

CHAPTER

1

Working with the Office Programs



Are you ready to learn about Microsoft Office for Mac? You begin in this chapter by learning how to work with the Office programs, including starting and quitting programs, and working with windows, toolbars, and preferences.

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Start an Office Program

To work with any Office program, you must first tell OS X which program you want to run. OS X then launches the program and displays it on the desktop.



Start an Office Program

- 1 Click the **Finder** button (🔍).

Note: If the Office application that you want to start has a button in the Dock, you can click the button to start the program and skip the rest of these steps. See "Add an Office Program to the Dock" later in this chapter.



The Finder window appears.

- 2 Click **Applications**.

Note: You can navigate to the Applications folder in any Finder window by pressing **Shift** + **⌘** + **A**.

A

The Applications window appears.

- 3 Double-click **Microsoft Office 2008**.



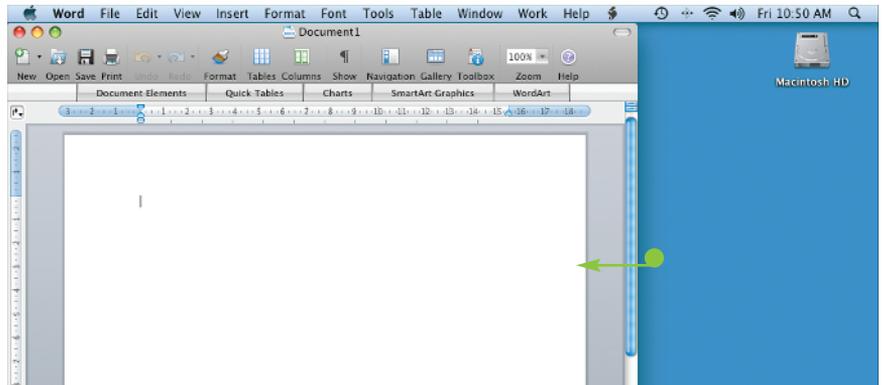
The Microsoft Office 2008 window appears.

- 4 Double-click Office program you want to start.

Note: The first time you start an Office program you see the Microsoft Office Setup Assistant, which takes you through the process of setting up Office for your Mac.



- The program appears on the desktop.



TIP

Can I open an Office application automatically when I start my Mac?

Yes. You can set up the application as a login item for your user account:

- 1 Click **System Preferences** () in the Dock.
- 2 Click **Accounts**.
- 3 Click your user account.
- 4 Click the **Login Items** tab.
- 5 Click **Add** (+).
- 6 Click **Applications**.
- 7 Click **Microsoft Office 2008**.
- 8 Click the Office application you want to run at startup.
- 9 Click **Add**.



Get to Know the Common Window Features

Before you can get productive with Microsoft Office, you need to get comfortable with the layout of the Office windows, particularly common features such as the toolbar, status bar, and Elements Gallery.

● Window Controls

Click these buttons to close (☒), minimize (▢), and zoom (🔍) the current window.

● Title Bar

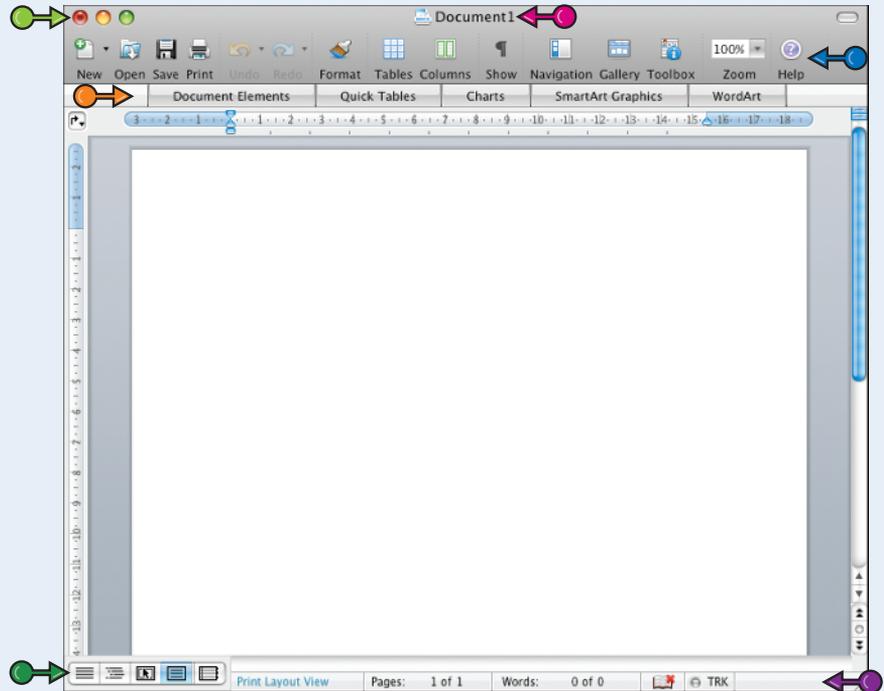
This bar displays the name of the current document. You can also click and drag the title bar to move the window.

