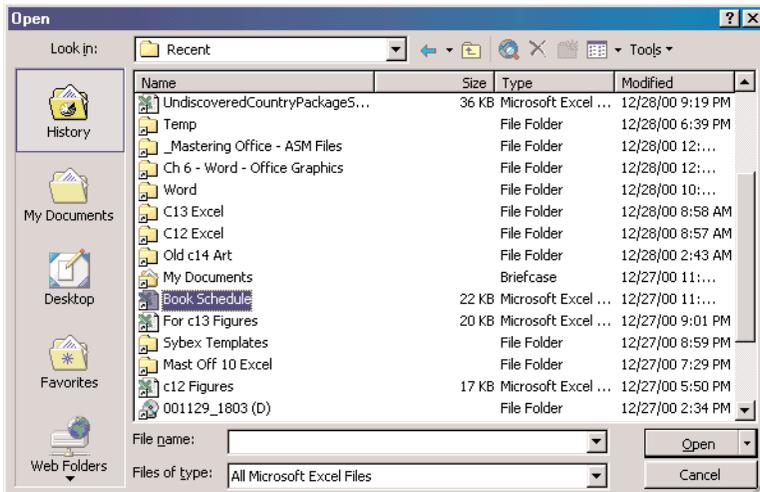
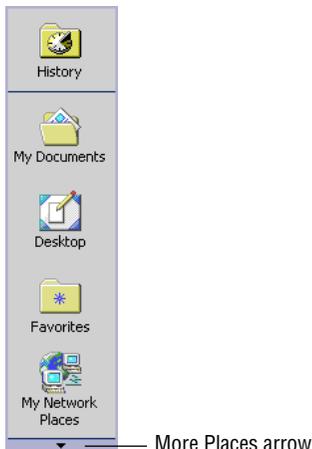


FIGURE 1.9: Choose History to open or save in a recently used folder or drive.

Customizing the Places Bar

If you are tired of navigating through the same folder structure to find the folders you use most, stay tuned—you can customize the Places bar to include frequently used folders from your computer or network. To add a folder to the Places bar, you have to navigate to the folder one last time. When you find it, select the folder, then choose **Tools > Add To “My Places”** from the Open or Save As dialog box menu. If you can’t see where the icon was added, click the More Places arrow at the bottom of the Places bar.



After you've added a folder to the Places bar, you can rearrange the icons on the Places bar. Select the icon you wish to move up or down, right-click, and choose Move Up or Move Down from the shortcut menu. If you add more than a folder or two, you probably also want to switch the display to smaller icons—right-click anywhere on the Places bar and choose Small Icons from the menu.



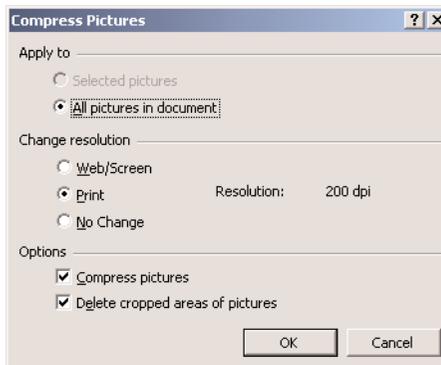
NOTE

There's only one set of Open and Save As dialog boxes, shared by all the Office applications. Folders added to the Places bar in any application appear in all applications. When you clear the History list for one application, you're clearing it for all applications.

Compressing Pictures to Reduce File Size

Now that photographs and other high-quality images are becoming as common as stick-figure clip art used to be, documents—through no fault of their own—are getting larger. The Save As dialog box has an additional feature to address this file size issue. In Office XP, you have the option to compress pictures while saving a document. This is a great option if you are concerned about file size and not as concerned about the quality of your images. Be forewarned, though—compression may result in loss of image quality, especially if you are using high-color photographs.

To access the Compress Pictures option, choose File > Save As. In the Save As dialog box, open the Tools menu and choose Compress Pictures to open the Compress Pictures dialog box.



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NOTE

If you want to compress only some of the pictures in the document, select those pictures before opening the Save As dialog box.

