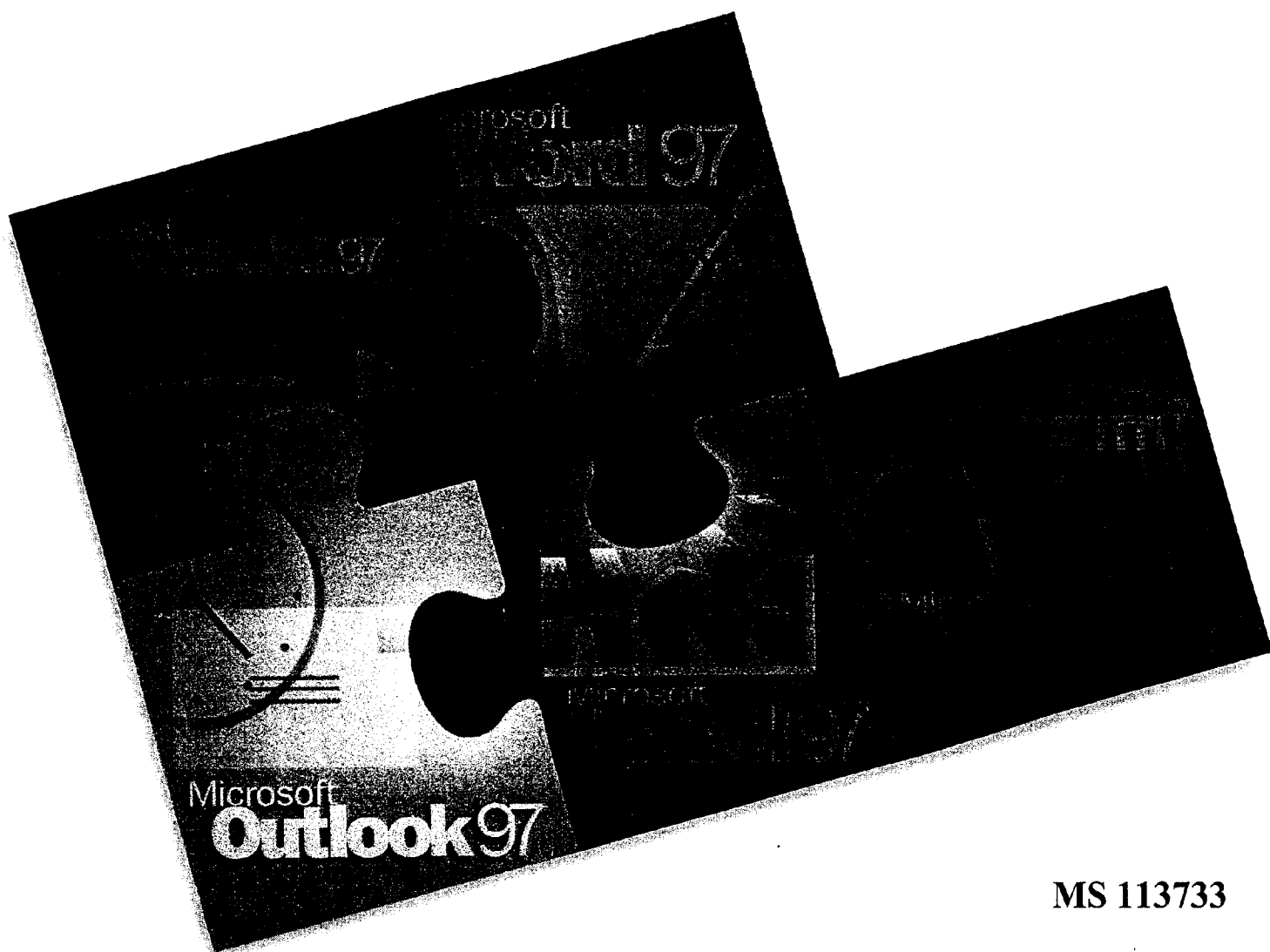# EXHIBIT 8

Part 1

Microsoft®

Getting Results
with Microsoft® Office 97

Real World Solutions for the Work You Do

MS 113733

Microsoft Technical Support

In the event you cannot install Microsoft® Office for Windows®, please refer to the telephone support offerings below. Microsoft's support offerings range from no-cost and low-cost electronic information services (available 24 hours a day, 7 days a week) to annual support plans. Please check the Technical Support section in Help for detailed information.

Microsoft Technical Support services are subject to Microsoft's then-current prices, terms, and conditions, which are subject to change without notice.

Information Services

Microsoft Technical Support Information Services provide you with easy access to the latest technical and support information for Microsoft products. You can access a variety of low-cost and no-cost Information Services 24 hours a day, 365 days a year.

Internet services and MSN™, The Microsoft Network Access the Microsoft Frequently Asked Questions, Software Library, Knowledge Base, customer-to-customer newsgroups, and other technical information online.

- On the World Wide Web and MSN go to http://www.microsoft.com/support/

- For FTP access, go to ftp://ftp.microsoft.com/

Microsoft TechNet CD-ROM-based Microsoft TechNet is the front-line resource for fast, complete answers to technical questions on Microsoft desktop and systems products. For more information or to subscribe to Microsoft TechNet, call the Microsoft office nearest you.

Microsoft Developer Network Library (MSDN) CD-ROM-based MSDN is the comprehensive source of programming information and toolkits for those who write applications for the Microsoft Windows, Windows 95, and Windows NT® operating systems, or use Microsoft products for development purposes. For more information or to subscribe, call the Microsoft office nearest you.

Microsoft Download Service (MSDL) Direct modem access to a variety of technical information is available on MSDL. In the United States, dial (206) 936-6735. Connect information: 1200, 2400, 9600, or 14400 baud, no parity, 8 data bits, and 1 stop bit. In Canada, dial (905) 507-3022; connect information: 1200 to 28800 baud, no parity, 8 data bits, and 1 stop bit. In Latin America, call your Microsoft office nearest you for more information.

Microsoft FastTips This automated service provides quick answers to your common technical questions via an automated toll-free telephone number, fax, or mail. To access FastTips or to receive a map and catalog in the United States, call the following FastTips numbers:

- Desktop applications: (800) 936-4100

- Personal Systems products: (800) 936-4200

- Development products: (800) 936-4300

- Business Systems products: (800) 936-4400

- In Latin America call your Microsoft office nearest you for more information.

MS 113734

Standard Support

In the United States and Canada, Microsoft offers unlimited no-charge usability support via toll call for the Microsoft Office Standard Edition. Microsoft also offers two (2) no-charge incidents for assistance developing custom solutions and applications using the Microsoft Office Standard Edition. The Microsoft Office Professional Edition (which includes Access) comes with two (2) additional incidents, for a total of four (4) incidents, which can be used for Access usability questions or for developing custom solutions using the Microsoft Office Professional Edition. Standard Support hours are 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday, excluding holidays. In the United States, call between 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday, excluding holidays. In Canada, call between 8:00 A.M. and 8:00 P.M. eastern time, Monday through Friday, excluding holidays. In Latin America call during normal business hours Monday through Friday, excluding holidays.

- In the United States for:
  - Microsoft Office for Windows, call (206) 635-7056
  - Microsoft Access for Windows, call (206) 635-7050
  - Microsoft Excel for Windows, call (206) 635-7070
  - Microsoft PowerPoint® for Windows, call (206) 635-7145
  - Microsoft Word for Windows, call (206) 462-9673
  - Microsoft Outlook for Windows, call (206) 635-7031
- In Canada, for technical support for Microsoft Office, call (905) 568-2294.
- In Latin America, for technical support call the Microsoft office nearest you.

Priority Support

Microsoft Technical Support offers priority telephone access to Microsoft support engineers 24 hours a day, 7 days a week, including holidays, in the United States. In Canada, the hours are from 8:00 A.M. to midnight, 7 days a week, excluding holidays.

- In the United States for usability issues, excluding Microsoft Access, call (800) 936-5700 or (900) 555-2000; $35 (U.S.) per incident. For development issues, including Microsoft Access, call (800) 936-5500 or (900) 555-2020; $55 (U.S.) per incident.
- In Canada for usability issues, excluding Microsoft Access, call (800) 668-7975; $45 (CDN) per incident. For development issues, such as Microsoft Access, call (800) 936-5500; $55 (U.S.) per incident.

Please note: 800#s will be billed to your VISA, MasterCard or American Express card. 900#s will appear on your telephone bill.

For more information on priority support offerings, including annual contracts, call Microsoft Technical Support Sales at (800) 936-3500. In Canada, call (800) 563-9048. In Latin America, call the nearest Microsoft office.

Text Telephone

Microsoft text telephone (TT/TDD) services are available for the deaf or hard-of-hearing. In the United States, using a TT/TDD modem, dial (206) 635-4948. In Canada, using a TT/TDD modem, dial (905) 568-9641.

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Product Support Worldwide

The following list contains Microsoft subsidiary offices and the countries they serve. If there is no Microsoft office in your country, please contact the establishment from which you purchased your Microsoft product. For additional subsidiary information, check the Product Support Worldwide section in Help.

When you call, you should be at your computer and have the appropriate product documentation at hand.

Area	Telephone Numbers	Fax Numbers	Area	Telephone Numbers	Fax Numbers
Argentina	(54) (1) 314-0560	(54) (1) 819-1922	Morocco	(212) 2 47 10 72	(212) 2 47 10 86
Australia	(61) (02) 870-2131	(61) (02)805-0519	Mexico	(52) (5) 325-0912	
Austria	Microsoft Excel: 0660-6511 PowerPoint: 0660-6511 Word: 0660-6513	022-68 16 2710	Netherlands	02503-77877 (Dutch-speaking) 02503-77853 (English-speaking)	
			New Zealand	64 (9) 357-5575	64 (9) 358-0092
			Northern Ireland	See United Kingdom	
Belgium	02-5133274 (Dutch-speaking) 02-5023432 (English-speaking) 02-5132268 (French-speaking)		Norway	(47) (22) 02 25 50	(47) (22) 02 25 70
			Papua New Guinea	See Australia	
Bolivia	See Uruguay		Paraguay	See Uruguay	
Brazil	(55) (11) 871-0090	(55) (11) 241-1157	Perú	(51) (1) 422-4116	(51) (1) 440-2619
Caribbean	(972) 714-9100	(809) 273-3636	Poland	(+48) (2) 6216793 or (+48) (71) 441357	(+48) (2) 6615434
Chile	56-2-330-6222	56-2-204-9424			
Colombia	(571) 313-4011	(571) 310-7525	Portugal	(351) 1 4412205	(351) 1 4412101
Czech Republic	(+42) (2) 245 10554	(+42) (2) 266020	Republic of China	(886) (2) 508-9501	(886) (2) 508-9575
Denmark	(45) (44) 89 01 11	(45) (44) 89 01 44	Republic of Ireland	See United Kingdom	
Dubai	(971) 4 513 888	(971) 4 527 444	Russia	(+7) (095) 267-8844 or (+7) (095)158-6963	(+7) (502) 224 50 45
Ecuador	(593) (2) 463-094		Saudi Arabia	+966-1-488-1165	+966-1-488-1576 ext. 300
Egypt	+202-418-5571	+202-417-4766			
England	See United Kingdom		Scotland	See United Kingdom	
Finland	(0358) (90) 525-502-500	(46) (0)8 752 29 00	Singapore	(65) 220-7202	(65) 227-6811
France	(33) (1) 69-86-10-20	(33) (1) 69-28-00-28	Slovenia	(+386) (61) 1232354	
French Polynesia	See France		Slovak Republic	(+42) (7) 312083	(+42) (2) 266020
Germany	Microsoft Access: 089/3176-1180 Microsoft Excel: 089/3176-1120 PowerPoint: 089/3176-1120 Word: 089/3176-1131	089-3176-1000	South Africa	(Toll free): 0 802 11 11 04	(27) 11 445 0045 or (27) 11 445 0046
			Spain	(34) (1) 803-9960	(34) (1) 803-8310
			Sweden	(46) (8) 752 09 29	(46) (0)8 752 29 00
Greece	(30) (1) 6893 631 through (30) (1) 6893 635	(30) (1) 6893 636	Switzerland	Microsoft Access: 01/342-4121 Microsoft Excel: 01/342-4082 PowerPoint: 01/342-4082 Word: 01/342-4087 Technical Support (French-speaking): (41) (22) 738 96 88	01-831 09 69
Hong Kong	(852) 804-4222	(852) 560-2217			
Hungary	(36) (0)1/1172289	(+36) (1) 269 1030			
India	(91) (11) 646-0694				
Ireland	See United Kingdom				
Israel	972-3-613-0833	972-3-613-0834			
Italy	(39) (2) 7039-8351	(39) (2) 7039-2020	Turkey	(90) 212 2585998	(90) 212 2585954
Japan	(81) (424) 41-8890		United Kingdom	(44) (734) 271000	(01734) 270080
Korea	(82) (2) 508-0040	(82) (2) 531-4600	Uruguay	(598) (2) 77-4934	(598) (2) 91-0227
Liechtenstein	See Switzerland		Venezuela	(582) 264 19 33	(582) 265 08 63
Luxembourg	(32) 2-5133274 (Dutch-speaking) (32) 2-5023432 (English-speaking) (32) 2-5132268 (French-speaking)		Wales	See United Kingdom	

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Getting Results with
Microsoft® Office 97

MS 113737

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The Microsoft Excel Solver program uses the Generalized Reduced Gradient (GRG2) nonlinear optimization code developed by Leon Lasdon, University of Texas at Austin, and Allan Waren, Cleveland State University. Linear and integer problems use the simplex method with bounds on the variables and the branch and bound method, implemented by John Watson and Dan Fylstra, Frontline Systems, Inc.
The Microsoft Excel Analysis ToolPak was developed by GreyMatter International, Inc., 173 Otis Street, P.O. Box 388, Cambridge, MA 02141.
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INTRODUCTION
Start Here

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MS 113744

Getting Results with Microsoft Office 1

Match Information Resources to Your Needs and Experience

Whether you need a hands-on tutorial or a programming guide, case study examples or a traditional user's guide, and whether you're new to the Microsoft® Office applications or are a seasoned user, a rich store of information is available to suit your needs.

Information included with your Office 97 package   *Getting Results with Microsoft Office 97* helps you discover how to get the most from Office 97. Discover the details by consulting built-in Help.

Microsoft Press publications for Office 97   Microsoft Press® publishes a variety of books on Office applications, including tutorials, references, and programmers' guides. See "Microsoft Press Publications for Office 97," page 19.

The Microsoft Office World Wide Web site   The Office Web site offers a wealth of information, templates, tips on ways to use applications, and links to additional sites. Click **Microsoft on the Web (Help** menu) or connect to the Microsoft Office 97 Web site at the following location:

http://www.microsoft.com/office/

MS 113745

2   Getting Results with Microsoft Office

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Get the Results You Want

If You Are an Experienced Office User

Getting Results with Microsoft Office 97 focuses on common business and organizational tasks. It's designed to help you be more productive and efficient by showing you the fastest and best way to accomplish these tasks using the features of Microsoft Office.

We wrote *Getting Results* with some assumptions in mind about our readers. The people who will find this book most useful are those who have been using the Office applications for a while and who can usually do what they want to do with the applications. Each solution in *Getting Results* explains the process necessary for accomplishing the task. And we are confident that you'll be able to apply the features and methods you discover here to similar tasks you perform.

Built-in Help provides details about the features of the applications, step-by-step procedures that help you complete specific tasks, and wizards that walk you through many operations.

Getting Results is available on the Web. On the Office 97 ValuPack CD, click on Result97.htm in the cdonline folder.

Microsoft Press publishes several books that might be useful as your skills and needs change. The most comprehensive "user's guide" series is the *Running* series. The books in this series provide you with information ranging from basic "how-to" procedural help to advanced tips on how to use the Office applications fully. The *At a Glance* series of books on Office applications provides quick answers in a reference format. Another easy-access reference is the *Field Guide* series.

MS 113746

Introduction Start Here

If You Are a Novice User or Are Switching from Another Application

Get a good start on working with the Office applications by reading the topics in Part 1, "Your First Day at the Office." These topics will show you how to quickly begin creating documents, spreadsheets, presentations, and databases by using built-in templates and wizards. You will also learn how to use the various components of Outlook, such as e-mail and task scheduling.

Former WordPerfect and Lotus 1-2-3 users will find built-in Help available to ease the transition. In Word, click **WordPerfect Help** (**Help** menu) to get information on how to make the switch easily. In Microsoft Excel, click **Lotus 1-2-3 Help** (**Help** menu).

In conjunction with *Getting Results*, use the Microsoft Press *Step by Step* series, available for all the Office applications. These books provide self-paced lessons based on real-world business examples. The modular format lets you learn exactly what you need to know, at your own speed.

MS 113747

If You're an Advanced User, Programmer, or Developer

This book can point you toward new features that you might not discover on your own. For more information, Office 97 also has built-in Help about programming in Visual Basic® for Applications, the programming language built in to the Office applications.

The Microsoft Press collection of technical references and resource kits will also be useful. The *Microsoft Office 97 Resource Kit* is designed for system administrators and advanced users. It provides complete coverage of Office 97 installation and configuration in both Windows® 95 and Windows NT® Workstation 4.0.

If you are new to programming in Visual Basic, read "Automate Repetitive Tasks," page 643. Then turn to the *Visual Basic Step by Step* series, which is organized by application and is designed so that you teach yourself, focusing on exactly what you need to learn.

If you're already familiar with Visual Basic, the *Microsoft Office 97/Visual Basic Programmer's Guide* can teach you how to create concise, efficient code. You will learn how to customize and adapt tools, as well as how to create custom commands, menus, and much more.

For those who want to design, optimize, secure, and deliver data management applications by using Microsoft Access, *Building Applications with Microsoft Access 97* is available on the Office 97 ValuPack CD. This book can also provide instruction on how to use Visual Basic for Applications in conjunction with Microsoft Access and can help users create applications for the Internet.

See the Microsoft Press Catalog   on the Web at the following location:

http://www.microsoft.com/mspress/

See the Microsoft Office 97 Resource Kit   on the Web at the following location:

http://www.microsoft.com/office/ork/

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Answers to Questions About File Compatibility

The new productivity features of Office 97 require new file formats. However, the Office 97 applications are fully compatible with files created in earlier versions. We realize you might have additional questions about how Office 97 applications can coexist with previous versions or whether files created with other applications can be used with Office 97. See below for answers to some of these key questions.

Are my old files compatible with Office 97 applications?

Yes. We know that you need to be able to work with documents created in earlier versions. We have strived to make Office 97 fully compatible with earlier versions, so that the work you have done will be fully supported and usable.

If I install Office 97 over my old version of Office, what happens to my old files?

We actually recommend that you install Office 97 directly over your old version. This guarantees the cleanest installation. None of your data or old files will be lost or damaged.

What happens to my Office 97 files if only part of my company switches to Office 97 and the rest continues to use earlier versions of Office?

Office 97 applications read documents created in earlier versions of Office. None of your work will be lost.

Is there an easy way to save files so that they are available to everyone even if some people are using earlier versions of Office?

You or your system administrator can arrange for files to be saved in the old format until you decide to switch to Office 97.

What happens to data created with new features when it is saved in an earlier file format?

Office 97 will map it as closely as possible to the corresponding feature in the earlier version. For example, an Office 97 drawing object will be saved as the corresponding Draw object from the earlier version.

MS 113749

I'm switching from another application to Office 97. Will I be able to use my data?

You can open existing files from many other applications, including WordPerfect, Lotus 1-2-3, and Quattro Pro. Click **Open** (**File** menu), and then select the file of type you want to open.

If a co-worker doesn't have Office installed will she still be able to look at my documents?

Viewers that read Office 97 files are available from the Office Web site. Viewers let users open and read Office documents even if they don't have Office installed on their computers.

Are there other ways to move between Office 97 files and files from earlier versions?

Word 97 and PowerPoint® 97 provide installable converters that allow features to be saved and transferred easily from one version to another. This is similar to using the **Save As** command (**File** menu) in the newer application and specifying the old format. The major difference is that, after the converter is installed, no one has to think about what format they save their files in, because everyone can read everyone else's files.

Microsoft Excel 97 and PowerPoint 97 allow files to be saved in a dual format so that new files can be viewed without a loss of new features, although new features cannot be edited.

What happens to your calendar, contact lists, and other personal information files when you switch to Outlook?

Outlook imports Microsoft Schedule+ 1.0 and 7.0 calendar, task, and contact files, as well as e-mail files and data from other mail clients. Outlook reads Microsoft Exchange mail files as native files. You can share your Outlook calendars with Schedule+ users.

If you are upgrading from Office 4.x and choose the Custom installation, remember that the features with their check boxes selected are installed in the Typical installation. This is a change from Office 4.x setup.

MS 113750

Introduction   Start Here

About File Compatibility in Microsoft Access

Will I be able to use my databases from earlier versions of Microsoft Access?

By using the Microsoft Access 97 database conversion utility, you can easily convert an existing database to Microsoft Access 97. In most cases, you will want to convert your existing databases to Microsoft Access 97 so that you can take advantage of new features.

If the entire office does not convert to Microsoft Access 97 at the same time, will we be able to share databases?

We have made every effort to make Microsoft Access 97 fully compatible with previous versions, so that the work you have already done will be fully supported and usable.

You can open a previous version database in Microsoft Access 97. However, you can neither change the design of the database nor take advantage of the new features in Microsoft Access 97 until you convert the database to Microsoft Access 97.

The format of Microsoft Access tables is the same in Microsoft Access 97 as it was in Microsoft Access 95. This means that you can link a Microsoft Access 97 table to a Microsoft Access 95 database; import a Microsoft Access 97 table into a Microsoft Access 95 database; export a Microsoft Access 97 table to a Microsoft Access 95 database; and cut, copy, and paste from a Microsoft Access 97 table to a Microsoft Access 95 table.

? **Want to know more?**   Look up **Getting Results - File** in Help.

Office Assistant button

What's New in Office 97?

Office 97 is about being connected: connected to your co-workers wherever they are in the world, connected to the information you need to accomplish your goals, connected to the full range of possibilities for communicating your ideas and work. Office 97 offers increased integration, improved IntelliSense™ technology, and workgroup collaboration.

Check out Microsoft Office on the Web   Click **Microsoft on the Web** (**Help** menu) or connect to the following location:

http://www.microsoft.com/office/

What's New Among General Office Features?

The Office Assistant   New in Office 97, and the primary link to Help, the Office Assistant helps you discover features and points you to Help. Ask the Assistant questions in your own words rather than "computerese." For more information, see "Get Assistance While You Work," page 35.

Office 97 and the Web   New in Office 97. You now have the tools to help you develop and fully use the power of the Web. The **Web** toolbar makes it easy to search for and open Office documents on the Web. Add hyperlinks to documents, move through different types of documents easily, work with co-workers on a single document, and develop your own Web sites easily. You can also open Hypertext Transfer Protocol (HTTP) and File Transfer Protocol (FTP) files.

Office Binder   New in Office 95, improved in Office 97, Binder allows you to group all of your documents, worksheets, and presentations for a project in one place. Binder lets you organize and print the files as a single unit with continuous pagination.

MS 113752

Getting Results with Microsoft Office   **9**

Office Shortcut Bar   New in Office 95, the Shortcut Bar allows you to find and open documents or databases quickly, set up appointments, even send e-mail. Customize the Shortcut Bar to display frequently used documents as buttons. (In Office 97, the Shortcut Bar is not included in the Typical installation unless it was part of your installation of Office 95. To install the Shortcut Bar, rerun Office Setup and choose the Custom installation.)

Long file names   New in Office 95, descriptive file names with multiple words and spaces make it easier to identify your documents, workbooks, presentations, and databases. For more information on long file names and other Windows 95 features, see your Windows 95 documentation and built-in Help.

Programmability   New in Office 95, improved in Office 97, Visual Basic for Applications is now the standard programming environment for all Office applications, allowing you to automate and design Office to suit your needs and those of your co-workers. However, if you have important macros created in earlier versions of Office, they will still work in Office 97.

IntelliMouse™   New in Office 97, the IntelliMouse pointing device makes it easy to navigate within your documents. The new wheel allows you to scroll without having to move the pointer to the scroll bar. Panning lets you scroll to different sections in a document quickly. With Zoom you get a bird's-eye view of a section.

Office Art   Add drawing objects to all your Office 97 documents easily. The improved drawing tools are now standard in all Office applications

If you've installed Office from CD, then you have the ValuPack available. The ValuPack includes additional templates, clip art, and other add-ons that make working with Office applications easy and productive.

MS 113753

Microsoft Outlook 97 Is All New

Welcome! Outlook™ 97 is a desktop information management program that helps you manage your messages, appointments, contacts, and tasks, as well as track activities, open and view documents, and share information.

Do the Right Thing on the Right Day at the Right Time

Desktop information manager Organize your e-mail, plan your schedule, manage your contacts and tasks, and open and view documents from your other Office applications. Outlook helps you communicate and share information with others via Microsoft Exchange public folders, Outlook electronic forms, and intranet/Internet connectivity.

Improved integration Outlook saves you time at your desk. Instantly create an appointment, a task, or a contact from an e-mail message without retyping information. Reschedule an appointment simply by dragging it to another day. Assign tasks to others in your workgroup by using task requests in Outlook.

Outlook IntelliSense AutoPreview the first three lines of each e-mail message without opening it so that you can prioritize what needs to be read first. Have your team vote on an issue through the e-mail Voting feature. AutoDate recognizes phrases such as "next Tuesday" and "Christmas" and turns them into actual calendar dates for you.

Make information flexible Create unique custom views to sort, group, and analyze information exactly the way you want to see it by using any one of Outlook's five view types. Place the team calendar in a public folder so that everyone can enter their vacation dates.

MS 113754

What's New in Word 97?

Work Smarter

AutoCorrect, AutoComplete, and AutoText New in Word 95 and enhanced in Word 97, these IntelliSense features save you time as you type by correcting typing errors and inserting complete words and phrases for you.

AutoFormat Type an asterisk before and after a word to make it bold, type three consecutive hyphens to add a page-wide underscore, or type 1. to begin a numbered list, and you've seen AutoFormat "as you type" in action.

Grammar checker The grammar checker is fully redesigned for Word 97 and is now "smarter" about the mistakes it questions.

Automate tasks Microsoft Visual Basic for Applications is now the programming environment for Word and replaces WordBasic. However, the macros you have written in WordBasic will still operate in Word 97. Working in Visual Basic for Applications means that the macros you write for Word can easily be adapted for Microsoft Excel and PowerPoint.

Polish Your Work

Tables In Word 97, creating a table is a simple task. With the Draw Table feature, you can create complex tables quickly and add columns of various widths and cells of varying heights.

Manipulate text and graphics Word 97 makes it easy to add desktop publishing effects, such as wrapping text around pictures or "jumping" a story from page one to page four. A graphic can be positioned anywhere on the page, and you can have text flow around the graphic in a variety of ways. If you want to create your own graphics, or add text effects, you'll find a complete set of drawing tools.

Wizards and templates Word 97 comes with many templates and wizards to help you create a variety of documents. The templates provide many alternative designs; the wizards walk you through the creation of a document, and the Office Assistant is fully integrated into the wizards so Help is close at hand.

Share Your Work

Track changes   If you need to track changes you'll find improved and easy-to-use change tracking. It's easy to see who made a change and when. If you need to keep multiple versions of a document, Word now allows you to save these versions within the same document.

Mail Merge Helper   Simplify the complex process of creating form letters with Mail Merge Helper. Set up queries in your data source to target specific names, save the form letter with merge fields for future use, too.

Word and the Web   Use Word 97 to create documents for use by you and your co-workers on an intranet or on the World Wide Web. Word easily adds hyperlinks to documents so that you can jump to any location in a document, between documents, to documents in other Office applications, or anywhere on the Internet. The Word Web Page Wizard makes creating home pages and other Web documents easy, even if you don't know HTML.

What's New in Microsoft Excel 97?

Work Smarter

Formula AutoCorrect   Microsoft Excel automatically identifies and corrects 15 of the most common formula errors.

Natural language formulas   In Microsoft Excel 97, you can now build formulas using your own row and column labels and headings without having to first create named ranges.

Formula Palette   combines the Function Wizard—which helps you build functions—and the formula bar—which helps you edit them—into one useful tool that rests right on the formula bar. The Formula Palette provides easy access to a menu with the most popular functions (SUM, AVERAGE, IF, HYPERLINK, COUNT, MAX, SIN, SUMIF, PMT, STDEV).

Range Finders   Microsoft Excel 97 now makes it easier to understand your numbers at a glance by employing color to simplify formula building and editing. The range of cells corresponding to a formula are color-coded, along with the cell containing the formula, so that you can quickly see which numbers a formula pertains to.

Template Wizard with Data Tracking   New in Office 95. Create electronic forms for your workbooks. Then use the forms to gather data from your co-workers, and send the data to a database without retyping.

Built-in templates   New in Office 95. Quickly set up invoices, expense tracking, and purchase orders by using one of the professionally designed templates that ship with Microsoft Excel.

Bigger worksheets   You now have four times the number of rows available for use in a worksheet. (65,536 rows per worksheet rather than 16,384.)

Visual printing   The new Page Break Preview feature shows you which part of your sheet will print and where the page breaks are. If they're not quite what you want, drag and drop the page breaks to get the exact layout you want to print.

Beyond the Grid Formatting Options

Automatically format specific cells   based on values in your spreadsheet. The formatting can alert you when you've exceeded your budget, or can notify you when a goal has been reached. Make it easier to spot anomalies, spot changes in data you hadn't foreseen, or categorize results from calculations.

Custom format cells   Format specific cells to highlight or organize your data. With Microsoft Excel 97, you can rotate and indent text within cells to show hierarchy or other relationships among data.

Merge cells   Create cells that exceed one row or column, great for adding titles or notes to worksheets, or for table layout. It's also useful for creating forms.

Work with Your Group

Internet features   You can add hyperlinks to cells or objects, or to documents created in other Office 97 applications. In Microsoft Excel 97 for Windows, you can open and save documents stored in FTP sites on the Internet. With a few mouse clicks, Microsoft Excel 97 will save your workbook in HTML format for use on the Web.

Validate data   You can set up rules for cell contents so that only certain values can be entered, and you can create input and error messages to help users enter correct values. Data validation cells can also be verified by using a button on the **Auditing** toolbar.

Shared workbooks Microsoft Excel 97 makes it easy for multiple users to work on one workbook simultaneously. Users can highlight their changes right on the sheet, making them easily visible. Attach comments to any cell to communicate with co-workers about changes. Keep track of all changes made to the workbook; identify changes to particular cells by the person who made the changes or by the time. In addition, users can each contribute to a workbook and not merge changes until everyone is finished.

Analyze Your Data

Improved charting The Chart Wizard in Microsoft Excel 97 is redesigned to allow you to create and modify your charts easily. In addition, tips provide you with immediate information about a specific chart element, and the Office Assistant can provide step-by-step advice.

New chart types Microsoft Excel 97 offers new 3-D charts—pyramid, conical, and cylindrical—and a new bubble chart to make data presentation clearer and more precise.

PivotTable® format enhancements You can now format your PivotTable data and it will remain intact as you change the PivotTable or refresh the data. New PivotTable options enable you to position page fields across columns, show row items with no data, and control the appearance of empty cells or cells containing errors.

Calculate fields in PivotTables Calculate fields or items within your PivotTable. The calculations become a part of the PivotTable, from which you can model data or analyze it.

PivotTable enhancements for advanced users Advanced users can now sort row field items based on data in the PivotTable, increase the security of the data by using new PivotTable properties and methods, dynamically sort or hide items based on values in the PivotTable, and format or sort date fields.

Microsoft Map New in Office 95, Microsoft Map allows you to show your data, such as sales, by region or population, geographically.

Introduction   Start Here

What's New in PowerPoint 97?

Customize Your Presentations

New drawing tools   offer a range of capabilities, from more AutoShapes and text effects to the ability to fine-tune textures and shading. Bezier curves, 3-D shapes, and connectors allow you to create precise images.

Custom animation   You can control the sequence in which text, graphic objects, or items on a graph appear on slides in an electronic presentation. Now you can work on text animation, objects, and charts in one place. Preview all the objects you want to animate on a single slide, and rearrange their animation order with ease.

Custom shows   Create several presentations in one by defining topic-specific subsets of slides in presentations.

Share Your Work

HTML format   You can save presentations in HTML format and add hyperlinks that jump within a presentation or to other documents on the Web.

Remote presentations   Use one computer to control an electronic presentation displayed on another. For example, use your laptop to control a conference-room computer. Take advantage of on-screen presentation controls that remain invisible to the audience.

Work Smarter

Slide Finder   PowerPoint 97 makes it easy to find and reuse slides from existing presentations.

Automate tasks   Use Visual Basic for Applications to automate some of the tasks you perform in PowerPoint. For example, open a presentation, set up a template, or format a slide.

Reduced file size   Graphics and other objects are automatically compressed when you save in PowerPoint, reducing most files in size by approximately 50 percent.

MS 113759

16   Getting Results with Microsoft Office

What's New in Microsoft Access 97?

The World Wide Web

Publish to the Web   Output a set of Microsoft Access tables, queries, forms, and reports to static or dynamic HTML format by using the Publish to the Web Wizard. Then you can publish them on an intranet or the Internet. You can give all your documents the same look by using your own templates or by using the ones the wizard provides.

Active Web   Add a hyperlink to a Microsoft Access table, query, or form that jumps to another Microsoft Access database object. You can add a hyperlink that jumps to an Office document or to a specific location in a document, such as a paragraph in a Word document or a cell in a Microsoft Excel spreadsheet. You can also import or attach (read-only) to tables through an FTP or HTTP server.

Work Smarter

Toolbars, menu bars, and shortcut menus   Create new toolbars, menu bars, and shortcut menus, and customize the ones that are built-in, just by dragging and dropping menus, commands, and buttons and by setting properties. You can also add menus to toolbars, and you can add toolbar button icons to their associated menu commands.

Tab control   Create tabbed dialog boxes and forms by using the tab control on forms.

Filter by Form and Filter by Selection   New in Office 95, these features allow you to find information with just a few mouse clicks. Simply select the information you want, and Microsoft Access quickly finds all records that contain that information.

Form Wizard   New in Office 95. By using Microsoft Access forms created with the Form Wizard, you can simplify entering data into your Microsoft Excel list or database.

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Introduction   Start Here

Format Painter   New in Office 95. Quickly copy formatting characteristics from one control to another by using the Format Painter.

Performance Analyzer Wizard   New in Office 95. Analyze the tables, queries, forms, and other objects in your database to make them work as fast and efficiently as possible. The Performance Analyzer Wizard automatically makes some changes for you and provides suggestions for other improvements that you can make.

?   **Want to know more?**   Look up **Getting Results - What's New in Office** in Help.

Office Assistant button

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Microsoft Press Publications for Office 97

Now that you have Microsoft Office 97, you probably want to learn how to get the most from it. But exactly what you want to learn—and the way you want to learn it—depend on who you are. That's why Microsoft Press offers different books designed to help different users, from new users to power users to system administrators to hard-core developers. To find the help for Microsoft Office 97 that's tailored for you, check this list.

Microsoft Press books are available worldwide wherever quality books are sold. To order direct, call 1-800-MSPRESS (U.S.) or 1-800-667-1115 (Canada), or order through the CompuServe Electronic Mall (GO MSP). For more information, visit our site on the World Wide Web at:

http://www.microsoft.com/mspress/

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Microsoft Access 97 for Windows Step by Step
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Microsoft Office 97 for Windows Integration Step by Step
Author: Catapult, Inc.
352 pages with one 3.5-inch disk
ISBN: 1-57231-317-X   UPC: 790145131706

Introduction   Start Here

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350 pages
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Getting Results with Microsoft Office   **21**

Programming Guides and Technical References

Microsoft Excel 97 Worksheet Function Reference
Microsoft Corporation
370 pages
ISBN: 1-57231-341-2 UPC: 790145134127

Microsoft Excel 97 Worksheet Function Reference provides power users with worksheet functions, which are shortcuts to finding solutions in spreadsheets involving mathematics, statistics, trigonometry, engineering, and finance.

Microsoft Office 97/Visual Basic Programmer's Guide
Microsoft Corporation
704 pages
ISBN: 1-57231-340-4 UPC: 790145134042

Microsoft Office 97/Visual Basic Programmer's Guide teaches those with a grounding in the basics of Visual Basic how to create concise, lean, and efficient code with the powerful programming language used in Office 97. The book teaches readers how to become more productive with Visual Basic for Applications by customizing and adapting tools for specific needs, including creating custom commands, menus, dialog boxes, messages, and buttons, as well as displaying custom Help for all these items.

Microsoft Office 97/Visual Basic Reference
Microsoft Corporation
3800 pages in a three-volume set
ISBN: 1-57231-339-0 UPC: 790145133908

Microsoft Office 97/Visual Basic Reference includes core information on Visual Basic and Visual Basic Editor, as well as reference material on Visual Basic for Applications for Word, Microsoft Excel, Microsoft Access, PowerPoint, and Data Access Objects. Whether you're customizing Office 97 applications for your own use, creating custom applications for use by others, or writing applications that interact with Office 97, this book will prove to be an essential guide.

Installation and Administrative Guides

Microsoft Office 97 Resource Kit
Microsoft Corporation
1008 pages with one CD
ISBN: 1-57231-329-3

Microsoft Office 97 Resource Kit is the definitive guide to installing, configuring, and supporting Office in your organization. Designed for system administrators, consultants, and power users, this guide offers complete coverage whether you're running Office in Windows 95 or Windows NT Workstation version 4.0.

Building Microsoft Outlook 97 Applications
Microsoft Corporation
450 pages with one CD
ISBN: 1-57231-536-9

Building Microsoft Outlook 97 Applications is a results-oriented book that offers both the nonprogrammer and experienced MIS professional the information, strategies, and sample applications they need to get started building useful groupware and mail-enabled applications almost immediately.

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Getting Results with Microsoft Office   **23**

Extend Office 97 with Additional Microsoft Applications

Do you schedule or track complex projects? Do you need to produce ads, newsletters, or brochures with a minimum of fuss? Are you planning to create and maintain an internal or external Web site, or do you manage an existing site? If your answer to any of these questions is yes, perhaps one or more of the following Microsoft products provide just the solution you need.
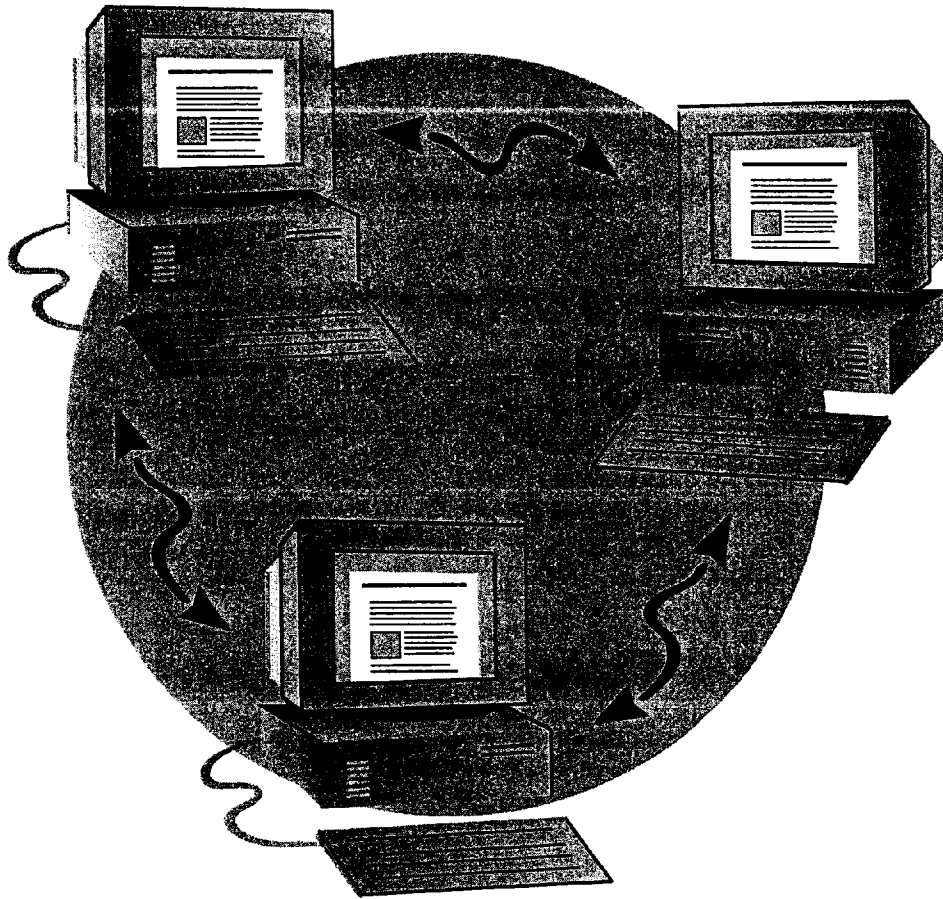
MS 113767

Microsoft Project   Microsoft Project helps you create project schedules, communicate information to other team members, and manage your tasks and resources. Microsoft Project shares data easily with Office programs, and works in much the same way, with common toolbars and commands. You can use the powerful customizing features of Microsoft Project to match your specific requirements and to keep track of exactly the information you want. Microsoft Project minimizes the time spent formulating, updating, and reporting the progress of projects.

If your Office documents or spreadsheets are part of a project you are managing, Microsoft Project makes it easy to include them in your tracking information. Insert documents from Office 97 applications into Microsoft Project so that you have all of your project information at hand. You can also move a Microsoft Project chart into a Word document.

For more information on Microsoft Project, connect to our Web site at the following location:

http://www.microsoft.com/project/

Microsoft FrontPage™   This Web site authoring and management tool provides you with a fast, easy way to create and manage professional-quality Web sites without programming. Designed to look and work like Office, FrontPage delivers a complete Web publishing solution, offering visual Web site and hyperlink management, multiuser client-server remote authoring, and WYSIWYG HTML page creation. FrontPage includes wizards and templates that allow you to interactively build full Web sites or pages.

For more information on FrontPage, connect to the FrontPage Web site at the following location:

http://www.microsoft.com/frontpage/

Microsoft Publisher   Publisher and its PageWizard design assistant let you quickly transform Word documents into eye-catching newsletters, flyers, brochures, cards, and more. You can also use a Publisher wizard to produce a complete Web site for your business, community group, or family. Publisher's advanced layout features make it easy to create publications for outside printing and easy to merge addresses onto envelopes or labels for bulk mailings.

For more information on Publisher, connect to the Publisher Web site at the following location:
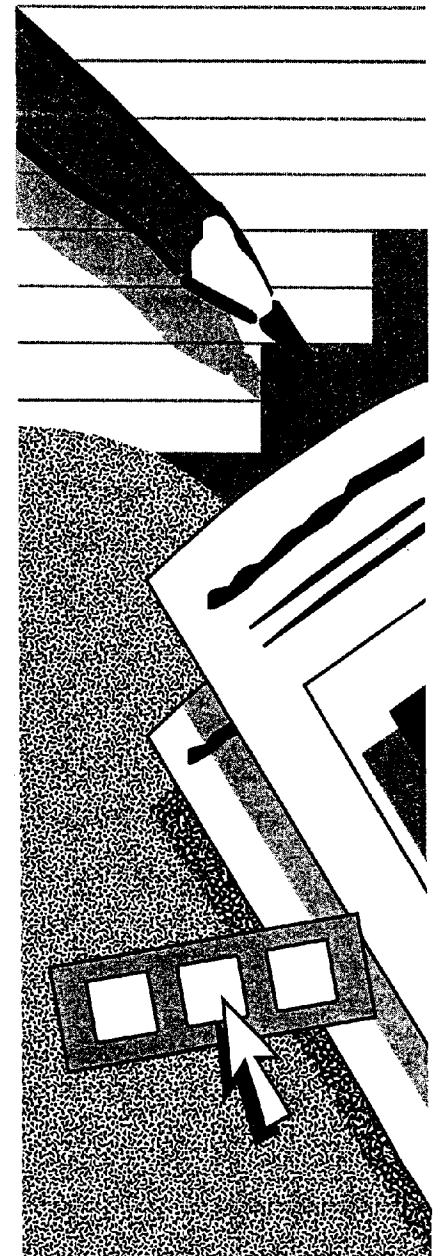
http://www.microsoft.com/publisher/

MS 113768

P A R T 1

Your First Day at the Office

Contents

MS 113769

# Install and Start Microsoft Office

Office Setup is easier than ever. You can use the Setup program to:

- Install Office for the first time.
- Upgrade from an earlier version of Office.
- Modify an existing installation of Office 97.

Which sections in this topic apply? If you're installing Office for the first time or are upgrading from an earlier version of Office, it's best to read the entire topic. If you want to modify your Office 97 installation (for example, if you need to add or remove components in a custom installation), see "Add or Remove Components," page 32. If you don't need to upgrade or modify your installation, you can skip ahead to "Start and Quit an Office Application," page 34.

