

# AN INTRODUCTION TO MICROSOFT OFFICE 2003

**M**icrosoft Office 2003 is a software suite, or collection of programs. Purchasing a software suite is less expensive than buying each program individually. Office 2003 suites contain different combinations of programs; some of the programs in this book may not be available in your suite.

Microsoft Office 2003 is available at computer and electronic

superstores. The program comes on a set of CD-ROM disks, so you need a CD-ROM drive to install Office 2003.

If you already have a version of Office, but want to upgrade, you can do so. The new version contains a revamped interface, making the programs simpler to use.

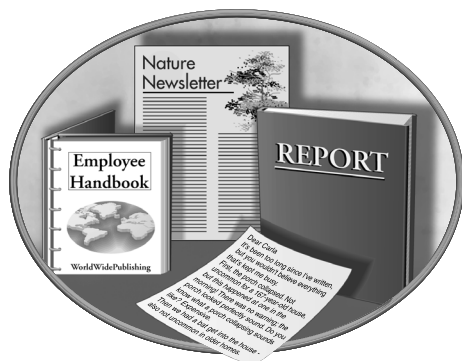
Some new computers come with Microsoft Office 2003 as part of the

computer package. If you work in a large company, some or all of the programs may already be on your computer.

All Office 2003 programs share a common look and work in a similar way. After you learn one program, you can easily learn the others. Part I covers features and aspects common to all Office 2003 programs.

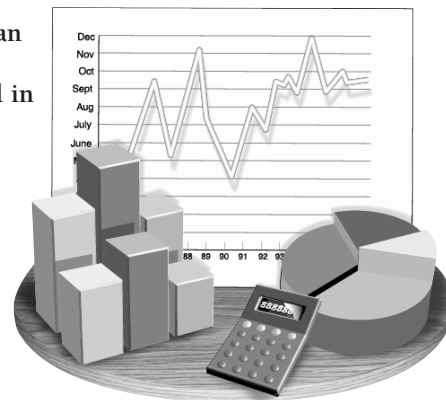
## Create Documents in Word

Microsoft Word is a word processing program that lets you create documents such as letters, reports, manuals, and newsletters. You can edit text, rearrange paragraphs, and check for spelling errors. Word also has many formatting features to change the appearance of a document. For example, you can apply various fonts, align text, and add page numbers. You can also enhance a document by adding a graphic or creating a table. You can learn more about Word in Part II.



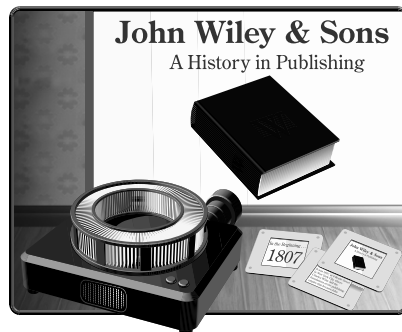
## Create Spreadsheets in Excel

Excel is a spreadsheet program you can use to organize, analyze, and attractively present financial data, such as a budget or sales report. Excel allows you to enter and edit data efficiently in a worksheet. You can enhance the appearance of a worksheet by formatting numbers, changing the color of cells, and adding graphics. You can use formulas and functions to calculate and analyze the data. You can learn more about Excel in Part III.

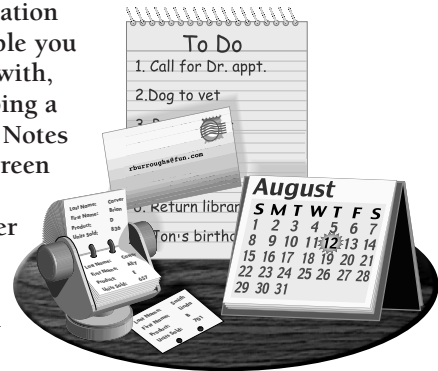


**MASTER VISUALLY OFFICE 2003****Using Office Programs****Create Presentations in PowerPoint**

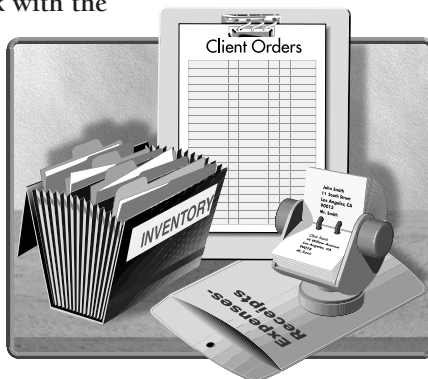
PowerPoint is a program that helps you plan, organize, and design professional presentations. You can use the features in PowerPoint to edit and organize text in a presentation. PowerPoint also allows you to add objects to the slides including shapes, pictures, charts, and tables. You can use your computer screen, the Web, 35mm slides, or overhead transparencies to deliver a presentation. To learn more about PowerPoint, see Part IV.

**Manage Information in Outlook**

Outlook is a program that helps you manage your e-mail messages, appointments, contacts, tasks, and notes. You can send, receive, print, save, and handle e-mail messages as well as attach and send files to other recipients. In addition to e-mail, Outlook includes a Calendar for keeping track of your appointments, Contacts for storing information about the people you communicate with, Tasks for keeping a to-do list, and Notes to create on-screen reminders, similar to paper sticky notes. Learn more about Outlook in Part VI.

**Create Databases in Access**

Access is a database program that allows you to store and manage large collections of information. You can use a database to store your personal information such as addresses, music collections, and recipes. Companies often use a database to store information such as client orders, expenses, inventory, and payroll. An Access database consists of several components that provide different ways to work with the data; these include tables, forms, queries, and reports. You can learn about Access in Part V.