If you have pictures selected, choose Selected Pictures. Choose the resolution you want for the pictures. If the document is for the Web or for screen viewing, such as a PowerPoint presentation, you can choose Web/Screen. This sets the resolution at 96dpi (dots per inch)—not great resolution but adequate for a lot of screen uses. If you are planning to print the document, 200dpi may be acceptable for you. If you plan to print to a high-resolution printer and want to maintain the resolution of the images in the document, choose No Change.

You are not done there, though. If you really want to maintain full image quality, you have to clear the Compress Pictures check box. If you keep the Compress Pictures check box selected, Office applies JPEG compression to high-color pictures, and a loss in image quality is the probable outcome.

The final option on this dialog box, Deleted Cropped Areas Of Pictures, may help reduce image size without a quality loss. When you crop a picture in an Office application, the cropped portion of the picture is hidden but is not actually deleted. If you are sure you don't need it, you can select this option to delete it from the image and reduce picture size as a result.

When you have the options set the way you want them, click OK and save the document. The Compress Pictures options are applied to the pictures in your document.



WARNING

After you have compressed a picture and have lost image quality, it cannot be restored. Be sure to save a copy of the image in its uncompressed form before setting the compression options.

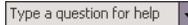
Help Is Only a Click Away



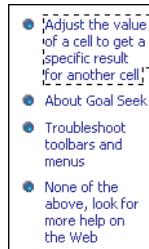
Microsoft, like all the leading software companies, spends a great deal of effort designing help systems that will be useful for the people who use their software. This isn't altruism; good online help results in lower costs for help desk functions both at Microsoft and at the large corporations who purchase and support software. In Office 97, Microsoft introduced a

social help interface: Clippit and other office assistants. In Office 2000, Clippit was redesigned as a free-floating agent, removing it from the small window that kept it contained in Office 97 applications. In both versions, however, Clippit was considered annoying to many, cute to some, and downright frustrating to everyone at some time or another. Clippit or one of its cronies was the first thing you saw when you started an application, and sooner or later, most people wanted to know how to shut it off. Clippit became the Office feature we loved to hate.

With Office XP, Microsoft has taken a different approach to our social interactions. Clippit doesn't appear until its presence is requested (Help > Show The Office Assistant). In place of the social, over-eager help agent, there's an incredibly passive Ask A Question box, sharing a row with the menu bar:



Type a question, and suggested avenues of inquiry are presented, ending with an offer to continue your search online at the Microsoft website:



The Ask A Question box maintains a history of queries, so you can search again on questions asked previously. The history is cleared at the end of the application session.

Although some people require the social interaction only the Office Assistants can provide, we're excited to see a more reserved approach to asking for help and think many of you will be too.

NEW WAYS TO LET OFFICE KNOW WHAT YOU REALLY WANT TO DO

Office XP invites your interaction and gives you more options about how you want to handle actions that you take than any other version of Office. Microsoft has made an effort to make error messages more friendly and



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more specific, and has added Smart Tag Options buttons that appear when you complete certain tasks. The Options buttons you will encounter most frequently are Paste Options, AutoCorrect Options, and Smart Tag Options.

More Powerful Paste Options

Cut/Copy and Paste features have been around since Windows was in its infancy, but never before have they been so flexible and so powerful. In Office XP, you can make choices about pasting that can save considerable time and effort. In Word, for example, you can choose whether you want to keep the original formatting of the text or change it to the formatting of its new location. Figure 1.10 shows an example of copying text from one Word document to another. When you paste text using any of the traditional paste methods (Paste button, Ctrl+V, Edit > Paste), the Paste Options button appears next to the pasted text. If you click the button, you have options to keep the original (source) formatting, change to the formatting of the current document (destination), or insert plain text. If none of those options is sufficient, you can choose Apply Style Or Formatting and make your own choices.