Install Office from 3.5-inch disks or a compact disc on a computer or on a network location.

From its network location, install Office on individual computers ...

... or run a shared version of Office over the network.

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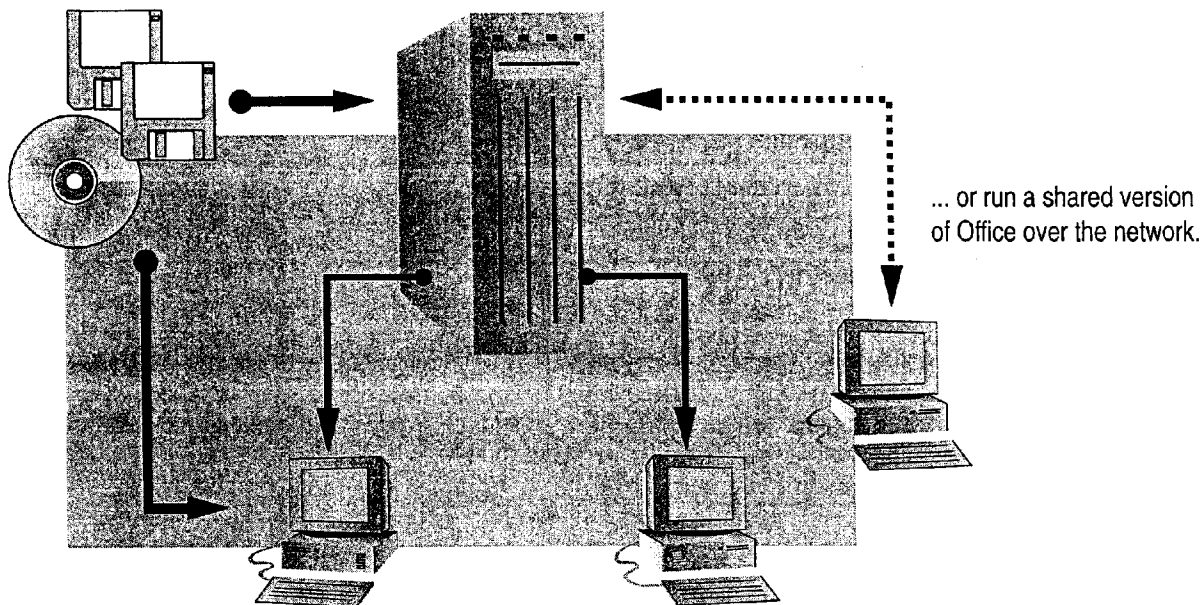
Install Office on Your Computer

Installing Office for the first time? During the installation process, the Setup program prompts you to choose where you want to install Office and for the type of installation you want. You can install Office directly on your hard disk from a compact disc, from 3.5-inch disks, or from a network location.

Which installation is best? The installation that's best depends on the components you want to install and on the amount of space available on your hard disk.

- If you're not sure which components you want, choose the Typical installation, which decides which components to install and where to install them. If you decide later that you want to add or remove specific components, see "Add or Remove Components," page 32.

- If you want to specify exactly which components to install, choose the Custom installation.

Upgrading from a previous version of Office? By default, the Setup program replaces your Office for Windows 95 with Office 97. If you do not want this, specify a different folder for Office 97 when prompted by Setup. Even if you choose to replace your current version of Office, Setup preserves the documents, templates, and other files you created so that you can continue using them in Office 97. User settings (such as those for AutoCorrect) that you've established in the earlier version of Office will also migrate to Office 97.

Missing a component that was available previously? The Office 97 Typical installation might not include items previously included in Typical (for example, some templates and wizards). If an item is unavailable after you install Office 97, rerun Setup and choose the Custom installation. For more information, see "Add or Remove Components," page 32.

For more information on installation and upgrading Office, see the *Microsoft Office 97 Resource Kit*, which is available wherever computer books are sold and directly from Microsoft Press. You can also visit the Office Resource Kit Web site at:

http://www.microsoft.com/office/ork/

Important If you're using a virus-detection utility, disable it before you run the Office Setup program because it may interfere with installation. Also, close any open applications.

MS 113771

Part 1   Your First Day at the Office

▶ To install Office in Windows 95 or Windows NT Workstation 4.0

1 If you're installing from a compact disc, insert the Office CD in the CD-ROM drive. In Windows 95 or Windows NT Workstation 4.0, click the **Install** button, and skip to step 5.

If you're installing from 3.5-inch disks, insert the first Setup disk (Disk 1) in drive A or B.

If you're installing from a network location, connect to it. (Make sure to write down the path, including the drive letter, because you might need to use it if you run Setup again.)

2 Click the Windows **Start** button, click **Settings**, and then click **Control Panel**.

3 Double-click **Add/Remove Programs**.

4 On the **Install/Uninstall** tab, click **Install**.

5 Follow the instructions on the screen.

[?] For Help on dialog box options, click this button and then click the option.

▶ To install Office in Windows NT Workstation 3.51

1 If you're installing from a compact disc, insert the Office CD in the CD-ROM drive. Click the **Install** button, and skip to step 4.

If you're installing from 3.5-inch disks, insert the first Setup disk (Disk 1) in drive A or B.

If you're installing from a network location, connect to it. (Make sure to write down the path, including the drive letter, because you might need to use it if you run Setup again.)

2 In Program Manager, click **Run** (**File** menu).

3 Type the location you're installing from plus the word **setup** (for example, type **a:\setup** or **x:\msoffice\setup**).

4 Follow the instructions on the screen.

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Make Find Fast NT and Web Find Fast available on a Windows NT Server   Your network administrator must first install the Office Server Pack on your Windows NT server. For more information, see the readme file on *drive*:\Srvpack\Webadmin\Readme.txt, where *drive* is the letter of the Office 97 CD-ROM drive, or refer to the *Microsoft Office 97 Resource Kit*.

Save hard disk space when you run Office   If you want to save hard disk space, you can run a shared version of Office over the network, or you can install Office so that it runs from your compact disc. For more information on running Office over a network, see "Install Office on a Network," page 32.

Want more information about an Office application?   If you have access to the Internet, you can learn more about an Office application and can download free components. While working in the application, click **Microsoft on the Web** (**Help** menu).

How Do You Register Office?

Registration ensures that you will be notified of future product updates, have access to the Microsoft Support Network, and qualify for the Microsoft product repair and replacement plan.

If you have a modem and you're installing in Windows 95 or Windows NT Workstation 4.0   the Registration Wizard starts when you finish installing Office. This wizard helps you fill out the registration form and can automatically send it to Microsoft.

If you don't have a modem, or if you're installing in Windows NT Workstation 3.51   fill out and mail your Office registration card.

Want to know more?   Look up **Getting Results - Install Office** in Help.

Office Assistant button

MS 113773

Part 1   Your First Day at the Office

Install Office on a Network

When Office is available on a network, users can install it locally on their computers or save disk space by running a shared version of Office over the network (if your network administrator provides this option). For instructions on installing and administering Office on a network, see the Network Readme file (Netwrk8.txt) on the first Setup disk (Disk 1) or on the compact disc. If you've already installed Office, you'll also find the Network Readme file in your Office folder.

For more information on installing Office on a network, see the *Microsoft Office 97 Resource Kit*, which is available wherever computer books are sold and directly from Microsoft Press. You can also visit the Office Resource Kit Web site at:

http://www.microsoft.com/office/ork/

If you have the *Microsoft Office 97 Resource Kit*, you might want to use the Network Installation Wizard to install Office.

Add or Remove Components

After you install Office, you can run Setup again at any time to add Office components—such as Equation Editor, templates, or add-in files—or to remove them to free up disk space. You can also restore the previous installation (if, for example, folders are accidentally deleted), or you can uninstall Office.

If you want to keep an earlier version of Office on the same computer as Office 97 and if you do not allow Office 97 Setup to install over the earlier version, you must use the original Setup program (not Office 97 Setup) to make changes to that installation.

Important If you're using a virus-detection utility, disable it before you run the Office Setup program because it may interfere with installation. Also, close any open applications.

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▶ **To add or remove components in Windows 95 or Windows NT Workstation 4.0**

1 If you originally installed Office from a compact disc, insert the Office CD in the CD-ROM drive.

   If you originally installed Office from 3.5-inch disks, insert the first Setup disk (Disk 1) in drive A or B.

   If you originally installed Office from a network, connect to the network location by using the same path, including the drive letter.

2 Click the Windows **Start** button, click **Settings**, and then click **Control Panel**.

3 Double-click **Add/Remove Programs**.

4 On the **Install/Uninstall** tab, click **Add/Remove** if you see Office listed in the dialog box. If you don't see Office listed in the dialog box, click **Install**.

5 Follow the instructions on the screen.

▶ **To add or remove components in Windows NT Workstation 3.51**

• Double-click the **Setup** icon in the Office program group.

For Help on dialog box options, click this button and then click the option.

Download Free Software

Some items that were previously included in the Typical installation are no longer included in Office 97 (for example, less frequently used templates). In Microsoft Excel, PowerPoint, and Word, if you have a modem, you can download these and other software items by clicking **Microsoft on the Web (Help** menu) and then clicking **Free Stuff**.

? **Want to know more?** Look up **Getting Results - Install Office** in Help.

Office Assistant button

MS 113775

Part 1   Your First Day at the Office

Start and Quit an Office Application

▶ **To start an Office application in Windows 95 or Windows NT Workstation 4.0**

- Click the Windows **Start** button, click **Programs**, and then click the application you want.

▶ **To start an Office application in Windows NT Workstation 3.51**

- Double-click the application's icon in the Office program group.

▶ **To quit an Office application**

- Click **Exit** (**File** menu).

Next Steps

To	See
Get instructions on installing and administering Office on a network	The Network Readme file (Netwrk8.txt) in the Office folder
Get late-breaking information about Office	The following Readme files in the Office folder or in the folders for the individual applications: Ofread8.txt (Office), Wdread8.txt (Word), Xlread8.txt (Microsoft Excel), Acread80.wri (Microsoft Access), Ppread8.txt (PowerPoint), and Olreadme.txt (Microsoft Outlook)
	Or, look up readme information in Help for the individual application
Find out what's new and improved in Office	"What's New in Office 97?" page 9
Create your first Office document or database	"About Creating and Opening Documents and Databases," page 48

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34   Getting Results with Microsoft Office

Get Assistance While You Work

Use Help to Get the Right Information Quickly

Increase productivity by reducing the time you spend learning how to use Office and its applications. Expanded and improved *built-in assistance* helps you get your work done faster.

For example, the Office Assistant anticipates the kind of help you need and suggests Help topics based on the work you're doing. Or, simply ask a question and get the answer you need. The Assistant also can offer tips on how to use Office features more efficiently, as well as visual examples and step-by-step instructions for specific tasks.

— When you need help on a task, ask the Office Assistant. Type your question and click the **Search** button ...

What would you like to do?

How do I combine text, data, and charts

● **Search**

● Tips   ● Options

... then click the topic you want. —

What would you like to do?

● Drag information between prograi

● Change text and data in a chart

● How Microsoft Graph interprets L 1-2-3 number formats

● File formats Microsoft Graph can i

● Add a title to a chart or axis

● Add a chart to a Word document

How do I combine text, data, and cha

● **Search**

● Tips   ● Options   ●

? Microsoft Word

Help Topics   Back   Options

Add a title to a chart or axis

1 In Word, double-click the chart to which you want to add a title.

2 On the **Chart** menu, click **Chart Options**, and then click the **Titles** tab.

3 To add a chart title, click in the **Chart title box**, and then type the text you want.

To add one or more axis titles, click in the appropriate box for each title, and then type the text you want.

4 To return to Word, click the Word document.

Tip To insert a line break in a chart title or axis title, click the text in the chart, click where you want to insert the line break, and then press ENTER.

What if Help is not available?   Run Office Setup to install it. For more information, see "Add or Remove Components," page 32.

MS 113777

Getting Results with Microsoft Office **35**
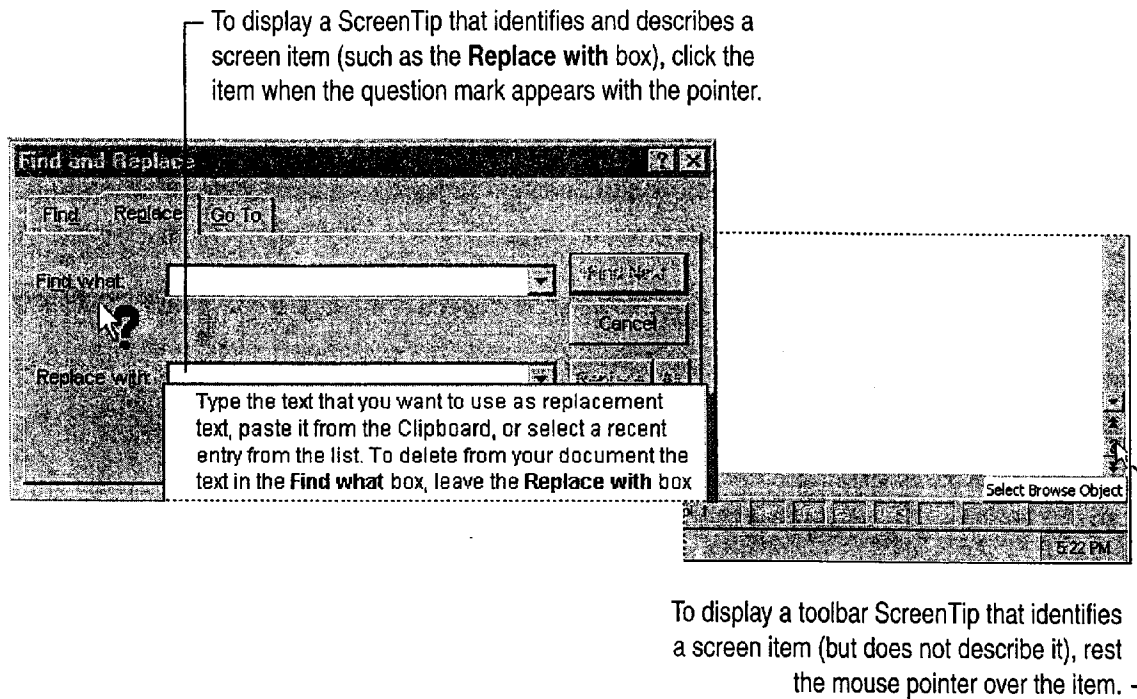
Part 1   Your First Day at the Office

Find Out What's on the Screen

When you're not sure what an item you see on the screen is or what it does, display a *ScreenTip*, which offers a brief explanation. ScreenTips are available for commands, items in dialog boxes, screen areas such as scroll bars, and toolbar buttons.

When you're working in a dialog box, display ScreenTips by clicking the question mark button in the dialog box and then clicking the item you want to know about. When a dialog box is not displayed, you can display ScreenTips by clicking **What's This?** (**Help** menu) and then clicking an item on the screen.

Question mark button

To display a ScreenTip that identifies and describes a screen item (such as the **Replace with** box), click the item when the question mark appears with the pointer.

Type the text that you want to use as replacement text, paste it from the Clipboard, or select a recent entry from the list. To delete from your document the text in the **Find what** box, leave the **Replace with** box

To display a toolbar ScreenTip that identifies a screen item (but does not describe it), rest the mouse pointer over the item.

MS 113778

36   Getting Results with Microsoft Office

Want to close a ScreenTip or remove the question mark from the mouse pointer?   Press ESC, or click the **Help** button or the question mark button again.

What's the difference between ScreenTips and toolbar ScreenTips? *Toolbar ScreenTips* are one kind of ScreenTip. On by default, toolbar ScreenTips identify the names of toolbar buttons and other elements on the screen. Just rest your pointer over the element and its name will appear. If toolbar ScreenTips aren't on, click **Toolbars (View** menu), and then click **Customize**. On the **Options** tab, select the **Show ScreenTips on Toolbars** check box.

Want to know more?   Look up **Getting Results - Assistance** in Help.

Office Assistant button

For Help, Ask the Office Assistant

When you're in the middle of a task and need help, just click the Office Assistant to get the help you need. If the Assistant isn't displayed, click the **Office Assistant** button.

Office Assistant button

Based on the work you're doing, the Assistant will guess what kind of help you might need and display a list of relevant Help topics. If the list of topics doesn't include the information you want, type a question in your own words, and the Assistant will provide a list of Help topics you can choose from. You can get different kinds of Help from this list, including overview or reference information, step-by-step procedures, and visual examples.

If you click the Assistant and the list of "guessed" Help topics doesn't include the one you want, rephrase your question, click **Search** ...

What would you like to do?

- Move or copy text and graphics
- Insert form fields or ActiveX controls in a form
- Drag information between programs
- Combining drawing objects with imported graphics
- Change the background for onl
- See more...

... and then select a topic from the new list that appears.

Search

Tips   Options

Move or copy text and graphics

You can move or copy text and graphics within a document, between documents, or between applications.

What do you want to do?

- Move or copy text and graphics a short distance within a window
- Move or copy text and graphics long distances or to other documents
- Move text and graphics from various locations by using the Spike
- Move or copy items in a table
- Drag and drop information between applications

The list includes different kinds of Help, such as overview information, visual examples, and step-by-step procedures.

MS 113780

Want to hide the Assistant?   Right-click the Assistant, and then click **Hide Assistant.**

Select a topic that isn't what you want?   Close the current Help topic, and then click the Assistant. Rephrase your question, and then select another topic.

Don't want the Assistant to guess which Help topics you need? Right-click the Assistant, and then click **Options.** On the **Options** tab, clear the **Guess Help topics** check box.

Need to get Help topics when you're using the Office Shortcut Bar? Click **Contents and Index (Office Shortcut Bar** menu).

Customize Help   Right-click the Assistant, and then click **Options.** On the **Options** tab, select or clear check boxes to get the type of information you want.

Tired of the same old face?   Right-click the Assistant, and then click **Choose Assistant.** On the **Gallery** tab, click the **Next** or **Back** button to find the Assistant you want.

Want Tips While You're Working?

You can have the Assistant display tips while you're working, and you can even decide what kind of tips the Assistant will show. Right-click the Assistant, and then click **Options.** On the **Options** tab, select or clear check boxes to get the type of tips you want.
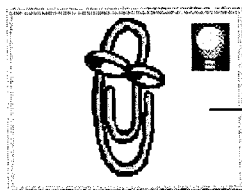
A light bulb appears when the Assistant has a tip. To see the tip, click the light bulb.

Want to know more?   Look up **Getting Results - Assistance** in Help.

Office Assistant button

MS 113781

Part 1 Your First Day at the Office

Look Up Information in the Built-in Index or Contents

You can also get Help by clicking **Contents and Index** (**Help menu**).

— On the **Index** tab ...

— ... type an entry ...

— ... or browse through the list.
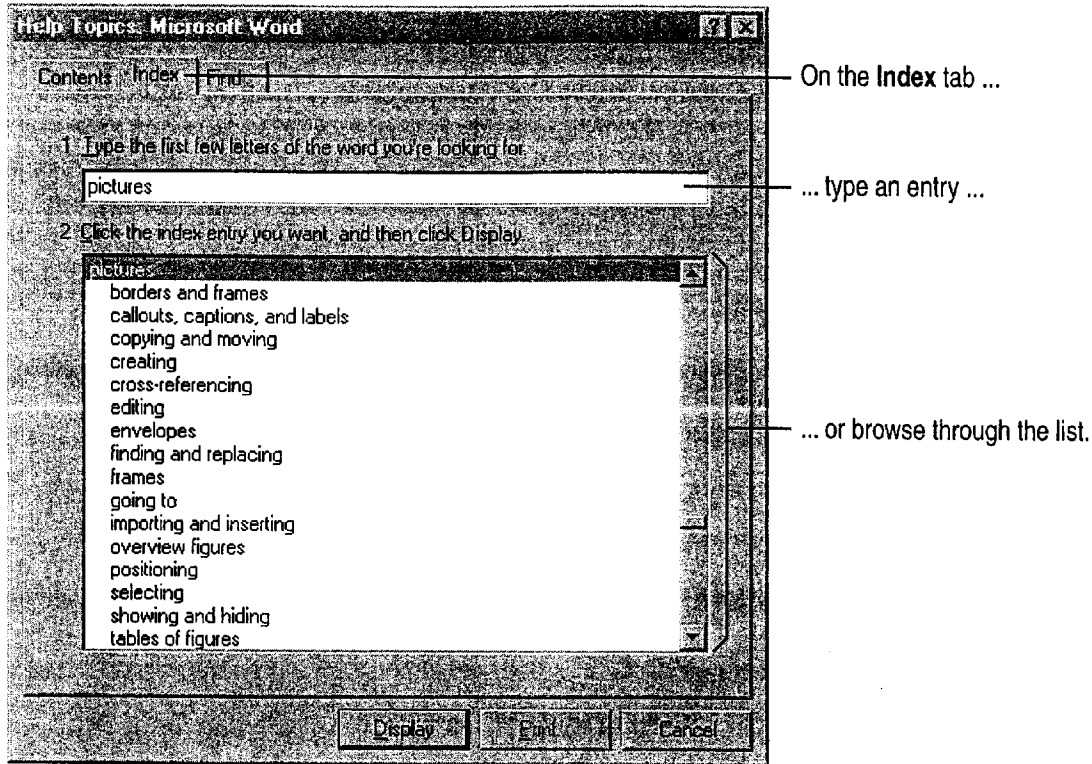
Want to search for Help by using a text search? Click the **Find** tab, and then type the text you want to find in a Help topic.

Want to close a Help window? Click the **Close** button.

Need special help on switching from another product? If you're switching from WordPerfect to Word, or from Lotus 1-2-3 to Microsoft Excel, check the **Help** menu for commands that provide information on switching.

How do you get Help when you're using an add-in? When you're working with an add-in application, such as Equation Editor or Microsoft Map, get Help by choosing commands from the add-in's **Help** menu.

☒
Close button

MS 113782

Connect to Microsoft on the Web

Getting access to online information and forums for Office applications is as easy as clicking a command on the **Help** menu. You can also visit the Microsoft Corporation home page and get access to the Knowledge Base, the Microsoft Software Library, and other technical resources.

To find out what information is available, click **Microsoft on the Web** (**Help** menu) and then click the command that you want.

? **Want to know more?** Look up **Getting Results - Assistance** in Help.

Office Assistant button

MS 113783

Get More Information on Topics in This Book

The *Getting Results* book is designed to work with the built-in Help in Office applications. This book tells you the best, most efficient way to perform specific tasks. For details on features, step-by-step procedures, and reference information, use Help.

You can find the associated Help topics for each topic in this book by typing the bold keyword or key phrase for the topic. The keyword appears with the **Office Assistant** button, which is a reminder to click the Assistant and type the keyword for the topic to get help. The keyword for this topic, for example, is **Getting Results - Assistance**. This keyword appears several times in the topic as follows:

Want to know more?   Look up **Getting Results - Assistance** in Help.

Office Assistant button

— Type the bold keyword text ...

... to see a list of related Help topics.

What would you like to do?

Getting Results - Assistance

⊙ **Search**

⊙ **Tips**   ⊙ **Options**   ⊙ **Close**

Getting Results - Assistance

This card contains a number of Help topics that give you "how to" information for the Getting Results topic, **Get Assistance While You Work.**

Click the topic that covers what you want to know.

Get Assistance

- Ways to get assistance while you work
- Get Help without the Office Assistant
- Connect to Microsoft technical resources
- Accessibility for people with disabilities
- Move around using shortcut keys

Use the Office Assistant

- Get Help, tips, and messages through the Office Assistant
- Choose a different Office Assistant
- Hide or show the Office Assistant
- Change the size of the Office Assistant
- Move the Office Assistant and its balloon
- Turn the Office Assistant sound on or off
- Turn off Help with wizards from the Office Assistant

MS 113784

Get Assistance While You Work

View this entire book on the Web   You have access to *Getting Results with Microsoft Office 97* from the Web. On the Office 97 ValuPack CD, click on Result97.htm in the cdonline folder.

Getting Results Book button

MS 113785

Getting Results with Microsoft Office   **43**

Take a Shortcut to Work

Make the Most of Single-Click Access to Documents, Databases, and More

The Microsoft Office Shortcut Bar provides convenient shortcuts to
your Office documents and databases and to Office applications.
Use it to quickly create and open documents and databases, set up
appointments, and more.

You can customize the Shortcut Bar by adding buttons for any
document, database, or application you use frequently.

*"I need to schedule
an appointment."*

*"I need to write a great
sales letter, fast!"*

*"What documents did I save
in my book project folder?"*
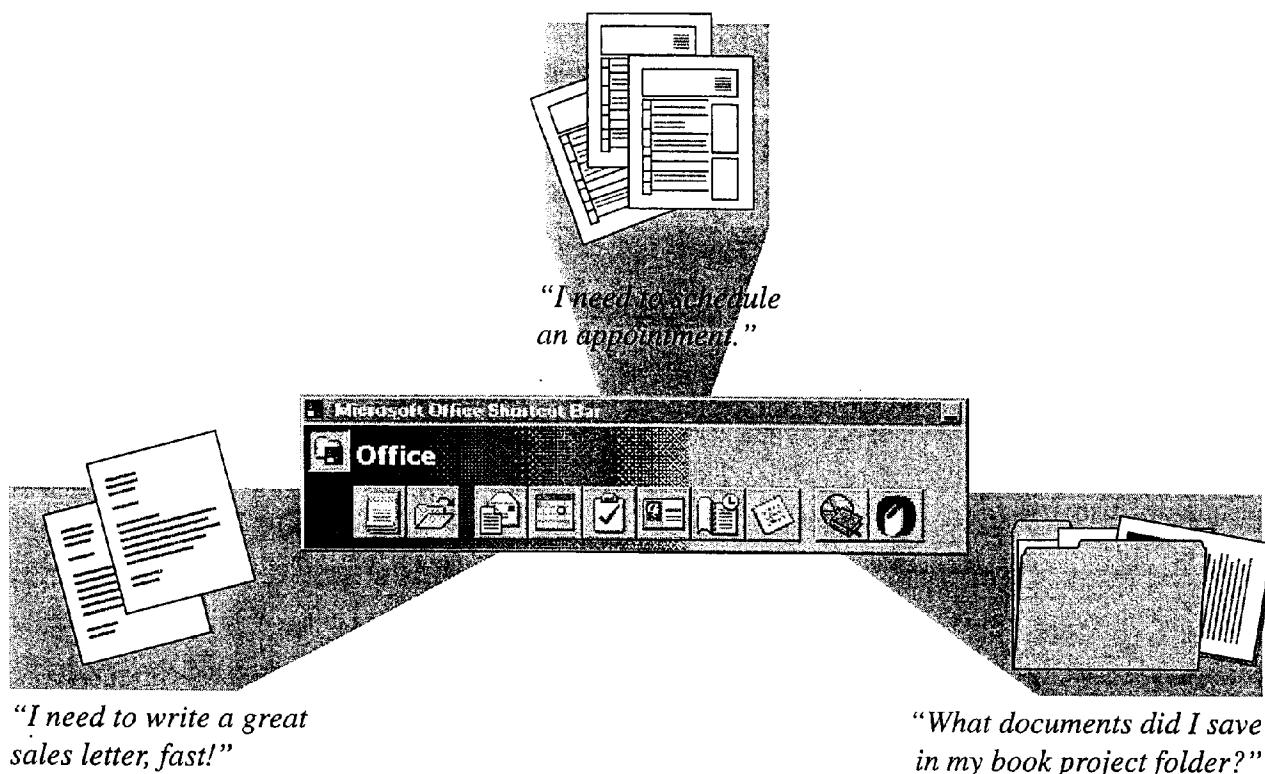
If the Office Shortcut Bar is not available   rerun Office Setup to install it.
The Typical installation for Office 97 includes the Office Shortcut Bar only if
it was included in your previous installation of Office for Windows 95. For
more information, see "Add or Remove Components," page 32.

MS 113786

44 Getting Results with Microsoft Office

Get a Quick Start on Creating or Opening a Document

You can create or open a document or database by using the Windows **Start** menu or by using the Office Shortcut Bar. When you use the Shortcut Bar, you can access documents and databases with the click of a button.

If the Shortcut Bar isn't displayed, start it from the folder in which you installed Microsoft Office.

Click the **New Office Document** button to create any type of Office document you want. Create a document from scratch or use a wizard or template.
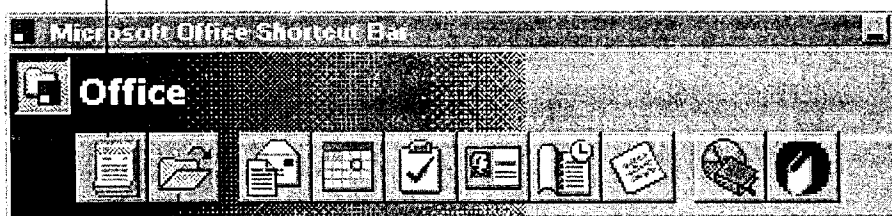
Click the **Open Office Document** button to see a list of the Office files saved in the My Documents folder, the default folder that Office documents are saved to.

Need Help when using the Shortcut Bar? Click the **Office Shortcut Bar** menu, and then click **Contents and Index (Help** menu).

MS 113787

AHL0123114

Part 1   Your First Day at the Office

Use Microsoft Outlook to Manage Time and Information

The Shortcut Bar also gives you quick access to Microsoft Outlook. Use Outlook to manage your calendar, meetings, contact list, and tasks; send e-mail; and share information.

— **New Message** button

— **New Appointment** button

— **New Task** button

Microsoft Office Shortcut Bar

Office

New Contact button —

New Journal Entry button —

New Note button —
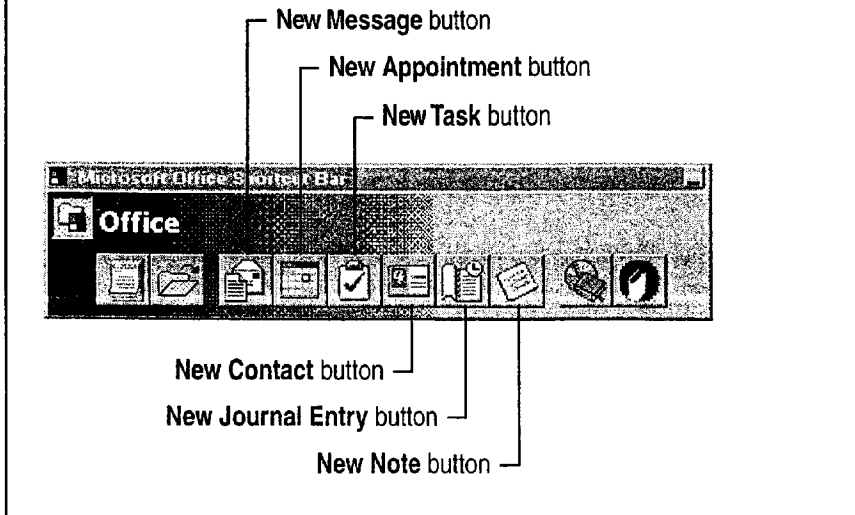
?   **Want to know more?**   Look up **Getting Results - Shortcut** in Help.

?

Office Assistant button

MS 113788

46   Getting Results with Microsoft Office

AHL0123115

Add Buttons to Create Your Own Shortcuts

You can add buttons to the Office Shortcut Bar to quickly create shortcuts to the applications, documents, and folders that you use most often. To add buttons to the Shortcut Bar, use the procedure shown in the following illustration.

You can also display hidden buttons to create more shortcuts. To see which buttons are available, right-click the Shortcut Bar and then click **Customize**. On the **Buttons** tab, select the check boxes for the buttons that you want to display.

To add a button to the Office Shortcut Bar, in Windows Explorer, select an application, file, or folder, and then drag it to the Shortcut Bar. These three toolbar buttons have been added to the Shortcut Bar.

Caution If you don't want to display a button on the Shortcut Bar but think you might want to display it later, hide the button by right-clicking it and then clicking **Hide Button**. Deleting a button permanently removes it from the Shortcut Bar.

Combine different types of documents in a single file Display the Microsoft Office Binder button on the Shortcut Bar so that you can bind together related Microsoft Word documents, Microsoft Excel workbooks, and Microsoft PowerPoint presentations. For more information, see "Store and Organize Related Project Files in a Binder," page 179.

Microsoft Office Binder button

Next Steps

To	See
Create or open a document or database	"About Creating and Opening Documents and Databases," page 48

About Creating and Opening Documents and Databases

Microsoft Office helps you save time and makes creating new documents and databases easy by providing *wizards* and *templates*. Wizards help you create letters, memos, newsletters, online forms, slide presentations, and common business and personal databases that you can use "as is" or customize. Wizards let you choose formatting and content options, while templates come with standard text and formatting.

You can find wizards and templates in the **New** dialog box (**File** menu). The **Open** command (**File** menu) gives you fast access to the documents and databases you've already created. You can find files even faster by adding shortcuts to them and by specifying file *properties*, such as the author's name and subject.

MS 113790
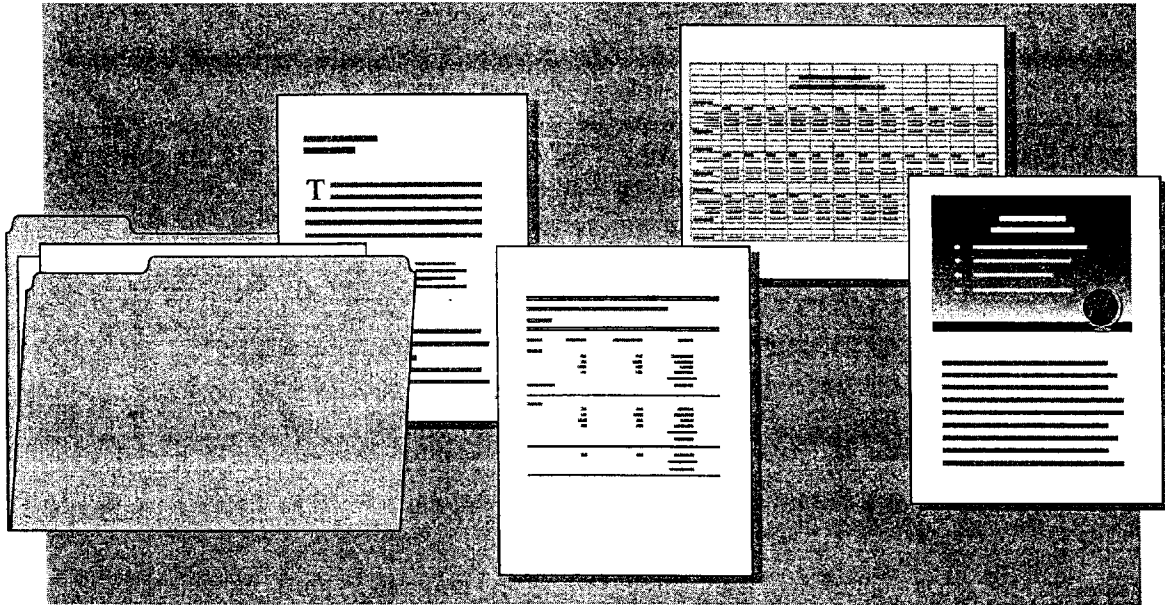
Create a New Document or Database by Using a Wizard or Template

To create a new document or database from a wizard or template, click the Windows **Start** button and then click **New Office Document**. The **New** dialog box appears, containing wizards and templates for Office applications. (Note that Microsoft Access has wizards but not templates.) If you click **New (File** menu) in an individual application, you will see wizards or templates for only that application. You can also create a new document by using an existing document as a template. For more information, see "Save Your Own Documents as Templates," page 52.

To create a document or database from scratch, click the **General** tab and then double-click an icon.

To create a document or database from a template or wizard, click one of the tabs and then double-click an icon.

A preview of the document or database you select is displayed here.
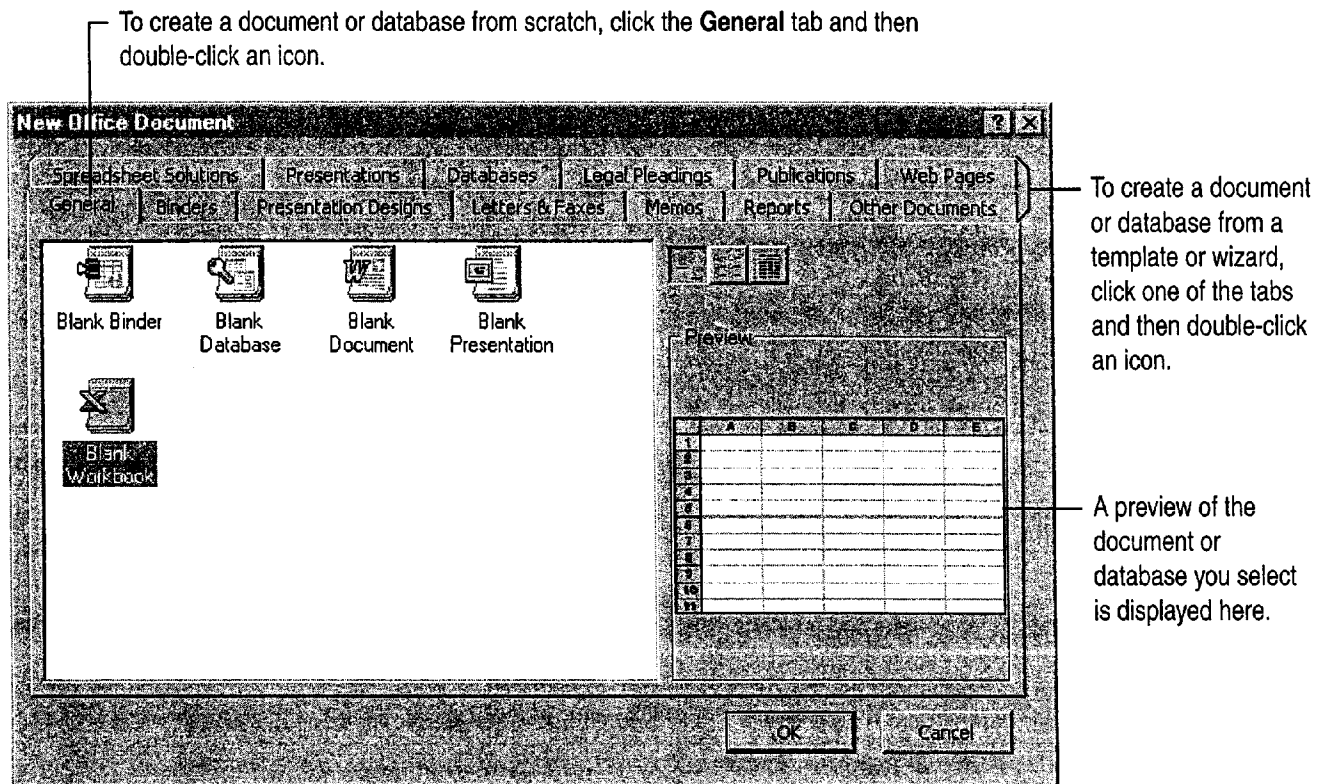
Caution Don't use the **Open Office Document** command on the Windows **Start** menu to open a template. If you do, any changes you make are made to the original template. Instead, always click **New Office Document** on the Windows **Start** menu to create new documents based on templates.

MS 113791

Part 1   Your First Day at the Office

Need to combine information from different Office applications?   Use one of the Microsoft Office Binder templates. Binder templates provide a starting point for typical tasks in which documents from different applications are used together. For more information, see "Store and Organize Related Project Files in a Binder," page 179.

Create "custom applications" by using templates   In Microsoft Excel and Microsoft Word, templates can provide custom toolbars, macros, menus, commands, and other special settings to create a customized application environment.

[?] For Help on dialog box options, click this button and then click the option.

Want to know more?   Look up **Getting Results - About Documents and Databases** in Help.

Office Assistant button

MS 113792

AHL0123119

Built-in Templates and Wizards Covered in This Book

For more information on templates and wizards, see the following:

Microsoft Word

- "Write a Business Letter," page 184.
- "Create Letterhead and Matching Envelopes," page 195.
- "Create a Memo," page 189.
- "Create a Fax Cover Sheet and Send a Fax," page 192.
- "Create a Newsletter," page 218.
- "Create a Resume and Cover Letter," page 620.
- "Create an Online Manual," page 417.

Microsoft Excel

- "Create a Form for Online Invoices," page 250.

Microsoft PowerPoint

- "Customize the Appearance of Your Presentation," page 319.

Microsoft Access (Database Wizard)

- "Catalog Your Music Collection," page 626.
- "Track Your Business Contacts in Microsoft Access," page 360.
- "Track Orders in a Shared Database," page 427.
- "Record Your Home Assets," page 631.

Microsoft Office Binder

- "Use Office Applications Together," page 169.

MS 113793

Part 1   Your First Day at the Office

Save Your Own Documents as Templates

You probably have documents you already use as unofficial templates. Instead of searching for these documents every time you want to reuse them, just add them to the **New** dialog box. (Note that in Microsoft Access, you cannot save a document as a template because there is no template format.)

Open your document, and then click **Save As** (**File** menu). Select **Document Template** in the **Save as type** list. This changes the folder you save in to the Templates folder. If you save your template in the Templates folder, it will appear on the **General** tab in the **New** dialog box. To have your template appear on another tab, (for example, the **Memos** tab), select the appropriate folder and save your template in that folder. For information on creating your own tab, see "Create Your Own Tab in the New Dialog Box," later in this topic.

Create your own custom tab, such as My Stuff, to store documents you use as templates. ⌐
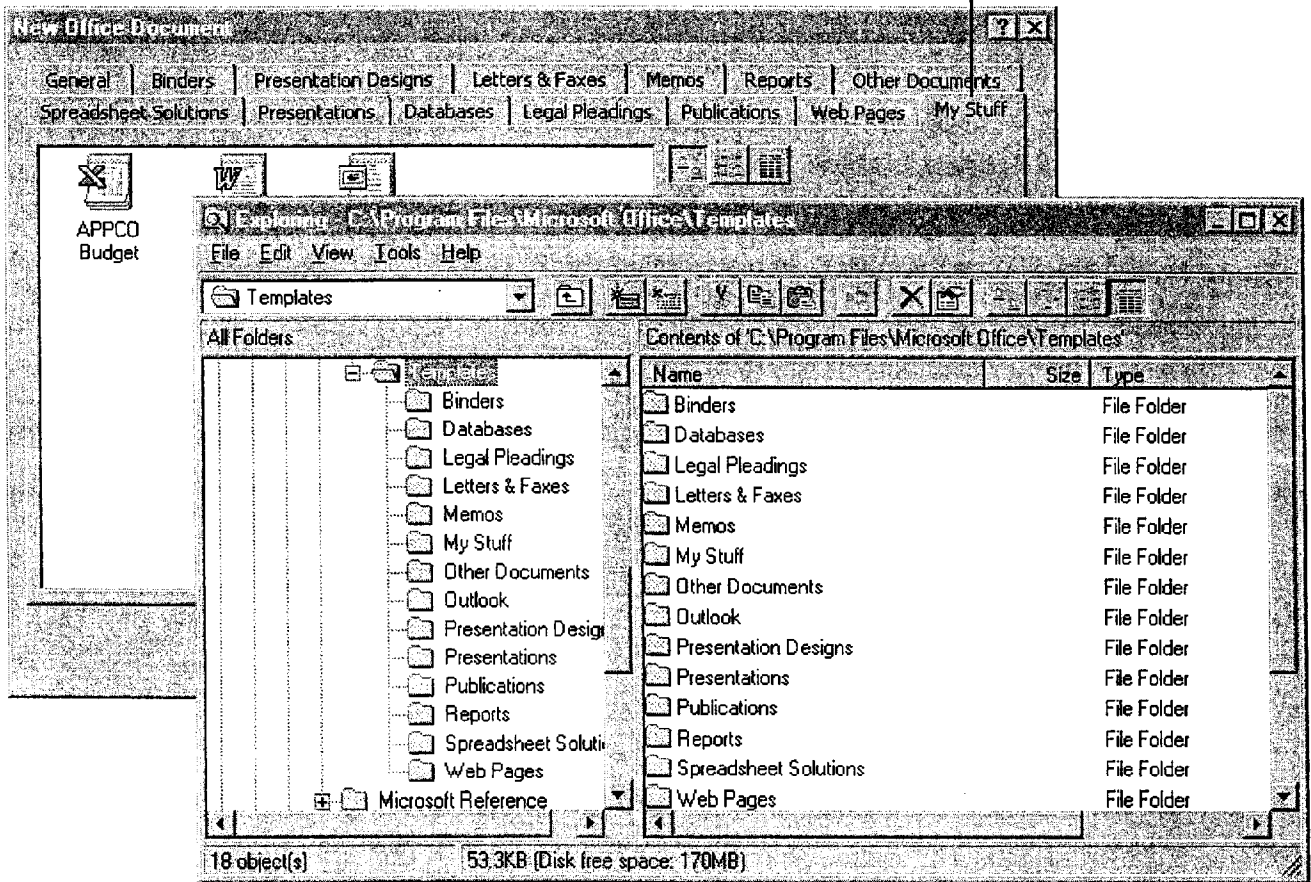
Note that the folder names in the Templates folder correspond to the tab names in the **New** dialog box.