● Standard Toolbar

This offers a collection of buttons, lists, and other controls that give you quick access to common program features.

● Elements Gallery

This displays a collection of tabs that represent various objects — called *elements* — that you can add to your Office documents.



● Status Bar

This displays information about the current document.

● View Buttons

Click these buttons to change the current document view.

● Work Area

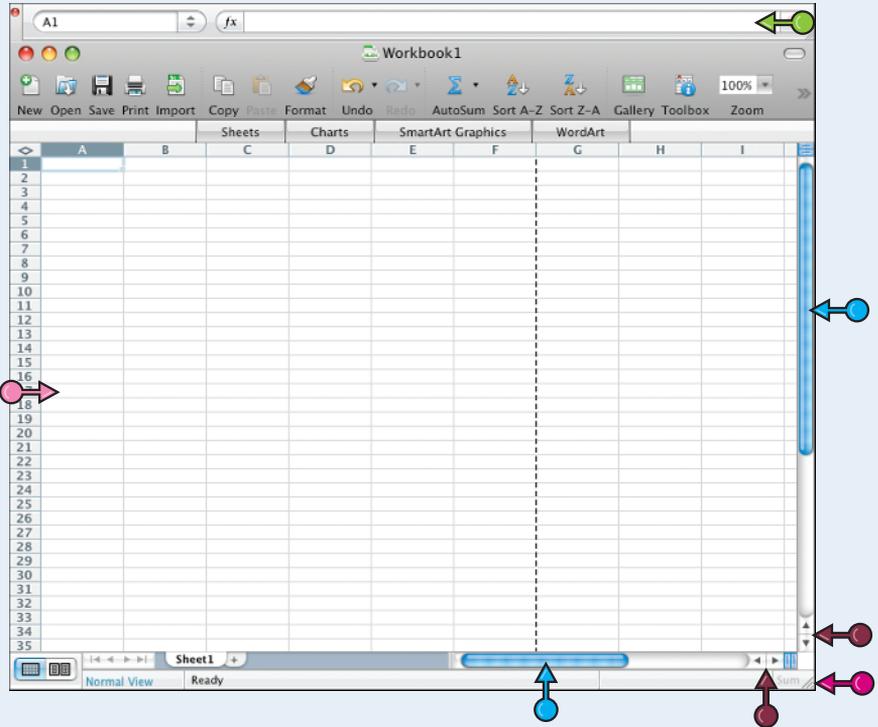
You use this area to add and edit data in your Office files. In Word, the work area shows a word processing document; in Excel, you see a worksheet; in PowerPoint, you see a slide.

● Scroll Bars

Click and drag the vertical scroll bar to scroll the current document up or down; click and drag the horizontal scroll bar to scroll the current document left or right.

● Scroll Buttons

Click these buttons to scroll up (▲), down (▼), left (◀), or right (▶) one line at a time.



● Formula Bar

In Excel, you use this area to insert text and formulas into worksheet cells and to edit cell contents.