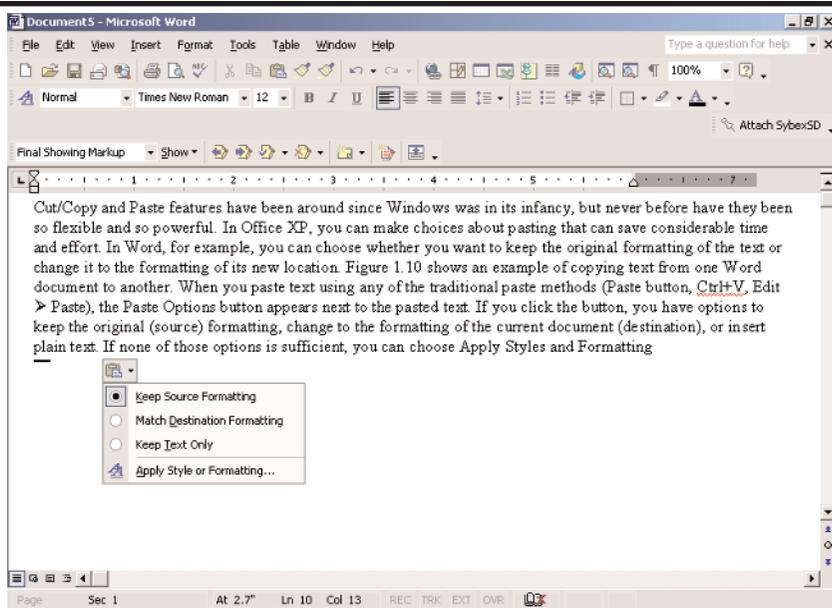


FIGURE 1.10: Paste options let you decide how text is formatted when you paste it into a document.

The paste options you have available depend on the type of pasting you are doing: Word to Excel, Word to Word, Excel to PowerPoint, and so forth. If you learn to use these options effectively, they will save you a lot of formatting hassles after the paste is completed. You can find out more about using paste options in the chapters pertaining to specific applications.



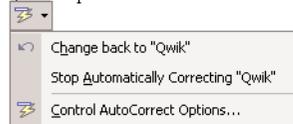
Reversing AutoCorrect

AutoCorrect, the feature that automatically corrects your mistakes and makes you think you are a better speller than your fourth-grade teacher ever dreamed possible, has gotten smarter, kinder, and more reliable in Office XP. AutoCorrect has changed in two major ways:

- ▶ When you correct an automatic correction by retyping the original text, AutoCorrect won't attempt to correct you again.
- ▶ If you point to AutoCorrected text, an AutoCorrect Options button appears that lets you reverse the current AutoCorrection, change the AutoCorrect list so that the AutoCorrection will be prevented in the future, and edit AutoCorrect options.

The AutoCorrect Options button appears as a short blue line under the word when you point to a word that AutoCorrect has already corrected. If you click the blue line, the Options menu opens.

They plan to order our product and keep it in stock at all of the Quick Stop stores.



If you begin to correct a word that AutoCorrect has automatically capitalized or changed using one of its other standard rules, the Options menu gives you a choice to undo the change AutoCorrect made, to turn off the rule entirely, or to not apply the rule if these circumstances reoccur.



Data Smart Tags Make Everyday Tasks Easier

How many times have you copied and pasted someone's name and address from a Word document to an Outlook contact? How many times have you typed someone's name in a report and remembered you needed to schedule a meeting with that person? Smart Tags identify key data items, such as addresses, places, dates, and times, in your documents so you can take some action related to them. Figure 1.11 shows a Smart Tag in action. In this example, a person's name is identified as a Smart Tag—the purple dotted line underneath the name is the indicator. When you point to the name, the Smart Tags Action button appears. Click the Action button to see the Smart Tags choices available to you.

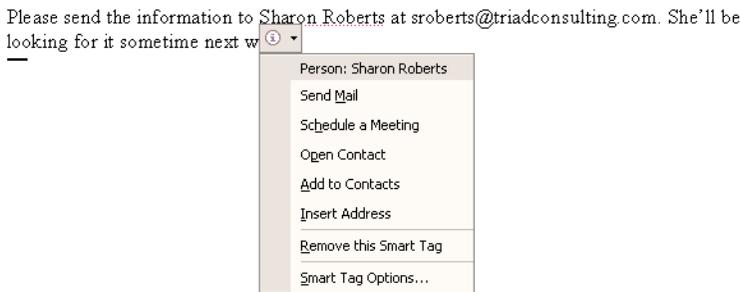


FIGURE 1.11: Smart Tags identify key data elements such as names and addresses in your documents for action.