MS 113794

Add templates to the New dialog box from Windows Explorer   When the **New** dialog box is open, switch to Windows Explorer, select any documents that you want to use as templates, and then drag these documents into the **New** dialog box. Any time you double-click an icon in the **New** dialog box, you create a new document based on the original.

See different tabs in the New dialog box?   When you start a new document by clicking **New Office Document** on the Windows **Start** menu, tabs containing templates and wizards for Office applications appear. When you click **New (File** menu) in one of the Office applications, only tabs containing templates for that application appear.

For Help on dialog box options, click this button and then click the option.

Create Your Own Tab in the New Dialog Box

When you save your document as a template, you can create a new folder, such as My Stuff, in the Templates folder. In the **Save As** dialog box (**File** menu), click the **Create New Folder** button, and then save your template in that folder. When you click **New**, your tab will appear in the **New** dialog box.

Too many tabs?   If you create more folders than can be displayed as tabs in the **New** dialog box, a **More** tab appears, listing additional folders.

Want to know more?   Look up **Getting Results - About Documents and Databases** in Help.

Office Assistant button

MS 113795

Part 1   Your First Day at the Office

Create Shortcuts for Frequently Used Files

If you want a quick way to open documents and databases that you use frequently, here's an easy solution. Use the Favorites folder to create *shortcuts* to files and folders on your computer and in remote locations. A shortcut stores the file location and allows you to open the file quickly. You don't actually move the file or make a copy of it.

The Favorites folder includes a shortcut to the My Documents folder, the default folder in which all documents you create are stored. That way, you can get fast access to any file stored in the My Documents folder.

To open the Favorites folder or add a shortcut, click either **Save As** or **Open (File** menu) and then click the button you want.

To open the Favorites folder, click the **Look in Favorites** button. ⌐ ⌐ To add a shortcut to the Favorites folder, select a document or database and then click the **Add to Favorites** button.
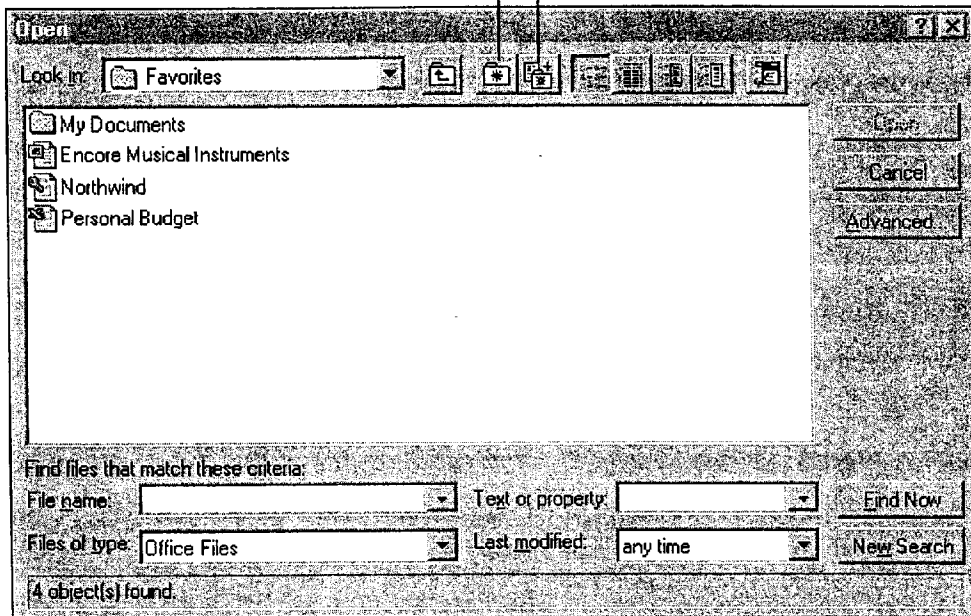
MS 113796

Want to Change the Default Folder That You Save To?

All Office applications normally use the My Documents folder as the default folder. If you want to change the default folder for an individual application:

In Word, click **Options** (**Tools** menu). On the **File Locations** tab, click **Documents** in the **File types** list, and then click **Modify** to specify the new default folder.

In Microsoft Excel, click **Options** (**Tools** menu). On the **General** tab in the **Default file location** box, type the new default folder.

In Microsoft Access, click **Options** (**Tools** menu). On the **General** tab in the **Default database folder** box, type the new default folder.

In PowerPoint, click **Options** (**Tools** menu). On the **Advanced** tab in the **Default file location** box, type the new default folder.

In the Microsoft Office Binder, click **Binder Options** (**File** menu), and then click **Modify** to change the folder name in the **Default binder file location** box.

? **Want to know more?** Look up **Getting Results - About Documents and Databases** in Help.

Office Assistant button

MS 113797

Find and Open Documents and Databases

Click the Windows **Start** button, and then click **Open Office Document**, or click **Open** (**File** menu) in any Office application to find the documents and databases you want to work on. Use the buttons at the top of the dialog box to choose different views of a file, to connect to or change network drives, and more.

To find the files you want, type or select criteria in the boxes at the bottom of the dialog box. For example, type **"Company History"** (including the quotation marks) in the **Text or property** box to search for files containing these words.

You can also enter file properties, such as the author's name, to narrow your search. If you use a file property, it must have been previously defined. For more information, see "Make Your Documents and Databases Easier to Find," page 59.

To select a drive or folder, click here. — / — To move up one folder level, click here. / — To display a thumbnail view of the file you've selected, click here.

To connect to a new drive, click the **Commands and Settings** button and then click **Map Network Drive**.

To display specific types of files, type or select criteria in these boxes and then click the **Find Now** button. —

MS 113798

Search for a file in all folders and subfolders   In the **Open** dialog box, specify the file name, the file type, and any other search criteria. Click the **Commands and Settings** button, and then click **Search Subfolders**.

Use wildcard characters to search for file names   In the **File name** box of the **Open** dialog box, type an asterisk (*) to match any number of characters, or type a question mark (?) to match any single character. For example, to find names that end with "region," type ***region**; to find names spelled "grey" or "gray," type **gr?y**.

Open a file as a copy from Windows Explorer   In Windows Explorer, right-click a Microsoft Excel, Word, or PowerPoint file that you want to open as a copy, and then click **New** on the shortcut menu. In Microsoft Access, click **Open as Copy** on the shortcut menu.

Rename or delete files   In the **Open** dialog box, select a file. Right-click the document, and then click the command you want.

Commands and Settings button

For Help on dialog box options, click this button and then click the option.

MS 113799

Find Files, E-mail Messages, Attachments, and More

If you know what you want to look for but you're not sure where it is, or if you want to search for several different kinds of items, use the **Find** command on the Windows **Start** menu. The **Find** command searches across folders and applications, gives you flexibility in specifying search criteria, and allows you to search for items on your hard disk and elsewhere. In addition to files, you can search for items such as e-mail messages, e-mail attachments, contact names, and appointments.

To use the **Find** command, click the Windows **Start** button, click **Find**, and then click **Using Microsoft Outlook**. For more information, see "Search for Information," page 124.
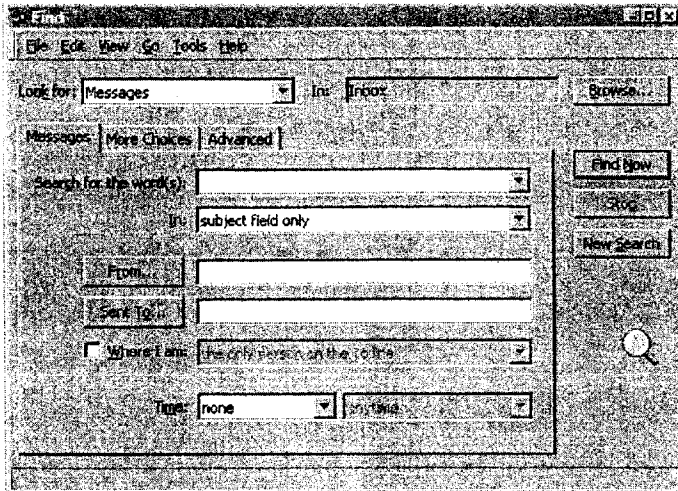
? **Want to know more?** Look up **Getting Results - About Documents and Databases** in Help.

Office Assistant button

MS 113800

Make Your Documents and Databases Easier to Find

You can find files more quickly if you use file properties, such as the title, subject, author's name, project name, and keywords to narrow your search. Using these properties as search criteria allows you to specify which files are displayed in the **Open** dialog box. Office applications automatically supply some properties for you, such as file size and the date the file was created.

Set properties for new files When you create a document, click **Properties (File** menu), and then, on the **Summary** tab, type the information you want to search by.

For example, suppose you're working on a project called Encore and you want to set the subject property to make these files easier to find. Open each file in the project, click **Properties**, and, on the **Summary** tab, type the name **Encore** in the **Subject** box. To display all the files related to

Encore, co-workers can click the **Open Office Document** button on the Windows **Start** menu and then type **Encore** in the **Text or property** box.

Create custom properties If you want additional properties to search by, you can create your own custom properties by clicking the **Custom** tab in the **Properties** dialog box.

Need more precise search criteria? In the **Open** dialog box, click the **Advanced** button.

Reuse advanced search criteria You may want to search for files more than once by using the same advanced search criteria. To save an advanced search, click the **Save Search** button in the **Advanced Find** dialog box. To repeat a search, click the **Commands and Settings** button in the **Open** dialog box, click **Saved Searches**, and then click the name of the search you want.
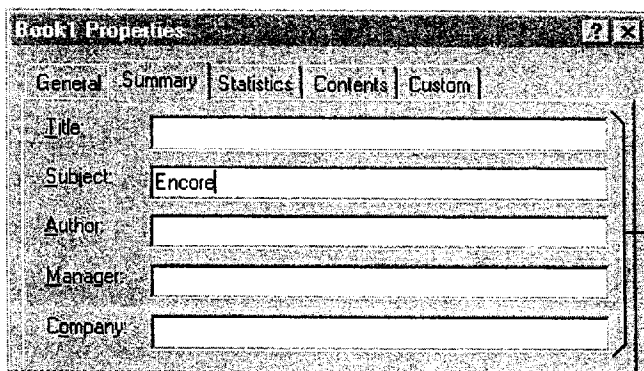
Type properties you can use later to search for related files.

Part 1   Your First Day at the Office

Next Steps

To	See
Format Word documents	"Make Your Word Document Look Great," page 127
Format worksheets	"Make Your Microsoft Excel Worksheet Look Great," page 148
Format charts	"Customize the Look of a Chart," page 276
Use a Word wizard or template to write a business letter	"Write a Business Letter," page 184
Use PowerPoint presentation templates	"Customize the Appearance of Your Presentation," page 319
Use the PowerPoint AutoContent Wizard	"Create Your First PowerPoint Presentation," page 92
Use the Office Binder and Binder templates	"Use Office Applications Together," page 169
Use the Microsoft Access Database Wizard to create a database	"Track Your Business Contacts in Microsoft Access," page 360

MS 113802

Create Your First Word Document

You've come to the right place for a jump-start to creating your first letter, memo, report, or whatever you want to write. You'll find easy-to-follow instructions on everyday tasks such as editing, formatting, saving, and printing. You'll get practical advice on how to do things the right way, and on what to do if something goes wrong. And, along the way, you'll find lots of timesaving tips, tricks, and shortcuts.

Word gives you a head start on creating memos, resumes, reports, newsletters, and many other kinds of documents.
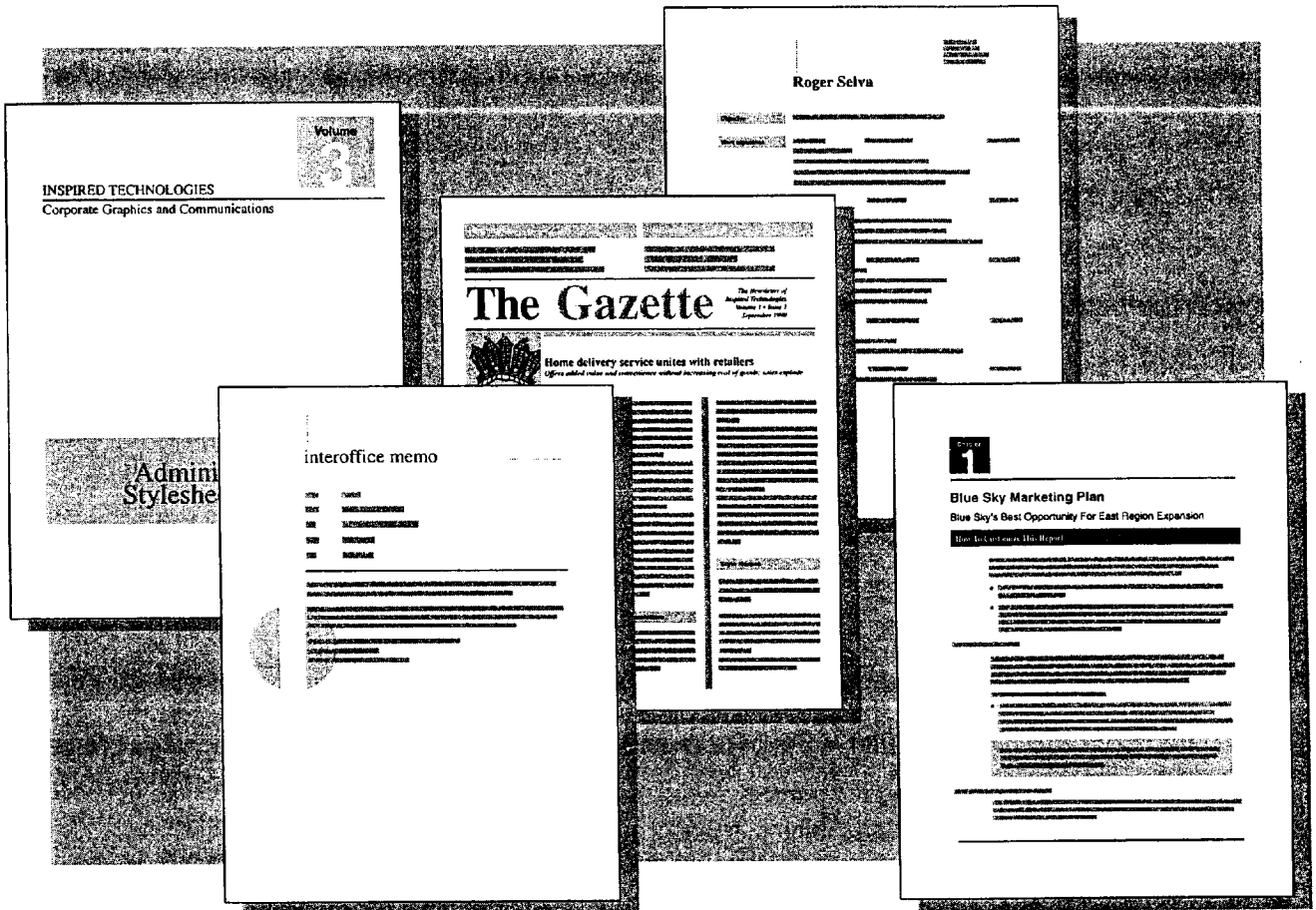
MS 113803

Part 1   Your First Day at the Office

What's on the Word Screen?

When you start Word, the screen contains a fresh document surrounded by a "dashboard" of handy buttons, menus, and other tools that you can use to work on your document.

For shortcuts to the more popular commands, click buttons on the **Standard** and **Formatting** toolbars.

The blinking insertion point shows where the text you type will appear.

Use the ruler to set tabs, indents, and margins.

Use the mouse pointer to click buttons, select text, and so on. (The pointer shape varies with the task you're doing.)

Use the scroll bars to move around in the document.

The status bar shows details about your document, such as what page you're on.

Want to know more about what's on the screen?   To find out about the items on the screen and what each toolbar button does, see "Get Assistance While You Work," page 35.

Don't see a toolbar or a ruler?   Click **Toolbars** or **Ruler** (**View** menu).

About those ¶ symbols on the screen   Word uses such *nonprinting characters* to show the carriage returns, spaces, and tabs in your document. If you find them distracting, click the **Show/Hide ¶** button.

Show/Hide ¶ button

MS 113804

Create a New Document

You can easily create a new document from scratch. Or you can save time by using a wizard or template; each produces a ready-made document with an attractive layout and "fill-in-the-blanks" text.

To start a document from scratch, click the **New** button.

To start from a wizard or template, click **New** (**File** menu), click a tab, and then double-click the icon for the wizard or template you want.

The wizard or template produces a "skeleton" document that you can fill in.
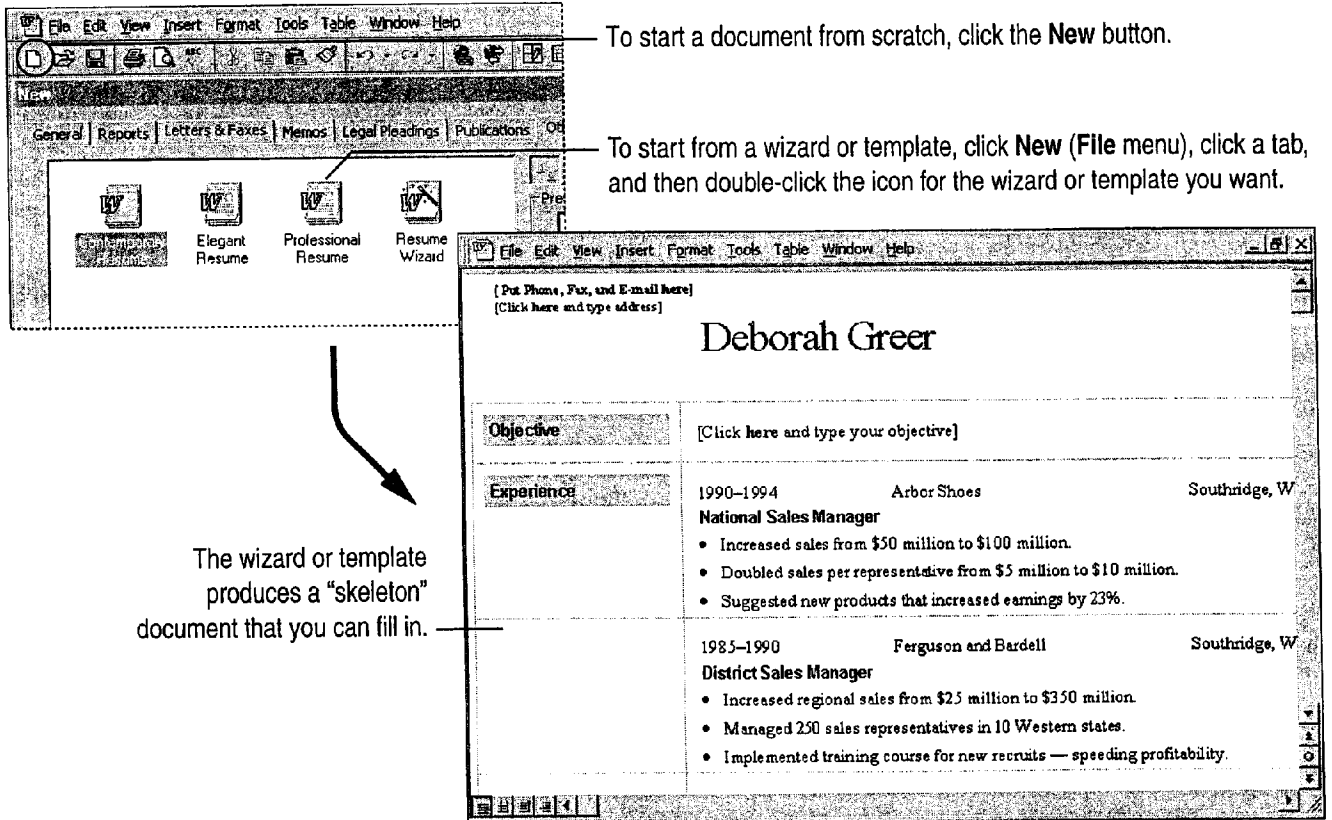
Wizards versus templates Wizards take you step-by-step through creating documents. Templates provide a preset layout. For more information on templates, see "About Creating and Opening Documents and Databases," page 48.

Want to know more? Look up **Getting Results - First Document** in Help.

Office Assistant button

Add Text to Your Document

Now you can begin typing your text. When you reach the end of a line, don't press ENTER; Word automatically moves to the next line. Press ENTER only when you want to start a new paragraph.

Speed typing   Even if you're a novice typist, you can still streamline text entry, as shown in the following examples.

April 19, 1998

M. Philippe Tran
2, rue Pierre-Demoulin
75017 Paris

Dear M. Tran:

Thank you for your inquiry regarding a group tour of The National Museum. Yes, our current exhibit really does feature clocks. The exhibit points out the importance of timepieces to civilization. Symphonies and constellations have been named for clocks. During the fourteenth century, the development of clock towers marked the rise of a business mentality.

To insert today's date, click **Date and Time** (**Insert** menu).

To insert a character that's not on the keyboard, such as è or ✂, click **Symbol** (**Insert** menu).

Fix typos and insert symbols as you go   Click **AutoCorrect** (**Tools** menu) and make sure that on the **AutoCorrect** tab the **Replace text as you type** check box is selected. Scroll through the AutoCorrect list to see all of the typos and symbols that are fixed automatically.

Insert text or graphics just by pressing ENTER   If you have AutoText entries for items that you use frequently, you can insert them by typing just a few characters and then pressing ENTER when a "tip" appears. If the tip isn't what you want, just continue typing. If tips don't appear, click **AutoCorrect** (**Tools** menu) and then on the **AutoText** tab make sure that the **Show AutoComplete tip for AutoText and dates** check box is selected.

Move Around in the Document

If you use the keyboard to navigate, you may find it's easiest to move around in the document by pressing direction keys, such as RIGHT ARROW, HOME, and PAGE UP. You can also get where you want to go with a few mouse clicks.

April 19, 1998

M. Philippe Tran
2, rue Pièrre-Demoulin
75017 Paris [

Dear M. Tran|

To move the insertion point, use the mouse to position the I-beam pointer ...

April 19, 1998

M. Philippe Tran[
2, rue Pièrre-Demoulin
75017 Paris|

... and then click.

Dear M. Tran:

To bring other parts of the document into view, use the scroll bars.
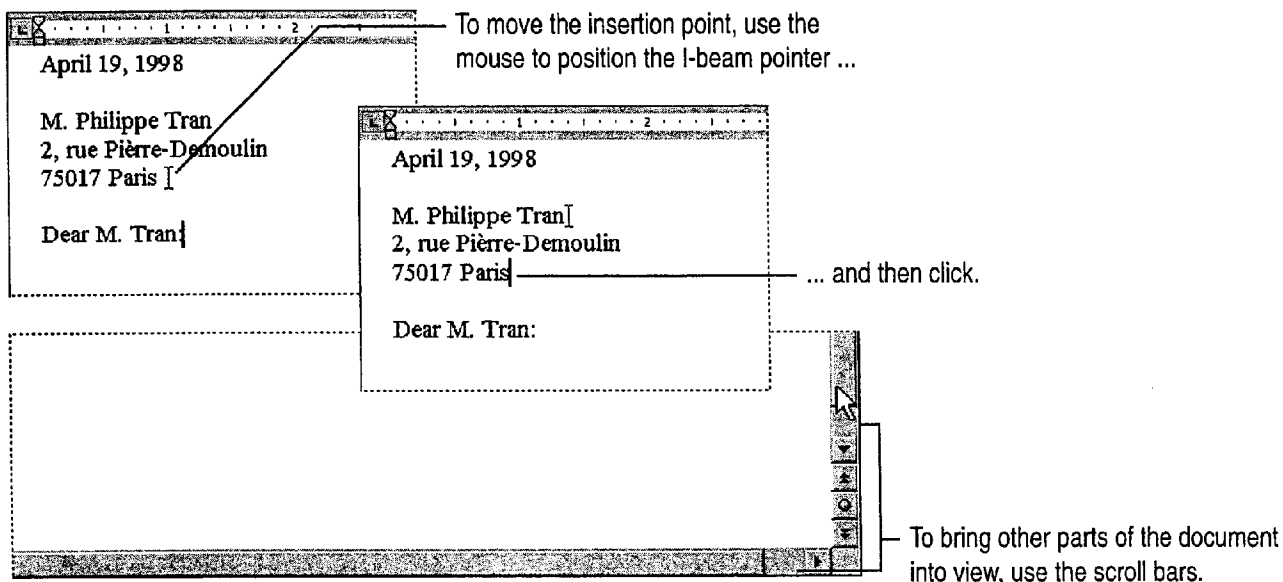
You are here   As you drag the scroll box on the vertical scroll bar, a page indicator shows where you'll land when you release the mouse button. If your document includes headings with the Heading 1 style, the heading text will also appear with the page number.

Page: 4

The screen scrolls back to where you started   If you scroll through the document and start typing, and the screen scrolls back to where you started, it's because you didn't move the insertion point. To type in the location you scrolled to, just position the I-beam pointer there and click.

MS 113807

Move Around in Your Document Quickly

As you're navigating in the document, you can easily go back to the previous location or jump to a specific page, heading, or type of object.

Go back to the last place you typed or edited   Press SHIFT+F5. (You can press SHIFT+F5 up to three times to return to the previous three locations.)

See all headings in your document   Click **Document Map** (**View** menu), and then click the heading you want to go to.

Go to a specific object   Click the **Select Browse Object** button on the vertical scroll bar, and then click an object to browse by, such as by page, heading, graphic, table, or field. Click the button above or below the **Select Browse Object** button to move to the previous or next browse object.

Moves to previous browse object

Select Browse Object button

Moves to next browse object

Office Assistant button
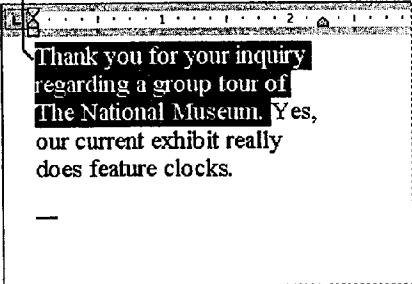
Want to know more?   Look up **Getting Results - First Document** in Help.

MS 113808
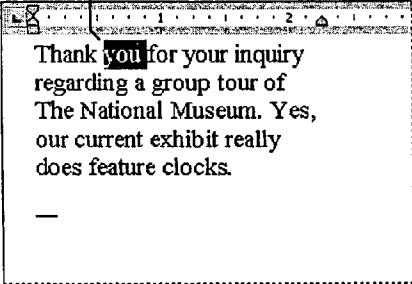
Select the Text You Want to Change

If you're writing a business letter and want to emphasize part of the text—for example, make a word or phrase bold or italic—you first need to highlight, or *select*, the text you want to change.
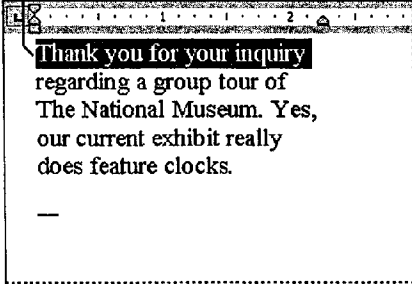
To select any amount of text, drag over it.

To select a word, double-click it.

To select a line, click to the left of it. To select multiple lines, click to the left of a line and drag up or down.

Thank you for your inquiry regarding a group tour of The National Museum. Yes, our current exhibit really does feature clocks.

Thank you for your inquiry regarding a group tour of The National Museum. Yes, our current exhibit really does feature clocks.

Thank you for your inquiry regarding a group tour of The National Museum. Yes, our current exhibit really does feature clocks.

Want to select just part of a word? You need to turn off automatic word selection. Click **Options (Tools** menu). On the **Edit** tab, make sure that the **When selecting, automatically select entire word** check box is cleared.

Make bulk selections To select a paragraph, double-click to the left of it. If you want to select a large area, click at the start of the selection, scroll to the end of the selection, and then hold down SHIFT as you click. To select the entire document, triple-click in the left margin.

Want to Undo What You Just Did?

To undo a mistake, such as accidentally deleting a word, click the **Undo** button. If you decide you want to go through with the action after all, click the **Redo** button.
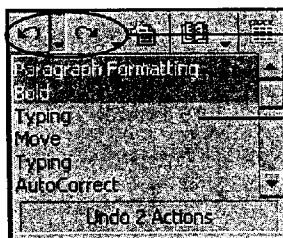
Undo and **Redo** buttons

To undo or redo multiple actions, click the arrow to the right of the appropriate button and then drag to select the actions you want.

MS 113809

Part 1   Your First Day at the Office

Insert and Delete Text

Insert text   If you've already practiced moving the insertion point, you know how to insert text: Just click where you want to start inserting, and then type the new text.

Delete text   To delete just a few characters, use the DELETE and BACKSPACE keys. You can also double-click **OVR** on the status bar to "overtype" unwanted text, and then double-click **OVR** again to continue inserting text.

> M. Philippe Tran
> 2, rue Pièrre-Demoulin
> 75017 Paris
>
> Dear M. Tran:
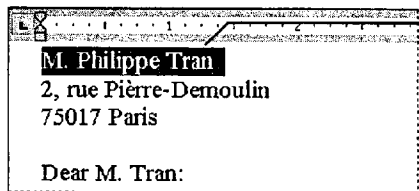
To delete text in bulk, select the text, click the **Cut** button ...

... and then watch the text disappear.

> 2, rue Pièrre-Demoulin
> 75017 Paris
>
> Dear M. Tran:

> M. Philippe Tran
> 2, rue Pièrre-Demoulin
> 75017 Paris
>
> Dear M. Tran:
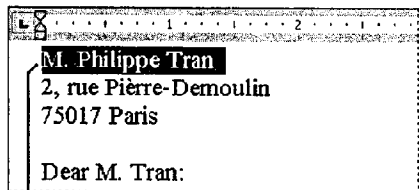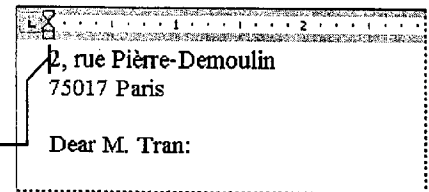
If you plan to replace the text you're deleting, first select the text ...

> M
> 2, rue Pièrre-Demoulin
> 75017 Paris
>
> Dear M. Tran:
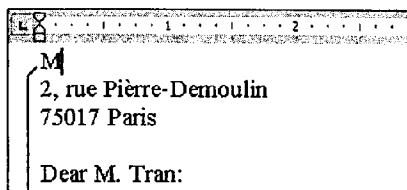
... and then start typing. The selected text disappears, and Word starts inserting the new text.

> Mlle. Veronique Bendel
> 2, rue Pièrre-Demoulin
> 75017 Paris
>
> Dear M. Tran:
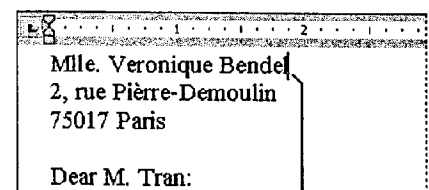
Continue typing the replacement text.

Does typing not overwrite the selection?   If you select text and start typing, but the selected text doesn't disappear, click **Options (Tools** menu). On the **Edit** tab, click **Typing replaces selection.**

Want to delete one word at a time?   Press CONTROL+BACKSPACE to delete the word to the left of the insertion point, or press CONTROL+DELETE to delete the word to the right.

68 Getting Results with Microsoft Office

MS 113810

Move and Copy Text

The easiest way to move or copy text a short distance is drag-and-drop editing.
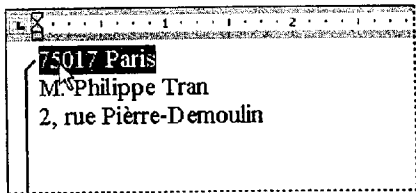
— To move text, select the text, point to it, hold down the mouse button ...
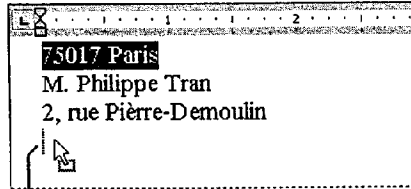
— ... drag the dotted pointer to the new location ...
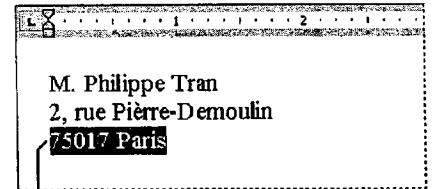
— ... and then release the mouse button.
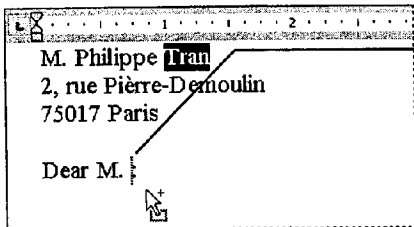
To copy text, hold down CONTROL as you drag the selected text to the new location.
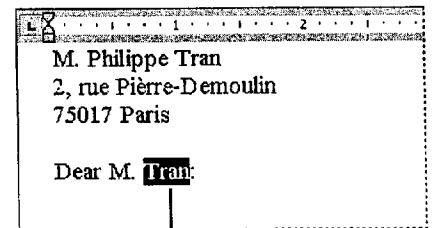
Release the mouse button and CONTROL. —

Does drag-and-drop editing not work? Click **Options** (**Tools** menu). On the **Edit** tab, click **Drag-and-drop text editing.**

Move or Copy Text a Long Distance

You can drag and drop text between documents or among different applications, but you might find it easier to use the **Cut, Copy,** and **Paste** commands. To move text, select it, click the **Cut** button, click in the new location, and then click the **Paste** button. To copy text, select it, click the **Copy** button, click in the new location, and then click the **Paste** button. (You can paste the text as many times as you want; the text remains on the Clipboard—a temporary storage location—until you cut or copy different text.)

Cut, Copy, and **Paste** buttons

MS 113811

Want to know more? Look up **Getting Results - First Document** in Help.

Office Assistant button

Change the Appearance of Text

You're probably not a desktop publisher or member of the art department, but you still want to make your documents look sharp and stylish. You can format your documents easily by using the formatting buttons on the toolbar.

Click here to apply ...

... styles   ... bold, italic, and underline   ... alignment options

... fonts   ... font sizes   ... bullets and numbering to lists

... highlighting to text

... color to text

... borders and to create tables

— To format text, select it ...

... and then click the formats you want, such as Garamond font, bold, and right alignment. —
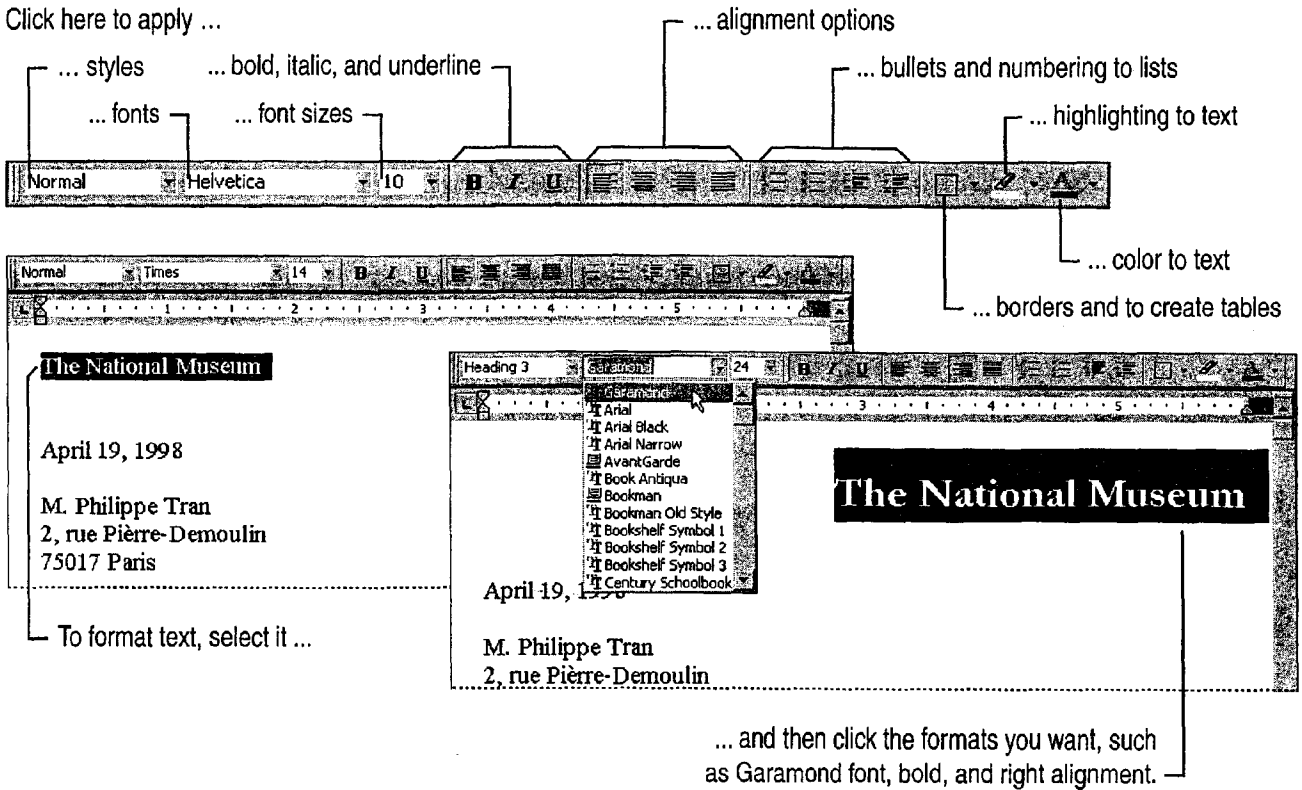
Want more formatting options?   See "Make Your Word Document Look Great," page 127.

Remove a format   After you start typing (say, in 16-point Arial bold), the formats will remain until you turn them off. For example, click the **Bold** button again to "unbold" text, or select a different font. You can also press CONTROL+SPACEBAR to remove the character formats you've applied, or press CONTROL+Q to remove the paragraph formats.

MS 113812

AHL0123139

Character Formatting vs. Paragraph Formatting

You can apply *character formats* (such as fonts, *italic*, and SMALL CAPS) to any number of characters, ranging from a single comma to the entire document. *Paragraph formats* (such as alignment, indents, and line spacing) work for individual paragraphs only. (Remember that a paragraph includes everything you type until you press ENTER.)

MS 113813

Check Spelling and Grammar

Word can act as the reader over your shoulder, checking as you type for spelling mistakes, typos, and possible grammatical errors. This saves time since you don't have to wait for the spelling checker or grammar checker to review your document. And there's no need to review every word or phrase that Word questions; you act on only those that you want to change.

As you type, Word marks possible errors in spelling and grammar with a wavy underline.
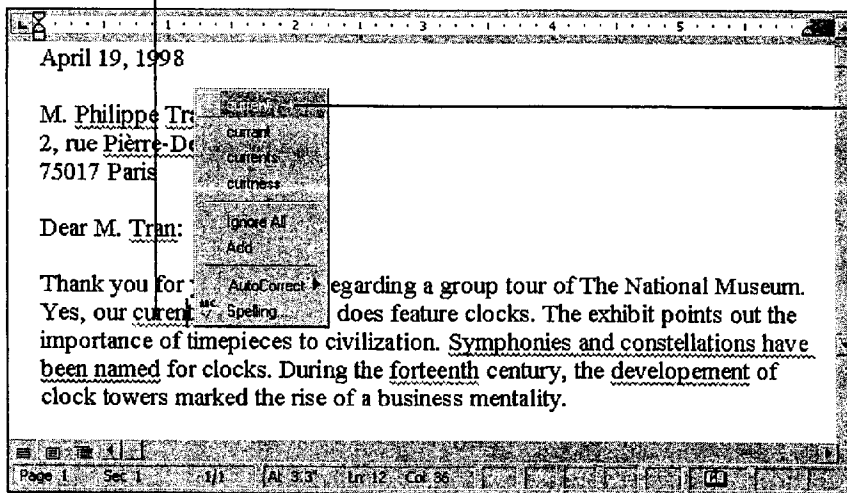
To correct an error, right-click a word with a wavy underline, and then click the correction you want.

Jump to the next mistake   Double-click the **Spelling and Grammar Status** icon on the status bar. An "x" on the icon indicates that the document contains spelling or grammatical mistakes; a check mark indicates that Word didn't find any mistakes.

Spelling and Grammar Status icon

Do you find the wavy underlines distracting?   To temporarily hide the underlines, click **Options (Tools** menu). On the **Spelling & Grammar** tab, select the **Hide spelling errors in this document** check box and the **Hide grammar errors in this document** check box.

Don't want to see the same spelling mistake again?   Right-click the mistake, point to **AutoCorrect,** and then select a correction. The next time you make the same mistake, Word will fix it for you.

Check spelling and grammar on demand   If you want to free more memory, turn off automatic spelling checking and grammar checking: Click **Options (Tools** menu). On the **Spelling & Grammar** tab, clear the **Check spelling as you type** and **Check grammar as you type** check boxes. Then, when you want to check spelling and grammar, click the **Spelling and Grammar** button.

Spelling and Grammar button

Save, Preview, and Print a Document

To save the document, click the **Save** button. (If you're saving for the first time, Word asks you to name the document.) If you want to change the layout before you print the document, click the **Print Preview** button. Click the **Print** button to print immediately.

Save, **Print**, and **Print Preview** buttons

In print preview, click here to switch between zooming in on the document and editing it.
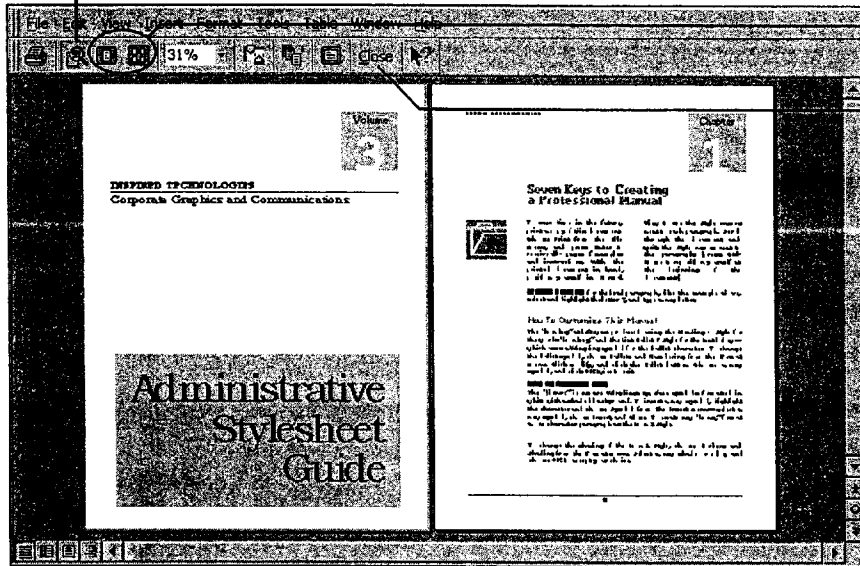
To switch between viewing one page and multiple pages, click these buttons.

Click here to return to the previous view.

To show the previous or next page, click these buttons.

Want to cancel a print job?   Double-click the printer icon in the status bar.

Close documents you're not working on   Click **Close** (**File** menu) when you finish working on a document. This will save memory.

Need to open a document you just closed?   Click its name at the bottom of the **File** menu. For more information on opening and finding documents, see "About Creating and Opening Documents and Databases," page 48.

Want to know more?   Look up **Getting Results - First Document** in Help.

Office Assistant button

MS 113815

Change Your View of the Document

Normal view: for everyday text editing Normal view shows a simplified version of your document. For example, dotted lines indicate page breaks, multiple columns appear as a single column, and you don't see drawing objects, text boxes, or top and bottom margins.

Page layout view: What you see is what you get In this view, you see how your document will look when it's printed. You'll see, for example, pictures and drawing objects, headers and footers, and multiple columns. Click **Page Layout** (**View** menu).

Online layout view: best for online reading If you're a laptop user or have difficulty reading text on screen, click **Online Layout** (**View** menu). Online layout view is based on page layout view but uses larger fonts and increases space between lines to improve legibility.

What are all those other views? The **View** menu includes additional views, such as full screen view and outline view. You can also change views by clicking one of the view buttons on the status bar. For more information on views, look **up Getting Results - First Document** in Help.