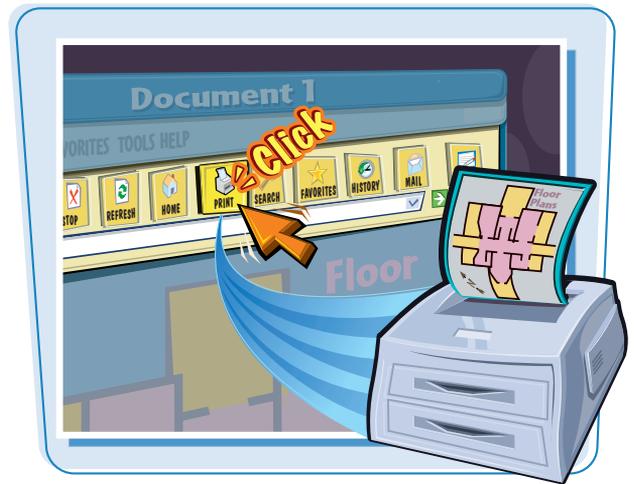
● Window Size Control

Click and drag the lower-right corner to change the window size.

Work with Office Toolbars

In the Office applications, the Standard toolbar gives you quick access to commonly used commands. However, all the Office programs come with multiple toolbars, so you need to know how to display the toolbar you want to work with.

If you want more room to work on an Office document, you can also hide all the toolbars.



Work with Office Toolbars

DISPLAY A TOOLBAR

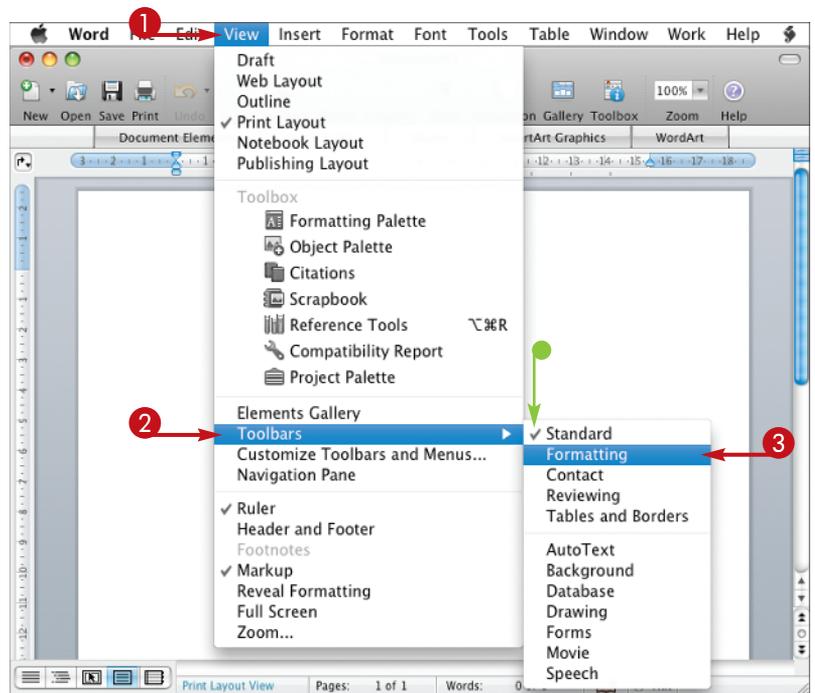
1 Click **View**.

The View menu appears.

2 Click **Toolbars**.

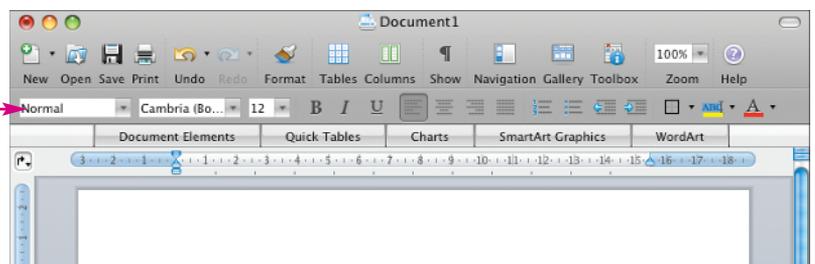
3 Click the toolbar you want to display.

- If a toolbar is currently displayed, the program shows a check mark (☑) beside the toolbar name.