**Create Web Pages in FrontPage**

FrontPage is a program that helps you create, manage, and maintain your own collection of Web pages, called a Web site. Your Web pages may contain text, pictures, tables, and hyperlinks. FrontPage also has many formatting features you can use to enhance your Web site. When you finish creating the pages for your Web site, you can use FrontPage to publish the site. You can learn more about creating Web pages using FrontPage in Part VII.

**Create Graphical Documents with Publisher**

Publisher is a desktop publishing program that designs and creates newsletters, birthday or holiday cards, or anything that requires a pleasing combination of text and art. If you have more complex layout needs, Publisher is a better program than Word for building professional-looking documents. Publisher is covered in more detail in Part VIII.

# START AND EXIT A PROGRAM

Office allows you to start a program in several ways. You can either start a program using the Start menu or using a shortcut icon. What happens upon starting a program depends on which program you select.

In Word, Excel, FrontPage, and PowerPoint, a blank document displays so that you can start creating a document, workbook, or presentation.

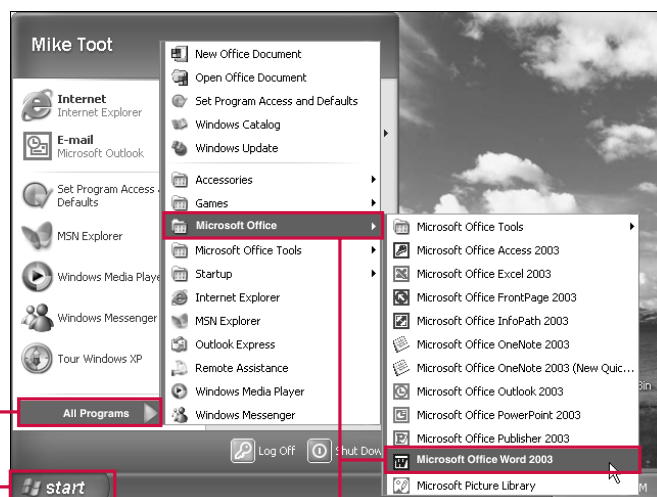
In Access and Publisher, you see a blank area and the task pane. You can select whether to create a new blank database or Web, open an existing database or Web, or create or open an existing Publisher document.

Although this section illustrates how to start a Word document, you can use the steps to start any Office application. For more information on getting started with Word,

Excel, PowerPoint, Access, FrontPage, or Publisher, see Chapters 3, 9, 15, 19, 28, and 30, respectively.

When you finish working in the program, you must save your documents and then exit the program. Doing so frees up system resources.

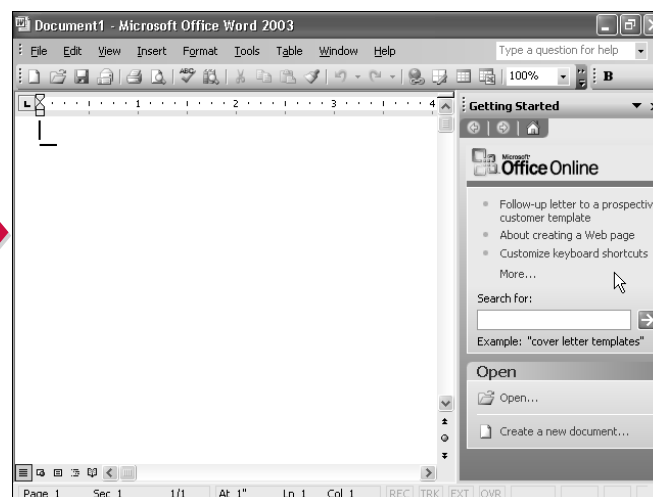
## START AND EXIT A PROGRAM



### START A PROGRAM FROM THE START MENU

- 1 Click Start.
- 2 Click All Programs.

- 3 Click Microsoft Office.
- 4 Click the program you want to start.



- The program window appears, displaying a blank document.

*Note: In Access and Publisher, you see a blank screen. See the section "Create a New Document" in Chapter 2 to fill the screen.*

## MASTER VISUALLY OFFICE 2003

### Using Office Programs



#### I do not see my programs listed on the All Programs menu. Why not?

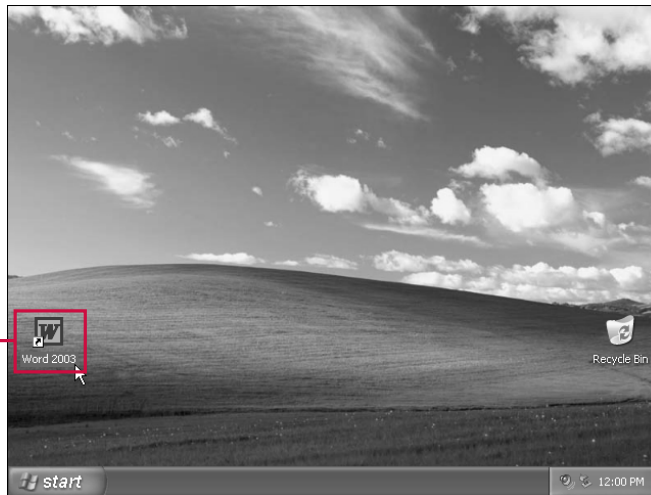
- ✓ If the All Programs menu does not list your programs, you may not yet have installed Office, or you may have only a few of the Office programs installed instead of the full suite. See the appendix for help on installing Microsoft Office.

#### How do I delete a shortcut icon?

- ✓ To delete a shortcut icon, right-click the icon, select Delete, and then confirm the deletion by clicking Yes. Deleting a shortcut does not delete the program.