Normal view

Page layout view

Online layout view

MS 113816

AHL0123143
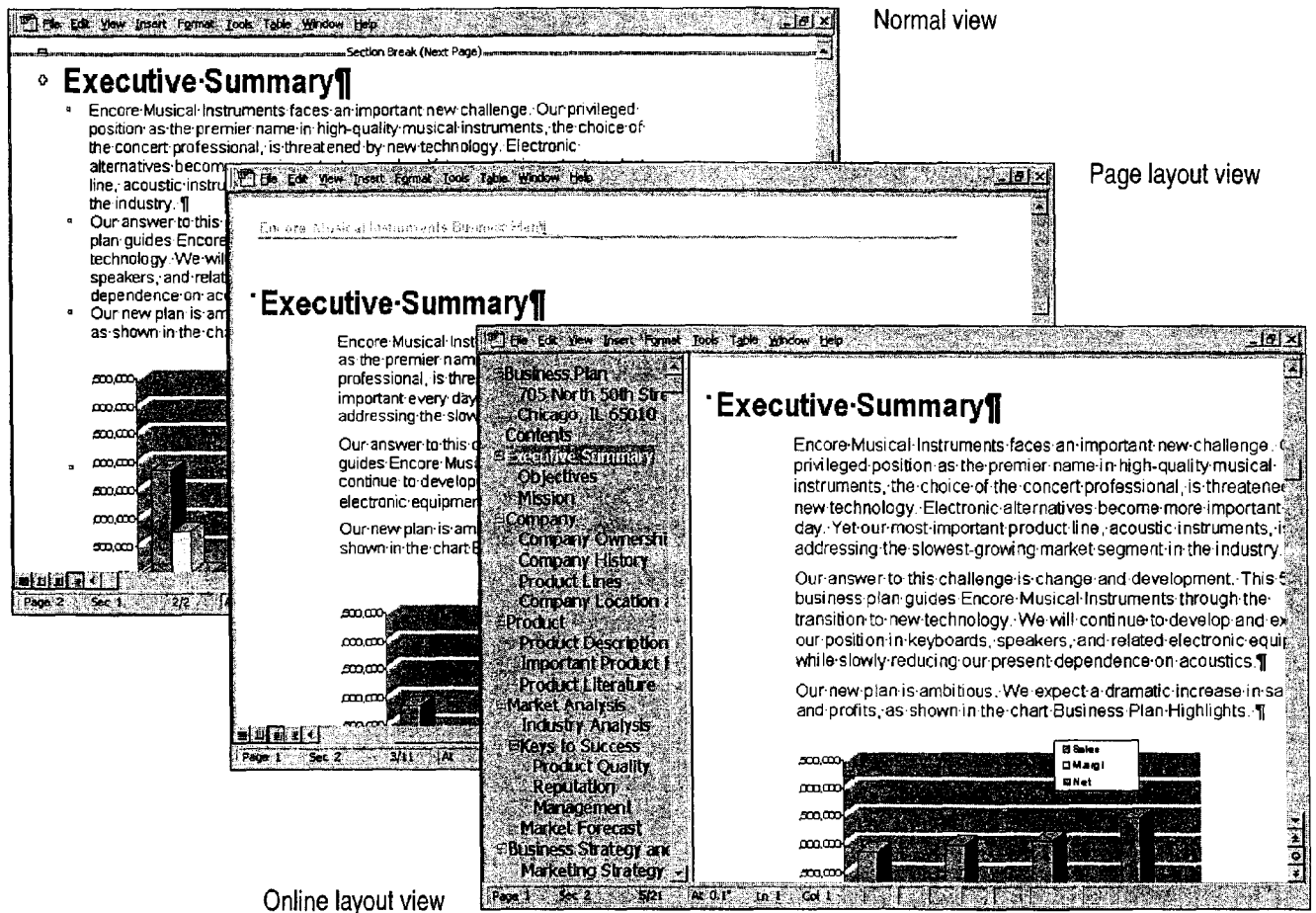
Next Steps

To	See
Modify the formatting of elements in your document, such as fonts, line spacing, and margins	"Make Your Word Document Look Great," page 127
Get information on how to complete tasks	"Get Assistance While You Work," page 35
Learn more about wizards, templates, and easy ways to create new documents	"About Creating and Opening Documents and Databases," page 48
Make the screen look the way you want and put your favorite tools on toolbars	"Customize Office," page 636
Find out how to include information created in other applications in your documents	"Use Office Applications Together," page 169

MS 113817

Create Your First Microsoft Excel Workbook

Make sense of your data by organizing, calculating, and analyzing it with Microsoft Excel. You work with your data on one or more *worksheets* in a *workbook*.

Begin by entering values and text. Save time by using formulas to calculate values automatically. Then make the data attractive and readable, and emphasize key information, by formatting it. Or display it graphically in a chart. Then save and print the workbook.

Printed sheets from a Microsoft Excel workbook
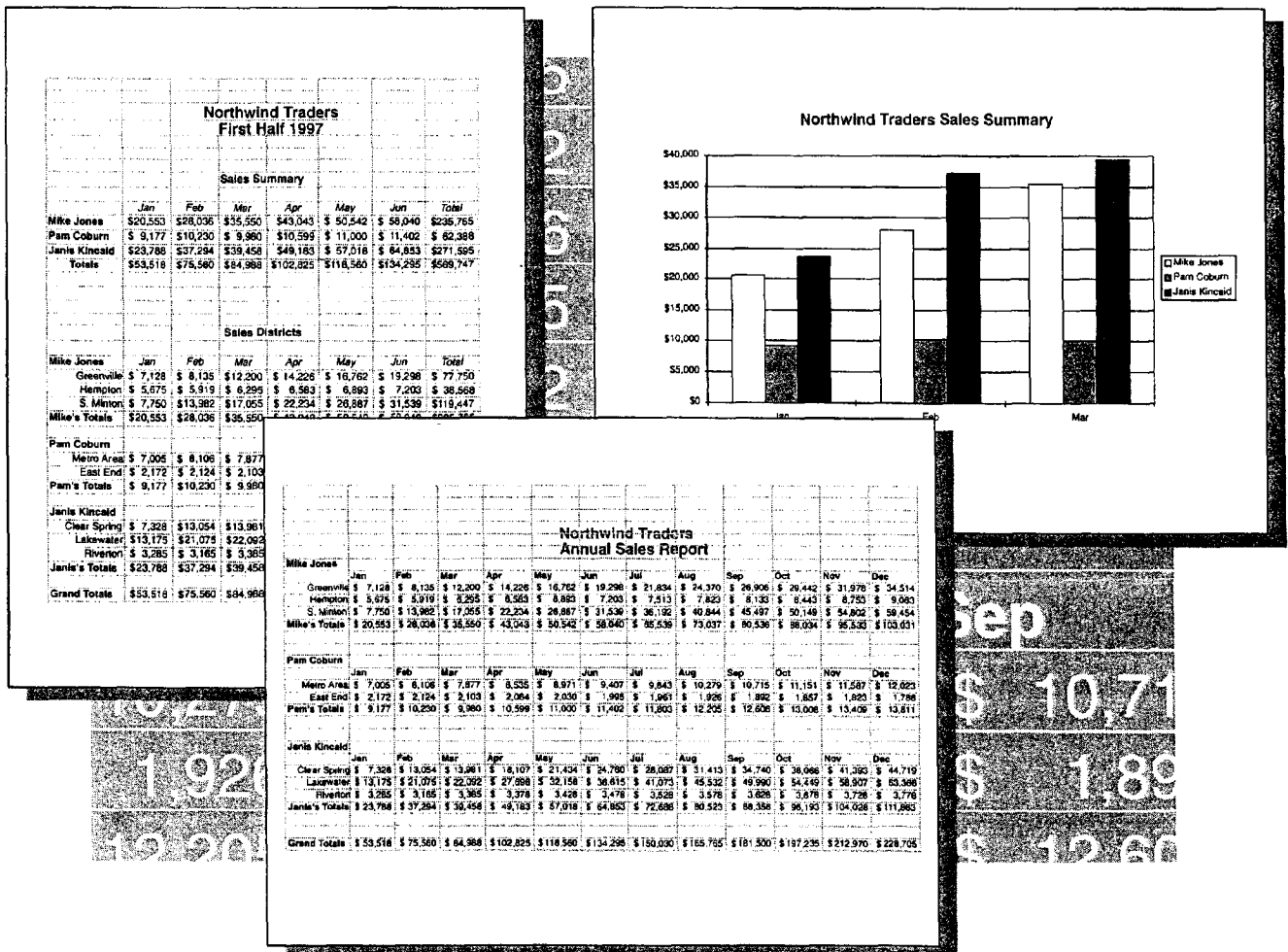
Create a Workbook File

To get started, create a workbook file. You can create a new, blank workbook; or, to save time, open an existing workbook or a template and fill in your data.

─ To create a blank workbook, click the **New** button.

└ To work with a template, click **New (File** menu), and then select the template you want.
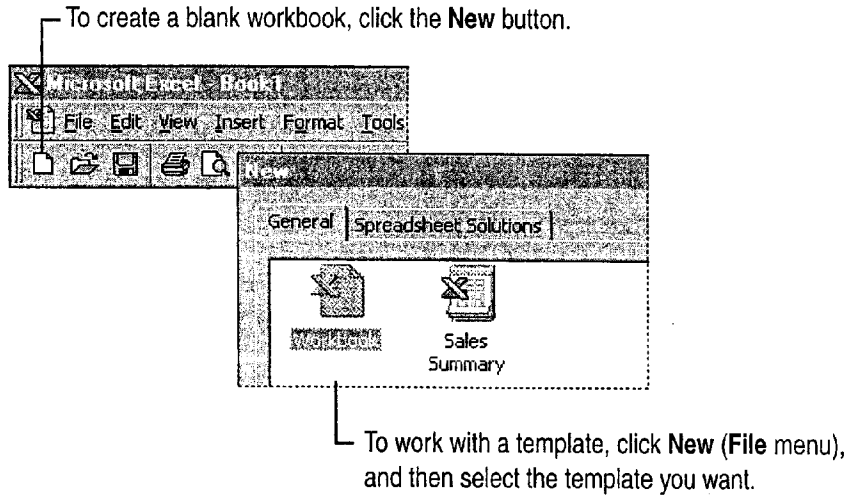
What's the difference between a workbook and a worksheet?
A workbook is a Microsoft Excel file containing one or more sheets; each worksheet is a "page" in the workbook on which you enter and work with data. Workbooks start with three worksheets but you can add worksheets and other kinds of sheets; for more information, see "Add More Sheets to the Workbook," page 87.

Use workbooks you create as templates For more information, see "About Creating and Opening Documents and Databases," page 48.

Want to know more? Look up **Getting Results - First Workbook** in Help.
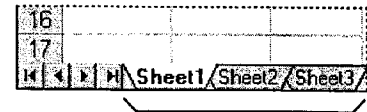
Each worksheet in a workbook has a named tab. ┘

Office Assistant button

MS 113819

Part 1 Your First Day at the Office

What's on the Screen?

When you create a new workbook, the Microsoft Excel window displays a worksheet with a grid of rows and columns. Each box, or *cell*, has a reference indicating its row and column location, for example, C3. The **Standard** and **Formatting** toolbars, which are located at the top of the screen, have buttons that provide easy access to common tasks.

Selection reference (column and row) displayed in the **Name** box

Column headings

Standard toolbar

Formatting toolbar

Formula bar

Selected cell

Scroll bars for moving around in the worksheet

Row headings
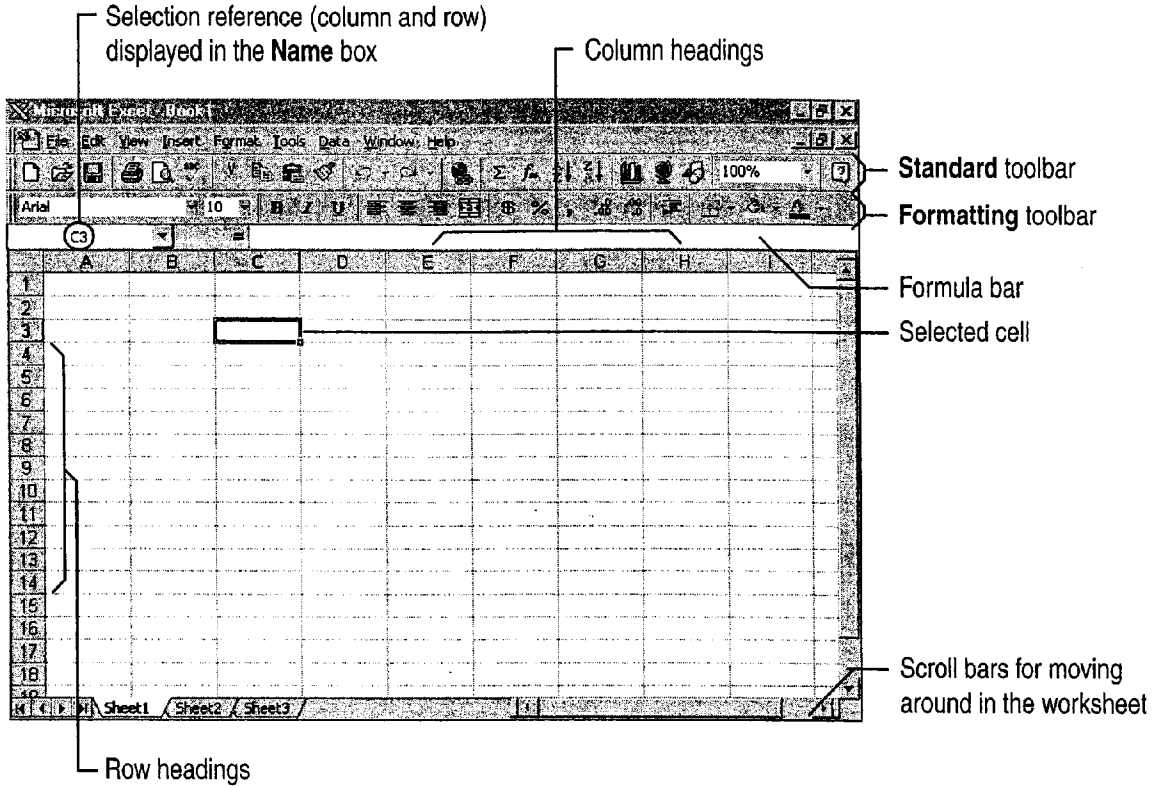
MS 113820

Work in Cells and Ranges

When you work with data in worksheet cells— for example, entering, copying, deleting, or formatting data—first you select the area to work in. The selection can be a single cell or a range of cells.

After making your selection, perform the action you want. Data you enter and work with can be text, such as a list of names and addresses; values, such as revenues or units sold; or a formula that calculates a value.

	A	B	C	D	E
1	Northwind Traders				
2	Sales Summary				
3		Jan	Feb	Mar	
4	Mike Jones	20553	28036	35550	
5	Pam Coburn	9177	10230	9980	
6	Janis Kincaid	23788	37294	39458	

Click a cell to select it. Type an entry and press ENTER.

	A	B	C	D	E
1	Northwind Traders				
2	Sales Summary				
3		Jan	Feb	Mar	
4	Mike Jones	20553	28036	35550	
5	Pam Coburn	9177	10230	9980	
6	Janis Kincaid	23788	37294	39458	

Drag to select a range of cells.

	A	B	C	D	E
1	Northwind Traders				
2	Sales Summary				
3		Jan	Feb	Mar	
4	Mike Jones	20553	28036	35550	
5	Pam Coburn	9177	10230	9980	
6	Janis Kincaid	23788	37294	39458	

Select a column by clicking its letter.

Select a row by clicking its number.

	A	B	C	D	E
1	Northwind Traders				
2	Sales Summary				
3		Jan	Feb	Mar	
4	Mike Jones	20553	28036	35550	
5	Pam Coburn	9177	10230	9980	
6	Janis Kincaid	23788	37294	39458	

Part 1   Your First Day at the Office

Need to cancel an entry?   Press ESC. If you already pressed ENTER, click the **Undo** button. Additional clicks undo previous actions. Or you can click the **Undo** arrow to select a particular action from a list of recent actions. To "undo an undo," click the **Redo** button.

Undo button   **Redo** button

Work with commands right where you need them   A *shortcut menu* contains the most useful commands for the cell or object you have selected. For example, when a cell or range is selected, the shortcut menu displays commands that allow you to cut, copy, paste, delete, insert, or format data. Right-click to display the shortcut menu.

Want to know more?   Look up **Getting Results - First Workbook** in Help.

Office Assistant button

MS 113822

AHL0123149

Enter Data Automatically

Avoid repetitive typing and save time by entering some kinds of
data automatically. You can automatically enter the same
information in several cells, or enter an incremental *series*. A series
can be numerals, such as 10, 20, 30; ordinals, such as first, second,
third; dates; or months.

┌─ Enter the beginning of the series
   and select the entries ...

	A	B	C	D	E	F	G
1	Northwind Traders						
2	Sales Summary						
3		Jan	Feb	Mar			
4	Mike Jones	20553	28036	35550			
5	Pam Coburn	9177	10230	9980			
6	Janis Kincaid	23788					

... then drag the fill handle.

	A	B	C	D	E	F	G
1	Northwind Traders						
2	Sales Summary						
3		Jan	Feb	Mar	Apr	May	Jun
4	Mike Jones	20553	28036	35550			
5	Pam Coburn	9177	10230	9980			
6	Janis Kincaid	23788	37294	39458			

The rest of the months are
filled in automatically.

Fill a range of cells   To fill a range of cells with the same text or value,
type the text or value into one cell in the range, and then drag the fill handle
in any direction.

Use the TAB Key and Automatic Return

Use the TAB key to move to the next cell to the right. When
you reach the end of a row, press ENTER to move to the first
cell in the next row. All you need is one complete row of data
or labels to identify the columns of your list.

A handy way to use this feature is to type numbers and press
ENTER using the numeric keypad with your right hand and to
press TAB with your left hand.

MS 113823

Modify the Data

When the information you are working with changes, or when you need to correct an error, edit data directly in the cell. Another way to modify data is to move and copy cell entries to different locations on the worksheet.

	Jan	Feb
4 Mike Jones	20553	28036
5 Pam Coburn	9177	10230
6 Janis Kincaid	23788	37294

9189I

To edit a cell's contents, double-click it ...

... and then make the change.

	A	B	C	D	E	F	G
1	Northwind Traders						
2	Sales Summary						
3		Jan	Feb	Mar	Apr	May	Jun
4	Mike Jones	20553	28036	35550	43043	50542	58040
5	Pam Coburn	9177	10230	9980	10599	11000	11402
6	Janis Kincaid	23788	3				

Select the cells you want to move and point to the border ...

	A	B	C	D	E	F	G
1				Northwind	Traders		
2				Sales Summary			
3		Jan	Feb	Mar	Apr	May	Jun
4	Mike Jones	20553	28036	35550	43043	50542	58040
5	Pam Coburn	9177	10230	9980	10599	11000	11402
6	Janis Kincaid	23788	37294	39458	49183	57018	64853

... then drag to the new location.

Want to copy cells instead of moving them?   Hold down CONTROL while dragging.

Use the Cut, Copy, or Paste command   Make your selection and right-click to display the shortcut menu.

Make a mistake?   Click the **Undo** button.

Clear data from a cell   Select the cell and press DELETE.

Check the spelling in your worksheet   Select the area you want to check, or select a single cell to check the entire worksheet. Then click the **Spelling** button.

Undo button

Spelling button

Insert When You Paste

If you want to copy or move cells to another location, but don't want to replace the existing data, you can insert the cells instead of pasting them. Select the range, click the **Cut** button or the **Copy** button, and then click where you want to insert the cells. Click **Copied Cells (Insert** menu) to simultaneously insert the necessary range and to copy or move the cells. If the range is less than an entire row or column, a dialog box appears, letting you choose whether to shift existing cells to the right or down to accommodate the inserted cells.

Cut button

Copy button

? **Want to know more?** Look up **Getting Results - First Workbook** in Help.

Office Assistant button

MS 113825

Enter a Formula to Calculate a Value

Set aside your calculator! Instead, use *formulas* to calculate values on your worksheet. To create any formula, begin by pressing the equal sign (=). You can enter values directly in a formula, for example, by typing **=1+2+3**. Press ENTER to see the value resulting from the formula.

You can also use values in other cells by including their cell references in the formula. For example, the formula =A1+B2+C3 totals the values in these three cells.

Take advantage of Microsoft Excel *functions*, which are built-in formulas you can use alone or within larger formulas. To create a formula that automatically totals values with the SUM function, click the **AutoSum**™ button. If the proposed range to be totaled is incorrect, drag to indicate the correct range, and then press ENTER.

AutoSum button

The selected cell's formula is displayed in the formula bar.

SUM	▼	✗ ✓ =	=SUM(B4:B6)			
	A	B	C	D	E	F	G
1				Northwind Traders			
2				Sales Summary			
3		Jan	Feb	Mar	Apr	May	Jun
4	Mike Jones	20553	28036	35550	43043	50542	58040
5	Pam Coburn	9177	10230	9980	10599	11000	11402
6	Janis Kincaid	23788	37294	39458	49183	57018	64853
7		=SUM(B4:B6)					

The SUM function totals values for January.

B7	▼	=	=SUM(B4:B6)			
	A	B	C	D	E	F	G
1				Northwind Traders			
2				Sales Summary			
3		Jan	Feb	Mar	Apr	May	Jun
4	Mike Jones	20553	28036	35550	43043	50542	58040
5	Pam Coburn	9177	10230	9980	10599	11000	11402
6	Janis Kincaid	23788	37294	39458	49183	57018	64853
7		53518	75560	84988	102825	118560	134295

To total all months at once, select the range before clicking the **AutoSum** button.

Find the right function quickly and easily   Click the **Paste Function** button for help in finding the function you need and in building a formula. You can also use the **Paste Function** button to combine functions in a formula. Select from a list of the most frequently used functions by clicking the arrow next to the **Functions** list, which appears at the far left of the formula bar when you're entering or editing a formula.

Paste Function button

Display formulas instead of values on your worksheet   Press CONTROL+` (single left quotation mark) to switch between values and formulas.

See a total of currently selected data   The sum of the cells you currently have selected is displayed in the status bar at the bottom of the screen. As the selection changes, the total is updated accordingly.

Get help editing formulas   If you need some guidance while editing a formula already entered in a worksheet, click the **Edit Formula** button. The Formula Palette appears, which provides details about the formula and allows you to modify it easily.

Click here to display frequently used functions.

SUM

Click the **Edit Formula** button to display the Formula Palette.

Use Natural Language Formulas

You can build formulas that refer to cells and cell ranges by using row and column labels instead of cell references. In the table on the preceding page, for example, instead of using the formula =SUM(B4:B6) to total the January column, you could type =SUM(January) to achieve the same result.

For more information about natural language formulas, see "About Natural Language Formulas," page 489.

Want to know more?   Look up **Getting Results - First Workbook** in Help.

Office Assistant button

Part 1 Your First Day at the Office

Change the Way Text and Data Look

Sometimes it's difficult to quickly locate pertinent information in a crowded worksheet. Use formatting to dramatically improve your worksheet's power to communicate clearly. There are many ways you can modify the appearance of your worksheet. Before you make a change, remember to select the cell or range you want to apply the change to.

┌ Make text bold or italic.   ┌ Change the font and size.

| Arial | | 10 | B | I | U | ≡ | ≡ | ≡ | ▦ | ⯮ | ⯮ | $ | % | — Use the **Formatting** toolbar to quickly change the appearance of text and values. |

	A	B	C	D	E	F
1			Northwind Traders			
2			Sales Summary			
3						
4		Jan	Feb	Mar	Apr	May
5	Mike Jones	$ 20,553	$ 28,036	$ 35,550	$ 43,043	$ 50,542
6	Pam Coburn	$ 9,177	$ 10,230	$ 9,980	$ 10,599	$ 11,000
7	Janis Kincaid	$ 23,788	$ 37,294	$ 39,458	$ 49,183	$ 57,018
8	Totals	$ 53,518	$ 75,560	$ 84,988	$ 102,825	$ 118,560

— Underline values or text.

└ Align data left, right, or centered.   └ Format values as currency.

Need more formatting options? Instead of using toolbar buttons, right-click to see the available formatting commands.

Automatically apply formatting to a range Use an *autoformat*, which makes all formatting changes for you at once. Click **AutoFormat (Format** menu), and select the look you want.

Do you see ###### in a cell? Widen the column by double-clicking the right border of the column heading. (When you point to the column border, it changes to a two-headed arrow.) You can also fit data into a cell by changing the number format, or by using the **Shrink to fit** option of the **Cells** command (**Format** menu).

| E | ⊕ | F |

└ Double-click to fit the column to the data.

Change the look of a worksheet in other ways See "Make Your Microsoft Excel Worksheet Look Great," page 148.

MS 113828

Add More Sheets to the Workbook

To organize your data, you can add more sheets to a workbook. These can be other worksheets; for example, one worksheet might contain a quarterly summary, and others could provide detailed data for each month of the quarter. Another kind of sheet you can add is a *chart sheet*, which displays data graphically.
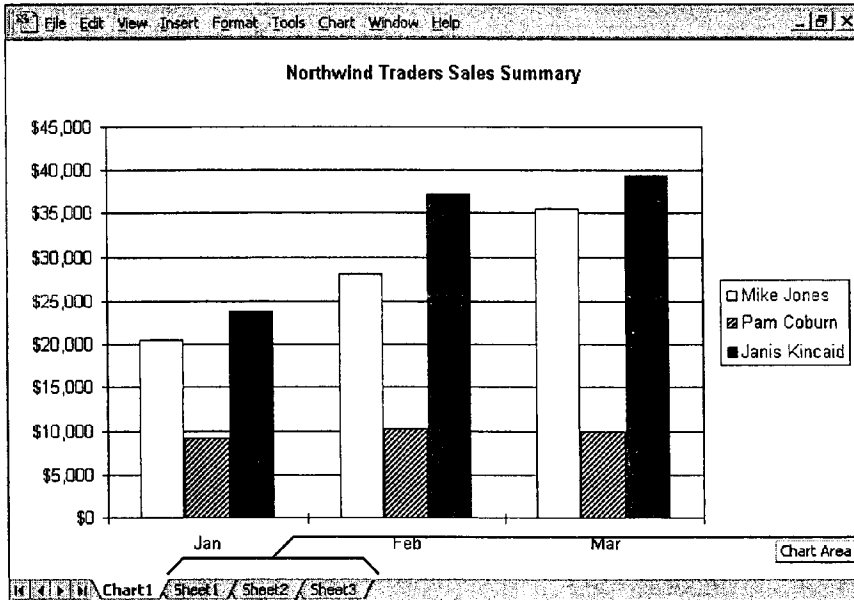
To see another sheet, click its tab.

A chart sheet has been added to the workbook.

Click here to see more tabs.

Need to work with a lot of sheets? The number of sheets you can add to a workbook is limited only by available system memory. A new workbook contains three worksheets by default, but you can change this setting. Click **Options (Tools** menu). On the **General** tab, specify your preference, between 1 and 255, in the **Sheets in new workbook** box.

Give workbook sheets meaningful names Named tabs can help you locate sheets in your workbook. Double-click the tab at the bottom of the window, and type the name you want.

To rename a sheet, double-click its tab.

View and Adjust the Sheet Layout

Microsoft Excel allows you to print specific cell ranges, which can include charts and other graphic objects, in various locations. The **Page Break Preview** command (**View** menu) helps you visualize and adjust the big printing picture.

In page break preview, each page is indicated by large gray letters in the background, and print areas are white with heavy black borders. Page breaks are indicated by heavy lines within the print area: Automatic page breaks are indicated by dashed lines; manual page breaks are indicated by solid lines. You can adjust page breaks and print areas by dragging these lines. You can enter and edit data and adjust the size and position of charts and other objects in page break preview.
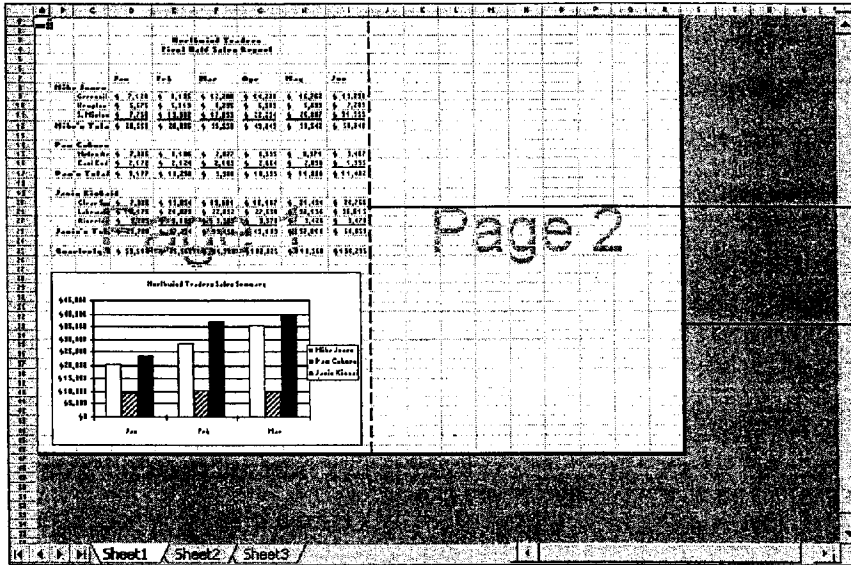
Drag to adjust page breaks. Drag page breaks off the screen to remove them.

Drag to adjust the print area.

Change the page setup   In page break preview, right-click, and then click **Page Setup** on the shortcut menu. On the **Sheet** tab, set the area of the worksheet that you want to print. Change margins and alignment on the **Margins** tab. Orient pages horizontally or vertically on the **Page** tab. Add or edit headers and footers on the **Headers and Footers** tab.

Want to know more?   Look up **Getting Results - First Workbook** in Help.

Office Assistant button

MS 113830

Save, Preview, and Print a Sheet

Suppose you have worked for two hours on your workbook, and then the power goes out. To avoid having to redo all that work, be sure to save your work often. When you are ready to print, you can reduce wasted time and paper by previewing your sheet before printing it.

To save the workbook, click the **Save** button. To view the current sheet as it will appear when printed, click the **Print Preview** button. To print without previewing, click the **Print** button.

Save button **Print Preview** button **Print** button

In print preview, click here to get a close-up view.

If no changes are needed, click here.

To return to normal view, click here.

To adjust page breaks and object positioning, click here.

To adjust page layout, click here.

Print part of your worksheet Select the area you want to print, and then click **Set Print Area** (**File** menu, **Print Area** submenu). Then click the **Print** button. To subsequently print the entire worksheet, click **Clear Print Area** (**File** menu, **Print Area** submenu).

Use this workbook as a basis for others If you want to create more workbooks based on this one, save it as a template. Click **Save As** (**File** menu), and then click **Template** in the **Save as type** list.

MS 113831

Are You Working with a List?

Often a Microsoft Excel worksheet takes the form of a *list*, which is a labeled series of rows containing similar data.

Working with lists, you can:

- Show a subset of rows by filtering to see just the data you want.
- Sort the list alphabetically, numerically, or chronologically, or create a custom sort.

- Insert automatic subtotals.
- Compare and analyze data in a *PivotTable*, which is an interactive worksheet table that summarizes large amounts of data.

For information about working with lists, see "Create a Business Contact List in Microsoft Excel," page 353. For information about creating a PivotTable, see "Create a Sales Summary," page 563.

Original list with all sales for the first quarter

	A	B	C	D	E	F
1	Northwind Traders					
2	Employee Sales, 1st Quarter 1997					
3						
4	Country	Last	First	Shipped Date	Order ID	Sale Amount
5	UK	Buchanan	B.L.	6-Jan-97	10869	$1,630.00
6	UK	Buchanan	B.L.	6-Jan-97	10872	$2,058.46
7	UK	Buchanan	B.L.	8-Jan-97	10874	$310.00
8	UK	Buchanan	B.L.	9-Jan-97	10866	$1,096.20
9	UK	Buchanan	B.L.	10-Jan-97	10870	$160.00
10	UK	Buchanan	B.L.	23-Jan-97	10899	$122.40
11	UK	Dodsworth	Annabella	6-Jan-97	10828	$932.00
12	UK	Dodsworth	Annabella	6-Jan-97	10871	$1,979.23
13	UK	Dodsworth	Annabella	9-Jan-97	10893	$5,502.11

Select any cell within the table.

Click **AutoFilter** (**Data** menu, **Filter** submenu).

	A	B	C	D	E	F
1	Northwind Traders					
2	Employee Sales, 1st Quarter 1997					
3						
4	Country	Last	First	Shipped Da	Order I	Sale Amou
5	UK	Buchanan	B.L.	6-Jan-97	10869	$1,630.00
6	UK	Buchanan	B.L.	6-Jan-97	10872	$2,058.46
11	UK	Dodsworth	Annabella	6-Jan-97	10828	$932.00
12	UK	Dodsworth	Annabella	6-Jan-97	10871	$1,979.23

Click a column's arrow button to filter the list.

Filtered list showing one day's orders

MS 113832

Next Steps

To	See
Create charts that display your data graphically on the worksheet or on separate sheets	"Create a Chart from Worksheet Data," page 260

MS 113833

Create Your First PowerPoint Presentation

Any time you communicate with a group of people, you're giving a presentation. The more important the message, the clearer you want the presentation to be. Also, the larger the audience, the easier the message must be to grasp. You can communicate information better and more easily with a PowerPoint *presentation*, a series of slides that you create by using PowerPoint. Before you get started on the presentation, you should know what you'll need. You may want to use one or more of the following items:

- Slides, displayed electronically (using a computer), or in standard 35mm format (using a slide projector), or printed on overhead transparencies or paper.

- Printed handouts for the audience.

- Notes the presenter can use for reference.

Electronic presentations   Audience handouts

35mm slides

Speaker notes   Color or black-and-white overheads

MS 113834

AHL0123161
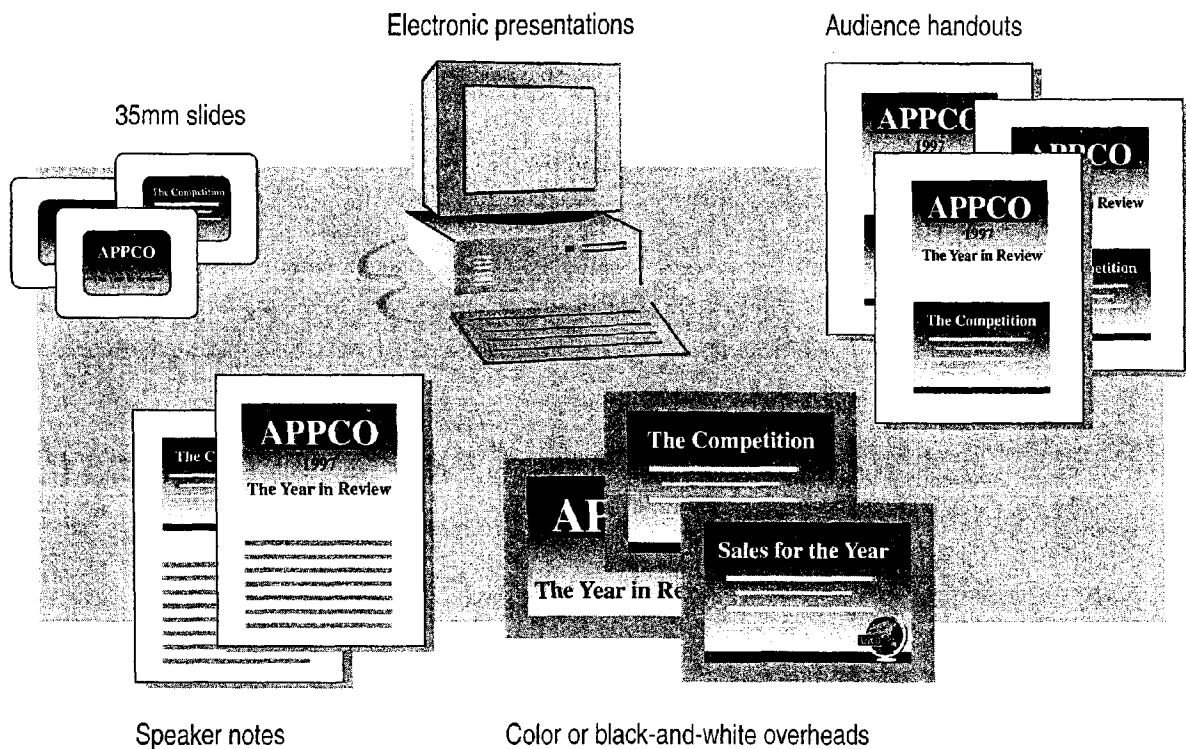
Getting Around in PowerPoint

PowerPoint has five views, each of which gives you a different way of looking at your work. Open a view by clicking its corresponding button, located at the bottom of the main window.

Slide view Use this view when incorporating text and graphic elements, creating "progressive disclosure" builds (called *animations*), and modifying the appearance of a slide.

Outline view Work with slide titles and main text in this view. It's best for organizing and developing presentation content.

Slide sorter view This view is best for arranging and ordering slides, adding transitions, and setting timing.

Notes page view Create notes for the presenter in this view. Draw and type anything you want on a notes page.

Slide show In this view, each slide fills the screen, and you can see the effects of transitions, animations, and timing.

Slide view

Outline view

Slide sorter view

Slide show
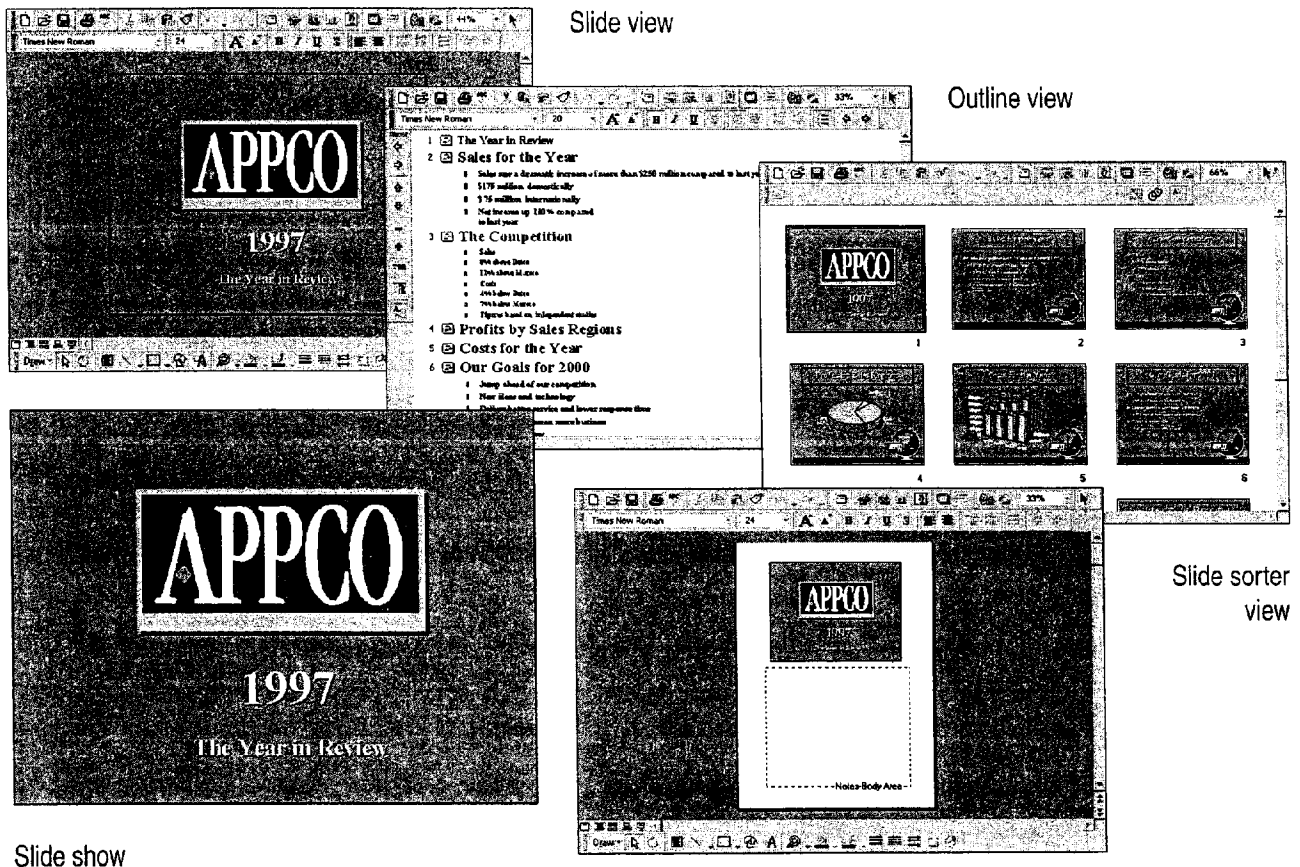
Notes page view

MS 113835

Part 1   Your First Day at the Office

Find your place   When you use the vertical scroll bar in slide view or notes page view, a slide indicator appears, telling you exactly which slide you'll land in when you release the mouse button.
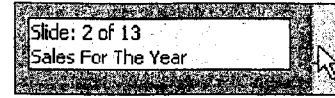
Slide: 2 of 13
Sales For The Year

Want to know more?   Look up **Getting Results - First Presentation** in Help.

Office Assistant button

MS 113836

94   Getting Results with Microsoft Office

AHL0123163

Create a New Presentation

You can use the PowerPoint AutoContent Wizard to help create and organize your presentation. To use the wizard, click **New** (**File** menu), double-click **AutoContent Wizard** on the **Presentations** tab, and then follow the instructions in the wizard. After you choose the type of presentation you want to create, the wizard uses the information that you provide to help you create a presentation outline. Presentations created with the AutoContent Wizard include suggestions on where to put different kinds of information and how to organize it into an effective presentation format.

You can also create a new presentation without using the wizard. To open a blank presentation, click **New**, and on the **General** tab, double-click **Blank Presentation**. To use a predesigned template, click **New**, and on the **Presentation Designs** tab, double-click the design you want.

Following is an example of a presentation outline created by the AutoContent Wizard. This outline is for a presentation designed to deliver a progress report.

Each icon represents a slide.

The first slide is the title slide.

You can see the selected slide as it will appear in a slide show.

The text adjacent to a slide icon is the slide title.

Items below slide icons become bulleted items.

MS 113837

Important If the AutoContent Wizard is not available, or if there is a limited number of AutoContent templates available, you might need to rerun Setup. For more information, see "Install and Start Microsoft Office," page 28.

Create an online presentation The AutoContent Wizard can help you create a presentation specifically designed for the World Wide Web. For more information, see "Create a Web Presentation with PowerPoint," page 452.

Want to know more? Look up **Getting Results - First Presentation** in Help.

Office Assistant button

MS 113838

96 Getting Results with Microsoft Office

Enter Your Own Text

The easiest and fastest way to enter and edit the text in your presentation is to use outline view. In outline view, you can see and edit your presentation in one window, rather than one slide at a time.

The AutoContent text provides a starting point ...

... for your own text content.
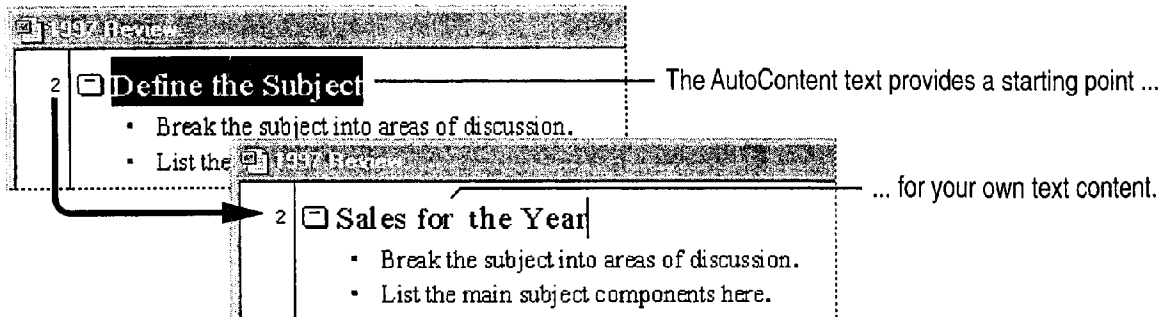
Guidelines for Working in Outline View

- To manipulate outline items, you can use the **Outlining** toolbar, which appears automatically in outline view.

- Each line of text that you type in an outline automatically becomes either a slide title or bulleted item on a slide.

- You can click to the left of a bulleted item and drag it to another location.

- If you click the slide icon next to a slide title, you can drag the slide and all its subordinate text at once.

- To create a new bulleted item, click at the end of an existing bulleted item line and press ENTER.

- To create a new slide, first create a new bulleted item, and then click the **Promote** button until the bullet becomes a slide icon.

Promote button

Peek at your slide   While you work in outline view, the slide miniature window appears automatically and displays the selected slide. Or you can quickly switch to slide view by double-clicking the icon next to the title of the slide you want to see.