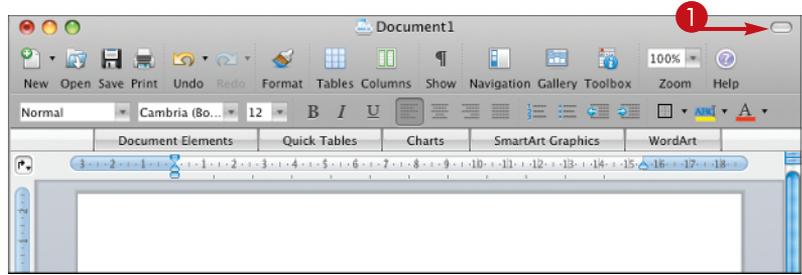
Note: Another way to display the list of toolbars is to right-click (or **Ctrl**+click) the Standard toolbar, and then click **Toolbars**.

- The application displays the toolbar.

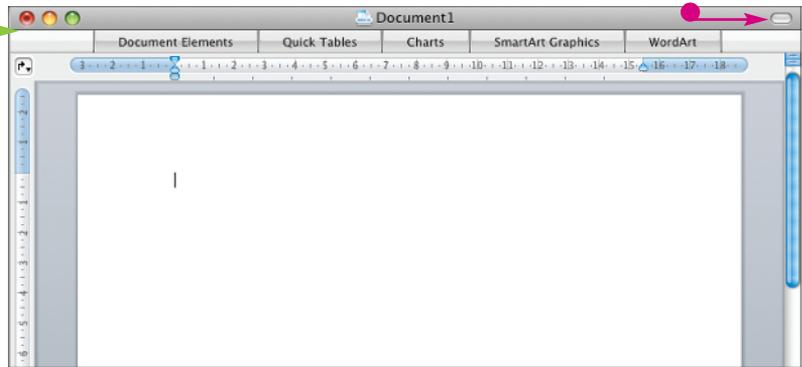


HIDE ALL TOOLBARS

1 Click the **Show/Hide Toolbar** button (☰).



- The application hides all the displayed toolbars.
- To show the toolbars again, click ☰.



TIP

Can I customize the buttons that appear on a toolbar?

Yes. Follow these steps:

- 1 Click **View**.
- 2 Click **Customize Toolbars and Menus**.

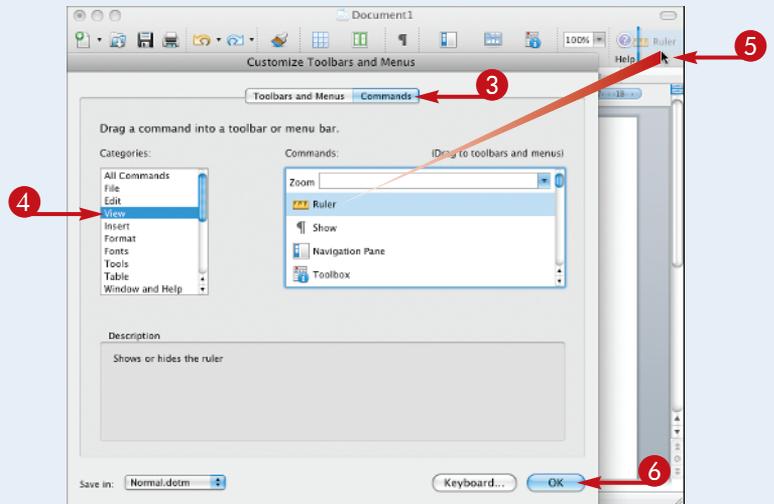
The Customize Toolbars and Menus dialog appears.

- 3 Click the **Commands** tab.
- 4 Click an item in the **Categories** list.

- 5 Click and drag a command and drop it on the toolbar.

The program adds the command to the toolbar.

- 6 Click **OK**.



Change the View

Depending on what you are doing in an application, you might need to select a different view. For example, to see what a Word document will appear when printed, switch to Print Layout view.