#### How do I create a shortcut icon?

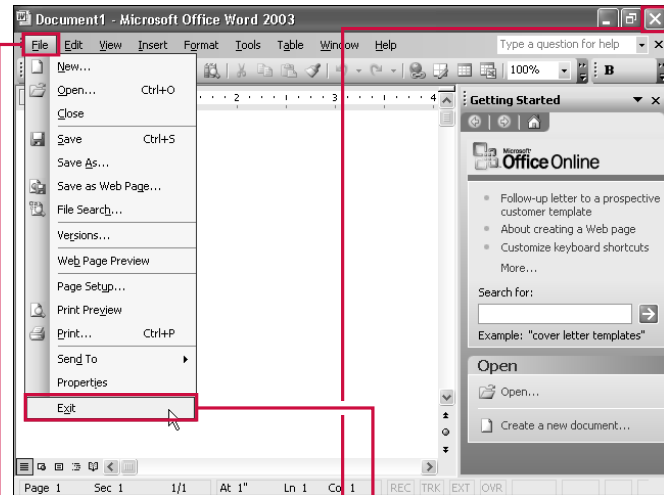
- ✓ The easiest way to create a shortcut icon is to drag the program name from the Start menu to the desktop. Click Start and then click All Programs. You see a list of all of the Office programs. Click and drag the desired program from the menu to the desktop, and Windows automatically creates a shortcut. The program still appears on the All Programs list.



#### START A PROGRAM FROM A SHORTCUT ICON

- 1 Double-click the shortcut icon.

■ The program starts and you see a new blank document on-screen.



#### EXIT A PROGRAM

*Note: Before you exit a program, save any open documents. See Chapter 2 for more information.*

- 1 Click File.

- 2 Click Exit.

■ You can also click the Close button (X) for the program window.

# WORK WITH WINDOWS

**E**ach program you start or item you open appears in a window on your desktop. Because you can have many windows open on your screen at once, you need to learn how to work with the windows on your desktop. For example, if a window covers important items on your screen, you can move the window to a new location.

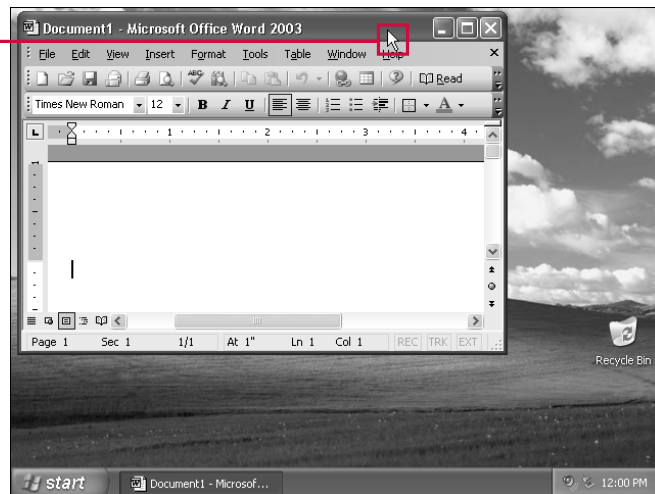
You can change the size of a window displayed on your screen by resizing it. You can maximize a window so that it fills the entire screen, or minimize a window so that it shrinks to the size of a button on the taskbar.

You commonly maximize a window to work in a program and to see as much of the program window as

possible. A maximized window does not have borders. Therefore, you cannot move or manually resize a maximized window.

Restoring a window expands it to its original size, a size that does have borders so that you can move or manually resize the window.

## WORK WITH WINDOWS

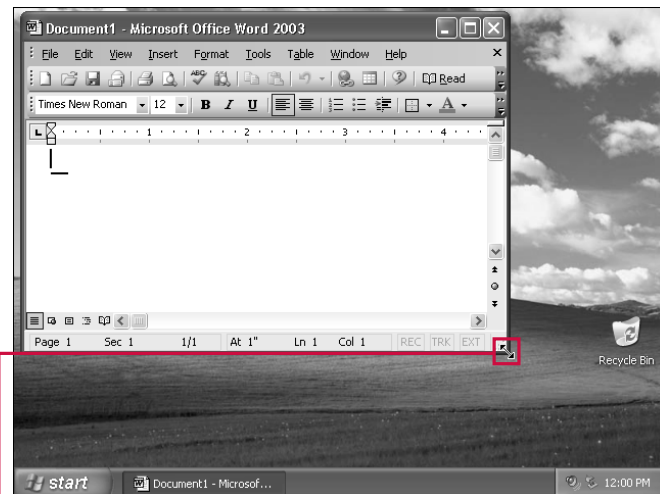


### MOVE A WINDOW

**1** Position the mouse pointer (↔) over the title bar of the window you want to move.

**2** Click and drag the mouse to where you want to place the window.

■ The window moves to the new location.



### RESIZE A WINDOW

**1** Position the mouse pointer (↔) over an edge of the window you want to resize (the mouse pointer changes to ↗, ↔, or ↑↓).

**2** Click and drag the mouse until the outline of the window displays the size you want.

## MASTER VISUALLY OFFICE 2003

### Using Office Programs



#### How can I view all the information in a window?

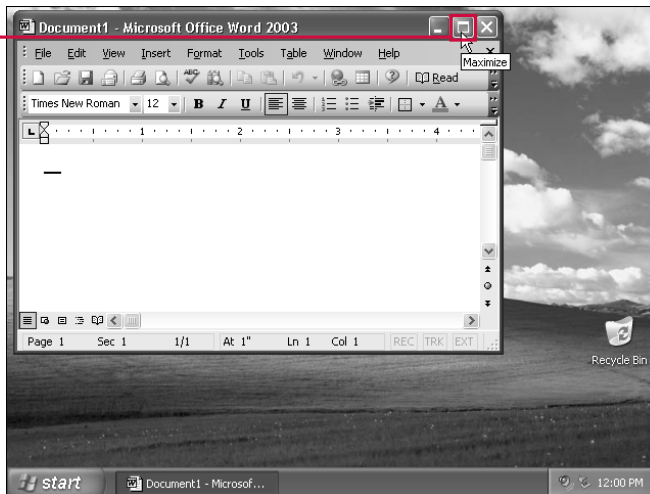
- ✓ When a window is not large enough to display all the information it contains, scroll bars appear in the window. To move through the information in the window, you can drag the scroll box along a scroll bar or click an arrow button (⬆) or (⬇) at the end of a scroll bar.