Smart Tags options are found in the AutoCorrect dialog box. The Smart Tags tab, shown in Figure 1.12, lists the Smart Tags currently available. Notice that Person Names is not turned on by default. If you type a lot of names in your documents, you probably want to keep this option off. If you are an average name-dropper, we recommend you add names to the active list to access the options shown in Figure 1.11.

Smart Tags show a lot of promise. However, it may be a little while before Smart Tags are fully developed and show the level of consistency one would expect to see. For example, place names, including cities and states, are often ignored by Smart Tags. On a positive note, Microsoft is offering a free software development kit (SDK) so businesses can develop their own Smart Tags to include specialized uses such as product lists, inventory items, and department lists. Microsoft also plans to develop other Smart Tags that can be downloaded from their Office Update site (www.officeupdate.microsoft.com). Expect third-party vendors to follow suit.

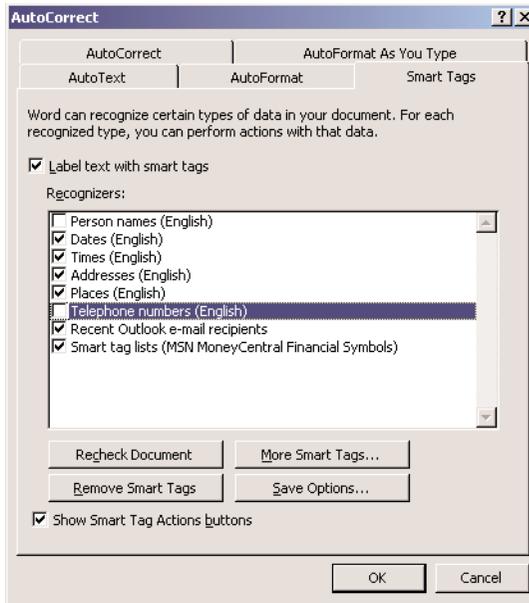


FIGURE 1.12: You can set Smart Tag options in the AutoCorrect dialog box.

NEW AND IMPROVED COLLABORATION TOOLS

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 XP 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 XP web collaboration features include:

SharePoint team sites Team sites are comprehensive web-sites with all the tools you need to collaborate with a team, including discussions, document sharing, and a host of other useful components.

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

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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 XP offers three valuable tools:

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

Web Query Wizard This 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 Developing live web databases is 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.

Working Together with a SharePoint Team Site

One of the most interesting innovations in Office XP is the ability to create SharePoint *team sites*. Team sites replace web folders previously seen in Office (and FrontPage, now a separate application again), which were locations on a web server where you could access shared documents. Expanding greatly on the web folders concept, SharePoint team sites are complete websites with a number of features designed to let you share documents, have discussions, and communicate with your team. Team site features include:

- ▶ Document libraries where you can post documents you want to share
- ▶ Discussion boards to communicate with your team about important issues (or the scores of last night's basketball games)
- ▶ Web document discussions where your team can add comments and make revisions to documents

- ▶ Announcements to display the latest team news
- ▶ Team events to alert team members about upcoming events
- ▶ Surveys for team members to express their opinions about important issues
- ▶ Shared favorites where members can post links to useful websites
- ▶ Custom lists where you can create a list for anything

You can create a fully working team site, like the one shown in Figure 1.13, in no time at all.



NOTE

To create a SharePoint team site, you must be able to access a server that is running SharePoint Team Services. SharePoint Team Services is available only in the Office XP Developer's Edition and for a short time in the Office XP Professional Special Edition.

After you create a team site, you can subscribe to it so you get an e-mail notice any time something has changed. You can save documents to your team site directly from Office XP programs, making it easy to keep the site up-to-date. In addition, if you are not satisfied with the team site's design, you can customize it using FrontPage 2002.