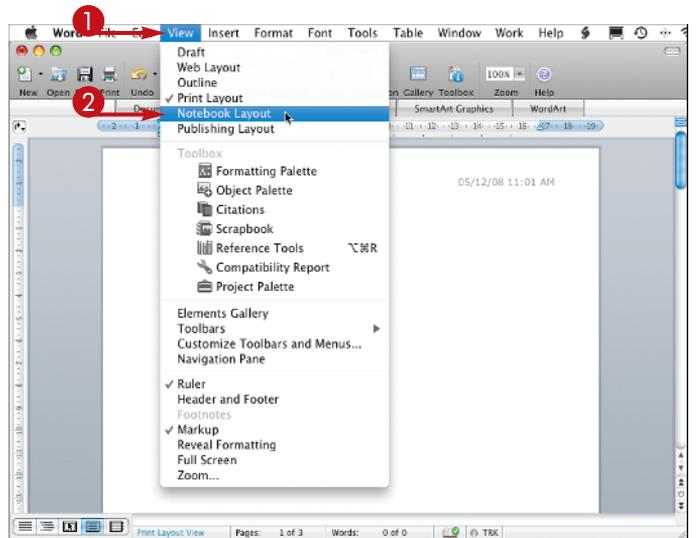
You can also change the view by choosing a different magnification. For example, choose a higher magnification to zoom in on a document.



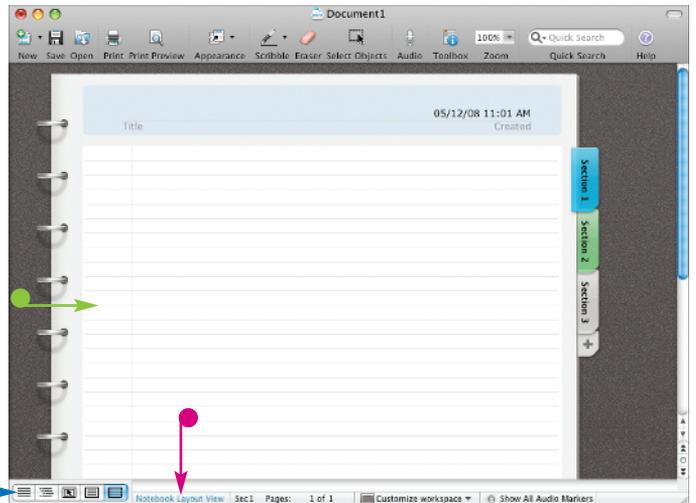
Change the View

SELECT A VIEW

- 1 Click **View**.
- 2 Click the view you want to use.



- The application switches to the new view.
- The application displays the name of the current view in the status bar.
- You can also change the view by clicking the view buttons.



CHANGE THE ZOOM MAGNIFICATION

1 Click **View**.

2 Click **Zoom**.

The Zoom dialog appears.

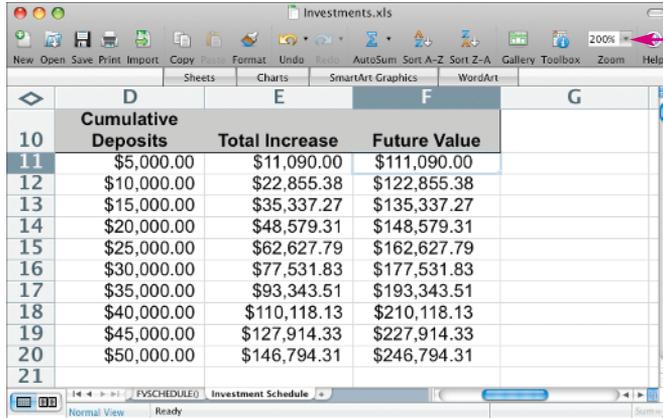
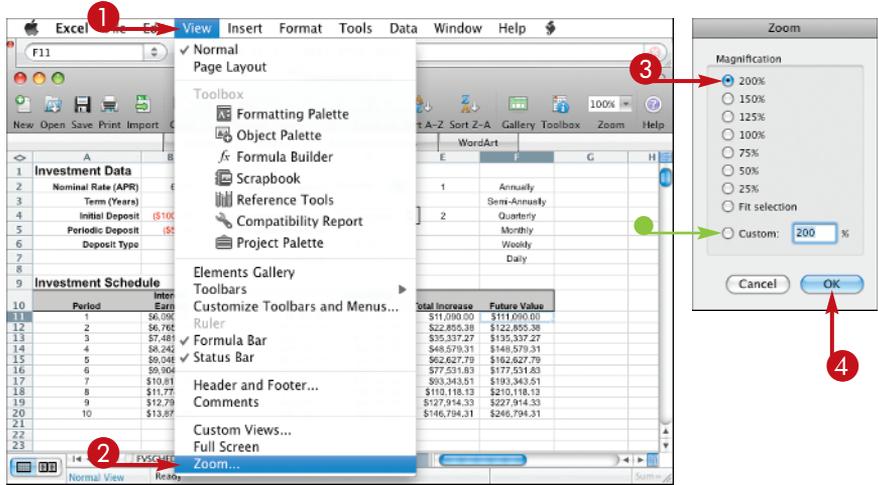
3 Select a magnification option (radio button changes to selected).