Insert special characters   You can insert special characters such as em dashes, true fractions, and letters with diacritical marks (such as umlauts, cedillas, and so on) by clicking **Symbol** (**Insert** menu).

Part 1   Your First Day at the Office

Choose the Appearance You Want

After you supply the information, it's time to decide how it should look. Use the **Apply Design** command (**Format** menu) to select one of the professionally created PowerPoint designs. For more information, see "Customize the Appearance of Your Presentation," page 319.

Just three of many possible slide designs you can choose from

Want to know more? Look up **Getting Results - First Presentation** in Help.

Office Assistant button

MS 113840

Add Graphics

The **Insert Clip Art** button activates the Microsoft Clip Gallery, a convenient way to browse and select clip art, sounds, pictures, and movies. Use the drawing tools on the **Drawing** toolbar to focus attention on important information. Import graphics from other programs by using the **Object** and **Picture** commands (**Insert** menu). Add multimedia elements by using the **Movies and Sounds** command (**Insert** menu). For more information, see "Get Your Point Across with Graphics," page 159, and "Prepare for an Electronic Presentation," page 304.

Insert Clip Art button
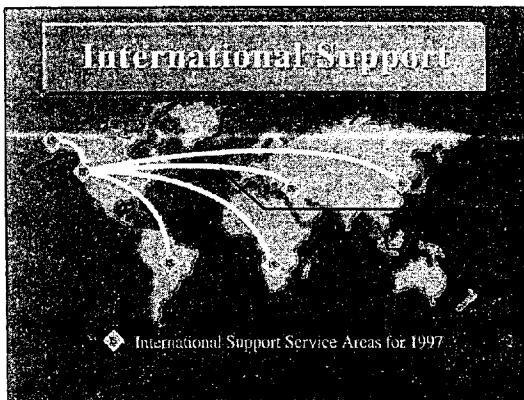
Clip art helps illustrate your point.

Enhance slides with the drawing tools provided in PowerPoint.

Add clips to the gallery   Click the **Import Clips** button in the **Microsoft Clip Gallery** dialog box to add your own clip art, pictures, sounds, or movies to the gallery, and then organize them into categories.

MS 113841

Part 1   Your First Day at the Office

Check for Errors

How many times have you typed "adn" when you meant to type "and"? The AutoCorrect feature fixes this kind of common mistake for you automatically while you type.

Click **AutoCorrect** (**Tools** menu) to select options and add your own common typing and spelling errors to the list for automatic correction.
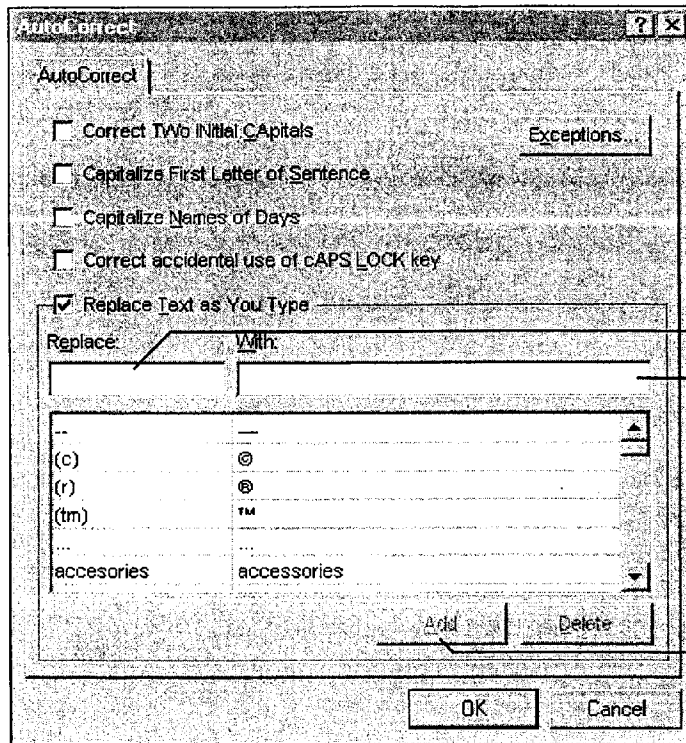
Enter a typing or spelling error you frequently make ...

... enter the correction ...

... and then add it to the list of corrections to be made automatically.

MS 113842

100   Getting Results with Microsoft Office

Check your spelling   Click **Spelling** (**Tools** menu) when it's time to proofread your presentation.

Check your style   The Style Checker performs a style audit of your presentation to detect everything from simple spelling errors to style and design errors specifically associated with presentations, such as too many bullets on a slide, fonts that are too small for the audience to see, and many others. Click **Style Checker** (**Tools** menu).

Test your presentation   Try running your presentation on-screen. You might find that you need to make some additional adjustments when you see your slides in sequence. To run the slide show, click the **Slide Show** button.

Slide Show button

Rehearse and time your presentation   PowerPoint includes rehearsal and transition features that can help you rehearse and determine the length of your presentation. For example, you can set the display time for each slide and have PowerPoint automatically advance slides based on your display time setting. For more information, see "Prepare for an Electronic Presentation," page 304.

Want to know more?   Look up **Getting Results - First Presentation** in Help.

Office Assistant button

MS 113843

Create Printed Materials

Print your presentation on paper or transparencies
To print overheads, audience handouts, notes, or a presentation outline, click **Print** (**File** menu), and then make a selection in the **Print what** list.

Speed up printing To bypass the **Print** dialog box, click the **Print** toolbar button.

Customize print settings Click **Options** (**Tools** menu), and on the **Print** tab, click **Use the following default print settings**. Then select an option from the **Print what** list.

Continue working while you print Click **Options**. On the **Print** tab, select the **Background printing** option.

Create custom handouts The Write-Up feature exports your presentation, including slide images and notes, to Microsoft Word, where you can create multipage handouts or notes pages. If you need handouts that include documents from several Office applications, use the Office Binder to collate them for easy printing. For more information, see "Create Audience Handouts and Speaker Notes," page 298, and "Use Office Applications Together," page 169.

Create 35mm slides and color overheads If you don't have access to a color printer or a 35mm film recorder, you can use a service bureau. If you have a modem, you can send your order directly to Genigraphics 24 hours a day. Finished slides can be delivered overnight. If you don't have a modem, use your favorite fast-delivery service.

Choose from a variety of output options.
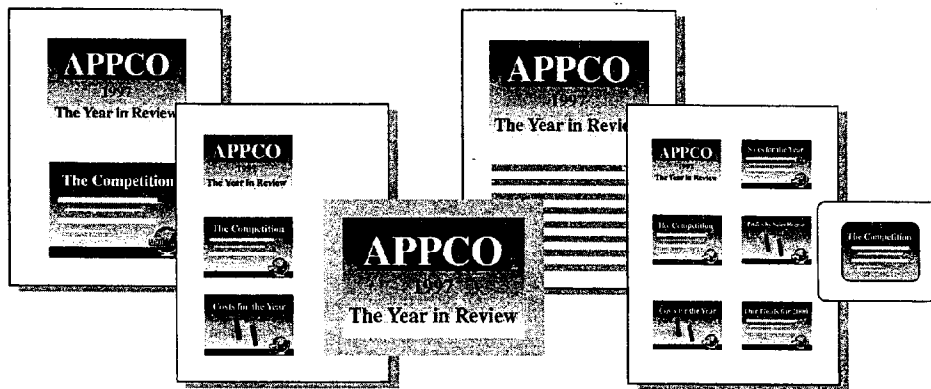
MS 113844

Next Steps

To	See
Produce handouts and other printed materials	"Create Audience Handouts and Speaker Notes," page 298
Create a presentation you can display on a computer	"Prepare for an Electronic Presentation," page 304
Add graphics	"Get Your Point Across with Graphics," page 159
Change the design	"Customize the Appearance of Your Presentation," page 319

MS 113845

Use Your First Microsoft Access Database

Most businesses maintain vital information in databases. Customer lists, product inventories, and payroll schedules, for example, are often stored in database applications.

With Microsoft Access, you keep all your data about a subject in one place where it's easy to find what you need. When you use the data, you can summarize and present information about one or more related subjects in many ways. Updating information is easy— change the data once and Microsoft Access updates it wherever it appears.
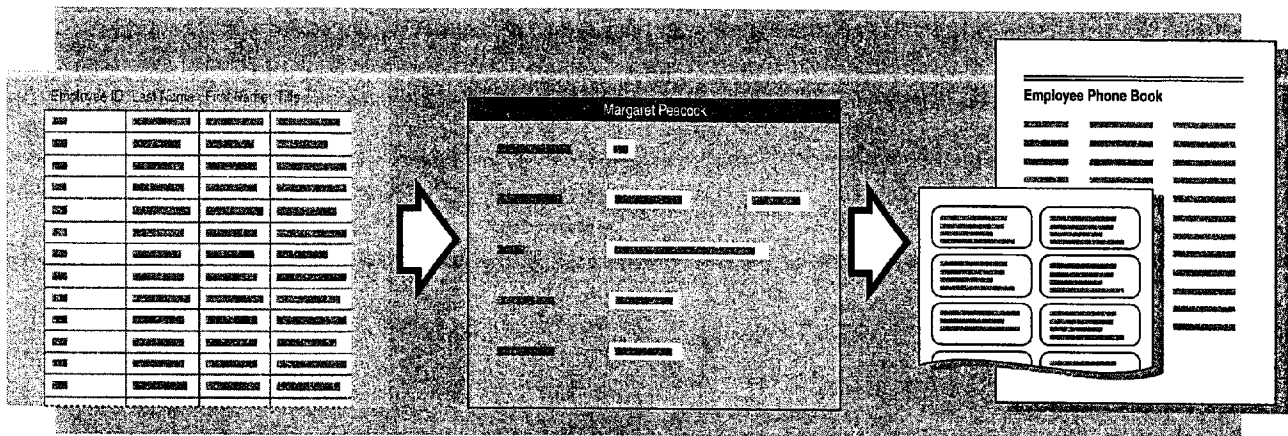
A table keeps all information about a single subject in one place.

A form makes it easier to enter and review specific information.

A report makes it easy to summarize and print information.

Try it out   This topic uses the Northwind database included with Microsoft Access. However, you can also use the procedures described in this topic on your own database. If the Northwind database isn't already installed, rerun Setup to install it.

To complete the steps in this topic   you need to have either Microsoft Office, Professional Edition or an individual copy of Microsoft Access installed.

MS 113846

View Information in a Database

Suppose you're the new personnel manager of Northwind Traders, an import/export company. Your first task in your new position is to review and update employee data.

Start Microsoft Access. Make sure **Open an existing database** is selected. To open the Northwind database, click **Northwind** and then click **OK**. The Northwind Database window appears. On the **Tables** tab, click **Employees**, and then click **Open**.

All facts about a topic are stored in a single table.

┌ Each *field* contains a single fact.

Employee ID	Last Name	First Name	Title	Birth Date	Hire Date	Addr
1	Davolio	Nancy	Sales Representative	08-Dec-48	01-May-92	507 - 20th A
2	Fuller	Andrew	Vice President, Sales	19-Feb-52	14-Aug-92	908 W. Capi
3	Leverling	Janet	Sales Representative	30-Aug-63	01-Apr-92	722 Moss B
4	Peacock	Margaret	Sales Representative	19-Sep-37	03-May-93	4110 Old Re
5	Buchanan	Steven	Sales Manager	04-Mar-55	17-Oct-93	14 Garrett H
6	Suyama	Michael	Sales Representative	02-Jul-63	17-Oct-93	Coventry Ho
7	King	Robert	Sales Representative	29-May-60	02-Jan-94	Edgeham Ho
8	Callahan	Laura	Inside Sales Coordinator	09-Jan-58	05-Mar-94	4726 - 11th /
9	Dodsworth	Anne	Sales Representative	27-Jan-66	15-Nov-94	7 Houndstoo
(AutoNumber)						

— A *record* contains all the facts about an item in the table.

— A new record goes here.

└ Records in the table are automatically numbered.

Can't see the contents of a column?   Resize the column to fit the data by double-clicking the right side of the column heading.

Want to know more?   Look up **Getting Results - First Database** in Help.

Office Assistant button

MS 113847

What Is a Relational Database?

A relational database—such as the Northwind database—stores information in a collection of tables, each containing data about one subject. Because the tables are related, you can use information from more than one table at a time.

For example, you may want to combine information from an Employees table with an Orders table to create a report of total sales per employee for the past month. The two tables share one type of information (in this case, the employee ID number), but otherwise maintain discrete data. Storing data in related tables is very efficient because you store a fact just once, which reduces disk storage requirements and makes updating and retrieving data much faster.

In a relational database, each table includes a field that is also included in another table so tables can share information.

Employee ID	Last Name	First Name	Title
1	Leverling	Nancy	Sales Representative
2	Fuller	Andrew	Vice President
3			
4			
5			

Order ID	Customer ID	Employee ID	Ship Name
10000	FRANS	2	Franchi S.p.A.
10001	MEREP	4	Mere Paillarde
10002	FOLKO	7	Folk ochfa HB
10003	SIMOB	1	Simons bistro
10004			

June Sales Report

July 5, 1997

Employee	Total Sales
Janet Leverling	$6,980
Margaret Peacock	$3,456
Andrew Fuller	$2,987
	$2,765

MS 113848

Sort Records Alphabetically

It's easy to review or find names when you see them alphabetically.
You can change the Employees table so that records are sorted
alphabetically by last name instead of by employee ID number.

To sort employee records in alphabetical order,
click the Last Name heading ...

... and then click the **Sort Ascending** button.

Employee ID	Last Name	First Name	Title	Title Of Courtesy	Birth Date	Hire
5	Buchanan	Steven	Sales Manager	Mr.	04-Mar-55	17-O
8	Callahan	Laura	Inside Sales Coordinator	Ms.	09-Jan-58	05-M
1	Davolio	Nancy	Sales Representative	Ms.	08-Dec-48	01-M
9	Dodsworth	Anne	Sales Representative	Ms.	27-Jan-66	15-N
2	Fuller	Andrew	Vice President, Sales	Dr.	19-Feb-52	14-A
7	King	Robert	Sales Representative	Mr.	29-May-60	02-Ja
3	Leverling	Janet	Sales Representative	Ms.	30-Aug-63	01-A
4	Peacock	Margaret	Sales Representative	Mrs.	19-Sep-37	03-M
6	Suyama	Michael	Sales Representative	Mr.	02-Jul-63	17-O
(AutoNumber)						

Sort by more than one field if the fields are adjacent For example, to
sort by both last name and first name, use the SHIFT key to select both the
Last Name and First Name fields. Then click the **Sort Ascending** button.

Want to rank employees? Select a numeric field, such as salary or
grade, and then click the **Sort Ascending** button or **Sort Descending**
button.

Sort Descending button

Want to know more? Look up **Getting Results - First Database** in Help.

Office Assistant button

Find and Display Only the Information You Need

Northwind's sales manager has drafted a new sales policy, which she has asked you to distribute to all sales representatives. To review only their records in the Employees table, filter the data.

To find all sales representatives ...   ... select **Sales Representative** ...

... and then click the **Filter by Selection** button.

Employee ID	Last Name	First Name	Title	Title Of Courtesy	Birth Date	Hire
5	Buchanan	Steven	Sales Manager	Mr.	04-Mar-55	17-O
8	Callahan	Laura	Inside Sales Coordinator	Ms.	09-Jan-58	05-M
1	Davolio	Nancy	Sales Representative	Ms.	08-Dec-48	01-M
9	Dodsworth	Anne	Sales Representative	Ms.	27-Jan-66	15-N
2	Fuller	Andrew	Vice President, Sales	Dr.	19-Feb-52	14-A
7	King	Robert	Sales Representative	Mr.	29-May-60	02-Ja
3	Leverling	Janet	Sales Representative	Ms.	30-Aug-63	01-A
4	Peacock					
6	Suyama					
(AutoNumber)						

Employee ID	Last Name	First Name	Title	Title Of Courtesy	Birth Date	Hire
1	Davolio	Nancy	Sales Representative	Ms.	08-Dec-48	01-M
9	Dodsworth	Anne	Sales Representative	Ms.	27-Jan-66	15-N
7	King	Robert	Sales Representative	Mr.	29-May-60	02-Ja
3	Leverling	Janet	Sales Representative	Ms.	30-Aug-63	01-A
4	Peacock	Margaret	Sales Representative	Mrs.	19-Sep-37	03-M
6	Suyama	Michael	Sales Representative	Mr.	02-Jul-63	17-O
(AutoNumber)						

Record: 1 of 6 (Filtered)

Employee's title.   FLTR   NUM

Number of filtered records

Want to display all employee records again? Click the **Remove Filter** button.

Remove Filter button

Want to filter for just part of a field? For example, to find employees who were hired in 1992, select 92 anywhere in the Hire Date column, and then click the **Filter by Selection** button.

MS 113850

Make It Easier to Read Records

Looking at information in tables with many fields, such as the Employees table, can be difficult. You can create a *form* to review individual records that displays only the fields you want to see.

Click the **New Object** arrow, and then click **Form**. In the **New Form** dialog box, double-click **Form Wizard**, and then follow the instructions in the wizard.

New Object button and arrow

The Employees 1 form shows one record at a time.
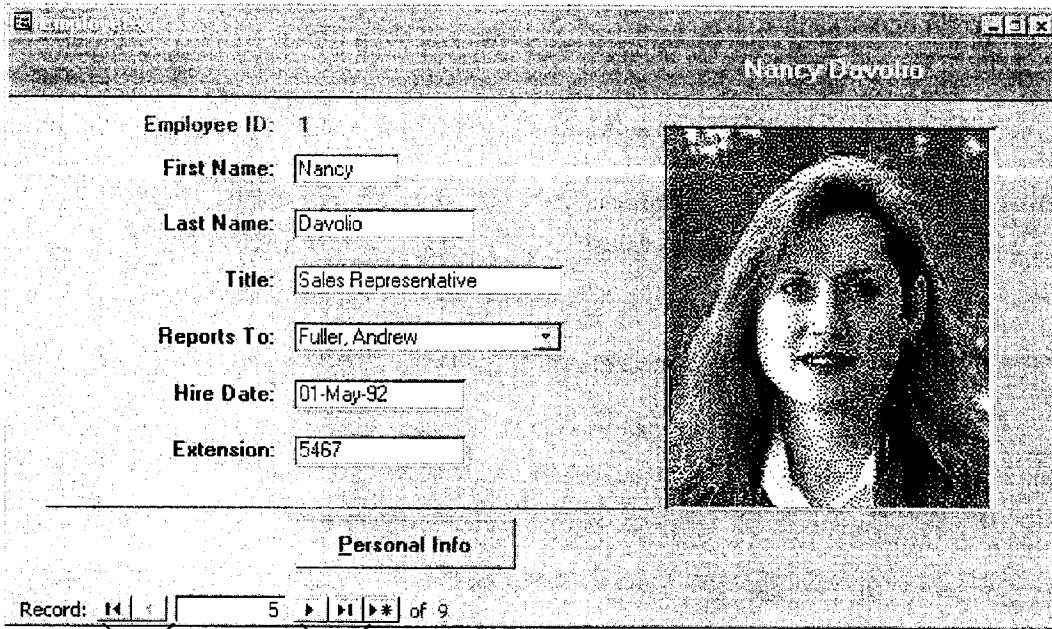
└ To see other employee records, click these buttons.

Want to look at all the fields in a table?   Click the **New Object** arrow, and then click **AutoForm**. Your new form includes all the fields contained in the table.

Want to know more?   Look up **Getting Results - First Database** in Help.

Office Assistant button

MS 113851

Part 1   Your First Day at the Office

Add a Record to Your Database

When you need to add a new record to your table, use the same form that you used to review records. Using a form makes it easy to see what to type in each field, and it can save typing if the form provides list boxes and other controls that help you enter the information you want.

To open a blank record, click the button with the asterisk (*) at the bottom of the form. Then fill out the form.

When you view another record or close the form, Microsoft Access saves the new record and adds it to the table.

— Microsoft Access automatically assigns the
  next available employee ID number.

Click **Object (Insert menu)** to add a picture that you've scanned and saved.

— To add a new record, click here.

Make a mistake?   To undo a change to a field, click the **Undo** button. To undo changes to an entire record, click the **Undo** button again.

Undo button

Need to delete a record?   Click **Select Record (Edit** menu) and then click the **Delete Record** button. In some cases, if the record contains information from another table, Microsoft Access may not allow you to delete the record.

Delete Record button

Want to update a record?   Just find the record you want to update, and then make the change in the field.

MS 113852

Present Data in the Format You Need

A *report* summarizes and formats data the way you want to see it. You can create mailing labels, summarize records, and display information graphically. When you add or change records in a form or table, the information is automatically updated the next time you run the report.

To create an employee phone book, click the **New Object** arrow and click **Report**. Double-click **Report Wizard**, and then click **Employees** in the **Tables/Queries** box. In the **Report Wizard** dialog box, click **LastName**, **FirstName**, **Extension**, **Country**, and **City** in the **Available fields** list. Then follow the instructions in the wizard.

In the Report Wizard, group by country and then by city.
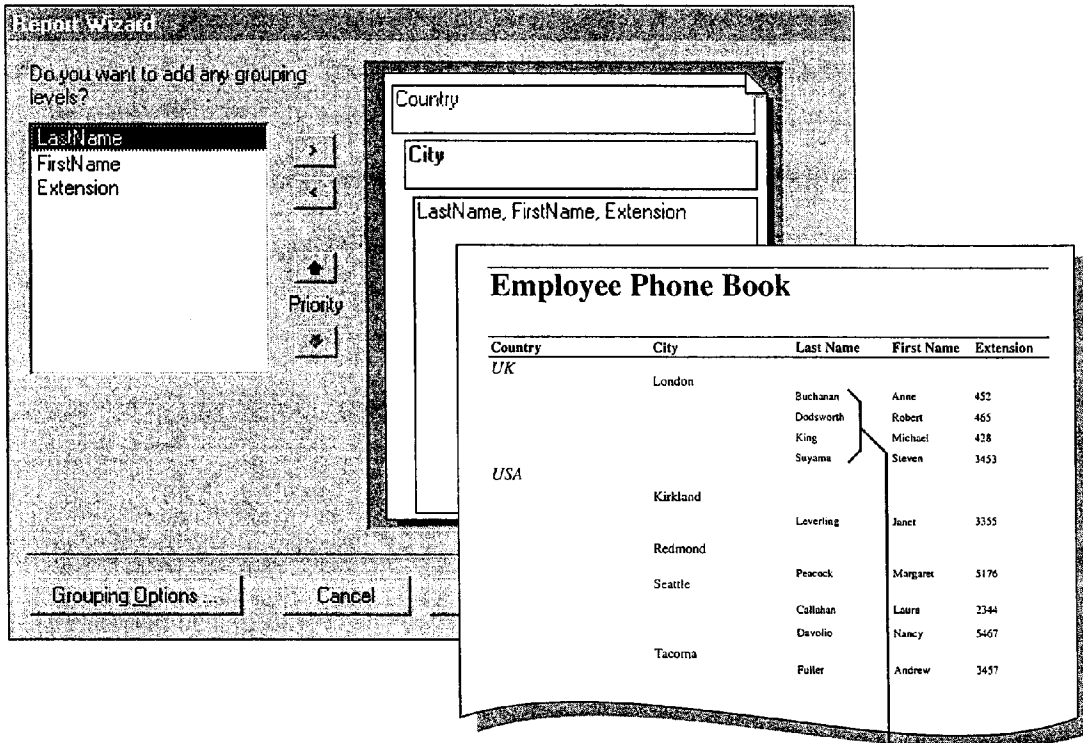
You can assign a sort order to the data.

MS 113853

AHL0123180

Need Help Setting Up a Database?

Now that you've seen how a Microsoft Access database can help you manage your data efficiently, you're ready to set up your own database. With Microsoft Access, you don't need to be a database expert to create a database.

The Microsoft Access Database Wizard helps you quickly set up common business and personal databases, including tables, forms, and reports. All you need to do is add data. For a list of the databases that you can create with the Database Wizard, click **New Database** (**File** menu). On the **Databases** tab, double-click the icon for the database you want to create.

If the Database Wizard doesn't create the type of database that you need   create a blank database and use the Table Wizard to create the tables. Add the forms and reports you need by using the Form Wizard and Report Wizard. For more information on creating tables, see "Add a Suppliers Table to Your Inventory Database," page 505. For more information on creating forms, see "Create a Great-Looking Product Form," page 498. For more information on creating reports, see "Create and Enhance an Inventory Report," page 525.

Want to use existing information?   Microsoft Access has powerful, easy-to-use tools that manage information from other desktop databases, SQL databases, or applications such as spreadsheets or word processors.

Next Steps

To	See
Create a database without using the Database Wizard	"Design a Custom Inventory Database," page 492
Set up a database by importing a Microsoft Excel worksheet	"Move a Product List into Microsoft Access," page 493
Use the Database Wizard to set up a database that you share with your co-workers	"Track Orders in a Shared Database," page 427
Create and use queries to find information in your database	"Evaluate Sales Performance in a Microsoft Access Database," page 582

MS 113854

Your First Outlook Session

Information is your most valuable resource. It can be an e-mail
message, an appointment in your calendar, a collection of names and
addresses, a list, a note, or a document. Whatever form the
information takes, Outlook can help you make the most of it.

Inbox

From	Subject	Received
✉ Maria Anders		

Journal

Thursday, May 1

7 AM   8 AM   9 AM   10 AM   11 AM   12 PM

● Meet with Maria Anders

Calendar

8 00

9 00

10 00

Meet with Maria Anders

Contacts

Maria Anders
Obere Str. 57
Berlin
12209
Germany

MS 113855

Getting Results with Microsoft Office   **113**
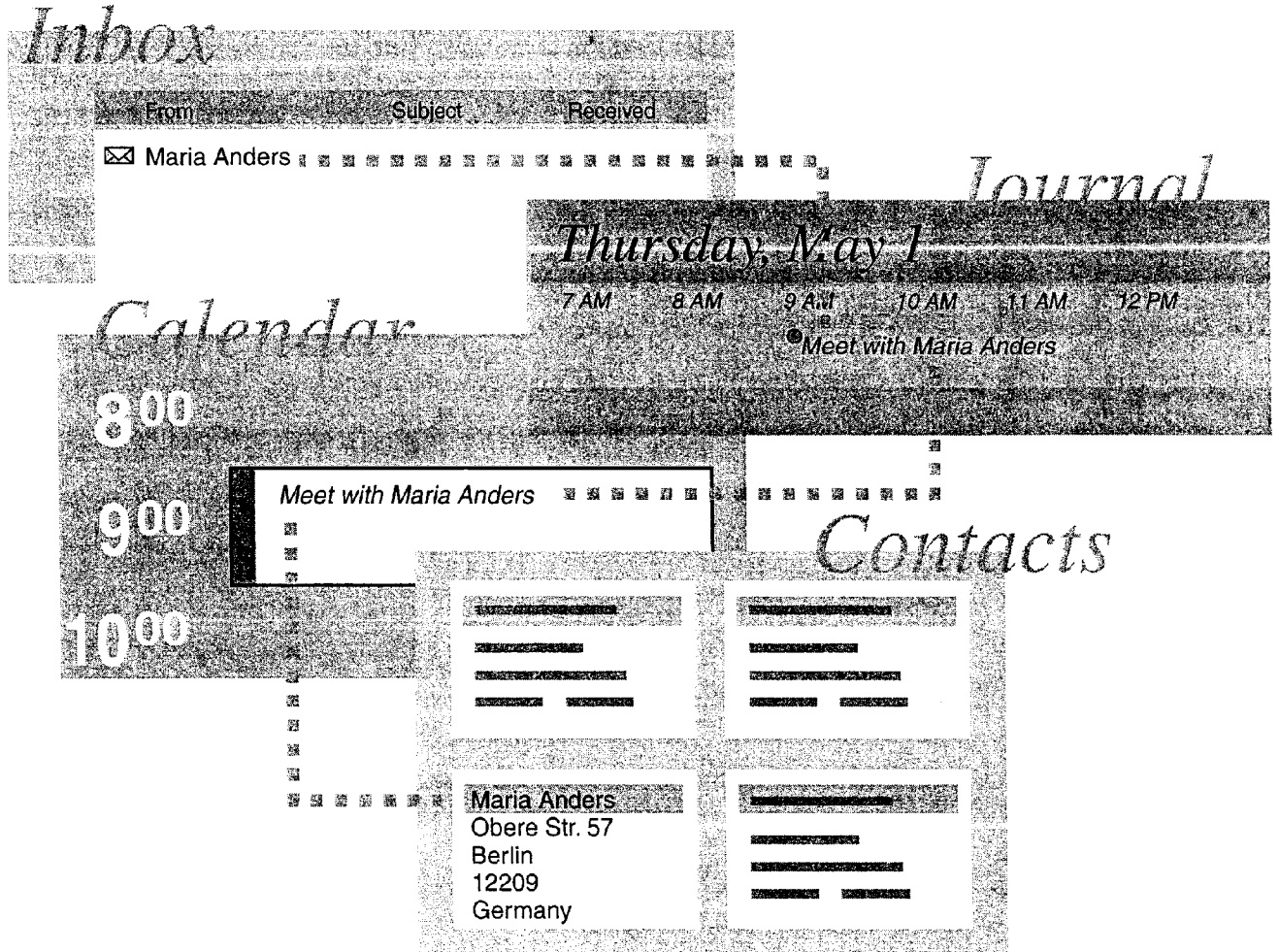
What is Outlook?

Think of Outlook as a central location from which you can create, view, and organize all of your information. You can send and receive e-mail, keep a calendar, store names and addresses, keep track of tasks, review your work history, and make notes. You can also use Outlook to find and open documents on your computer or on a server.

In Outlook, you store information in folders, the same way you store documents. A *Shortcut* stores the folder location and allows you to open it quickly. Some folders and their Shortcuts are already created for you.

Inbox   To read and send e-mail messages

Calendar   To create appointments, plan meetings and events, and review tasks

Contacts   To store names, addresses, and other data about your business and personal contacts

Tasks   To make to-do lists and organize assignments

Journal   To review your work history

Notes   To jot down ideas and reminders

Want to Transfer Data from Other Applications?

If you already have e-mail, calendar entries, contacts, and to-do lists in other applications, such as Microsoft Schedule+, Microsoft Mail, or any desktop PIM, you can easily import your existing data into Outlook. You can also import data from a spreadsheet or from a text file.

Click **Import and Export** (**File** menu), and then select an import option to add data to Outlook. For more information, see "Install and Start Microsoft Office," page 28.

?   **Want to know more?**   Look up **Getting Results - First Outlook Session** in Help.

Office Assistant button

MS 113856

AHL0123183

What's on the Screen?

When you start Outlook you see the Inbox, in which you send and receive e-mail messages. You can switch to other folders by clicking their Shortcuts in the Outlook Bar.

Outlook organizes Shortcuts in groups:

- Click a Shortcut in the *Outlook group* to work with information in the Inbox, the Calendar, Contacts, Tasks, the Journal, and Notes.

- The *Mail group* contains Shortcuts to the Inbox and any other mail folders that you create.

- In the *Other group*, you can click a Shortcut to open folders on your computer, your company's server, or any attached network drive.

┌─ Shortcut groups   ┌─ The Outlook Bar contains Shortcuts to folders in Outlook as well as
                          to folders on your computer or on any connected network server.

The contents of the folder you open appear in this window.

└─ Click a Shortcut to open the folder you want.

Add a Shortcut Click **Add to Outlook Bar** (**File** menu).

Rearrange Shortcuts within a group Drag the Shortcut to another location in the group.

Move a Shortcut to another group Drag the Shortcut over the other folder group. When that group opens, position the Shortcut where you want it, and then release the mouse button.

Create a new group Right-click the **Outlook Bar**, and then click **Add New Group.**

MS 113857

Create and Send E-mail

Outlook can help you create, share, and manage information that's important to you and the people you work with.

For example, suppose that you're in charge of planning a conference. You need to meet and exchange information with your co-workers and others to pick a location and date for the conference, set up committees, organize and assign tasks, arrange for speakers, and choose vendors, among other activities. Start by sending an e-mail message to notify your team of the conference.

To create a message, click the **New** button.

New button in the Inbox

— When you're ready to send the message, click here.

— Click here to set options for prioritizing, tracking, and delivering mail.

Use these options to style the text in the message.

Click **Message Header** (**View** menu) to show or hide Subject and Cc lines. To add a Bcc line, click **Bcc Field** (**View** menu).

Type your message here.

From...	Kylie Hansen
To...	Shannon Boyd; Stephanie Conroy; Ketan Delal; Michael Dunn
Cc...	
Subject:	Conference

It's time to start planning for this year's conference. I'll set up a meeting in a few weeks. In the meantime, look over your notes from last year and start thinking of good ideas.

Need to resend a message?   If you accidentally send incomplete information or send a message to the wrong person, you can retrieve the message. In the **Mail Folders** group, click **Sent Items**. Open the message you want to retrieve, and then click **Recall This Message** (**Tools** menu).

Add new information   The **New** button changes to reflect the current folder group. Click the **New** arrow to create an item, folder, or document from anywhere in Outlook.

MS 113858

Set Up a Meeting

Now that you've notified your team of the conference, you want to set up a meeting to begin making plans. Use the Meeting Planner to schedule a meeting at a time when everyone can attend.

To schedule a meeting, click the **New** arrow and then click **Meeting Request**. On the **Appointment** tab, you can specify a location, add notes, and attach documents to the meeting request. Then click the **Meeting Planner** tab to find a time available for all invitees.

When you're finished, click here to send the meeting request to the invitees.
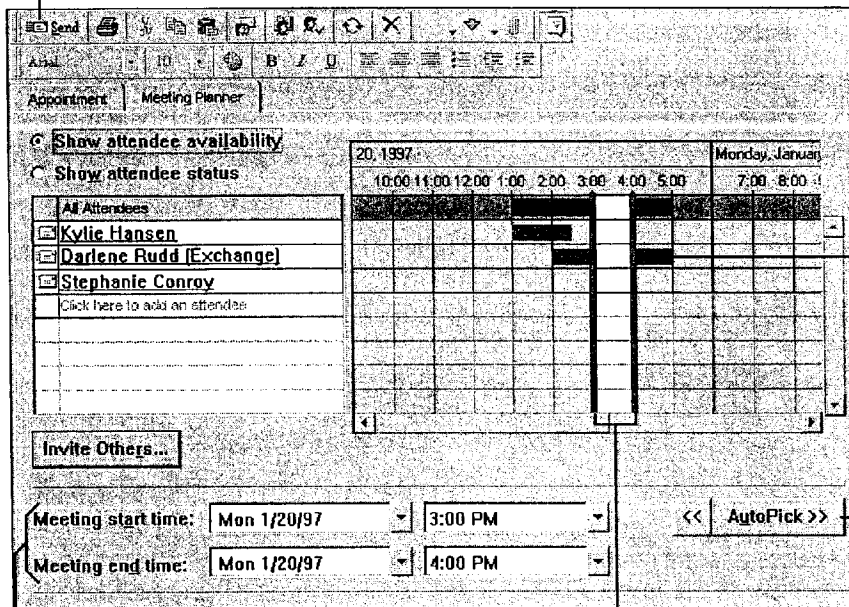
A blue block indicates that the invitee is busy at that time.

Click here to have Outlook locate the earliest date and time when all invitees are available to meet.

Select a date and time for the meeting here.

The meeting selection bars indicate the start time and end time you selected for the meeting. You can drag a bar to change the date and/or time of the meeting.

Want to invite someone outside the company? For information on inviting people with external e-mail addresses, see "Confirm a Meeting," page 387.

MS 113859

Part 1   Your First Day at the Office

Take Advantage of Outlook IntelliSense

You don't have to know dates to plan a meeting. The AutoDate feature in Outlook translates phrases such as "next Monday," and enters the correct date for you.

Just enter a phrase ...

| Start time: | Next Monday ▼ |
| End time: | Tue 1/14/97 ▼ |

| Start time: | Mon 1/20/97 ▼ |
| End time: | Mon 1/20/97 ▼ |

... and Outlook takes care of the details.

? **Want to know more?** Look up **Getting Results - First Outlook Session** in Help.

🗊

Office Assistant button

MS 113860

Create a Contact

You want to store the names, phone numbers, and addresses of your team members, outside vendors, and other contacts, as well as the conference attendees.

To store this information in Outlook, click the **New** arrow and then click **Contact**.

You can store job title, and multiple addresses, phone numbers, and Internet e-mail addresses for a contact.

Click here to specify how you want the contact filed.

Click here to select from a list of phone number descriptors.

Type the complete name and address of your contact.

Outlook checks the address for you For example, if you type **Holland** in the **Address** box, the **Check address** box opens with the correct country name, The Netherlands.

MS 113861

Create a Task

You've been put in charge of updating the marketing brochure for the conference. You can use Outlook to organize the task, set reminders for deadlines, and update your progress.

Click the **New** arrow, and then click **Task**.
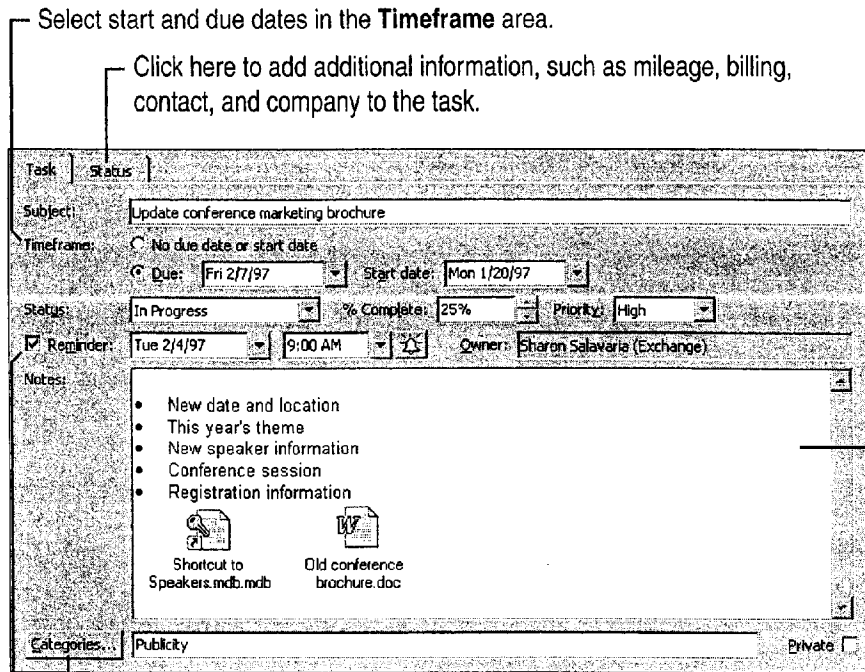
— Select start and due dates in the **Timeframe** area.

— Click here to add additional information, such as mileage, billing, contact, and company to the task.

Type more information about the task here. You can also use the **Insert** menu to attach information to help you with the task.

— Assign your tasks to categories to help you organize them.

└ Click here to receive a reminder on a specified day and time.

Send a status report on a task   First open the task by finding it in the task list and double-clicking the task icon. Click the **Send Status Report** button. All the task information, including the status options, appears in an e-mail message. Just fill out the To and Cc lines, and then send the message.

Task icon

Send Status Report button

Set up recurring tasks   Suppose you send out a status report on a regular basis. With the task open, click the **Recurrence** button, and then specify the recurrence interval.

Recurrence button

MS 113862

Keep a Record of Your Activities

Often you remember when you worked on a document or task, or made a phone call, but you don't remember where you stored the information. In Outlook, you can record many activities automatically and then use the Journal to locate them.

For example, suppose you want to record all the activities associated with the contacts who are involved in the conference. You can set Outlook to automatically record items and files that you send, receive, or create on behalf of your contacts. Click **Options** (**Tools** menu), and then click the **Journal** tab to record activities related to your contacts. Then use the Journal to find and open an activity.

Select information you want to track for the specified contacts.

Select the contacts you want to track ...

... then use the Journal as a reference for finding information.

Click here to open a recorded activity.

MS 113863

Part 1   Your First Day at the Office

Record activities manually   You can also manually add information to the Journal, such as a phone call, a chance meeting, or information that you aren't recording automatically. Click the **New** arrow, and then click **Journal Entry**.

Adding a new contact?   When you create a contact, you can record activities associated with the contact. On the **Journal** tab, select **Automatically record journal entries for this contact.**

Want to know more?   Look up **Getting Results - First Outlook Session** in Help.

Office Assistant button

MS 113864

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Create a Note

Suppose you're in your office, talking with one of your co-workers, and you think of a theme phrase that you'd like to use for the conference. You can open a note in Outlook and quickly jot down the phrase. That way you don't have to worry about forgetting it or losing the focus of your conversation. You can easily retrieve the phrase whenever you need it. Use Notes to jot down ideas, or store serial numbers, clever quotes, or any information that you need to access quickly.

To create a note, click the **New** arrow, and then click **Note**.

Click here to create or delete a note, change its color, or assign a note to a category.

1/6/97
conference tag line:
Design for the next
millenium.

1/6/97 1:23 PM

As you write in a note, text is automatically saved.

Click **Options** (**Tools** menu). On the **Tasks/Notes** tab, select color, size, and text options.
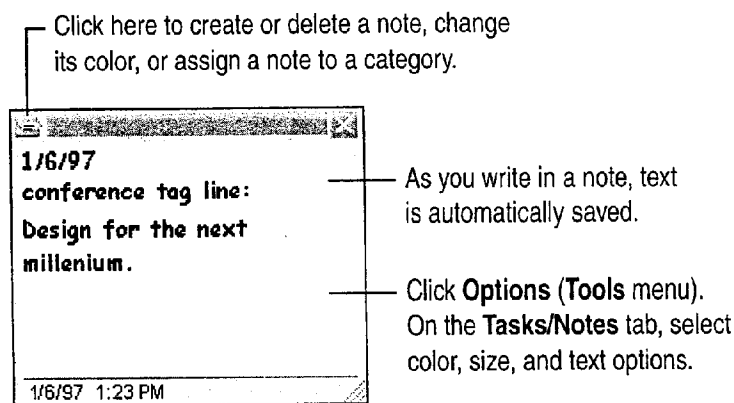
Send a note Click **Forward** (**Note** menu) to send your note in an e-mail message.

Turn a note into a task Drag the note to the Tasks folder to use it to create a task. For more information, see "Change the Form of Information," page 125.

Part 1   Your First Day at the Office

Search for Information

You want to review the contact information and mail messages about a vendor, New England Seafood. In Outlook, you can specify the folders you want to search to find what you need, whether it's a phone number in your contact list or a document located on a network.

To start the search, click **Find Items** (**Tools** menu).

— Click here to narrow your search by category, case, priority, size, or other criteria.

— Click here to define additional search criteria.

— Click here to select the type of information you want to locate.

Click **Browse** to specify the folders you want to search.

— Double-click an item to open it.

Select the check boxes for the folders you want to search. —

Search for documents on your computer or on a connected network
Click **Find Items** (**Tools** menu), click the arrow next to the **Look for** box, and then click **Files**.

Repeat a search If you want to reuse the search criteria, click **Save Search** (**File** menu).

MS 113866

124   Getting Results with Microsoft Office

Change the Form of Information

Suppose you have information in an e-mail message that you need to use to set up a meeting, or need to add to your task list. In Outlook, you can easily change the format of information by moving it to another folder. You can do this with any information you want to convert.

For example, suppose you receive an e-mail message asking you to review an attached conference paper. You want to add this job to your task list. Simply drag the message to the Tasks folder, and Outlook does the rest.

Select an e-mail message ...
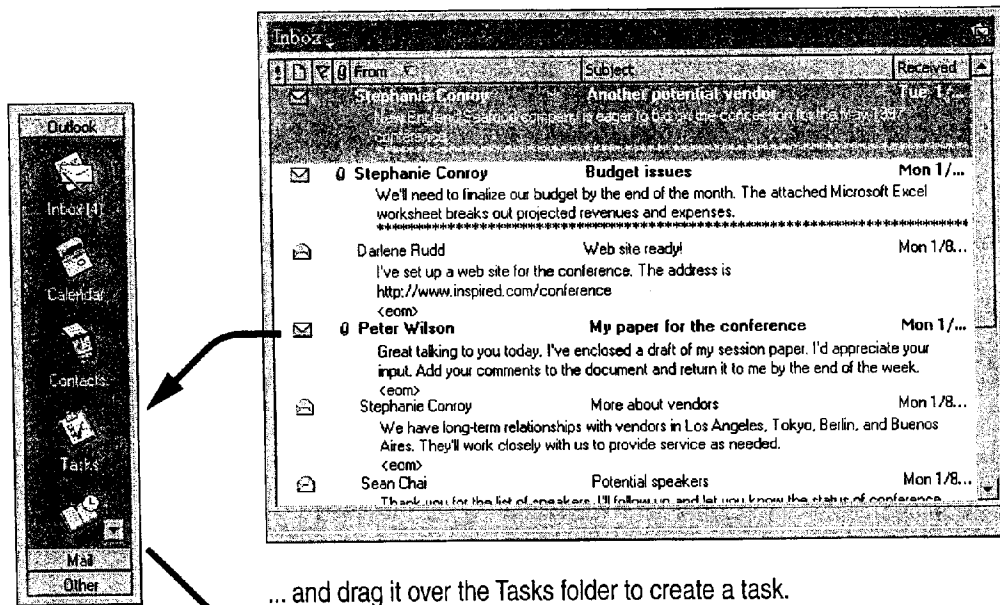
... and drag it over the Tasks folder to create a task.