#### How do I switch to another open window?

- ✓ You click the button on the taskbar for the window on which you want to work. The window appears in front of all other open windows.

#### Why do the Minimize (⬇), Maximize (⬆), Restore (⬇ and ⬆), or Close (X and X) buttons appear more than once in a window?

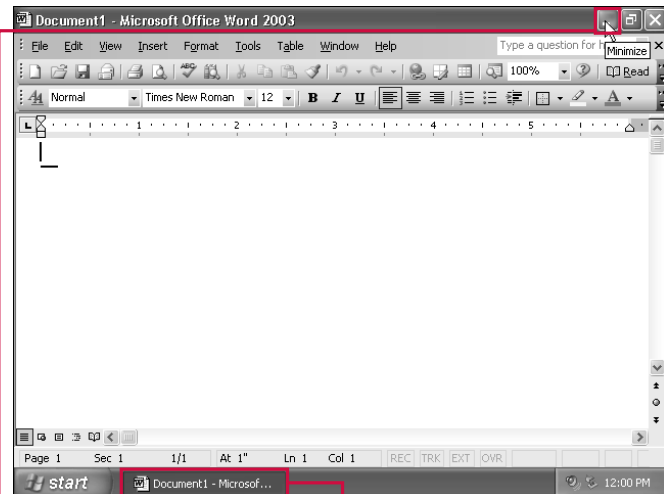
- ✓ These buttons appear for the program in which you are working (⬇, ⬆, ⬇ and ⬆, and X), and for each document within that program window (⬇, ⬆, and X). That is, document windows also have their own set of window controls so that you can move, resize, maximize, and minimize these windows within the program window. Some programs, including Word, open a new window instead of having multiple documents within the same program.



#### MAXIMIZE A WINDOW

- 1 Click the Maximize button (⬆) in the window you want to maximize.

- The window fills your screen and ⬆ changes to a Restore button (⬇).
- To return the window to its previous size, click ⬇.



#### MINIMIZE A WINDOW

- 1 Click the Minimize button (⬇) in the window you want to minimize.

- The window reduces to a button on the taskbar.
- To redisplay the window, click the taskbar button for that window.

## USING TOOLBARS

**Y**ou can use toolbars to select features in a program. Rather than opening a menu and selecting a command, a toolbar button is often faster. A toolbar contains buttons that you can use to select commands and access commonly used features. Office has an option that allows you to identify what each button does before you select it.

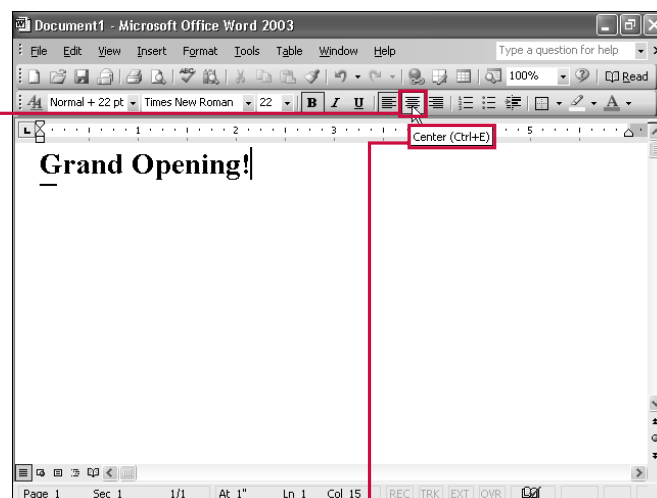
When you first start an Office program, one or more toolbars automatically appear at the top of your screen. Office programs share similar toolbars, which makes the programs easier to learn and use.

Although by default Office displays the Standard and Formatting toolbars on two rows, you can change the toolbars so that they

share one row. You can then move or resize the toolbars when necessary to access the buttons you want.

If you are not sure what a button does, Office allows you to display the name of a button with the ScreenTip feature.

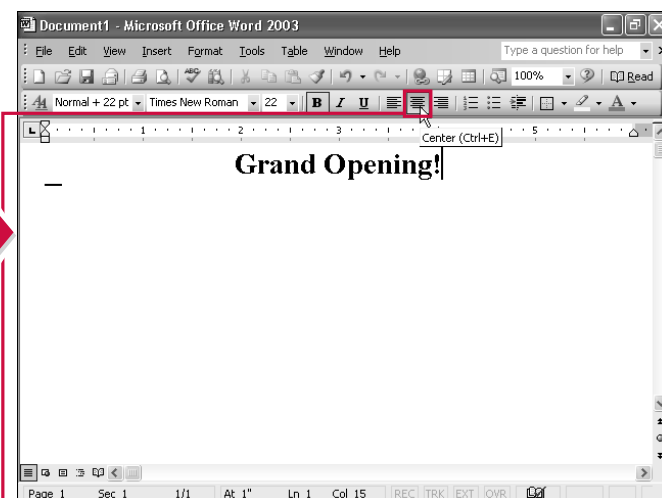
### USING TOOLBARS



#### IDENTIFY A BUTTON

**1** Position the mouse over the button.

The name of the button appears.