You can also select the **Custom** option (radio button changes to selected) and then type the magnification value.

4 Click **OK**.

The application redisplay the document using the new magnification.

You can also use the **Zoom** control in the Standard toolbar to set the magnification.



What's the difference between the various Word views?

Draft	Displays the document without images for faster viewing.
Web Layout	Shows how the document appears when viewed in a Web browser.
Outline	Displays a document as an outline where you can collapse and expand sections based on the headings in the document.
Print Layout	Shows how the document appears when printed.
Notebook Layout	Displays the document using a notebook metaphor that enables you to add and edit data using different notebook tabs.
Publishing Layout	Displays the document in a mode that enables you to apply publication templates for things like newsletters and brochures.

Configure Program Preferences

Each Office program offers a number of customization features in the Preferences dialog, a collection of settings and options that control the overall look and operation of the program. To use these settings, you must know how to display the program's Preferences dialog.

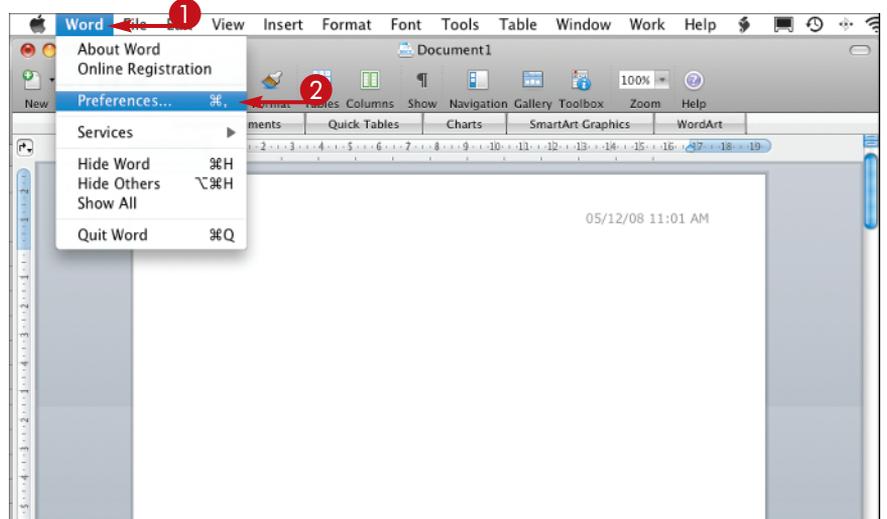


Configure Program Preferences

- 1 Click the program's application menu.

Note: This menu uses the same name as the program: Word, Excel, PowerPoint, or Entourage.

- 2 Click **Preferences**.



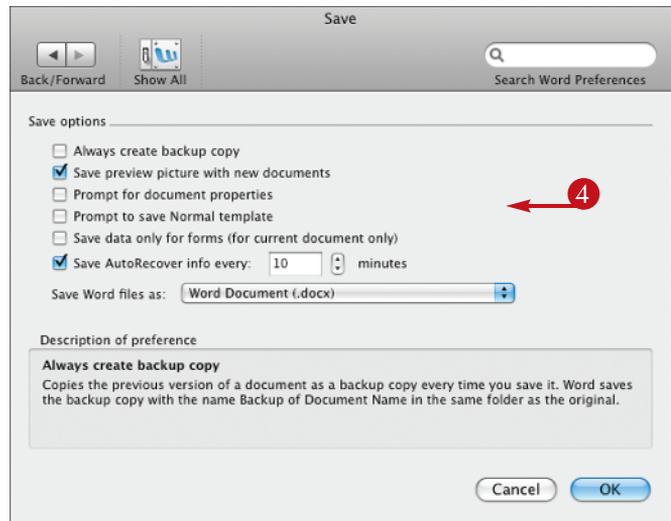
The program's Preferences dialog appears.