A shortcut to the original item and its attachments are included in the task.
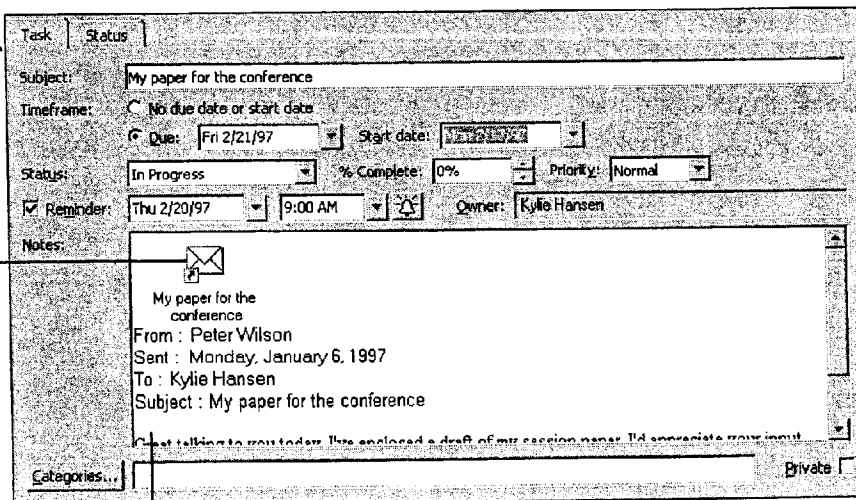
The text of the message appears in the text box.

MS 113867

Part 1   Your First Day at the Office

Attach a document to an e-mail message   Just drag the document to the Inbox folder. Outlook creates a new e-mail message with the document as an attachment.

Next Steps

To	See
Reorganize your information	"Customize the Way You Display Information," page 366
Organize your contacts	"Manage Contacts with Outlook," page 348
Create appointments and events	"Add Activities to the Calendar," page 382
Use the Inbox to manage e-mail	"Organize E-mail," page 376
Organize tasks	"Keep a Task List," page 391
Use the World Wide Web	"Open Web Addresses from Outlook," page 470
Accept a meeting request	"Confirm a Meeting," page 387
Create a calendar that others can use	"Use Outlook to Share Folders," page 433

MS 113868

126   Getting Results with Microsoft Office

Make Your Word Document Look Great

If you started with a wizard or template, you're well on your way to creating a great-looking document. But if you want more variety in your formatting, just browse through this topic to see which effects you'd like to try. You'll get quick "how to" information and lots of tips and shortcuts for adding polish and pizzazz.

Set extra-wide margins for notes and side heads.

Include headers and footers with automatically updated page numbers, dates, and so on.

DESIGN CUSTOMIZATION

Volume 3

INSPIRED TECHNOLOGIES
Corporate Graphics and Communications

Administrative Stylesheet Guide

Chapter 1

Seven Keys to Creating a Professional Manual

Like the Chapter Title Style above, and the Chapter Subtitle you're reading, preset Styles are just a few clicks away.

To save time in the future, print a copy of this document. Choose Print from the File menu, and press Enter to receive all 8 pages of examples and instructions. With the printed document in hand, position yourself in Normal View to see the Style names next to each paragraph. Scroll through the document and write the style names next to the paragraphs (press Ctrl-Home to reposition yourself at the beginning of the document).

To create a drop cap for the lead paragraph, like the example above, select and highlight the letter T, and type a new letter.

How to Customize This Manual

The "icon key" at left was produced using the Heading 8 Style for the words "icon key," and List Bullet 5 Style for the text below — which uses a Wingding symbol for the bullet character. To change the bullet symbol, choose Bullets and Numbering from the Format menu. Click modify, and click the Bullet button.

ICON KEY
- Valuable information
- Test your knowledge
- Keyboard exercise
- Workbook review

BITS BYTES & CHIPS

To print (and preserve) these brochure instructions, choose Print from the File menu. Press Enter to print the brochure.

HOW TO CREATE A BROCHURE

Using this template, you can create a professional brochure. Here's how:

1. **Insert your words** in place of these words, using and/or re-arranging the preset paragraph Styles.

2. **Print pages** 1 and 2 back-to-back onto sturdy, letter-size paper.

3. **Fold the paper** like a letter to create a three-fold brochure (positioning the panel with the large picture on the front).

WHAT ELSE SHOULD I KNOW?

To change the Style of any paragraph, select the text by positioning your cursor anywhere in the paragraph. With your cursor blinking in the paragraph, select a Style from the drop-down Style list at the top-left of your screen. Press Enter to accept your choice. (Paragraph styles affect the whole paragraph. Character styles apply to selected text like these words, formatted with Emphasis.)

Bits, Bytes & Chips
123 Main Street, Suite 100
Any City, State 12345-6789
Phone (123) 456-7890
Fax (123) 456-7890

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TURNKEY TRAINING
COURSEWARE

Future Solutions Now

Make your words stand out by using fonts, indents, borders, shading, and other text formats.

Create "desktop publishing" effects with clip art, WordArt, drop caps, multiple columns, and text boxes.

MS 113869

Fonts, Bold, Italic, and Other Text Enhancements

Word offers a wide range of character formats, such as fonts, font sizes, bold, italic, all caps, superscript, kerning, color, and so on. If you're writing a document that will be read online, you can even use animated text effects.

For the quickest and easiest way to apply fonts, font sizes, bold, italic, and underlining, use the toolbar buttons. For more information, see "Change the Appearance of Text," page 70.

Use all caps or small caps to emphasize short titles or headings.

A crisp, modern-looking font such as Arial works well for headings and labels.

To create "reverse text," use white text on a dark background.

INSPIRED TECHNOLOGIES
Corporate Graphics and Communications

Administrative
Stylesheet Guide

Use a large font size to draw attention to the most important text on the page.

Apply any number of character formats by selecting text and then clicking **Font** (**Format** menu).

MS 113870

Want to change your day-to-day font?   Click **Font** (**Format** menu), select your favorite font, click **Default**, and then click **Yes**. (Default fonts are stored in each individual template, so the default can be different for each template.)

How do you change character spacing?   If you want to fine-tune the horizontal or vertical spacing of text, click **Font**. On the **Character Spacing** tab, use the **Scale**, **Spacing**, **Position**, and **Kerning** options.

Quickly change capitalization   You can change text to UPPERCASE or Title Case, for example. Select the text, and then click **Change Case** (**Format** menu), or hold down SHIFT and press F3.

Create a Drop Cap
To start any paragraph with a large, decorative letter, click in the paragraph and then click **Drop Cap** (**Format** menu).

Want to know more?   Look up **Getting Results - Look of Document** in Help.

R<small>AISED</small>

e x p a n d e d
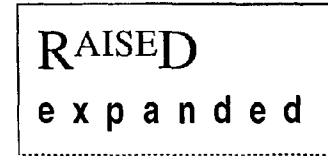
Examples of character spacing

To save time in the future, print a copy of this document. Chose Print from the File menu, and press
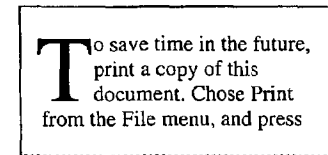
Drop cap

Office Assistant button

MS 113871

Part 1   Your First Day at the Office

Text Spacing and Alignment

You can use Word to improve the visual appearance and readability of your document by adjusting paragraph alignment, indents, line spacing, and spacing between paragraphs.

You can use toolbar buttons to align or indent text quickly. Just select the text, and then click the appropriate button, such as the **Decrease Indent** button or the **Increase Indent** button. For more information, see "Change the Appearance of Text," page 70.

Decrease Indent button

Increase Indent button

Apply any number of paragraph formats by selecting one or more paragraphs and then clicking **Paragraph** (**Format** menu).

To emphasize the title, use a "negative" indent to push it out into the margin.

To improve scannability, double-space the text.

Indent lists, quotations, and other subordinate information to set them off from the rest of the text.

Instead of pressing ENTER more than once between paragraphs, include extra paragraph spacing.

Apply formats without selecting an entire paragraph   Just click in the paragraph, or select any part of it, and then apply the formats you want by clicking **Paragraph** (**Format** menu).

First-line indent

Type your letter here. F customizing this letter template return to this letter, use the Win

Apply quick and easy indents   If your indent doesn't have to be precise, you can use the indent markers on the ruler. For example, instead of pressing TAB to indent the first line of each paragraph, drag the first-line indent marker to where you want the paragraph to be indented.

Did your paragraph lose its formatting and merge with the next paragraph?   You probably deleted the hidden paragraph mark (¶) at the end of the paragraph. This mark stores the paragraph's alignment, indents, and other paragraph formats. To restore the mark—and your paragraph's original formatting—click the **Undo** button.

Undo button

Want to know more?   Look up **Getting Results - Look of Document** in Help.
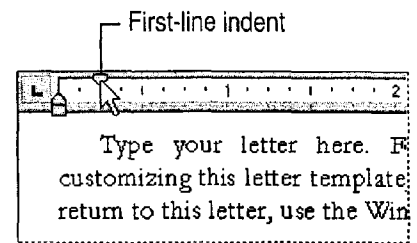
Office Assistant button

Part 1   Your First Day at the Office

Custom Margins

You can reduce the margins to fit more text on the page, or expand them to create a custom design for letterhead or a publication.

To set margins, click **Print Preview (File** menu) or **Page Layout (View** menu), and then drag the gray margin boundaries on the horizontal and vertical rulers.
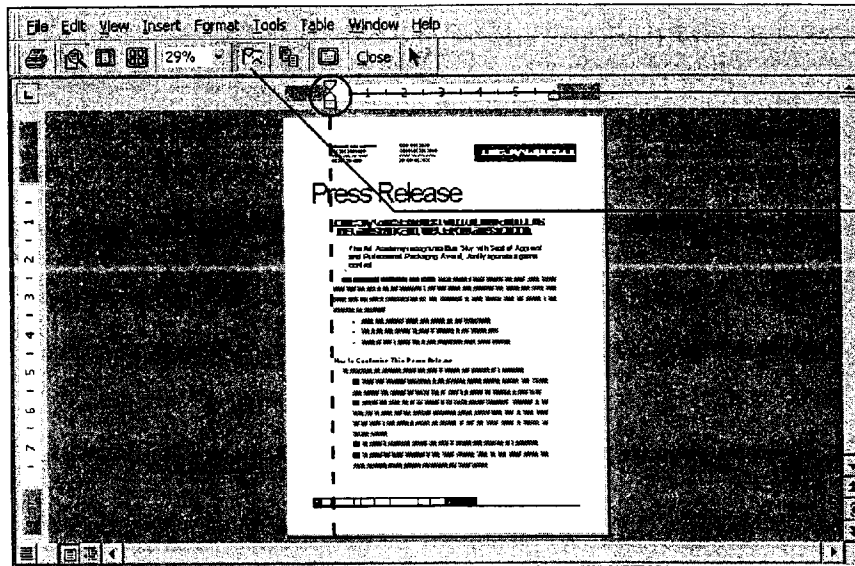
In print preview, drag this boundary to set the left margin.

If you don't see the rulers, click here.

Having trouble getting a grip on the margin boundary?   When you drag the left margin, it's easy to grab the indent markers by mistake. Make sure the pointer is a double-headed arrow (like this ↔) before you start dragging.

Pointer for dragging margin boundaries

Need to set margins precisely?   Click **Page Setup (File** menu). On the **Margins** tab, select the options you want.

Fix Awkward Page Breaks
Insert a manual page break   Click **Break (Insert** menu).

Prevent page breaks in the middle of a paragraph   Select the paragraph, and then click **Paragraph (Format** menu). On the **Line and Page Breaks** tab, select the **Keep lines together** check box.

MS 113874

Page Numbers, Headers, and Footers

A header or footer is text—such as a page number, chapter title, or date—that appears at the top or bottom of every page. To add headers and footers, click **Header And Footer** (**View** menu). You'll see boxes for entering the headers and footers.

You can use an AutoText entry to insert a header or footer for you. Click the **Insert AutoText** button, and then click the Autotext entry that you want.

If you don't want to use an AutoText entry, type your header here.

To add a page number, press TAB, type **Page**, and then click the **Page Numbers** button on the **Header and Footer** toolbar.

To add a date, press TAB again and then click the **Date** button.

To add a footer, click here.

Don't see your headers and footers?   Click **Page Layout** (**View** menu).

Add the file name and path, author's name, or running page numbers (such as page 2 of 5)   Click the **Insert AutoText** button on the **Header and Footer** toolbar, and then click the AutoText entry you want.

Want to leave the header and footer off the first page?   Click the **Page Setup** button on the **Header and Footer** toolbar, and then click **Different First Page** on the **Layout** tab of the **Page Setup** dialog box.

For Help on dialog box options, click this button and then click the option.

MS 113875

A Shortcut for Inserting Page Numbers

Click **Page Numbers** (**Insert** menu), and then select the options you want.

What if you end up with two sets of page numbers? Your template might already have preset page numbers. To fix this problem, click **Header And Footer** (**View** menu), and then delete the unwanted page number.

Want to know more? Look up **Getting Results - Look of Document** in Help.

Office Assistant button

MS 113876

Bulleted and Numbered Lists

To organize your information, you can add a simple bulleted list or create a numbered list like this: 1, 2, 3; or a), b), c); or i., ii., iii.

Create a numbered list Type the first number or letter in the sequence plus a period or right parenthesis, such as **1.** or **A)** or **i.** Then, type the first item and press ENTER.

Create a bulleted list Type * or > and then start typing the list. Word automatically "bullets" the list as you go.

Type an asterisk (*), press SPACEBAR, type the first item, and then press ENTER.

Word "bullets" the item, and inserts another bullet so you can continue typing the list.

HOW TO CREATE A BROCHURE

* Insert your words in place of these words, using and/or re-arranging the preset paragraph Styles.

HOW TO CREATE A BROCHURE

- Insert your words in place of these words, using and/or re-arranging the preset paragraph Styles.

- Print pages 1 and 2 back-to-back onto sturdy, letter-size paper.

- Fold the paper like a letter to create a three-fold brochure (positioning the panel with the large picture on the front).

To end the list, press ENTER twice.

You pressed ENTER, but nothing happened Click **AutoFormat (Format menu)**, and then click **Options**. On the **AutoFormat as You Type** tab, make sure that the check boxes for **Automatic bulleted lists** and **Automatic numbered lists** are selected.

Want to remove bullets or numbering from a list? Select the list, and then click the **Numbering** button or **Bullets** button.

Numbering button   **Bullets** button

Use a different bullet style Click **Bullets and Numbering (Format menu)**. On the **Bulleted** tab, click one of the preset bullet styles, or click **Customize**, and then select a custom bullet.

Need More Numbering Options?
If you're writing a legal contract, scientific paper, or script, you can number headings, paragraphs, or items within paragraphs. For more information, see "Add Numbering to Headings and Paragraphs," page 614.

MS 113877

Tables for Side-by-Side Information

To create side-by-side columns (for example for a phone list, invoice, or catalog), use a table. The table's cells keep your information lined up neatly, no matter how often you edit the text.

For the basics of inserting and formatting a table, see the following illustration. For more information on modifying a table—such as inserting rows, changing column widths, or centering the table— look up **Getting Results - Look of Document** in Help.

Click the **Insert Table** button ...

... then drag to highlight the number of rows and columns you want.

Click in a cell and start typing. To move to the next cell, press TAB.

Competitor Ranking	Current Share	Share in 3 Yrs.
Largest competitor	50%	30%
Second largest competitor	25%	20%
Third largest competitor	15%	

To format the table, click in it and then click **Table AutoFormat** (**Table** menu).

Competitor Ranking	Current Share	Share in 3 Yrs.
Largest competitor	50%	30%
Second largest competitor	25%	20%
Third largest competitor	15%	12%

Use tables for desktop publishing effects   When you want to create a sidebar or masthead, for example, use the **Draw Table** button on the **Tables and Borders** toolbar to create a table. For more information, see "Create a Flyer," page 222.

Draw Table button

Add a table of contents or sidebar.

* Secrets To Creating a Professional Newsletter
* Newsletter Tips, Tricks, and Good Advice
* Complete Step-by-step Newsletter Instructions

1 How To Customize This Newsletter Template
2 How To Save Time in the Future
3 How To Improve Your Newsletter Print Quality

The Gazette

The Newsletter of Inspired Technologies
Volume 1 • Issue 7
September 1998

Masthead with a left-aligned title beside a right-aligned subtitle

Home delivery service unites with retailers
Offers added value and convenience without increasing cost of goods; sales explode

Quickly draw rules and borders, or add "fill-in-the-blanks" lines.

Insert a picture beside multiple lines of text.

MS 113878

Clip Art, Graphics, and Drawings

To illustrate your points, browse the ready-to-use clip art that comes with Word, import graphics from other programs, or draw your own pictures.

Add clip art or another type of graphic   Click **Picture** (**Insert** menu), and then click **Clip Art** to add clip art, or click another command to add the picture you want.

Create your own drawings   Click the **Drawing** button, and then use the buttons on the **Drawing** toolbar.

Drawing button

For more information on all the things you can do with graphics, see "Get Your Point Across with Graphics," page 159.

To add interesting text effects, click the **WordArt** button.

To add ready-made shapes, such as arrows, banners, and stars, click the **AutoShapes** button on the **Drawing** toolbar, and then choose the shape you want.

Position art anywhere you want.

Use buttons on the **Drawing** toolbar (such as the **Rectangle** button, **Oval** button, **Fill Color** button, **Font** color, and **Shadow** button) to create the drawing or text effect you want.

Use symbols for graphics   Click **Symbol** (**Insert** menu), double-click the symbol you want, and then give it a large font size. To create a "reverse" symbol, change the symbol's text color to white and shade the paragraph with black or gray. To crop the shading around the symbol, adjust the indents. For more information on shading, see "Lines, Boxes, and Shaded Backgrounds," page 138.

Regular and "reverse" symbols

MS 113879

Lines, Boxes, and Shaded Backgrounds

You can add lines, boxes, or shaded backgrounds to paragraphs, tables, and pictures. For example, include a line under the header, shade sidebar text, create a heading with "reverse" text, or add a border to the entire page.

Add borders or shading   Select an item, and then click the **Tables and Borders** button. On the **Tables and Borders** toolbar, click the options you want, such as line style, border color, or shading color.

Tables and Borders button

Add page borders   Click **Borders and Shading (Format** menu). On the **Page Border** tab, click the options you want.

To adjust the width of the border or shading, drag the square left-indent marker ...

... or the right-indent marker.

Tables and Borders toolbar

To change the spacing between the text and the border, see the following tip.
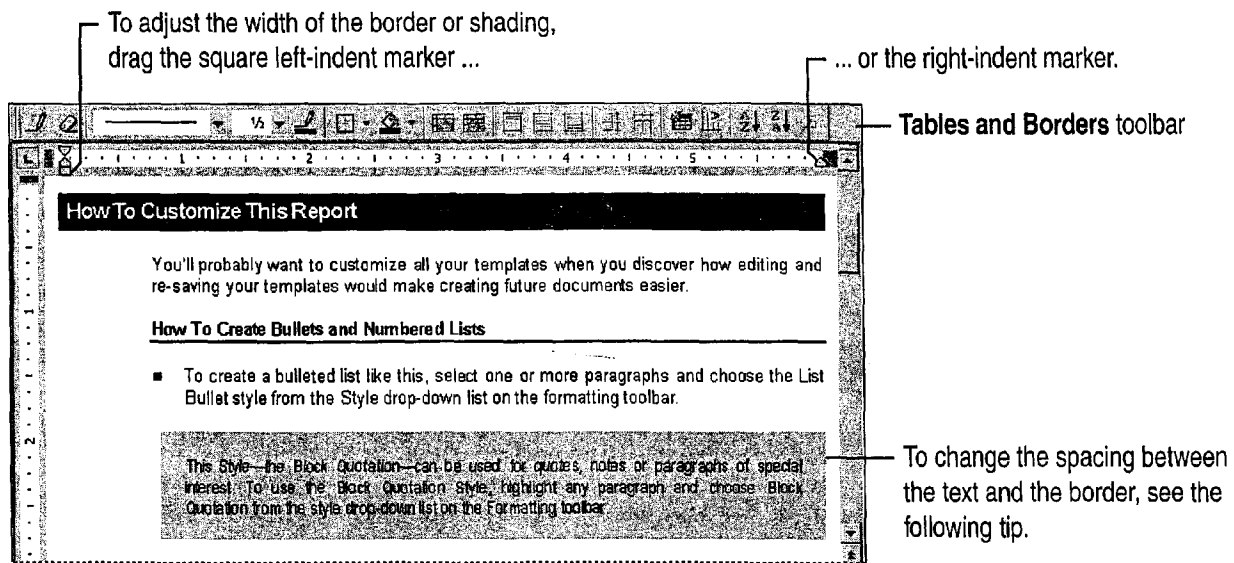
Adjust the distance from the text to the edge of the border or shaded area   If you're working with a shaded area, first apply a border. (If you don't want the border to show, color it white after you make adjustments.) Drag the border to adjust the distance. To make exact adjustments, click **Borders and Shading**. On the **Borders** tab, click **Options**. Use the controls to set the distance between the text and the border.

Draw quick and easy lines   At the start of a new paragraph, type three dashes and then press ENTER. Word automatically adds a line above the paragraph. If you don't see the line, click **AutoFormat (Format** menu), and then click **Options**. On the **AutoFormat as You Type** tab, click **Borders**.

Want to remove borders or shading?   Select, for example, a table with borders, click the **No Border** button. To remove shading, for example, from a paragraph, select the paragraph and click **Borders and Shading (Format** menu). On the **Shading** tab, under **Fill**, click **None**.

No Border button

MS 113880

Multiple Columns

Word makes it easy to create newspaper-style columns for catalogs or other documents in which text flows continuously from one column to the next. If you're doing a newsletter with a story that jumps from page 1 to page 4, for example, see "Text Boxes for 'Desktop Publishing' Effects," page 141.

Click the **Columns** button, and then drag to highlight the number of columns you want. If you want to format only part of the document in columns—just the glossary, for example—select that text and then click the **Columns** button.

Columns button

To adjust the column widths, drag the column boundaries on the ruler. Columns can be of equal or unequal width.
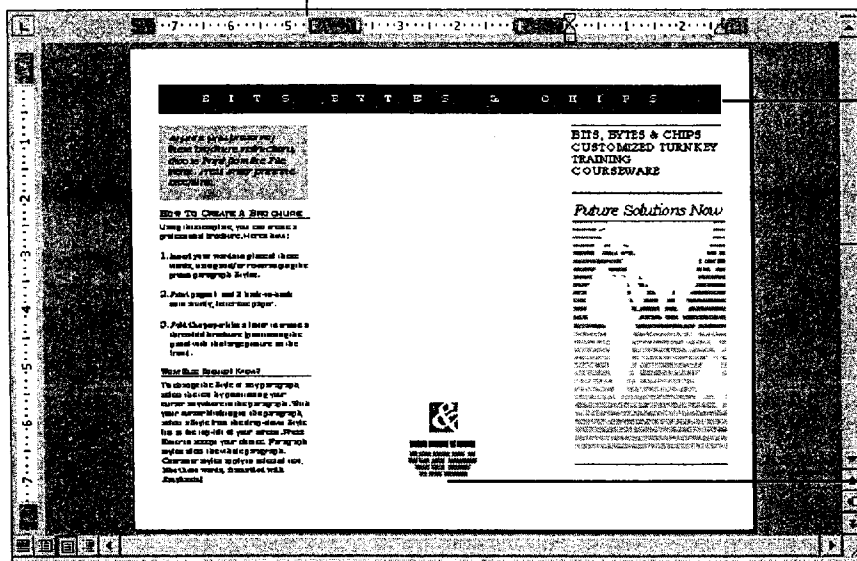
To create a banner heading that spans the columns, see the following tip.

To force a column break, click **Break** (**Insert** menu), and then click **Column Break**.

Create a banner heading   At the beginning of the leftmost column, type your heading and press ENTER. Select the heading, click the **Columns** button, and then select the single-column layout.

See only one column?   Switch to page layout view or to print preview.

MS 113881

Part 1   Your First Day at the Office

Create a "Document Within a Document"

You may have noticed the dotted section breaks (visible in normal view) that separate a banner heading from the multiple-column layout. In Word, you can use section breaks to create different layouts within the same document. For example, from section to section you can modify the margins, headers and footers, page numbers, page orientation, and so on.

[?]   **Want to know more?**   Look up **Getting Results - Look of Document** in Help.

[icon]

Office Assistant button

MS 113882

Text Boxes for "Desktop Publishing" Effects

Suppose you're creating a newsletter, and you want a story that begins on page 1 to continue on page 4. To make this happen, you place the text in text boxes and then create text box links between them so that the story will flow from one text box to another in the order you want. (For more information on creating newsletters, see "Create a Newsletter," page 218.)

To add text boxes to a document click **Text Box** (**Insert** menu), and then click and drag to create a text box the size you want. Insert additional text boxes where you want the text to flow.

To link text boxes select the first text box and then click the **Create Text Box Link** button on the **Text Box** toolbar. If the toolbar doesn't appear, when you create text boxes, click **Text Box** (**View** menu, **Toolbars** submenu).

Click in the text box that you want the text to flow to. (When you move the upright pitcher over a text box that can receive a link, the pitcher turns into a pouring pitcher.) To link to additional text boxes, select the text box that you just created the link to, click the **Create Text Box Link** button, and click in the text box that you want the text to flow to.

To move a text box, click the border and then drag it to a new location.

To resize a text box, click a size handle and then drag.

Create Text Box Link button on the **Text Box** toolbar
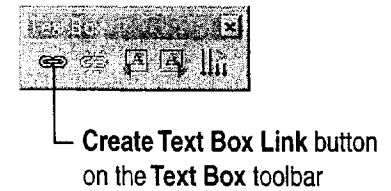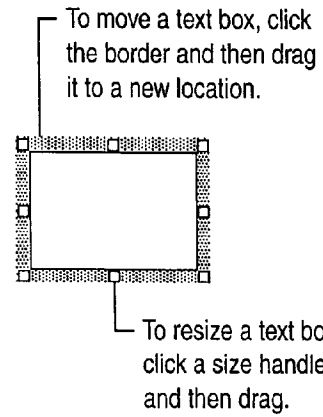
The text box on page 1 is linked to a text box on page 4.
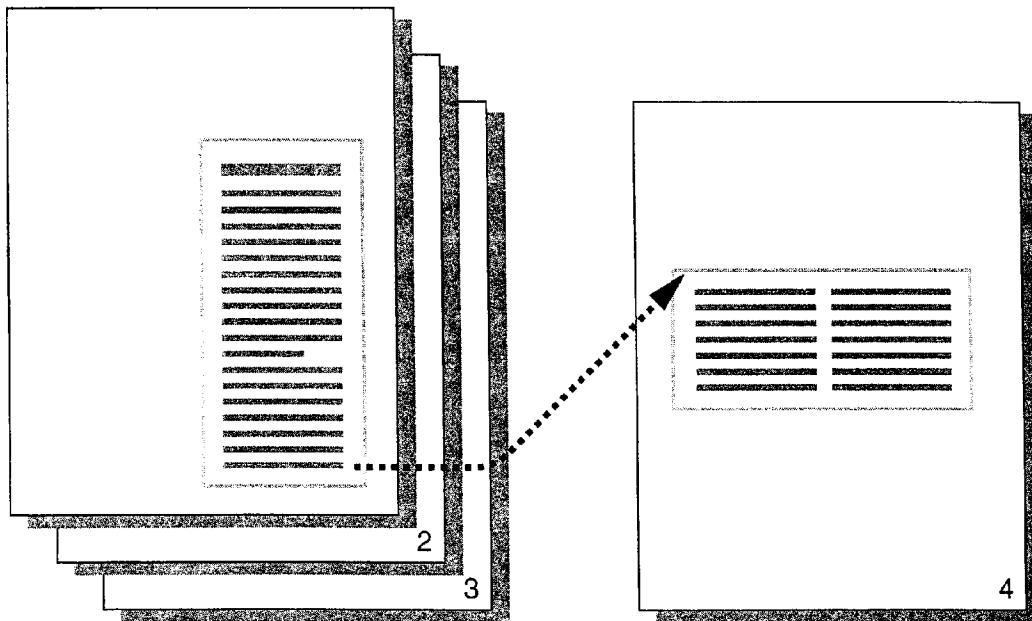
MS 113883

When you use linked text boxes, text flows from one text box to another, even if the text boxes aren't adjacent.

Part 1   Your First Day at the Office

Let Word Do the Formatting for You

If you want Word to "clean up" the formatting in your document, you can—with the AutoFormat feature. AutoFormat applies consistent styles to headings, body text, bulleted lists, and so on. AutoFormat also makes other minor fixes, such as turning "straight" quotation marks into "smart" quotation marks.

AutoFormat behind the scenes   AutoFormat "as you type" is already turned on by default. For example, if you've enclosed a word in asterisks to indicate that it should be bold, or have typed three hyphens to create a line across the page, you've seen AutoFormat in action. To control the changes AutoFormat makes, click **AutoFormat (Format** menu) and then click the **Options** button. On the **AutoFormat as You Type** tab, make sure the check boxes are selected for all the options you want.

AutoFormat on demand   You can also apply additional formatting to your documents by clicking **AutoFormat** to accept or reject each proposed change. After your document is formatted, you can use the **Style Gallery (Format** menu) to quickly switch between different document designs.
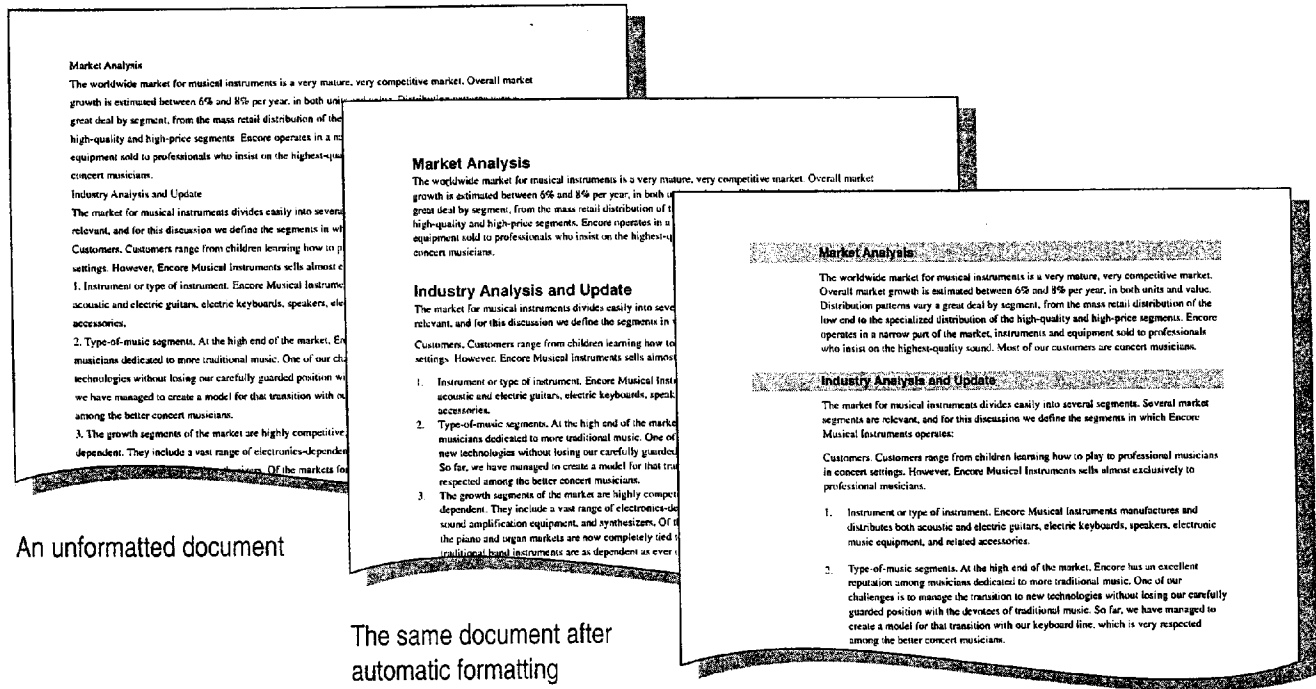
An unformatted document

The same document after automatic formatting

The document after applying the contemporary report template in the **Style Gallery (Format** menu)

MS 113884

Don't want Word to format automatically as you type?   You can turn off this formatting by clicking **AutoFormat** and then clicking **Options**. On the **AutoFormat** and **AutoFormat as You Type** tabs, clear check boxes for actions that you do not want completed.

Reuse Your Custom Formatting

You've probably already created custom formatting. For example, suppose you've created your own heading format with white text on a black background. Instead of recreating this formatting each time you want to add another heading, just check the **Style** box. Word automatically saves your custom formats as styles so that you can reuse them.

To create a new style, format a paragraph the way you want, and then press ENTER.

Click in the **Style** box, and you'll see that a new style has been created for your heading or paragraph.

To apply the new style to another heading, select the heading and then click the new style in the **Style** box.

Want to reformat a built-in style? First, select a paragraph that has the style you want to change. Then, apply the new formats. Double-click in the **Style** box and press ENTER. When the **Modify Style** dialog box appears, select the option to update the style. Word then automatically reformats all other text in your document that has the same style.

Don't want styles to be defined automatically by your formatting? Click **AutoFormat (Format** menu), and then click the **Options** button. On the **AutoFormat as You Type** tab, make sure that the **Define styles based on your formatting** check box is cleared.

Copy Formatting in a Flash

If you don't want Word to create styles based on your formatting, you can still copy character formats and reuse them. Just select text with the formats you want to copy, click the **Format Painter** button, and then drag over the destination text to "paint" the formats onto it.

Want to copy formatting to more than one area of text?
Double-click the **Format Painter** button, and then drag over each area of text you want. When you finish copying formats, click the **Format Painter** button.

Format Painter button

? Want to know more?   Look up **Getting Results - Look of Document** in Help.

Office Assistant button

MS 113887

AHL0123214

Next Steps

To	See
Find out more about multiple columns and graphics	"Create a Newsletter," page 218
Include a chart	"Add a Chart to a Document or Presentation," page 266
Add a watermark	"Create Letterhead and Matching Envelopes," page 195
Learn about formatting text for viewing online	"Create an Online Manual," page 417

Part 1 Your First Day at the Office

Put It All Together: Design a "Facing Pages" Layout

Do you plan to print a document, such as a handbook, on both sides of the page and then bind it? If so, you might want to optimize the design for a "facing pages" layout (also called a "two-page spread").

Create "mirror" margins You can create documents in which the margins on the left page exactly mirror the margins on the right page. Click **Page Setup** (**File** menu). On the **Margins** tab, select the **Mirror margins** check box, and then set the inside and outside margin values. To include a "gutter," or extra space that's added to the inside margins to allow for binding, set the gutter value on the **Margins** tab.

Specify different headers and footers for odd and even pages Click **Header and Footer** (**View** menu), and then click **Page Setup**. On the **Layout** tab of the **Page Setup** dialog box, click **Different odd and even**. Then create the headers and footers as usual.

Create styles for side heads or margin notes To position these items, use text boxes. Click **Text Box** (**Insert** menu). To format the text box, right-click the text box, and then click **Format Object**. Here, for example, you can set the line style, color, size, and position.

Use "negative" indents to push the headers out into the margins, and then align the even header on the left and the odd header on the right.

Include the part title in the even-page header and the chapter title in the odd-page header.

DESIGN CUSTOMIZATION

Chapter

Seven Keys to Creating a Professional Manual

Like the Chapter Title Style above, and the Chapter Subtitle you're reading, preset Styles are just a few clicks away.

To save time in the future, print a copy of this document. Choose Print from the File menu, and press Enter to receive all 8 pages of examples and instructions. With the printed document in hand, position yourself in Normal View to see the Style names next to each paragraph. Scroll through the document and write the style names next to the paragraphs (press Ctrl-Home to reposition yourself at the beginning of the document).

To create a drop cap for the lead paragraph, like the example above, select and highlight the letter T, and type a new letter.

How to Customize This Manual

The "icon key" at left was produced using the Heading 8 Style for the words "icon key," and List Bullet 5 Style for the text below — which uses a Wingding symbol for the bullet character. To change the bullet symbol, Bullets and Numbering from the Format menu. Click modify, and new symbol, and click OK twice to exit.

ICON KEY
Valuable information
Test your knowledge
Keyboard exercise
Workbook review

CHAPTER 1

Section Breaks are Key

In this manual, section breaks are the secret to success. Double-click the section break above to activate the Page Setup menu. Choose the Margins tab. As you can see, this section (page) has margins of 7.5 picas top and bottom, 14 picas left, and 5 picas right—with headers and footers of 4 picas. Special section margins make it possible for this manual to use framed Styles—such as the Icon 1 Style—which will move with the text.

• Breaks in a Word document appear as "labeled" dotted double-lines.
• To insert a section break, choose Break from the Insert menu. Select one option, and click OK to accept your choice.

About Pictures and Captions

Assuming you see your paragraph marks, you'll notice a paragraph mark attached to the bottom right corner of the picture. Click on the picture, and notice too, the name of the Style—not surprisingly, the paragraphs. Picture Style. Pictures "attached" to paragraph Styles make it possible for pictures to "act" like paragraphs.

Using the Breaks, command, you can insert a page, column, or section break.

This is Heading 5 Like all Styles in this margin, it can flow with the text.

With mirror margins, you can create extra-wide outside margins and position side heads, pictures, and margin notes in them.

MS 113888

AHL0123216

Make Your Microsoft Excel Worksheet Look Great

Plain text and numbers on a worksheet do the job, but additional formatting can make your worksheet much more presentable. There are many ways you can change the appearance of your worksheet, including:

- Formatting text, numbers, spacing, and alignment in cells for increased readability
- Formatting cell colors, patterns, and borders for better organization
- Copying formatting from one range of cells to another
- Saving your custom formatting to apply to other worksheets
- Applying an autoformat for utmost efficiency

	A	B	C
1	1997 Book Tour Results		
2	City	Date	Fee
3	New York	1/23/97	
4	Boston	1/25/97	
5	Washingto	1/27/97	
6	January Total		
7	Miami	2/4/97	
8	Memphis	2/6/97	
9	Atlanta	2/8/97	
10	February Total		
11	Los Angele	3/5/97	
12	San Franc	3/7/97	
13	Seattle	3/11/97	
14	March Total		

	A	B	C	D	E
1	1997 Book Tour Results				
3	City	Date	Fee	Attendance	Books Sold
4	New York	23-Jan-97	$ 1,180	205	147
5	Boston	25-Jan-97	$ 821	385	146
6	Washington, D.C.	27-Jan-97	$ 1,724	499	151
7	January Total		$ 3,725	1089	444
8	Miami	4-Feb-97	$ 757	221	41
9	Memphis	6-Feb-97	$ 910	93	45
10	Atlanta	8-Feb-97	$ 1,880	149	95
11	February Total		$ 3,547	463	181
12	Los Angeles	5-Mar-97	$ 941	265	47
13	San Francisco	7-Mar-97	$ 904	171	145
14	Seattle	11-Mar-97	$ 936	279	109
15	March Total		$ 2,781	715	301
16	Tour Grand Totals		$ 10,053	2267	926

A formatted worksheet communicates more clearly.

MS 113890

Use the Best Number Format

There are several ways to apply specific formats to numbers in Microsoft Excel.

Cells command Select a cell or range of cells, and then click **Cells** (**Format** menu). On the **Number** tab, select the format you want.

Toolbar buttons Click one of the number formatting buttons.

Formatting in place Type a number or date in the format you want, including numeric punctuation. If there's a built-in number format that corresponds to what you have typed, Microsoft Excel automatically applies it to the selected cell or cells.

$	%	,
Currency Style button	**Percent Style** button	**Comma Style** button

Date format with abbreviated months

	A	B	C	D	E
1	1997 Book Tour	Results			
2	City	Date	Fee	Attendanc	Books Sold
3	New York	23-Jan-97	$ 1,180	205	147
4	Boston	25-Jan-97	$ 821	385	146
5	Washingto	27-Jan-97	$ 1,724	499	151
6	January Total		$ 3,725	1089	444
7	Miami	4-Feb-97	$ 757	221	41
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9	Atlanta	8-Feb-97	$ 1,880	149	95
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11	Los Angele	5-Mar-97	$ 941	265	47
12	San Franc	7-Mar-97	$ 904	171	145
13	Seattle	11-Mar-97	$ 936	279	109
14	March Total		$ 2,781	715	301

Currency format without decimals

General format (no specific number format applied)

Part 1   Your First Day at the Office

Number too wide for cell?   If you see #### in a cell, it contains a number that is too long to display. You can either widen the column by dragging the border in the column heading, or have the font size adjusted automatically to fit the cell. See "Adjust the Spacing and Alignment of Data," page 152.

Format special data   If you need to format cells to display postal codes, phone numbers, or social security numbers, click **Cells (Format** menu). On the **Number** tab, click the **Special** category. To create your own custom number formats, click the **Custom** category.

Use conditional formatting   You can create special number formats to be displayed only when a cell contains a specific value or falls within a specified range of values. To apply a conditional format, click **Conditional Formatting (Format** menu). For more information, see "Build Alarms into Your Model," page 485.

Want to know more?   Look up **Getting Results - Worksheet** in Help.

Office Assistant button

MS 113892

150   Getting Results with Microsoft Office

AHL0123219

Make the Data Readable

You have complete control over the fonts used in your worksheets. The **Formatting** toolbar contains most of the tools that you need to apply font styles to selected cells. For more options, click **Cells** (**Format** menu), and then click the **Font** tab.

— Make the font larger.

— **Font Size** box

— **Bold** button

— **Italic** button

Change the font and make it bold.

— Make the font italic.

Format individual characters You can format selected characters within a cell. Just select characters in the cell and make the changes you want by using the toolbar or the **Cells** command.

Create subtotals and outlines You can use the **Subtotals** command (**Data** menu) to help you automatically insert rows for subtotals, add subtotal formulas, and create an outline of your worksheet. For more information, see "Create a Detailed Sales Report," page 556.

— Normal — Italic

MS 113893

Adjust the Spacing and Alignment of Data

To help distinguish different types of information in cells, adjust the alignment of cell contents using the alignment buttons. You can insert rows and columns to set data or labels apart by using the **Rows** and **Columns** commands (**Insert** menu). Adjust the width and height of rows and columns by dragging or double-clicking the line to the right of the column letter or below the row number in the header.

Center aligned text

Double-click here to adjust the width of a column to fit its widest entry.

	A	B	C	D	E	F
1	1997 Book Tour Results					
3	*City*	*Date*	*Fee*	*Attendance*	*Books Sold*	
4	New York	23-Jan-97	$ 1,180	205	147	
5	Boston	25-Jan-97	$ 821	385	146	
6	Washington, D.C.	27-Jan-97	$ 1,724	499	151	
7	*January Total*		$ 3,725	1089	444	
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10	Atlanta	8-Feb-97	$ 1,880	149	95	
11	*February Total*		$ 3,547	463	181	
12	Los Angeles	5-Mar-97	$ 941	265	47	
13	San Francisco	7-Mar-97	$ 904	171	145	
14	Seattle	11-Mar-97	$ 936	279	109	
15	*March Total*		$ 2,781	715	301	
16	*Tour Grand Totals*		$ 10,053	2267	926	

Heading in cell A1 merged across columns A through E (see next page)

New row

Right aligned text

Look at your work from a different angle You can rotate cell contents as much as 90 degrees up or down. Select the cell, and then click **Cells** (**Format** menu). On the **Alignment** tab, select the orientation you want.

You can rotate cell contents to any angle.

Shrink cells to fit The **Shrink to fit** option adjusts the font size in selected cells so that all cell contents are displayed without changing the column width. Click **Cells**. On the **Alignment** tab, select the **Shrink to fit** check box.

Indent within cells by clicking the indent buttons.

Decrease Indent button

Increase Indent button

MS 113894

Merge Cells Across Columns

You can easily merge headings across the top of a range of cells. Type the title in the leftmost cell in the range, select the range, and then click the **Merge and Center** button. This simultaneously merges the cells and centers the heading in the new, wider cell. You can merge any range of cells by clicking **Cells (Format** menu), and then selecting the **Merge cells** check box on the **Alignment** tab.