#### ACTIVATE A BUTTON

**2** Click the button.

Office performs the command you select.



## MASTER VISUALLY OFFICE 2003

## Using Office Programs

**What if I see only one row of buttons?**

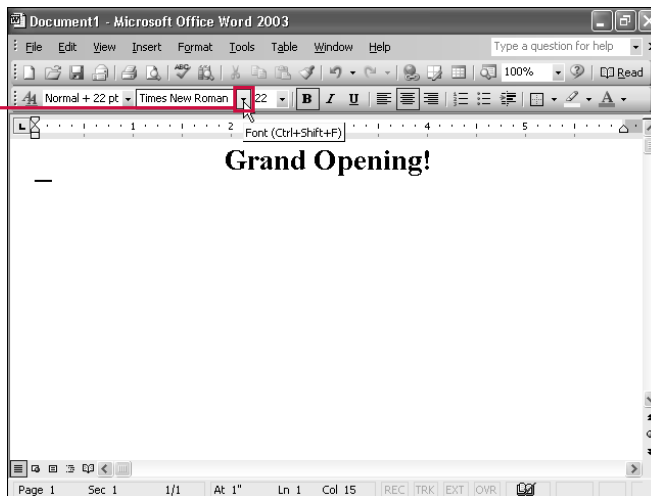
- ✓ You may find the Office default of combining toolbars into one row confusing. If so, you can display each toolbar in its own row. To do so, click the Tools menu, click Customize, and then click the Options tab. Click the Show Standard and Formatting toolbars on two rows option (☐ changes to ☒).

**I do not see the name of the button when I use the ScreenTip feature.****Why not?**

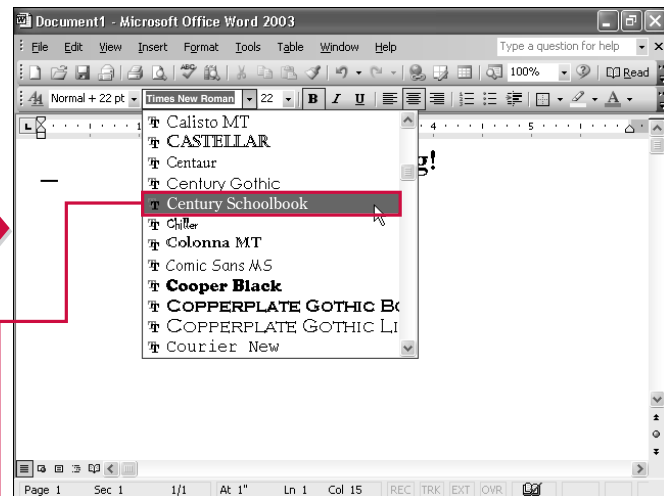
- ✓ You may have turned off the ScreenTip feature. Click Tools and then Customize. Click the Options tab. Click the Show ScreenTips on toolbars option (☐ changes to ☒) to activate the feature.

**Why do some buttons look a different shade of gray?**

- ✓ When you click some buttons, you turn on that feature. To indicate that feature is on, Office outlines the button. For example, if you click Bold, the Bold button appears outlined. Toolbar buttons are toggles, which means you can turn off Bold by clicking the button again.

**USING BUTTONS WITH ADDITIONAL OPTIONS**

- 1 Click the ▾ next to the button.



- 2 Click an option.
- Additional options appear.
  - Office performs the command you select.



## DISPLAY OR HIDE A TOOLBAR

Each Microsoft Office program offers several toolbars that you can display or hide at any time. Each toolbar contains buttons that help you quickly perform tasks.

When you first start an Office program, one or more toolbars automatically appear on your screen. Most programs display the

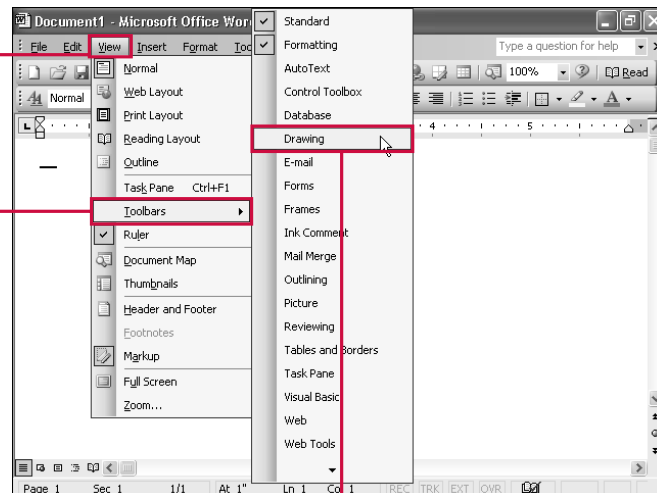
Standard toolbar, which contains buttons to help you select common commands, such as Save and Print.

In most programs, the Formatting toolbar also automatically appears. The Formatting toolbar contains buttons to help you select formatting commands, such as Bold and Underline.

You can choose which toolbars to display based on the tasks you perform often. For example, if you frequently create and edit tables in Word, you can display the Tables and Borders toolbar.

If you do not use the toolbars, you can turn them off so that they do not take up screen space.