The screenshot shows a SharePoint team site for 'TRIAD Consulting Team Site'. The interface includes a navigation bar at the top with links for Home, Documents, Discussion Boards, Lists, Create, Site Settings, and Help. The main content area is divided into several sections:

- Home:** A central heading with a home icon.
- Quick Launch:** A sidebar menu with links to Shared Documents, General Discussion, Contacts, Tasks, TRIAD Team Site Ideas, Book Schedules, 4000 CD master list, and TRIAD Staff Party.
- Search Documents:** A search box with a 'Go' button.
- Announcements:** A section titled 'Announcements' with a link to 'Add new announcement'. It contains three entries:
 - Survey regarding Staff Party:** Posted by Annette Marquis on 2/17/2001 2:32 PM. The text describes a survey about planning a staff party and celebration.
 - Thanks:** A simple acknowledgment.
 - Book Schedules Posted:** Posted by Annette Marquis on 2/12/2001 1:28 PM. The text states that current book schedules have been posted and will be updated as needed.
 - Welcome to TRIAD's Team Site:** Posted by Annette Marquis on 2/8/2001 8:48 PM. The text welcomes members to the team communication site.
- SharePoint Team Services:** A Microsoft logo and the text 'SharePoint Team Services' with a link to 'Add new link'. Below this are links for 'Training Tools' and 'BeVocal.com'.

FIGURE 1.13: A SharePoint team site gives members of your team access to a wealth of information and collaboration tools.

Team sites have a ton of potential and are a welcome replacement for the less-than-reliable web folders of Office 2000. Take the time to create a site, and your team will thank you for it.

MOVING BEYOND THE KEYBOARD

Office XP incorporates two exciting new input methods: speech and handwriting. Speech recognition technology has seen major advances recently, due to software and especially hardware improvements. The Microsoft Speech Recognition System uses Lernout & Hauspie's speech recognition engine for dictation and application command and control.

Microsoft clearly admits that the speech recognition tools are not designed to be totally hands free. You still need your mouse and keyboard to use the tools effectively. We still have a way to go before we are talking to our computers a la *Star Trek*, but if you've been intrigued by this new technology, it's definitely worth exploring. Office XP's foray into speech recognition is a valid effort and beats repetitive motion strain or carpal tunnel syndrome any day—although you may find yourself getting hoarse if you are at it long enough.



NOTE

Lernout & Hauspie (L&H), based in Belgium, is the premier company in speech recognition software. With their recent purchase of Dragon Systems, L&H have control of the two most effective speech recognition systems available today: L&H Voice Express and Dragon NaturallySpeaking.

Handwriting recognition is a whole new and interesting method of inputting electronically. Office XP's handwriting tools let you draw text with your mouse or on an external drawing pad that is immediately recognized and converted to text. Although this feature works with a mouse, handwriting tablets designed for this purpose give this feature a much more natural feel and are a lot more fun.

MINIMIZING THE IMPACT OF CRASHES

Microsoft has gone all out in Office XP to protect your documents when the unexpected happens. In addition to the traditional AutoRecovery

features, Office XP has a number of new options that save documents when an application crashes, recover corrupt documents, and let you choose which version of a recovered or saved document you want to use. If you have a pretty stable network and operating system environment, you may run into these features only on very rare occasions. Others who are less fortunate may get to know them intimately. Either way, it's helpful to know what to expect and what choices to make when your software or hardware crashes, and you are faced with those critical decisions about how to recover your work.

Saving When You Crash

The Document Recovery feature is relatively new to Word, Excel, and PowerPoint. (Office 2000 also offered recovery options.) After a crash occurs, Office opens a message box, like the one shown in Figure 1.14, which gives you the option of recovering your open documents and restarting the application. Clear the check box if you just want to forget it and go home.



FIGURE 1.14: Office XP apologizes for your inconvenience while giving you the option of recovering your lost work.

If you are willing to stick it out, you also have the option of sending an error report to Microsoft to help them develop fixes that will avoid similar crashes in the future. You can choose to click the Send Error Report or Don't Send button. If you choose to send an error report, Office dials or

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connects with Microsoft and sends the report. In the meantime, if you elected to recover your data, you see this message window:



When the application restarts, you have the option of restoring this recovered version of the document (see “Recovering Documents with the Document Recovery Task Pane” later in this section).