Merged cells are useful when creating forms or solving special formatting problems. When you merge cells, selected cells are combined into one cell. The resulting cell takes the cell reference of the cell in the upper-left corner of the merged range.

To "un-merge" selected cells, clear the **Merge cells** check box.
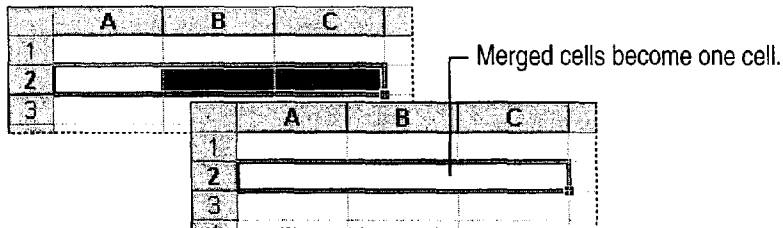
— Merged cells become one cell.

Want to know more? Look up **Getting Results - Worksheet** in Help.

Office Assistant button

MS 113895

AHL0123222

Organize with Colors and Borders

Adding borders, patterns, and shading can enhance the readability and visual appeal of your worksheet.

Apply borders and colors by using the toolbar buttons, or click **Cells** (**Format** menu), and then click the **Border** or **Patterns** tab.

	A	B	C	D	E	F	G
1		**1997 Book Tour Results**					
3	*City*		*Date*	*Fee*	*Attendance*	*Books Sold*	
4		New York	23-Jan-97	$ 1,180	205	147	
5		Boston	25-Jan-97	$ 821	385	146	
6		Washington, D.C.	27-Jan-97	$ 1,724	499	151	
7	*January Total*			$ 3,725	1089	444	
8		Miami	4-Feb-97	$ 757	221	41	
9		Memphis	6-Feb-97	$ 910	93	45	
10		Atlanta	8-Feb-97	$ 1,880	149	95	
11	*February Total*			$ 3,547	463	181	
12		Los Angeles	5-Mar-97	$ 941	265	47	
13		San Francisco	7-Mar-97	$ 904	171	145	
14		Seattle	11-Mar-97	$ 936	279	109	
15	*March Total*			$ 2,781	715	301	
16	*Tour Grand Totals*			$ 10,053	2267	926	

For emphasis, apply colors to cells.

Use borders to make the sheet more readable.

Want to turn off gridlines?   The gridlines on your screen are different from borders. Gridlines make it easier to distinguish individual cells on screen, but you can turn them off: click **Options** (**Tools** menu). On the **View** tab, clear the **Gridlines** check box.

Want to print gridlines?   Gridlines are normally turned off for printing. If you want to see gridlines in your printouts, click **Page Setup** (**File** menu). On the **Sheet** tab, select the **Gridlines** check box.

Use diagonal borders   as unused cell indicators or as worksheet design elements. Click **Cells** (**Format** menu). On the **Border** tab, click one of the diagonal border buttons. To use a diagonal border to create a corner label, split the text horizontally by pressing ALT+ENTER, and position the text horizontally by using spaces.

Diagonal border

	A	B	C	
1				
2		Interest / Date	Jan	F
3		5%		
4		6%		

MS 113896

Rotated Text and Borders

Often, data in a column is very narrow, but the column label is much wider. Instead of putting up with unnecessarily wide columns or abbreviated labels, you can link right and left cell borders with rotated text.

Select a cell containing a label that you want to rotate, and then click **Cells** (**Format** menu). On the **Border** tab, click the line style you want, and then apply borders to the left and right sides of the cell. On the **Alignment** tab, use the orientation controls to pick the angle you want.

You can use the **Format Painter** button to copy the format of the cell and apply it to other cells with wide labels. Then you can adjust text alignment options and column widths to fine-tune the overall appearance.

Format Painter button

Use rotated text for narrow columns with long labels.

	September	October	November	December
12%	9%	6%	11%	
5%	8%	4%	7%	
10%	9%	7%	9%	
8%	12%	8%	5%	
5%	8%	4%	7%	

Want to know more? Look up **Getting Results - Worksheet** in Help.

Office Assistant button

MS 113897

AHL0123224

Part 1 Your First Day at the Office

Emphasize Important Data

Call attention to key information on your worksheet. With the Microsoft Excel drawing tools, you can draw and format lines, boxes, circles, and text boxes that "float" over the worksheet. Draw ovals with no fill color to circle worksheet items that you want to highlight.

Click the **Drawing** button to display the **Drawing** toolbar. For more information, see "Get Your Point Across with Graphics," page 159.

Drawing button

The **Drawing** toolbar

Add a comment in a box.

Give the box a drop shadow.

Circle an important value ...

... or point to it with an arrow.

Format graphic objects You can use the buttons on the **Drawing** and **Formatting** toolbars, or select the object you want to format, and then click **Format Object (Format** menu).

Move objects with cells Objects you draw can be "attached" to their underlying cells. If you want an object to respond to changes such as moving cells or changing the size of rows or columns, click **Format Object**, which is available only when an object is selected. On the **Properties** tab, select one of the **Object Positioning** options.

MS 113898

Reuse Your Custom Formatting

You've spent a lot of time getting things to look just right, and there's no need to repeat the process for a similar worksheet. There are two ways you can take advantage of formatting you've already done.

- Copy the formatting from one cell or range to another by using the **Format Painter** button. This button enables you to copy any number of cell formats at once. Select a range of cells with different formats, and then click the **Format Painter** button. The Format Painter applies identical formats to the next range you select without disturbing the contents of the cells.

Format Painter button

- Define the formatting of a cell as a *style*. Styles enable you to store all the formatting attributes of a cell by giving them a name, which you can then apply to other cells. Select the cell, click **Style (Format** menu), and then give the style a name. To apply a style, select a cell, click **Style**, and then select the style name.

City	Date	Fee	Attendance	Books Sold
New York	23-Jan-97	$ 1,180	205	147
Boston	25-Jan-97	$ 821	385	146
Washington, D.C.	27-Jan-97	$ 1,724	499	151
January Total		$ 3,725	1089	444
Miami	2/4/97	757	221	41
Memphis	2/6/97	910	93	45
Atlanta	2/8/97	1880	149	95
February Total		3547	463	181

— Select a range you want to copy formats from.

— Click the **Format Painter** button, and then select the area you want to format.

Reuse custom cell styles Save yourself from doing all this formatting again. You can use your custom styles in other workbooks. In the **Style** dialog box, click the **Merge** button to select another workbook and copy its style definitions to the current workbook.

Repeat format copying If you double-click the **Format Painter** button, it remains active so that you can paste the copied formats as many times as you want. Press ESC when you're finished.

Want to know more? Look up **Getting Results - Worksheet** in Help.

Office Assistant button

MS 113899

Don't Want to Spend Time Formatting Manually?

Microsoft Excel offers a set of predesigned worksheet formats for you to choose from. When you apply an autoformat, Microsoft Excel analyzes the current region of the worksheet and automatically applies formatting based on the positions of headers, formulas, and data. (A region is a contiguous range of cells defined by a perimeter of empty cells or worksheet boundaries. The current region is the region that surrounds the currently active cell.)

Apply an autoformat by selecting any cell in the current region, clicking **AutoFormat (Format menu)**, and then selecting the style you want from the list.

No formatting

The Simple autoformat

The Classic 2 autoformat

Next Steps

To	See
Create a chart	"Create a Chart from Worksheet Data," page 260
	"Add a Chart to a Document or Presentation," page 266
Create macros to speed up your work	"Automate Repetitive Tasks," page 643

MS 113900

Get Your Point Across with Graphics

When you have a lot of complex information to present to a broad audience, representing information graphically is always more effective than using text only. A well-placed graphic can transform a plain-looking document into a compelling visual message.

When it's necessary to reach a broad audience, some of whom might not be familiar with your material, find ways to use visuals to help increase the overall comprehension level.
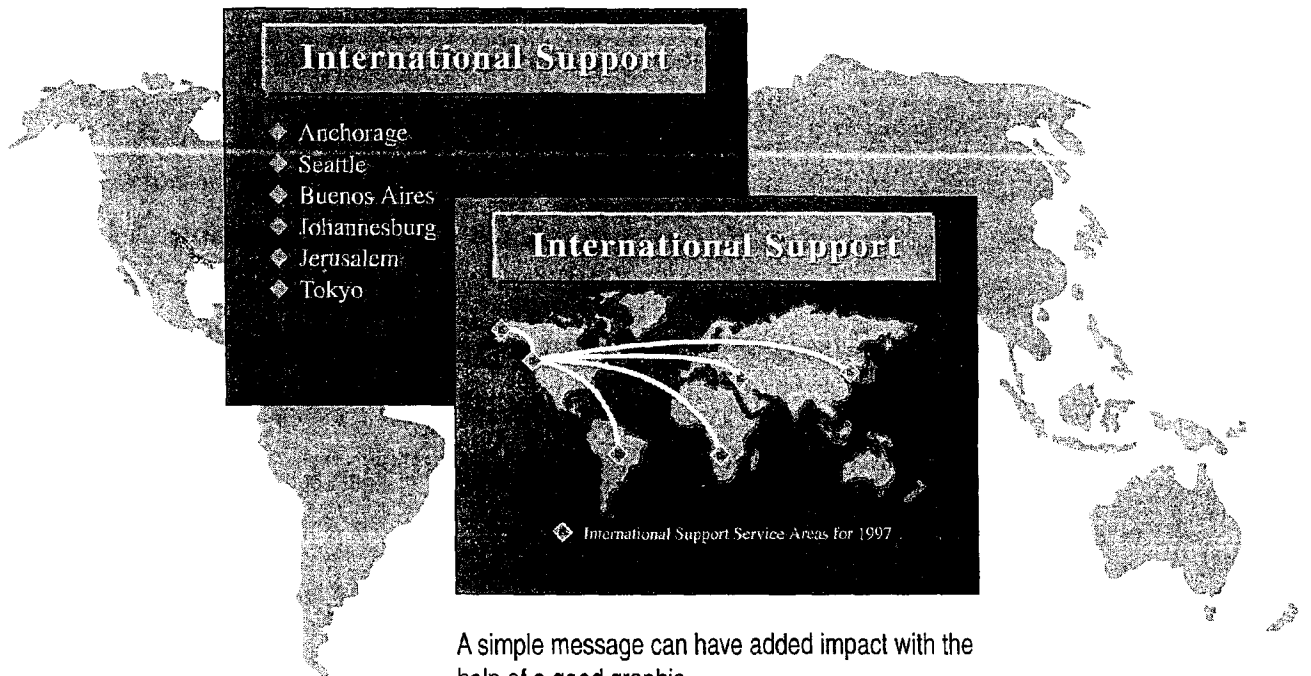
A simple message can have added impact with the help of a good graphic.

What's a graphic object?   In general, graphics are referred to as objects, whether a particular graphic is as simple as a line or as complex as a piece of clip art.

Part 1 Your First Day at the Office

Use the Drawing Toolbar

The **Drawing** toolbar provides a palette of tools and features you can use to add impact. To display the **Drawing** toolbar, click **Drawing** (**View** menu, **Toolbars** submenu).

The **Drawing** toolbar is divided into three sections:

- **General drawing controls** Use these tools to select and rotate objects and to determine their position and orientation.

- **Object drawing tools** Use these tools to create objects.

- **Object formatting tools** Use these tools to change the appearance of objects you create.

└─ General drawing controls └─ Object drawing tools └─ Object formatting tools
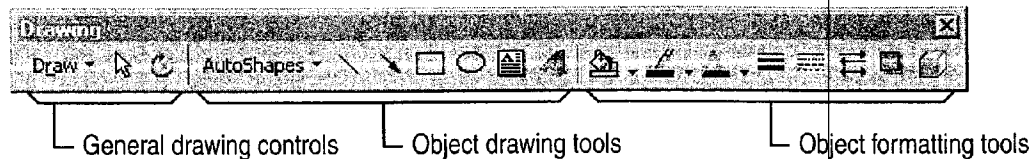
Try it out Beneath the buttons of the **Drawing** toolbar lies a powerful graphic arsenal. The best way to find out what you can do is to draw a few objects and see what you can create.

Select successive objects With one object selected, Press TAB to move the selection to each object on the screen in succession. This is handy when you need to select stacked objects that are close together.

Draw curved lines and objects On the **Drawing** toolbar, Click **Lines** (**AutoShapes** menu) and then click the **Scribble** or **Freeform** button to draw shapes with both straight and curved segments. Click the **Scribble** button to draw shapes that look like they were drawn with a pen.

Scribble button   Freeform button

Use Fancy Fills

You can apply special fill effects to a selected object by clicking the **Fill Color** arrow on the **Drawing** toolbar and then clicking **Fill Effects**.

The **Fill Effects** dialog box includes a number of special patterns and textures. You can create gradient fills with one or two colors, use special textures like wood and granite, and even fill objects with pictures.
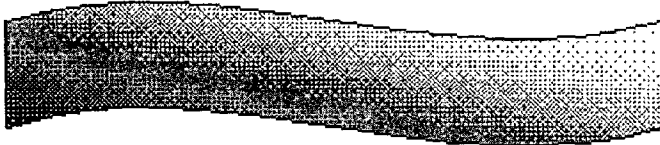
? Want to know more?   Look up **Getting Results - Graphics** in Help.

Office Assistant button

MS 113903

Create AutoShapes

The **AutoShapes** menu on the **Drawing** toolbar gives you access to a number of useful shapes, including lines, arrows, stars, banners, and shapes for creating flowcharts. After you draw an AutoShape, you can type text in it.
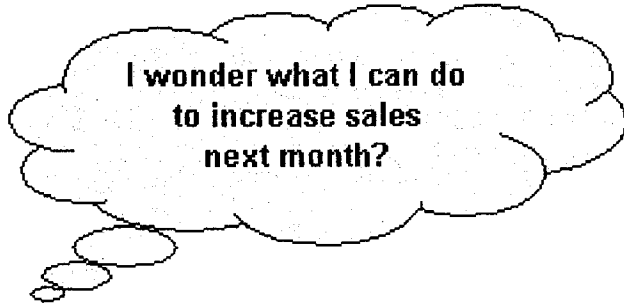
What is a callout? The preceding illustration is an example of a callout. Callouts are special AutoShapes into which you can add text. They include a movable pointer, and you can drag the end of it to an object or to a piece of information you want to emphasize.

Use special handles Many AutoShapes have adjustment handles you can use to adjust a unique aspect of the shape.

This adjustment handle changes the size of the arrowhead.
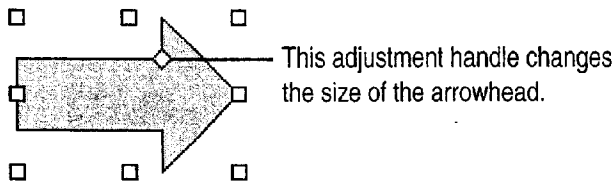
What Are Connectors For?

Want to draw a line between two objects that "sticks" to the objects? On the **Drawing** toolbar, click **Connectors** (**AutoShapes** menu). You can drag connected objects around, and the connector line stays attached to the anchor point on each object and is adjusted automatically.

MS 113904

AHL0123231
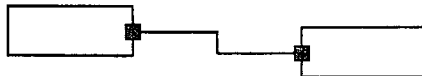
Insert Clips

The Microsoft Clip Gallery contains a variety of useful clip art, as well as pictures, sounds, and video clips. It provides a handy way to browse through and select clips, and you can add your own clips to the gallery and reorganize and categorize your clip art.

Start the Microsoft Clip Gallery by clicking **Clip Art** (**Insert** menu, **Picture** submenu).
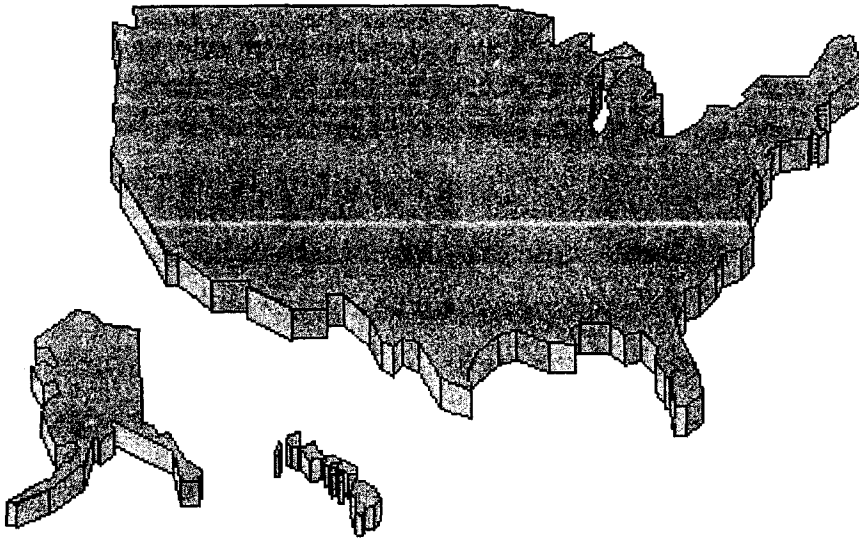
Can't find the clip you need?   The Clip Gallery contains a handy Find feature that you can use to locate clips based on keywords that you provide. For more information, see Clip Gallery Help.

Want to know more?   Look up **Getting Results - Graphics** in Help.

Office Assistant button

MS 113905

Create WordArt

You can create visually compelling text effects by clicking the **WordArt** button on the **Drawing** toolbar. Select the effect you want in the **WordArt Gallery** dialog box, and then type your text in the **Edit WordArt Text** dialog box.

WordArt button

Use the WordArt toolbar The **WordArt** toolbar appears automatically whenever you select a WordArt object.

Insert WordArt button   **Vertical Text** button   **Alignment** button

Free Rotate button   **Character Spacing** button

Gallery button

Format Object button   **WordArt Shape** button   **Same Letter Heights** button
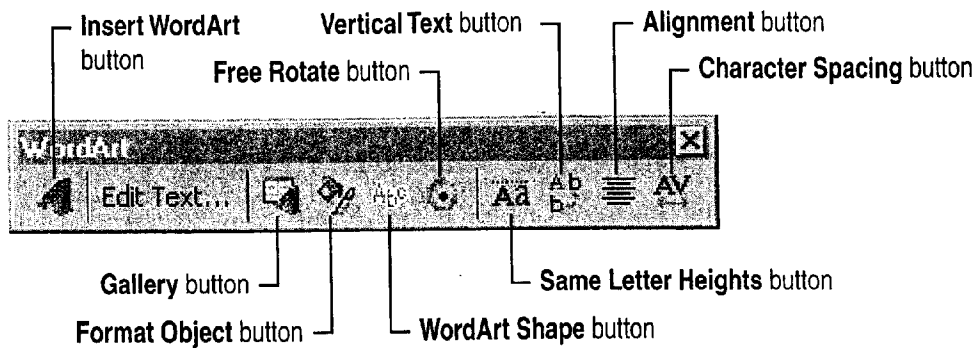
Want a different shape? You can change a WordArt effect by selecting the object and then clicking the **Gallery** button on the **WordArt** toolbar. Then choose a different effect from the **WordArt Gallery** dialog box. You can also click **WordArt Shape** on the **WordArt** toolbar to select a different overall shape.

MS 113906

Manipulate Objects

Use the following commands and buttons on the **Draw** menu of the **Drawing** toolbar to orient and arrange objects.

Grid submenu You can align drawn or dragged objects to a predetermined grid by using the **Snap To Grid** command, and you can align objects to other objects by using the **Snap To Shapes** command.
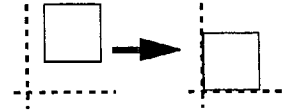
Nudge submenu You can use the four commands (**Up, Down, Left**, and **Right**) on this submenu to move selected objects with more precision than is normally possible with the mouse.
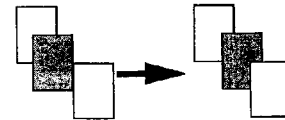
Align or Distribute submenu Use the alignment commands (**Align Left, Align Center, Align Right, Align Top, Align Middle**, and **Align Bottom**) to line up selected objects. Use the distribute commands (**Distribute Horizontally** and **Distribute Vertically**) to apply equal spacing to three or more selected objects.
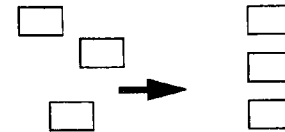
Rotate or Flip submenu Use the **Free Rotate** command to rotate the selected object to any position. Use the **Rotate Left** and **Rotate Right** commands to rotate the selected object 90 degrees at a time. Use the **Flip Horizontal** and **Flip Vertical** commands to change the selected object into a mirror image of itself.
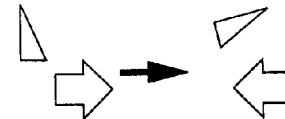
Change AutoShape submenu You can change any existing AutoShape (except lines and connectors) into any other shape using commands on the **Change AutoShape** submenu.

Use the Drawing Toolbar to Edit Lines and Shapes

You can change the shape of objects created with the **Curve, Scribble**, or **Freeform** button. Select the object, and then click **Edit Points (Draw menu)**.

└─ Drag an edit point to change the shape.

MS 113907

Add Graphics from Other Programs

You can use the drawing tools to create complex graphics, but sometimes you might need to use other graphics, such as a company logo created with an illustration program. You can insert objects created by other programs using the **Object** and **Picture** commands (**Insert** menu).
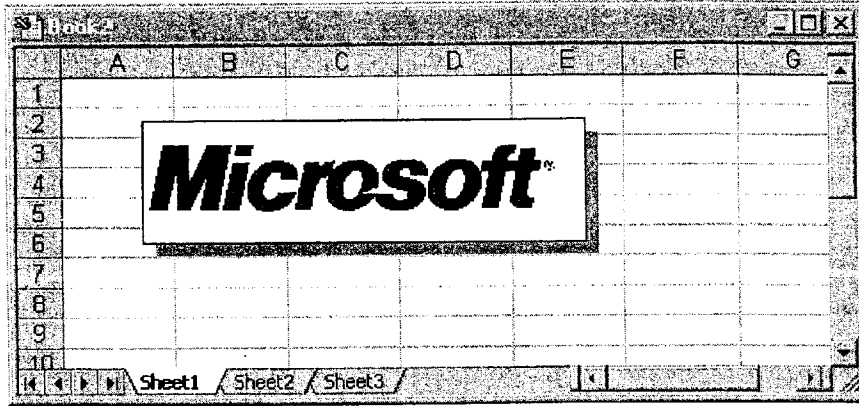
What can you insert?   An inserted object is anything (a chart, photograph, or drawing, for example) created by another program and inserted into your document.

Modify inserted pictures   The **Picture** toolbar appears automatically whenever you select an inserted picture. Note that your **Picture** toolbar might contain different tools than the one in the following illustration.
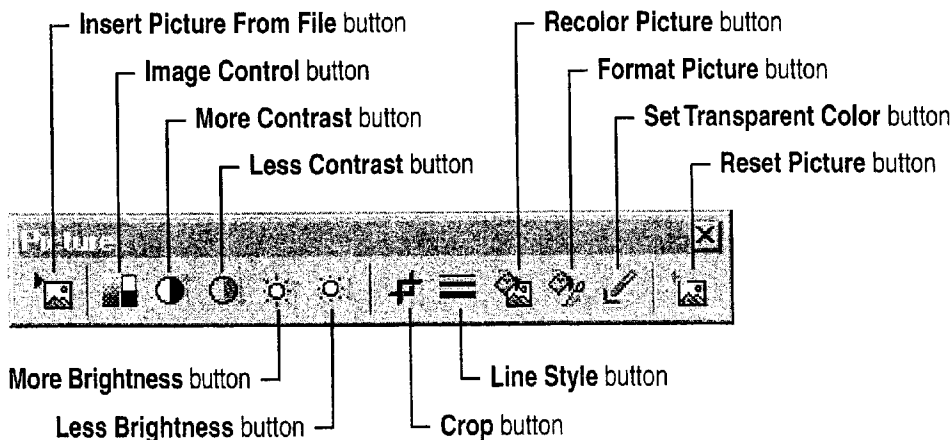
— **Insert Picture From File** button

— **Image Control** button

— **More Contrast** button

— **Less Contrast** button

— **Recolor Picture** button

— **Format Picture** button

— **Set Transparent Color** button

— **Reset Picture** button

More Brightness button ⌐

Less Brightness button ⌐

Line Style button ⌐

Crop button ⌐

Want to know more?   Look up **Getting Results - Graphics** in Help.

Office Assistant button

MS 113908

Special Objects in Office Programs

Insert a Word table The **Insert Microsoft Word Table** button inserts a Microsoft Word table into a PowerPoint slide. The table appears in a window with the Word ruler bars, and the menus and toolbars change to those of Word. You can use all of the Word features to complete the table. When you're finished, click anywhere on the slide outside the table window to return to PowerPoint.
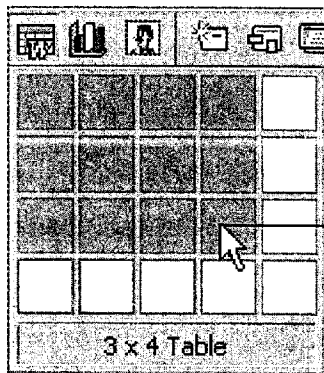
— Drag to select the table dimensions you need.

Insert an organizational chart If you give presentations often, you've probably used organizational charts. PowerPoint includes a special program to make creating these charts easier. Click **Organization Chart** (**Insert** menu, **Picture** submenu) to insert an organizational chart on a slide. For more information, see Help in Microsoft Organization Chart.

Insert a Microsoft Excel worksheet The **Insert Microsoft Excel Worksheet** button inserts a Microsoft Excel worksheet. The worksheet appears in a window, and the menus and toolbars change to those of Microsoft Excel. You can use all of the Microsoft Excel features to complete the worksheet. When you're finished, click anywhere in the document outside the worksheet window.
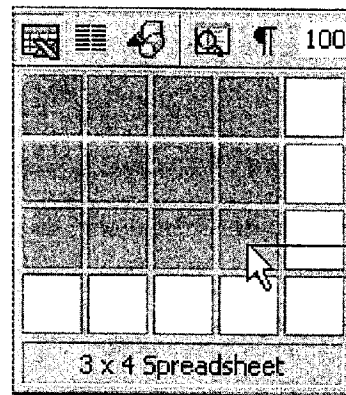
— Drag to select the worksheet dimensions you need.

Insert a map The **Map** button inserts a special type of object into a Microsoft Excel worksheet. You can use maps to automatically plot geographic data based on names of cities, states, provinces, or countries. For more information, see "Display Data on a Map," page 287.

MS 113909

Next Steps

To	See
Add multimedia elements and effects	"Prepare for an Electronic Presentation," page 304
Create charts	"Add a Chart to a Document or Presentation," page 266
Format text	"About Creating and Opening Documents and Databases," page 48

MS 113910

Use Office Applications Together

It's easy to use Office applications together. For example, you can create a Microsoft PowerPoint presentation from a Microsoft Word outline. Probably the most common way to share information between applications is to copy and paste information from one application to another. You can also create a *link* from one application to another or insert objects to include information. In online documents, you can use *hyperlinks* to jump to other files on your organization's internal Web (*intranet*) or sites on the World Wide Web. Combine information from different applications by using the Microsoft Office Binder to organize and print files with continuous page numbers from Microsoft Excel, Word, and PowerPoint as a single unit.

If you're working on an annual report, create your financial information in Microsoft Excel.

Write the report in Word, and create links to include information from Microsoft Excel, so that your report can be automatically updated.

Finally, create a professional-quality PowerPoint presentation from your Word report.

Store different types of files as a single file in a Microsoft Office binder.
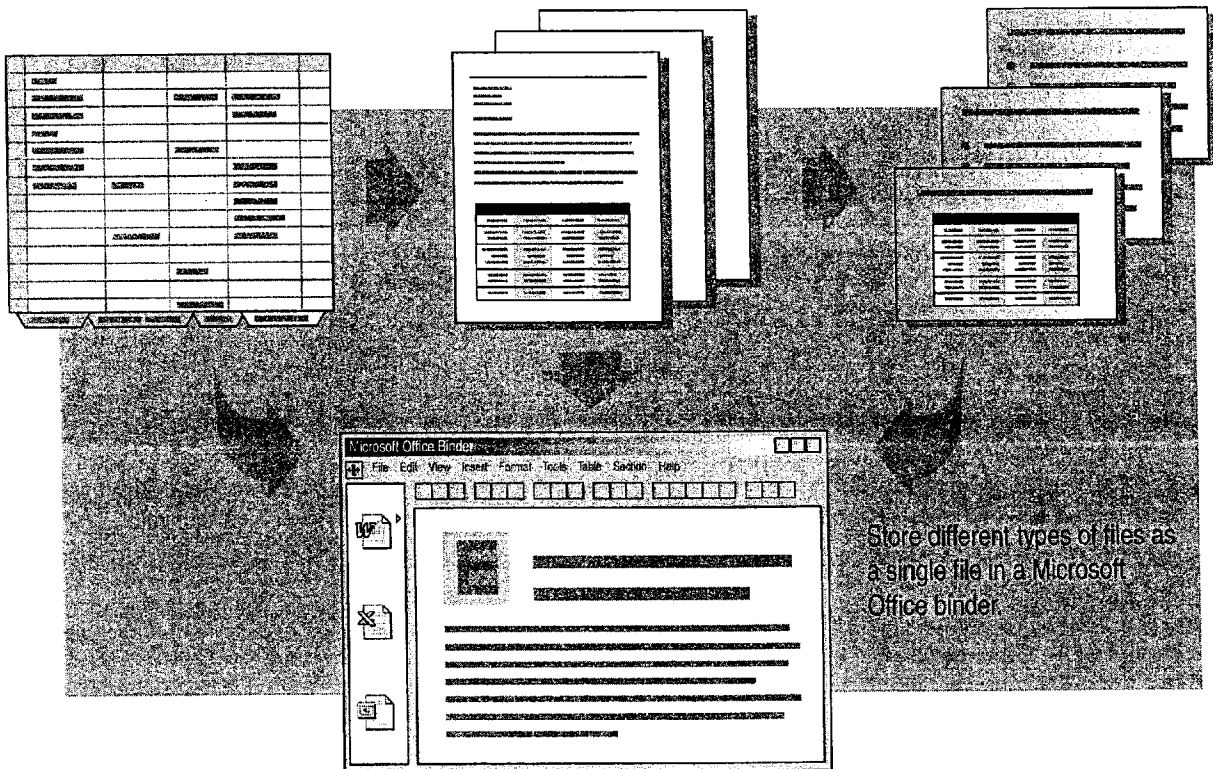
MS 113911

Decide How You Want to Share Information

The following table is a quick way to help you decide which method
of sharing information to use.

If you want a copy of the information, and you	Then
Don't need your copy of the information to stay current with the original, or "source," information, and you don't need to edit the source information	Use move or copy and paste commands; or drag-and-drop editing
Want to edit the inserted object in your file by using the source application, but don't need to have changes reflected in the source file Might not have ongoing access to the source file, and you don't care about file size	Insert an object
Want changes to the original information to be reflected in your file Want to edit the original information and know you'll have ongoing access to the source file and application Want to share information among many files, or among files contained within an Office binder Want to minimize file size or save hard disk space	Create a link
Want to make use of information in other online files, but you don't want to duplicate the information in your own online file Want to make it possible for users to jump from your online file to other online files with a single click	Create a hyperlink

MS 113912
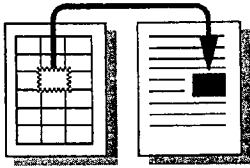
Moving deletes information from one location and inserts it in another location. *Copying* duplicates information. Use either method if you do not need to edit the information.

Inserting an object copies information from one location (the source) to another location (the destination) and allows you to edit the destination copy using the source application. Changes made to the source file will not be reflected in the inserted copy.
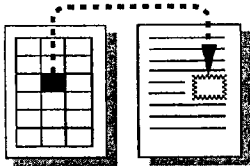
Creating a link stores information in one location (the *source*) and a pointer to the information in another location (the *destination*). The information is connected, so that when it changes in the source, it is automatically updated in the destination.
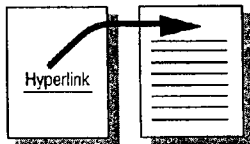
Creating a hyperlink allows you to jump to other files on your intranet or Web sites. The hyperlink does not duplicate (copy) information.

MS 113913

Getting Results with Microsoft Office   **171**
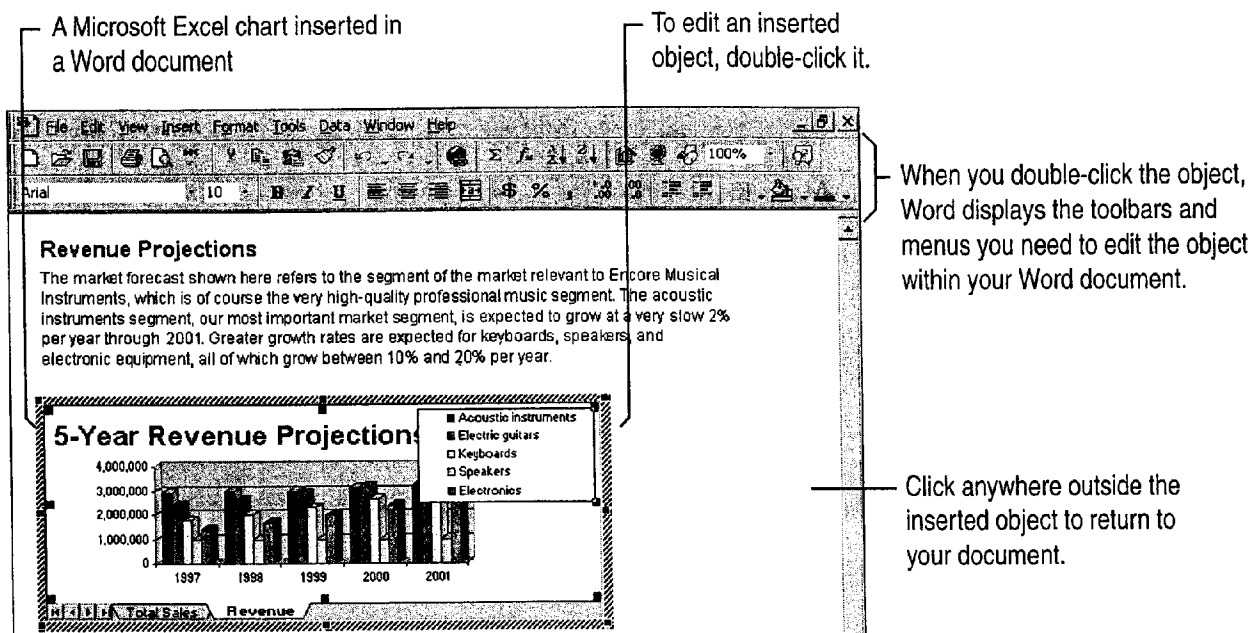
Insert Objects to Copy and Edit Information

Inserting objects makes it easy to edit information that you've copied from another application, assuming you already have the source application on your computer. For example, you can insert a Microsoft Excel pie chart in a Word document. If you decide that a bar chart would show the information more effectively, just double-click the chart and change the chart type.

Insert existing information   You can insert existing information by copying the information from the source document and then switching to the current document. Click **Paste Special (Edit** menu). In the **As** list, select the object type, and then click the **Paste** button. Up to one page of the inserted object will be displayed.

Insert new information   You can insert new information, such as a graphic object or an equation, by clicking **Object (Insert** menu).

[?] For Help on dialog box options, click this button and then click the option.

A Microsoft Excel chart inserted in a Word document

To edit an inserted object, double-click it.

When you double-click the object, Word displays the toolbars and menus you need to edit the object within your Word document.

Revenue Projections

The market forecast shown here refers to the segment of the market relevant to Encore Musical Instruments, which is of course the very high-quality professional music segment. The acoustic instruments segment, our most important market segment, is expected to grow at a very slow 2% per year through 2001. Greater growth rates are expected for keyboards, speakers, and electronic equipment, all of which grow between 10% and 20% per year.

5-Year Revenue Projections

■ Acoustic instruments
■ Electric guitars
□ Keyboards
□ Speakers
■ Electronics

Click anywhere outside the inserted object to return to your document.

MS 113914

Need to keep file size to a minimum?   Create links to information instead of inserting it. Inserting objects increases file size because the object itself is stored in your document. A linked object, however, is stored in the source file. Only a representation of it is displayed within your current file.

Move or copy information between applications the easy way   To drag and drop information between Office applications, arrange the application windows so that both the source and destination files are open and visible. Select the information you want to move, and then drag it to where you want to insert it in the other file. To copy information, hold down CONTROL as you drag.

Need Help when editing an inserted object?   Double-click the object, click the appropriate Help command on the **Help** menu, and then choose Help topics relevant to the application in which the object was created.

Want to know more?   Look up **Getting Results - Office Applications Together** in Help.

Office Assistant button

MS 113915

Part 1   Your First Day at the Office

Create Links to Automatically Update Information

You can create links to virtually any type of information among Office applications. For example, to make sure sales figures from Microsoft Excel are up-to-date in an annual report written with Word, copy the numbers and create links to them. When the figures change in the worksheet, they are automatically updated in the Word document as well.

In Microsoft Excel, copy the cells you want to create a link to your Word document.

In Word, click **Paste Special (Edit** menu). Click the **Paste Link** button, and then click the Microsoft Excel worksheet format.

You can use the same method to create a link from a Microsoft Excel chart to your Word document.

Want to control when linked objects are updated?   Linked objects by default are updated automatically. To create a manual link that will update only when you specifically request it, click **Links (Edit** menu). In Microsoft Access, click **OLE/DDE Links (Edit** menu). Select the name of the linked object you want, and then click the **Manual** button. To update a manually linked object, in the **Links** dialog box, select the name of the linked object and then click the **Update Now** button.

MS 113916

Use Hyperlinks to Jump to Information Online

When you include an inserted or linked object in a file, you duplicate information that exists elsewhere. When you use a hyperlink, you provide online users with a way to jump to information that exists elsewhere. The information could exist elsewhere in the same document or in another document.

The biggest advantage to using hyperlinks is that you can connect to information from any source, not just to information on your local drive or network. For example, you can jump to documents or pages on the World Wide Web or on your intranet.
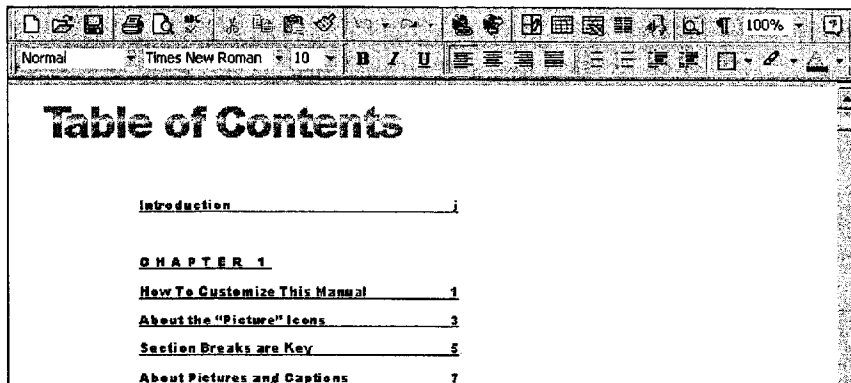
While working in an Office application, you can click a hyperlink to jump to files on your intranet or to Web sites.
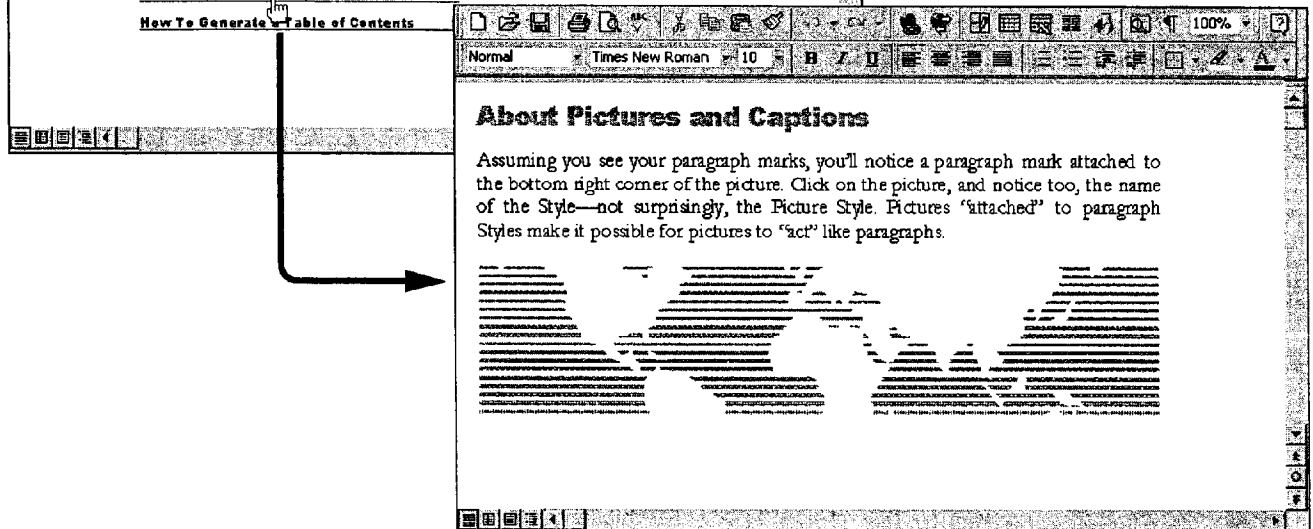
Important How you create a hyperlink and what you can create a hyperlink to vary among Office applications.

MS 113917

Part 1   Your First Day at the Office

Want to create a Web page or learn more about the Web?   For more information, see "Create a Web Page with Word," page 458, "Publish Microsoft Excel Tables and Charts on the Web," page 448, "Create a Web Presentation with PowerPoint," page 452, "Office and the Web," page 442, "Use Microsoft Access to Retrieve and Publish Data," page 464, and "Open Web Addresses from Outlook," page 470.

Want to know more?   Look up **Getting Results - Office Applications Together** in Help.

Office Assistant button

MS 113918

AHL0123245

Other Easy Ways to Share Office Information

Each Office application includes convenient ways to transfer information quickly to other applications. In Microsoft Access, you can click the **OfficeLinks** button on the **Database** toolbar to transfer database information to other Office applications. You can also insert information from a Microsoft Excel list into a form, or use the Report Wizard to create reports that incorporate data from Microsoft Excel. Move a list created in Microsoft Excel to Microsoft Access and create a new database by using the **Convert to MS Access** command (**Data** menu) in Microsoft Excel. Or, if you create a PowerPoint presentation and want to transfer it to Word to create speaker notes, in PowerPoint, click **Send To** (**File** menu), and then click **Microsoft Word Outline**.

OfficeLinks button in Microsoft Access

In PowerPoint, use the **Send To** command (**File** menu) to create a Word document that contains text in your slides.
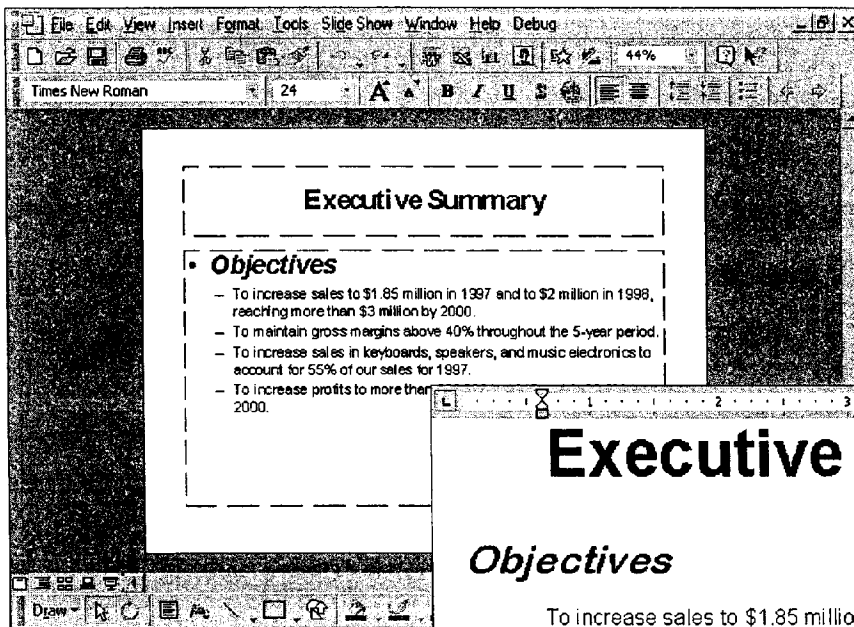
In Word, you can edit your text to show only major points, or you can provide more detail.