### DISPLAY OR HIDE A TOOLBAR



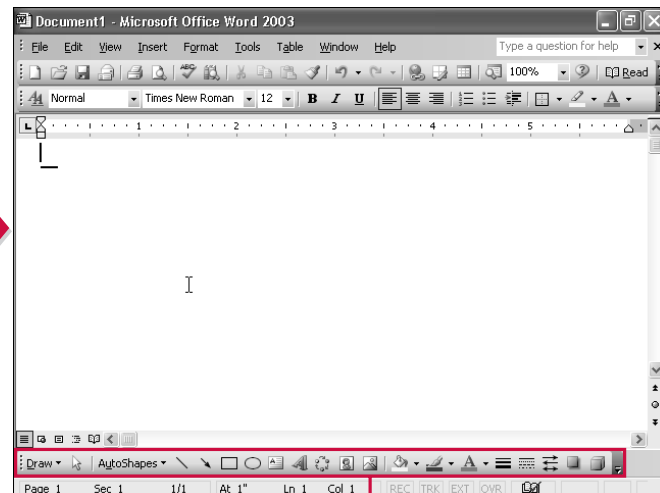
1 Click View.

2 Click Toolbars.

■ A list of toolbars appears.

■ A check mark (☒) beside a toolbar name tells you that Office is currently displaying that toolbar.

3 Click the toolbar you want to display or hide.



■ The program displays or hides the selected toolbar.

■ In this example, Word displays the Drawing toolbar.

## CHANGE TOOLBAR PLACEMENT

**Y**ou can move a toolbar to the top, bottom, right, or left edge of your screen to meet your work needs. When you place a toolbar next to the edge of the window, you are *docking* it.

You can also make the toolbar a floating palette, placing it anywhere on-screen. With this type of placement, you can change the size of the toolbar.



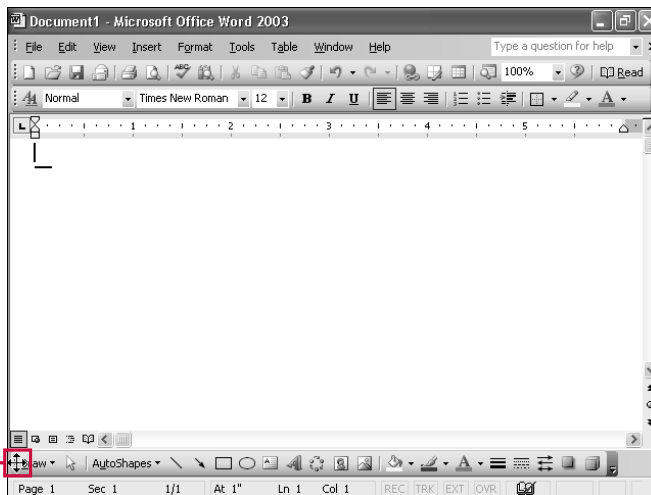
### Can I change the size of the toolbar?

- ✓ Yes. To resize a floating toolbar, position the mouse over an edge of the toolbar. Click and drag the edge of the toolbar until it reaches the size you want.

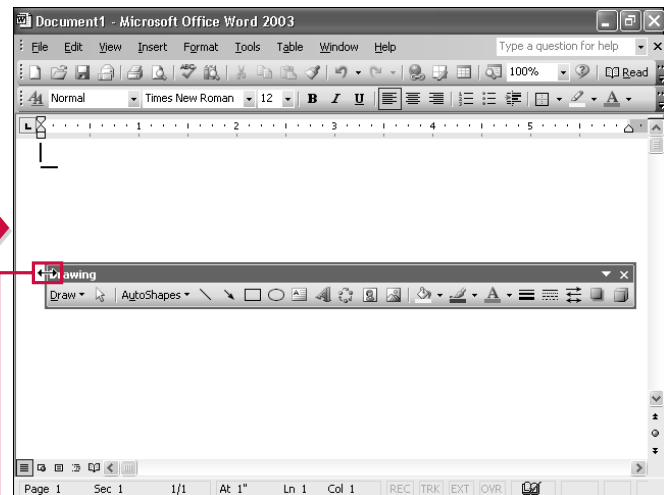
### How do I move a floating toolbar back to the top of the screen?

- ✓ To return a floating toolbar to the top or other edge of the screen, click and drag the title bar to the top until it is docked against that edge of the window.

### CHANGE TOOLBAR PLACEMENT



**1** Position the mouse over any blank area of the toolbar that does not contain a button.



**2** Click and drag the toolbar to where you want to place it.

The toolbar appears in the new location.

# WORK WITH THE TASK PANE

The task pane displays various options that relate to the current task, providing fast access to commonly performed commands. For example, if you select Blank Document from the New task pane, Office creates a new blank document. The task pane appears by default along the right edge of the program window.

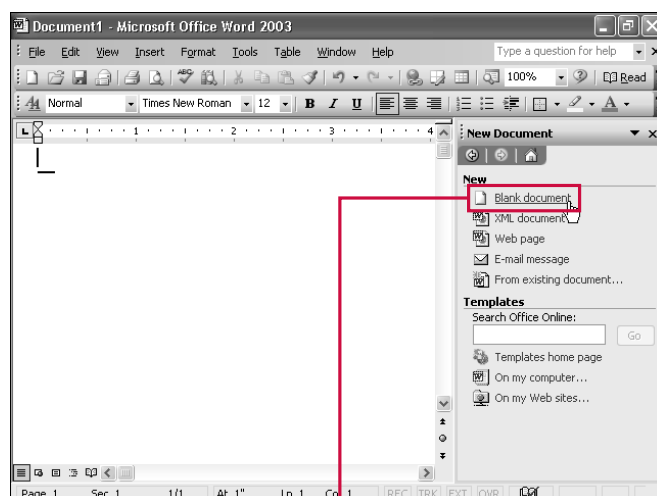
You can select which features Office displays in the task pane, and you

can move back and forward between task pane options you display. You can also close or resize the task pane as needed.

The options in the task pane work similarly to Web links. That is, you click the option to select that feature. When you point to the option, Office underlines it and the mouse pointer changes to the shape of a hand with a pointing finger.

For some task pane options, you perform other actions rather than selecting a link. For example, when you search for text, you type the text to find in the text box in the task pane. The task pane may also include drop-down lists from which you can select options.