Setting Timed Recovery Save Options

Timed Recovery Save is the traditional AutoRecovery feature. While Document Recovery will probably save a more current version of your document, Timed Recovery Save is still valuable when the power goes out and there is no time to save your work.

You can increase or decrease the frequency of AutoRecovery on the Save tab of the Options dialog box in Word, Excel, and PowerPoint or an e-mail message form in Outlook. The setting affects all four applications, so you can set it in any one of them.

Recovering Documents with the Document Recovery Task Pane

When your software or your system crashes and you restart an Office application, you are immediately presented with a Document Recovery task pane on the left side of the document window, like the one shown in Figure 1.15. It lists any documents that were open at the time of the crash and indicates whether it is the original document that was last saved by the user, a recovered document that was last saved by AutoRecovery, or a recovered document that was last saved by Document Recovery. You’ll also see the time that the document was saved so you can make comparisons to determine which one might be more current. If you’re still not sure, click the arrow next to the document you think you want and choose Open.



WARNING

There will occasionally be times when Recovery does not run or the recovered document is not available to you. While this should not happen frequently, it may in situations where your system reports a “blue screen” or Fatal Exception Error, or when a problem with power management (or power management and a hardware driver) locks up the Desktop. So don't forget to save regularly, just in case.

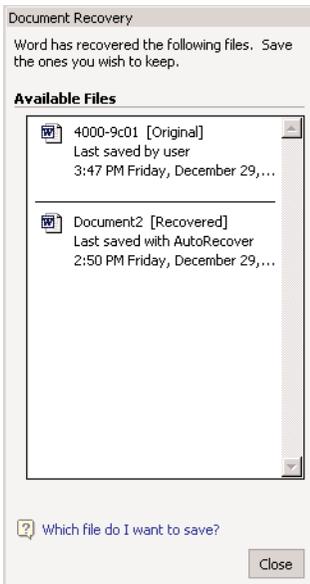


FIGURE 1.15: The Document Recovery task pane shows you any version of the document that is available to recover.

If you find the document you want to save, click the arrow next to it again and choose Save. When you've recovered the documents you want, click Close on the task pane to get it out of your way.

Microsoft Office Application Recovery

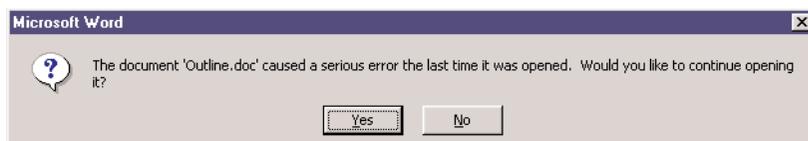
Even when an application is nonresponsive, it's possible that you can recover your document in Word, Excel, and PowerPoint. If you can open

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the Windows Start menu and reach Programs, find the Microsoft Office Tools group and choose Microsoft Office Application Recovery. This tool will attempt to break into the nonresponding application and save the day, or at least your documents. It's worth a try.

Corrupt Document Recovery

If a Word or Excel document becomes corrupted, the application will attempt to repair it before reopening it. You may get this dialog box when you attempt to open the document:



Click Yes to try to recover the document. You can also invoke this feature manually from the Open dialog box (see “Open and Save As Dialog Boxes Make It Easier to Work with Files” earlier in this chapter).

Making Use of Office Safe Mode

If an Office application fails to start and you have to shut it down using the Task Manager (press Ctrl+Alt+Del), the next time you attempt to open the application, Office gives you the option of starting the application in Safe mode. By choosing this option, you can disable any add-ins or code that may be causing the problem.

Other Recovery Features

In addition to the myriad features for users, Office XP contains a number of new features to help system administrators, help desks, and Microsoft track persistent problems. These features, including Client Logging, Crash Reporting, Hang Reporting, Corporate Tracking, and Setup Failure Reporting, make the future stability of Office even more promising. If you'd like to know about the reliability features of Office XP, refer to www.officeupdate.microsoft.com.

WHAT'S NEXT

In the next chapter, you will familiarize yourself with basic Office XP tools and methods for opening, creating, editing, saving, and closing files; selecting templates; launching and exiting an Office program; and getting help from within Office itself.