- 3 Click the button for the preference category you want to work with.



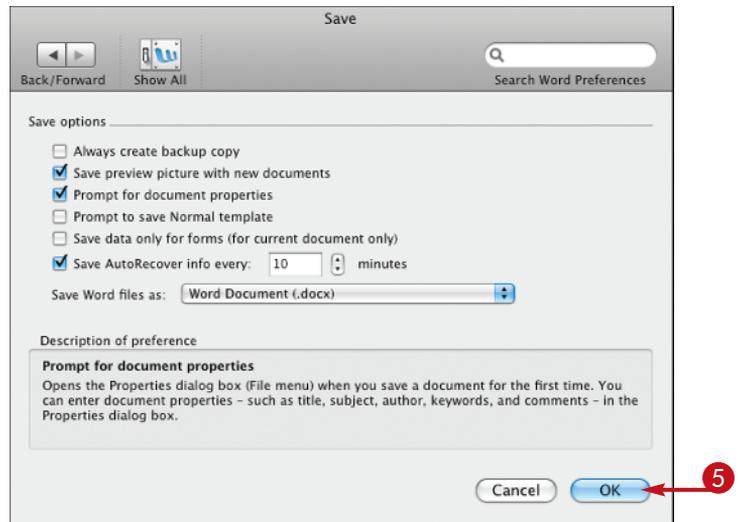
The preferences in that category appear.

- 4 Make your changes to the options and settings you want to modify.



- 5 Click **OK**.

The program puts the new settings into effect.



TIPS

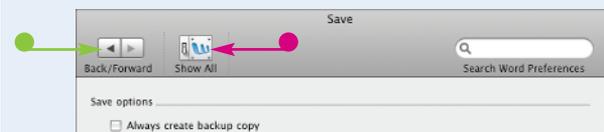
Are there faster methods I can use to open and close the program preferences?

The fastest way to open the program preferences is to press **⌘ + ,** (comma). Probably the fastest method you can use to quit the program preferences and put your new settings into effect is to press **Return**; to close the program preferences without putting any changed settings into effect, press **Esc**.



When I open the program preferences, how can I restore the original icons?

To return to the main System Preferences window, you have two choices:

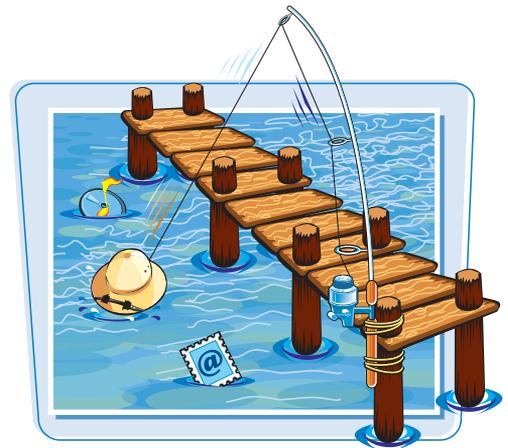


- Click **Back/Forward** until the main window appears.
- Click **Show All**.

Add an Office Program to the Dock

If there is an Office program that you use frequently, you can launch that program faster by adding the program's button to the Dock. This enables you to start the program just by clicking its Dock button.

Some Office installations add buttons for all the Office programs to the Dock by default, so you may not need to follow these steps.



Add an Office Program to the Dock

- 1 Click the **Finder** button (🔍).