## WORK WITH THE TASK PANE



### USING TASK PANE OPTIONS

**1** Start an Office 2003 program.

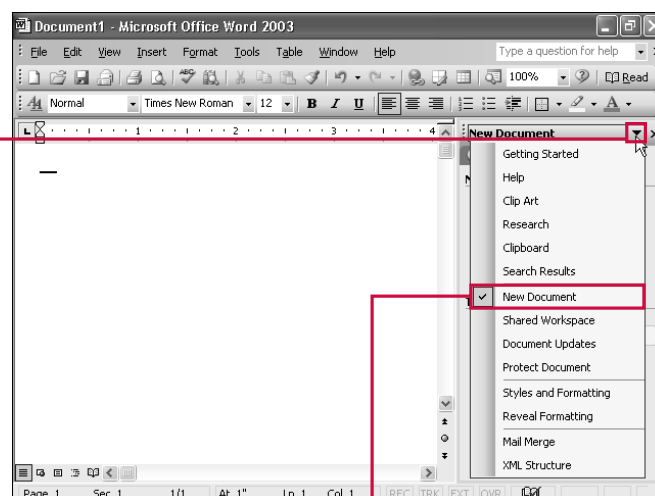
*Note:* See the section “Start and Exit a Program” for details.

■ The New Document task pane appears.

*Note:* If the task pane does not appear, click View and then click Task Pane.

**2** Click an option on the task pane.

■ Office executes your command.



### DISPLAY OTHER TASK PANES

**1** Click the ▾ next to the task pane title bar.

■ A list of other task panes appears.

**2** Click the task pane you want to display.

■ Office places a ☒ next to your selection and displays the new task pane.

**MASTER VISUALLY OFFICE 2003****Using Office Programs****Do the task panes in all Office applications have the same options?**

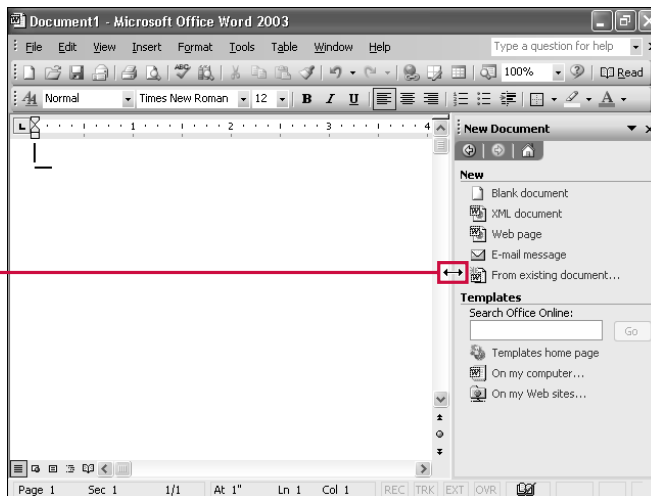
- ✓ Yes and no. The task panes share some common options including the New document task pane, the Clipboard, and Search. But the other available task panes vary from application to application. For example, Word includes task panes for working with styles and mail merge. Because these options do not pertain to Excel, Excel does not include them.

**How can I move back and forth among different task panes?**

- ✓ You can click the Forward (↗) and Back (↖) task pane buttons to scroll among different task panes. Note that these buttons only appear if you display other task panes using the drop-down list.

**If I close the task pane, how can I redisplay it?**

- ✓ Click the View menu and click the Task Pane command. Office redisplay the task pane.

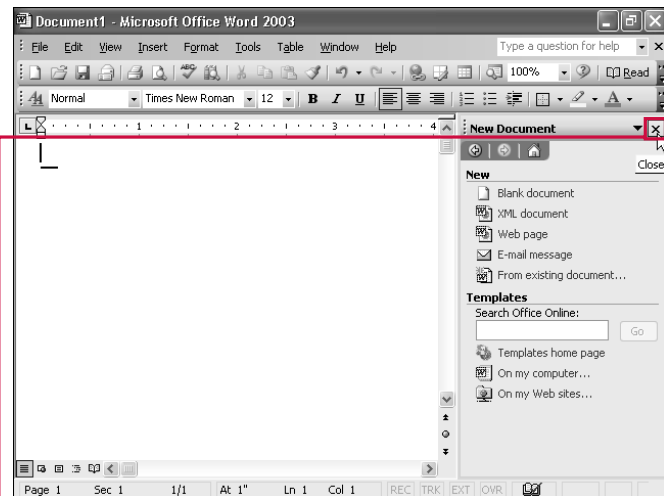
**RESIZE THE TASK PANE**

- 1** Place the mouse cursor on the left task pane border.

■ The mouse cursor changes to a double-headed vertical arrow (↕).

- 2** Click and drag the pane to resize.

■ Office resizes the pane.

**CLOSE THE TASK PANE**

- 1** Click the Close button (X).

■ Office closes the task pane.

## GETTING HELP

**Y**ou can get help on tasks, commands, and features in Office programs using one of several help options.

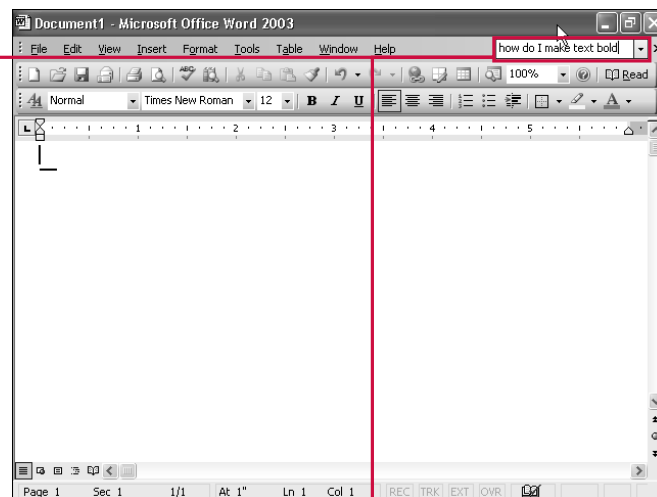
You can use the Type a question text box in the menu bar. With this option, you can quickly and easily type a question and see a list of related help topics.