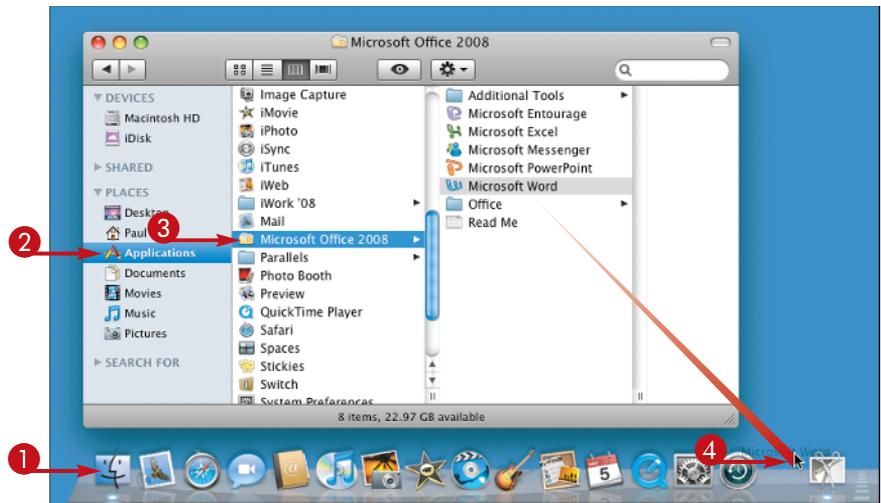
A Finder window appears.

- 2 Click **Applications**.

- 3 Click the **Microsoft Office 2008** folder.

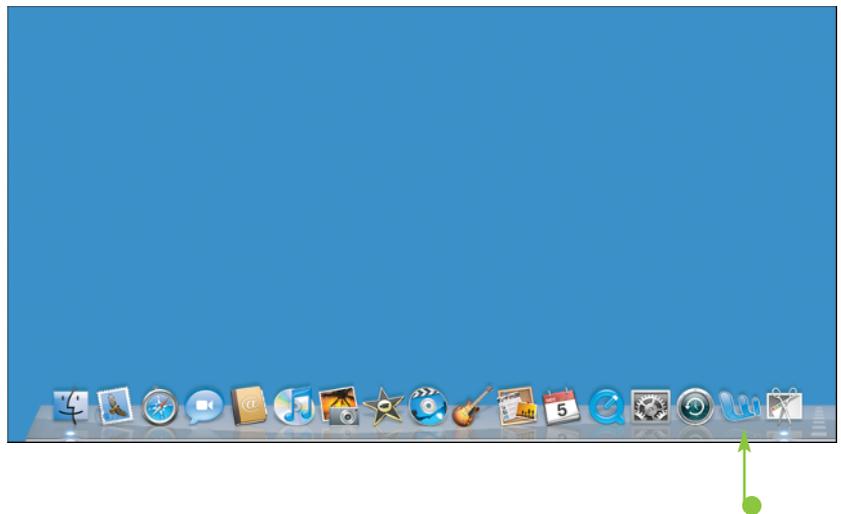
The folder opens.

- 4 Click and drag the button of the Office program you want to start and drop it on the Dock.



- Mac OS X adds the program button to the Dock.

Note: If the Office program is already running, you can also right-click (or **Ctrl** +click) the program's Dock button and then click **Keep in Dock**.



Quit an Office Program

When you complete your work in an Office program, you should shut down that program. This reduces clutter on the desktop and in the Dock, and it also conserves memory and other system resources.



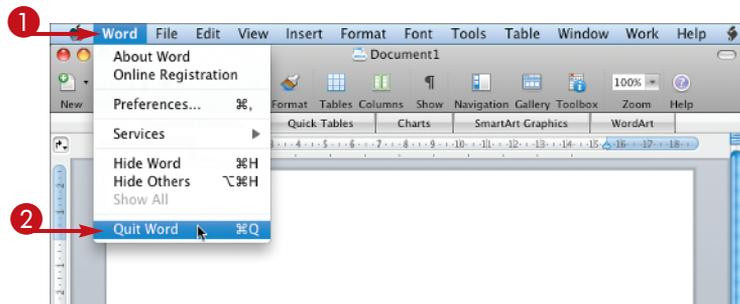
Quit an Office Program

QUIT AN OFFICE PROGRAM USING THE MENUS

- 1 Click the program's application menu.

Word is shown in this example.

- 2 Click **Quit Program**, where *Program* is the name of the Office program.



Note: If you have any open documents with unsaved changes, the program prompts you to save your work.

Note: Another way to run the Quit command is to press **⌘ + Q**.

QUIT AN OFFICE PROGRAM USING THE DOCK

- 1 Right-click the Office program's Dock button.

You can also **Ctrl**+click the button.

- 2 Click **Quit**.

Note: If you have any open documents with unsaved changes, the program prompts you to save your work.