You can also display the Help window by clicking the Help button

in the toolbar or selecting the Help command from the Help menu. The Help window provides several ways to get help, including using the Answer Wizard, which is the same as the Type a question text box, browsing through a table of contents of help topics, or looking for a particular topic in the index, as covered in the following questions.

In previous versions of Office, an Office Assistant appeared. This icon prompted you for help on certain tasks and was available for typing a question. Although the Office Assistant no longer appears by default in Office 2003, you can access the assistant via the Help menu.

### GETTING HELP

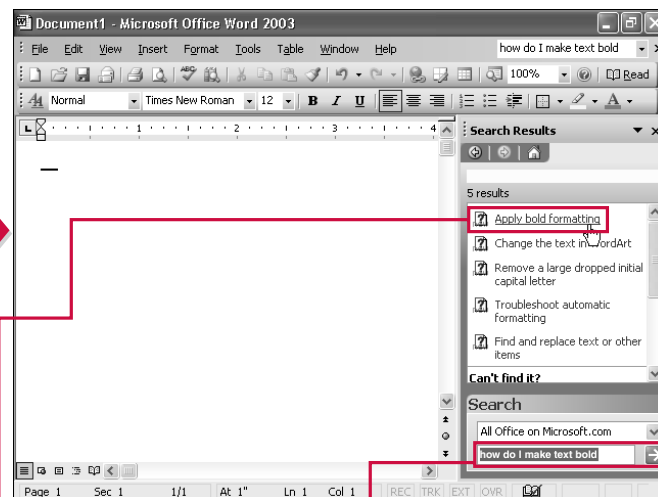


#### TYPE A QUESTION

**1** Click the Type a question text box to display the Help text box.

**2** Type a question.

**3** Press Enter.



**■** Topics relating to your question appear.

**■** The specific question appears.

**4** Click the topic of interest to display that help page.

**MASTER VISUALLY OFFICE 2003****Using Office Programs****What happened to the index?**

- ✓ In previous versions of Office, there was a help index you could browse to find topics of interest. Office 2003 uses more intelligent search algorithms, so you can find answers by typing in questions in English, rather than guessing what the correct term should be.

**What is the purpose of the toolbar buttons in the Help window?**

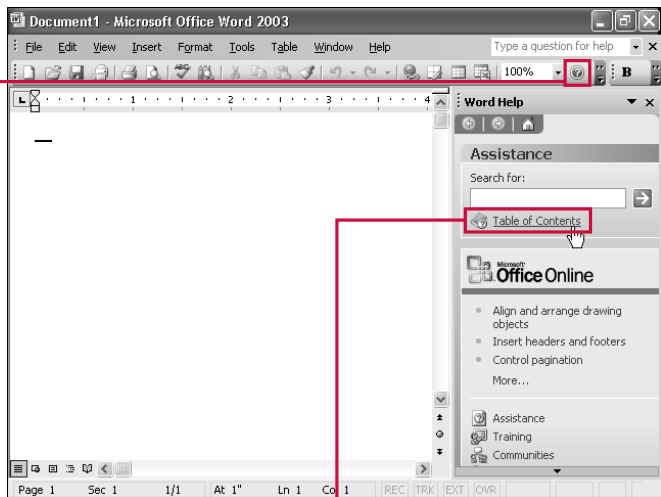
- ✓ You can use the toolbar buttons in the Help window to navigate back and forward among previous topics. You can also print a topic and dock and undock the Help window.

**What other Help commands are available?**

- ✓ You can click the Help menu to display a list of other help topics, including accessing Microsoft Office Online, getting information about the current program version, and displaying the Office Assistant.

**What is the Office Assistant?**

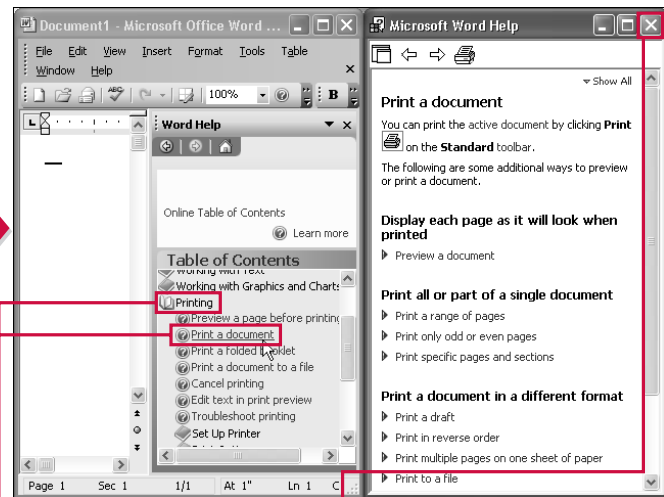
- ✓ In previous versions of Office, the Office Assistant was an on-screen character that appeared by default when you started an Office application. This has been replaced with the Type a question text box in the menu bar.

**USING THE HELP DIALOG BOX CONTENT**

- 1 Click the Help button ( ).

Microsoft Help appears.

- 2 Click Table of Contents.



- 3 Click a book icon to expand a topic.

- 4 Click a topic to show the help pages.

Office displays the subject for you to view.

- 5 Click X.

The Help window closes.