Executive Summary

Objectives

To increase sales to $1.85 million in 1997 and to $2 million in 1998, reaching more than $3 million by 2000.

How?

Which Products?

To increase profits to more than $60,000 in 1997 and $400,000 by 2000.

How?

Which Products?

To maintain gross margins above 40% throughout the 5-year period.
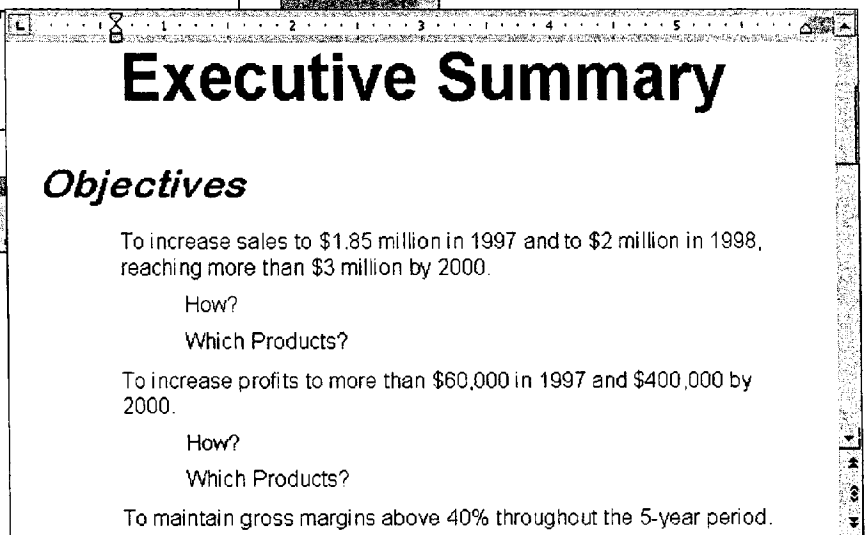
MS 113919

Want another easy way to transfer information between applications?
First, make sure that the file into which you want to transfer information is open, and that its icon appears on the Windows taskbar. In the other application, select the information you want to transfer. Drag the selection onto the application's icon on the taskbar and continue holding down the mouse button until the application opens. Then drag the selection to where you want it.

Want to know more? Look up **Getting Results - Office Applications Together** in Help.

Office Assistant button

MS 113920

Store and Organize Related Project Files in a Binder

With the Office Binder, you can organize related files in a single electronic binder. These files, called *sections*, stay in the order you place them in, and they can be saved, moved, edited, previewed, and printed as a single file. For example, if you create an annual report, you can put files from Microsoft Excel, Word, and PowerPoint in a single binder. Add a new file based on an Office template, and then apply a common header and footer, check spelling, preview each section, and print sections separately, or print the binder with continuously numbered pages. To create a new, blank binder, click the Windows **Start** button, click **Programs**, and then click **Microsoft Binder**. To use a binder template, click **New** (**File** menu) and then double-click one of the templates on the **Binder** tab.

The left pane shows the sections (or files) that make up the binder.

To close the left binder pane, click here.

Click a section in the left pane, and that section (file) opens in the right pane.

To apply a common header or footer, click **Binder Page Setup** (**File** menu), and then click the **Header/Footer** tab to specify what you want in the header or footer.

Click to scroll through sections in the binder.

To add, delete, duplicate, or rename sections in the binder, right-click the section icon and then choose the command you want.

Important A binder is most effectively used as a place to assemble related, finished files. If you have a problem editing a document, use Help to troubleshoot the problem.

MS 113921

Guidelines for Working in an Office Binder

Quickly move information between sections If you are working in a section, you can select the information you want to move from that section and drag it over the section in the left pane that you want to move it to. To open the new section, hold the mouse button down and press ALT. Without releasing the mouse button, drag the information to where you want it to appear in the new section.

Rearrange section (file) order In the left pane of the binder window, select the file you want to move, and then drag the file icon to where you want it. For example, if you have a file created with Word that you want to move to the end of your binder, just drag the Word file to the bottom of the left pane, so that it appears after the other files.

Add an existing file to a binder In Windows Explorer, select the file that you want to add to your binder, and then drag the document into the left pane of the binder window.

Add, delete, duplicate, or rename a binder section Right-click the section icon that you want to modify in the left pane, and then click the command you want from the shortcut menu.

Save all sections as separate files In Windows Explorer, find the binder file that contains the sections you want to save as separate files. Right-click that file, and then click **Unbind** on the shortcut menu.

Save a section as a separate file Drag the section you want to save separately from the left pane to a new location (for example, to the desktop), or you can click **Save As File (Section** menu).

MS 113922

AHL0123249

Create Letters, Mailings, and Other Business Communications

Contents
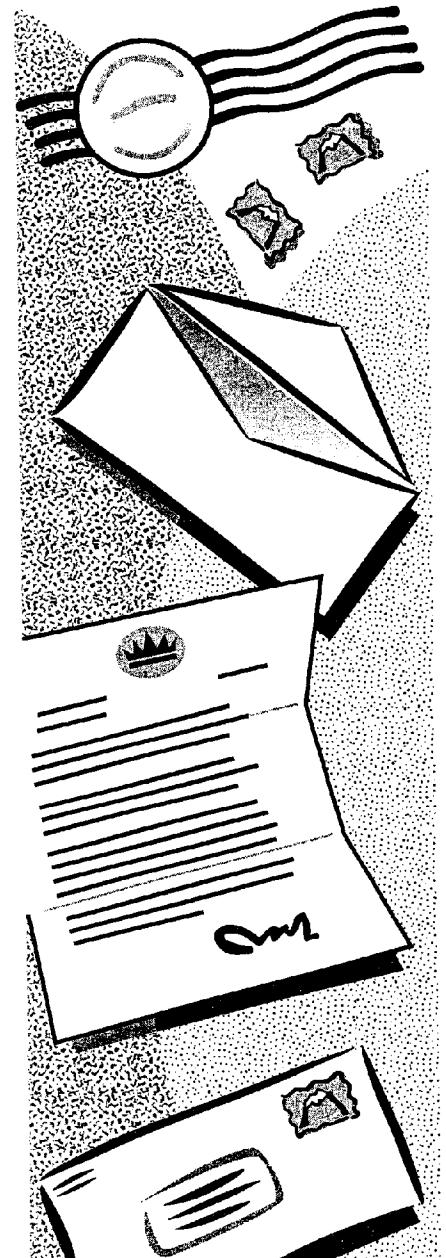
MS 113924

Getting Results with Microsoft Office **183**

Write a Business Letter

Want some help writing a letter? The Letter Wizard provides an easy way to create a business or personal letter, and you can use the wizard any time you want. The wizard handles formatting and saves time by making it easy to reuse parts of previous letters. That way, you can concentrate on content. After you finish, you can print the letter on plain or letterhead paper, and you can print a matching envelope.

Key Features

Letter Wizard

Letter Templates

Printing Envelopes

Examples of a business letter and matching envelope

MS 113925

Start the Letter Wizard When You're Ready

Like most people, you probably start a letter by typing "Dear" followed by a name at the beginning of a new document. When you do this in Word, the Office Assistant appears, asking if you want the Letter Wizard to help you write the letter. To get help from the beginning, click **Get help with writing the letter**. If you decide later that you want help, just click **Letter Wizard** (**Tools** menu).

The wizard uses information that you supply to set up the letter's basic content and layout. You can insert addresses directly from your electronic address book, and you can quickly choose elements to be included in the letter, such as the return address and closing. When the wizard finishes, you can print a matching envelope, or complete the letter.
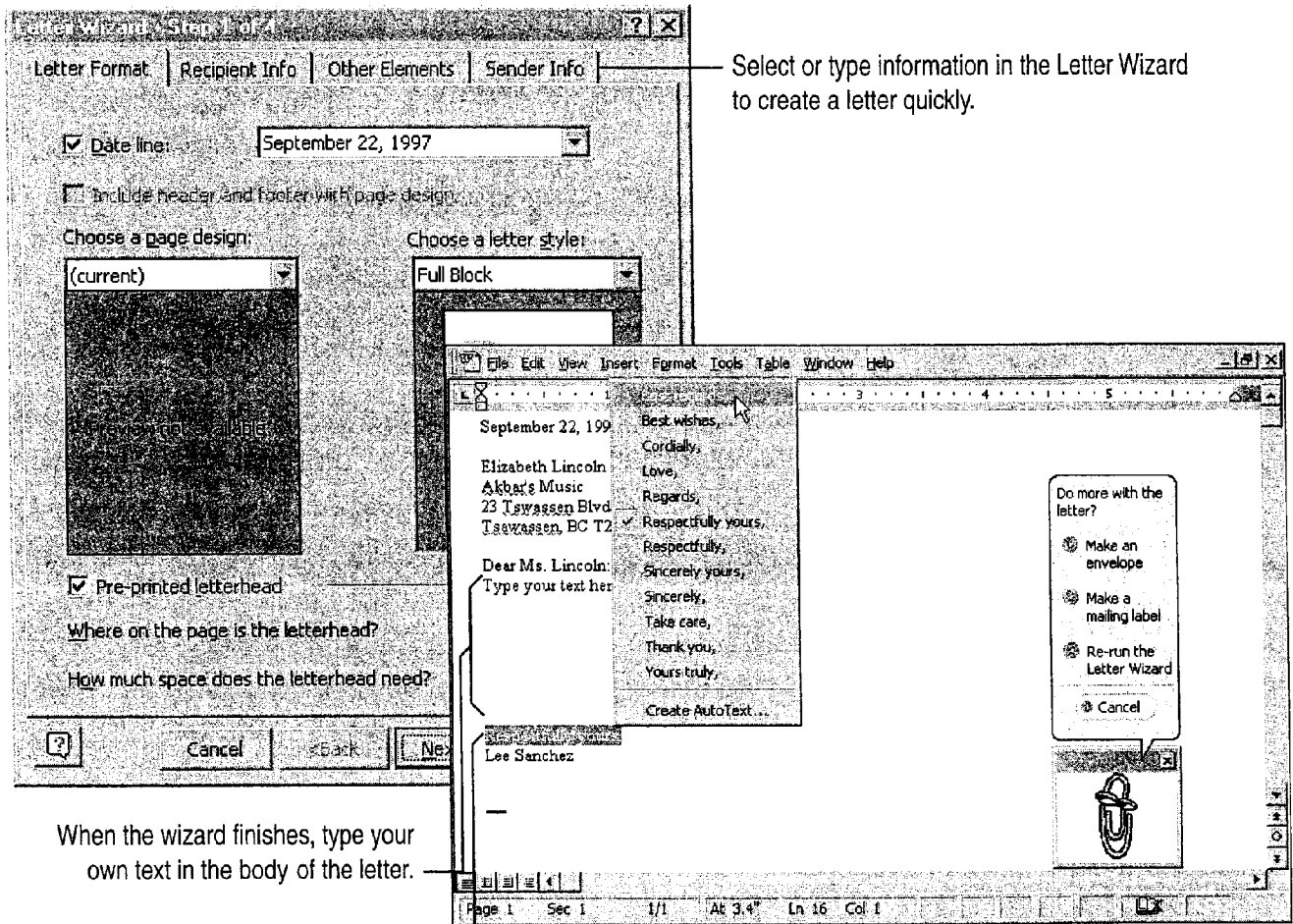
Select or type information in the Letter Wizard to create a letter quickly.

When the wizard finishes, type your own text in the body of the letter.

If you change your mind about one of the letter elements that you've selected in the wizard, just right-click it in your letter, and then select a different option.

MS 113926

Part 2   Create Letters, Mailings, and Other Business Communications

Reuse text from other letters   When you write letters, make sure you have the **AutoText** toolbar displayed, so that you can quickly insert AutoText entries that you've used in other letters. If it is not already displayed, click **AutoText** (**View** menu, **Toolbar** submenu). For information on using AutoText and AutoComplete to reuse text you've already written, see "Make Writing Easier," page 231.

Try a different letter design   Run the Letter Wizard again, and select a different letter style. Click **Letter Wizard** (**Tools** menu).

Center the letter vertically   To balance the letter on the page, click **Page Setup** (**File** menu). Click the **Layout** tab, and then click **Center** in the **Vertical Alignment** box.

Before and after vertical alignment

Check spelling and grammar before you print   Click the **Spelling and Grammar** button. For more information, see "Check Spelling and Grammar," page 72.

Spelling and Grammar button

Should You Use a Template Instead of the Wizard?

The Letter Wizard and the letter templates produce the same result: an attractive, ready-to-complete letter. Here's the difference: The wizard lets you choose formatting and content options, while the templates have a preset layout.

To use a letter template, click **New** (**File** menu). On the **Letters & Faxes** tab, double-click the letter template you want. Then replace the sample text with your own.

Create a personalized template   Add your name, address, and any other standard information you want to include in each letter. Click **Save As** (**File** menu), and then click **Document Template** in the **Save as type** box. Name and save the new template. Then select this template the next time you start a new letter.

MS 113927

Print an Envelope

With your letter on the screen, click **Envelopes and Labels** (**Tools** menu). If necessary, edit the delivery and return addresses. Choose any options you want, insert the envelope into the printer as shown in the **Feed** box, and then click **Print**.

Word automatically picks up the delivery address from your letter ...

... and positions it on the envelope.
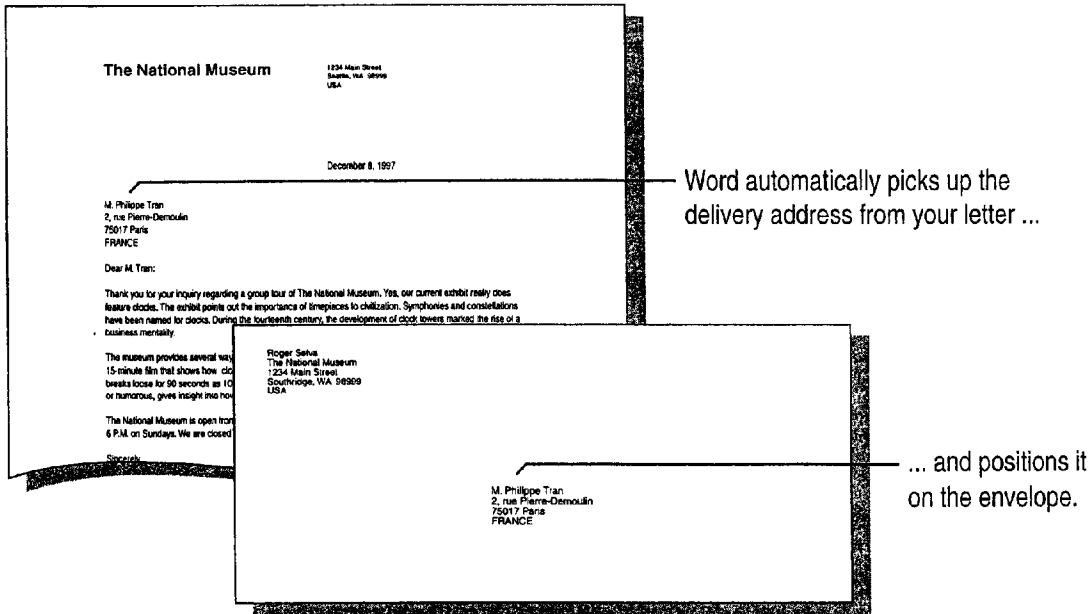
Use custom formatting in the addresses If you want to make the recipient name bold or italic or want to change the font in the address, in the **Envelopes and Labels** dialog box, click the **Options** button. On the **Envelope Options** tab, select the options you want.

Change the position of the delivery or return address To position addresses where you want them, in the **Envelopes and Labels** dialog box, click the **Options** button. On the **Envelope Options** tab, select the options you want.

Want to know more? Look up **Getting Results - Letter** in Help.

Office Assistant button

MS 113928

Part 2   Create Letters, Mailings, and Other Business Communications

Next Steps

To	See
Design "electronic" or preprinted letterhead	"Create Letterhead and Matching Envelopes," page 195
Fax a copy of the letter	"Create a Fax Cover Sheet and Send a Fax," page 192
Send form letters to people on your mailing list	"Create a Mailing," page 206

MS 113929

Create a Memo

If it's true that a memo is created more often than any other business document, then it pays to be able to create a memo quickly and to create one that stands out from the rest.

The Memo Wizard is a quick and easy way to create a professional-looking memo. The wizard sets up the page and formatting, so you can focus on the content.

Wizard-created memos come in three design families.

Key Features

Memo Wizard

Contemporary memo

Professional memo

Elegant memo

MS 113930

Part 2 Create Letters, Mailings, and Other Business Communications

Set Up the Page and Type the Standard Text

Start the Memo Wizard by clicking **New** (**File** menu). Click the **Memos** tab, double-click **Memo Wizard**, and then answer the questions to create a memo.

Quickly insert names on the To and Cc lines If you use an electronic personal address book, the wizard automatically provides access to it so you can insert one or more names on the To and Cc lines. If you don't have an address book, just type the names in the spaces provided.

Want to change the memo? When the wizard finishes, the Office Assistant appears, asking if you want to do more with the memo, for example, change the style of the memo. You can also send your completed memo via e-mail or fax. Whatever you choose, the Office Assistant helps you complete the task.

Click text within brackets, and then type the information you want.
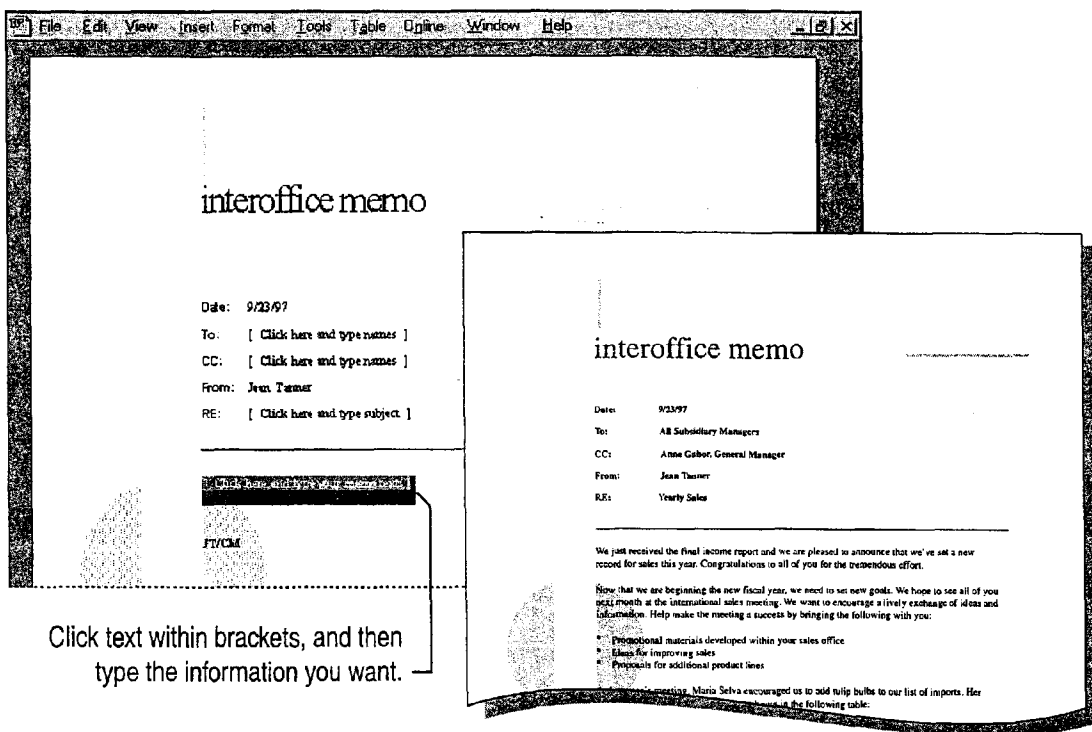
Important If the Memo Wizard is unavailable, rerun Setup to install it. For more information, see "Add or Remove Components," page 32.

? **Want to know more?** Look up **Getting Results - Memo** in Help.

Office Assistant button

MS 113931

AHL0123257

Need to set up a meeting? If the purpose of your memo is to arrange a meeting with people in your workgroup, it might be more efficient to use Microsoft Outlook. That way, you can see which times are open on their calendars. For more information, see "Set Up a Meeting," page 117.

Want to turn off the wavy underlines? Word automatically marks errors in spelling and grammar with wavy underlines. If you don't want to see them, click **Options (Tools** menu). On the **Spelling & Grammar** tab, clear the **Check spelling as you type** and **Check grammar as you type** check boxes.

Highlight what's important If you distribute your memo electronically, highlight sections you want to emphasize by selecting the text and then clicking the **Highlight** button.

Highlight button

Heading 1

Style box

Should You Use a Memo Template Instead of a Wizard?

The Memo Wizard and the memo templates both produce an attractive, ready-to-complete memo. The difference between the two is that the wizard lets you choose layout options step by step while the templates have a preset layout.

To use a template, click **New (File** menu). On the **Memos** tab, double-click the memo template you want. Click or select the instruction text, and then type the text you want.

To change the look of your memo, use the **AutoFormat** command **(Format** menu), or use the **Style** box to apply styles or the **Style** command **(Format** menu) to modify existing styles.
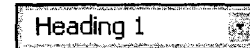
Next Steps

To	See
Change the formatting of the memo	"Make Your Word Document Look Great," page 127
Send the memo electronically	"Create a Fax Cover Sheet and Send a Fax," page 192
	"Distribute Documents Online," page 396

MS 113932

Create a Fax Cover Sheet and Send a Fax
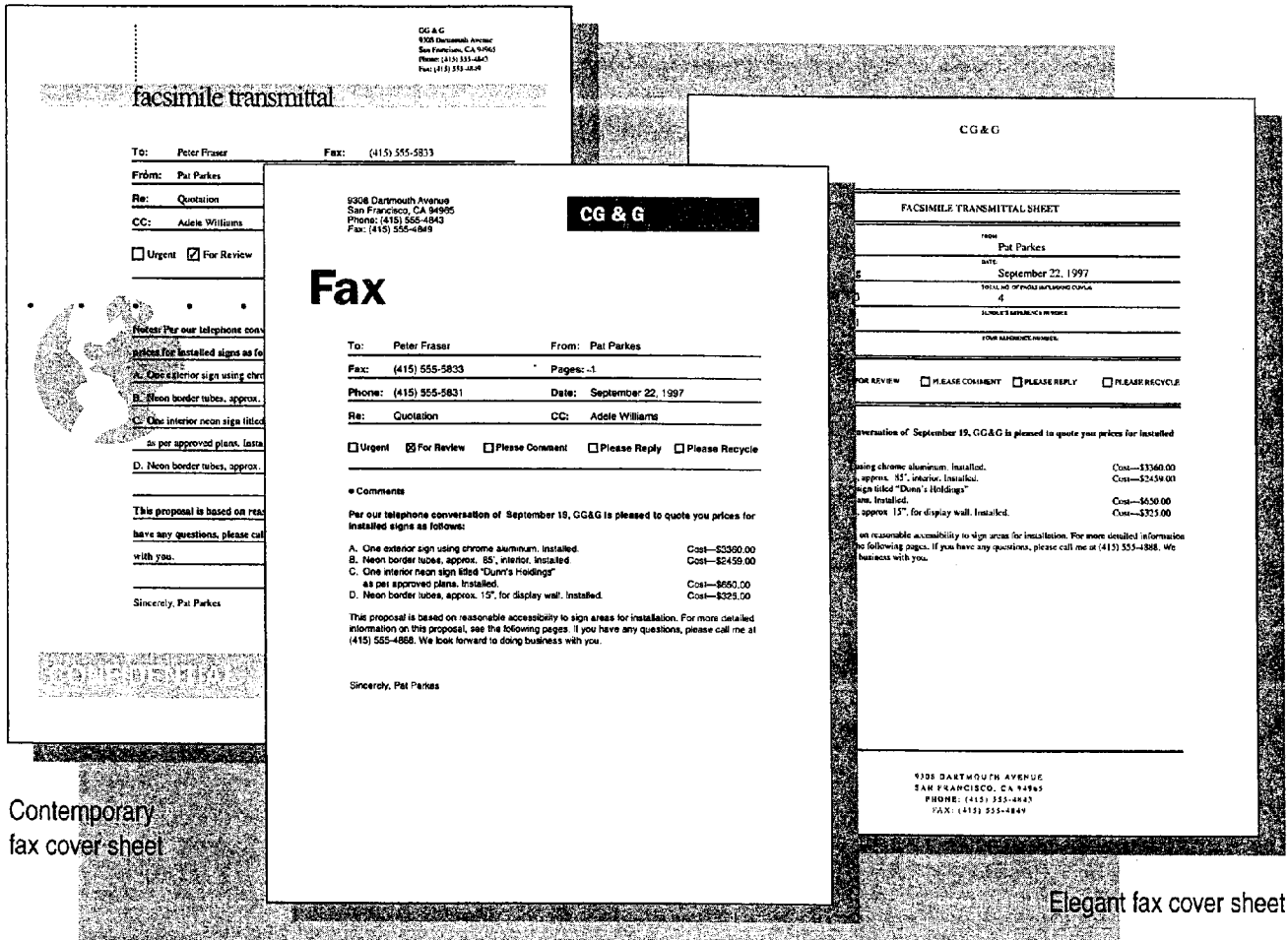
When you want to get your sales bid to a potential client, the fastest way is usually to fax it. Because time is critical, you don't want to spend too much of it creating a fax cover sheet from scratch. You just want your client to get your quotation in the most efficient manner possible.

Key Features

Fax Wizard

Your solution: Use the Fax Wizard for a ready-made cover sheet, and then have the wizard fax your quotation.

With the Fax Wizard, you can create a fax cover sheet and then fax a document to one or more recipients.

Contemporary fax cover sheet

Professional fax cover sheet

Elegant fax cover sheet

Important   If you are using Microsoft Windows NT Workstation 3.51 or earlier, you will not be able to send a fax by using Microsoft Fax. However, you can use other fax software to fax documents.

MS 113933

Prepare Your Document for Faxing

Open the document you want to fax by clicking the **Open** button, and then start the Fax Wizard by clicking **Fax Recipient** (**File** menu, **Send To** submenu).

Open button

The Fax Wizard walks you through the steps to set up your document for faxing and to create the cover sheet the way you want it. For example, you can insert recipients' names and fax numbers directly from your electronic address book, and you can choose from three professional designs for your cover sheet. Click the **Finish** button when you have completed the steps.

The Fax Wizard provides a road map of the steps you'll complete to fax a document.
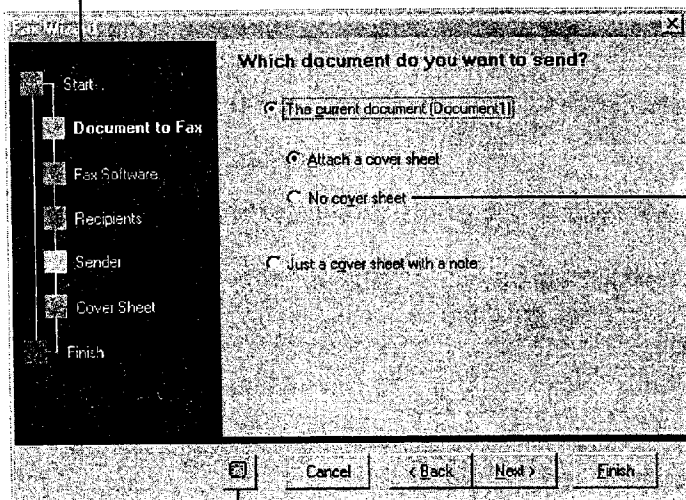
Most of the time you'll include a fax cover sheet in order to identify the sender and the recipient, but you can also send your document without one.

Click here to get Help from the Office Assistant.

Don't want a cover sheet?   Open the document you want to send, and then start the Fax Wizard as described above. In the **Document to Fax** step, click **No cover sheet**. Complete the rest of the steps, and then click **Finish** in the wizard.

Send a form letter by fax   Open the form letter you want to send, and then start the Fax Wizard. In the **Recipients** step, identify which field or fields contain the names of recipients and their fax numbers. Then complete the rest of the steps.

MS 113934

Part 2   Create Letters, Mailings, and Other Business Communications

Complete the Cover Sheet and Send the Fax

When you click **Finish** in the wizard, the new fax cover sheet appears: All you need to do is fill in the details.

Type your own information.

To send your fax, click the **Send Fax Now** button. (This button automatically appears when you click **Finish** in the Fax Wizard.)

To "check" or "uncheck" a check box, click it.

Add a confidentiality statement   Type it at the bottom of the page. If you plan to reuse the statement, save it as an AutoText entry. For more information, see "Make Writing Easier," page 231.

Like the result and want to use it to start your next fax cover sheet? Delete any information you don't plan to include in future fax cover sheets. Click **Save As (File** menu), and then click **Document Template** in the **Save as type** box. Name and save the new template. Then select this template in the **New** dialog box (**File** menu) the next time you start a new fax cover sheet.

Want to know more?   Look up **Getting Results - Fax** in Help.

Office Assistant button

MS 113935

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Create Letterhead and Matching Envelopes

Word makes it easy to create letterhead that projects just the right personal or corporate image. To design letterhead, you can modify the three ready-to-use letter templates, which set up the design, an "automatic" date, and sample text. If you want to get creative, use a complementary design for the second page, add a watermark, and create a matching envelope.

Key Features

Letter Templates

Headers and Footers

Text Effects

Inserting Graphics
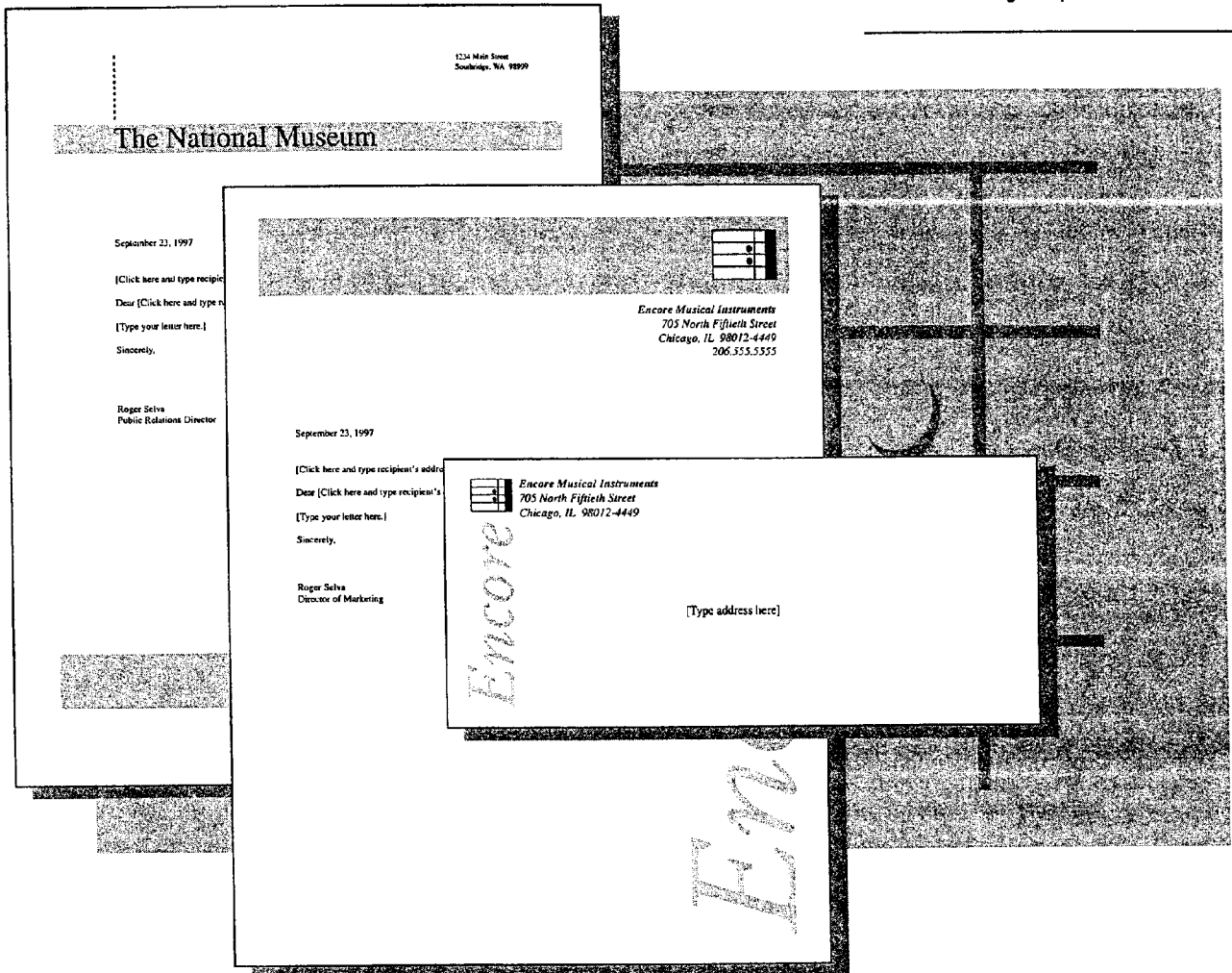
Examples of "electronic" letterhead and matching envelope

MS 113936

Part 2 Create Letters, Mailings, and Other Business Communications

Start with an Existing Letterhead Design

For the fastest and easiest way to create letterhead, start with one of the ready-to-use letter templates. Click **New** (**File** menu), and then click the **Letters & Faxes** tab. Under **Create New**, click **Template**, and then double-click the letter template you want.

Click or select the company name and address, and then type your own information.

Select and delete any sample text or graphics you don't want to include. (You might want to leave some sample text as placeholders.)
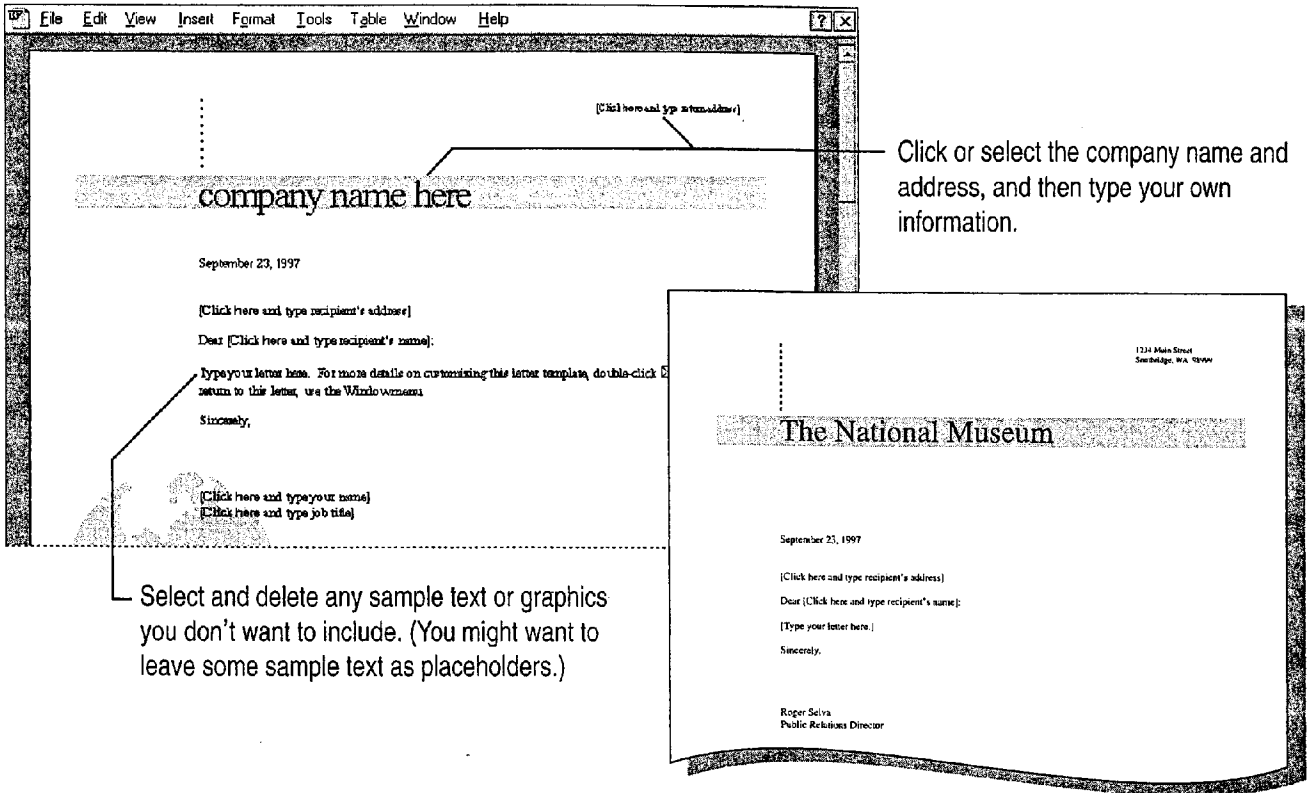
Save your letterhead template Click **Save As** (**File** menu), name the new template, and then save it. If you save your template in the Templates folder, the next time you click **New** your letter template will appear on the **General** tab.

Try on a different letterhead design Click **Style Gallery** (**Format** menu), and then click a letter template (Contemporary, Elegant, or Professional).

Want to create preprinted letterhead instead of "electronic" letterhead? If you plan to type or handwrite your letters, make sure you delete all the sample body text before printing your letterhead.

MS 113937

196 Getting Results with Microsoft Office

Change the Text Design

If you want to change the way your letterhead text looks, you can do a lot more than just change the font or font size. You can choose from a variety of interesting text effects, including different shapes. You can also add gradient, textured, and patterned fills, and use different line styles, shadows, and 3-D effects.

Click **Header and Footer (View** menu), and if you haven't already done so, add your company name, address, and any other information you want.
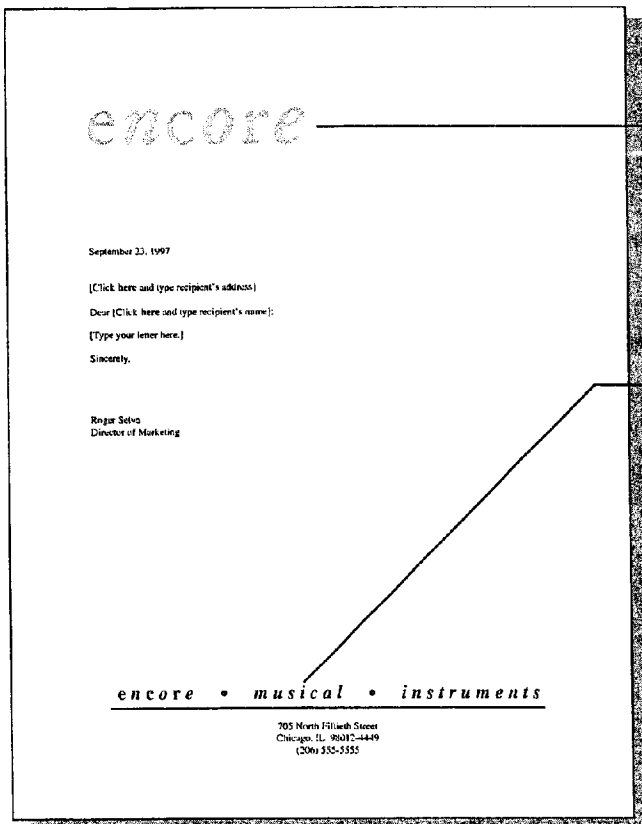
To format the text, select it and then click **Font** or **Paragraph (Format** menu). To add a text effect, click **WordArt (Insert** menu, **Picture** submenu).

To add your address or slogan to the bottom of the page, click the **Switch Between Header and Footer** button and then type the text.
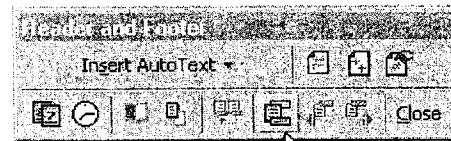
Switch Between Header and Footer

Switch Between Header and Footer button on the **Header and Footer** toolbar

MS 113938

Part 2   Create Letters, Mailings, and Other Business Communications

Create a variety of effects with the Drawing toolbar   Click the **Drawing** button to display the **Drawing** toolbar, and then click the buttons on the toolbar to see the different text effects you can create. Objects that you create can be seen in page layout view, but not in normal view. For more information, see "Get Your Point Across with Graphics," page 159.

Drawing button

Quickly switch between the header/footer and main document   In page layout view, double-click the area you want to edit. When the main document is active, the headers and footers appear dimmed, but they look normal in the printed document.

Add a border or shading   Select a paragraph, click the **Tables and Borders** button. On the **Tables and Borders** toolbar, click a button for the effect you want. For information on page borders, see "Add Borders to Pages," page 226.

Tables and Borders button

Insert symbols, such as • or ♦, to separate the parts of an address   Click **Symbol** (**Insert** menu), select a font, and then double-click the symbol you want.

Want to know more?   Look up **Getting Results - Letterhead** in Help.

Office Assistant button

MS 113939

Add a Logo or Other Graphics

To jazz up your letterhead, include graphics from your company's collection of logos and scanned images or from the Microsoft Clip Gallery, or draw your own pictures. With the tools on the **Drawing** toolbar, you can create a variety of shapes, to which you can add color, fills, textures, patterns, shadows, and 3-D effects, and which you can group, align, rotate, and flip. Click the **Drawing** button to display the **Drawing** toolbar.
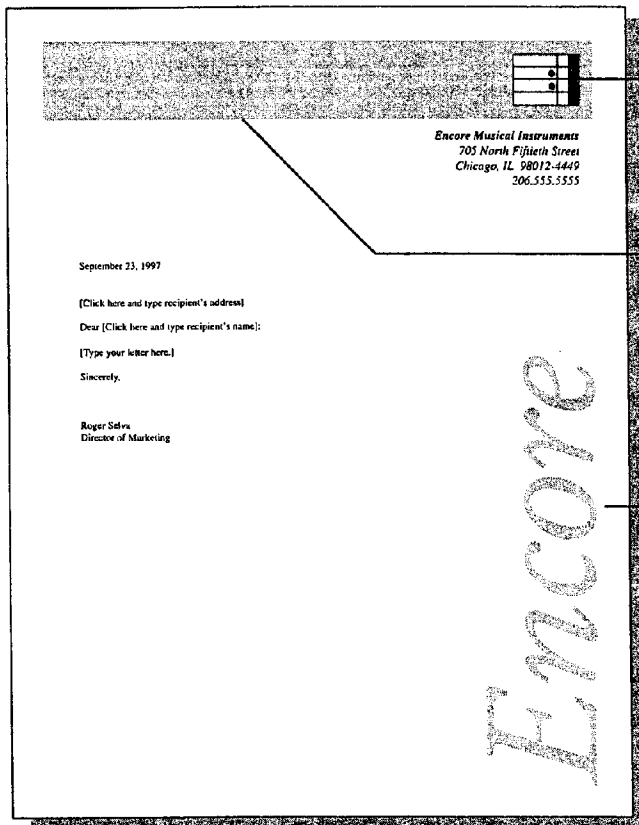
To insert your logo, click **Picture** (**Insert** menu). Then click the command you want, for example, **From File.** Move your logo to the desired location on the page.

To create a shaded area, use the **Tables and Borders** toolbar. Or use the **Rectangle** button on the **Drawing** toolbar to draw a solid rectangle or other object, and then add a fill by clicking the **Fill Color** button.

To rotate text or graphics, select the item, click the **Free Rotate** button on the **Drawing** toolbar, and then make the change you want.
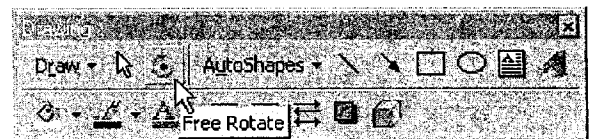
MS 113940

Part 2   Create Letters, Mailings, and Other Business Communications

Position your name, address, and logo side by side   Click in the header or footer, type your name and address, select the text, and then click **Text Box (Insert** menu). Click **From File (Insert** menu, **Picture** submenu) to insert your logo, and then drag it to align it with your name and address or vice versa.

Add space between your letterhead design and the letter text   Click **Page Layout (View** menu), and then drag the gray border on the vertical ruler.
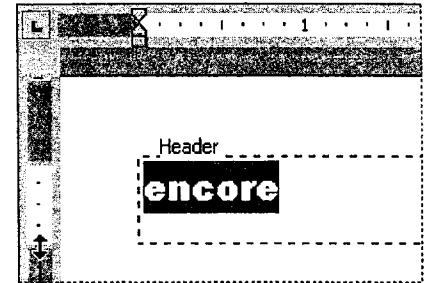
Drag down to increase the space between the design and text in your letter.

Mix Graphics with Text Effects
If you want your letterhead design to really get attention, use text effects.

The example below is one of the preset text effects you can use by clicking the **WordArt** button on the **Drawing** toolbar. If this effect isn't exactly what you want, you can change it. For more information on making the most of graphics, see "Get Your Point Across with Graphics," page 159.
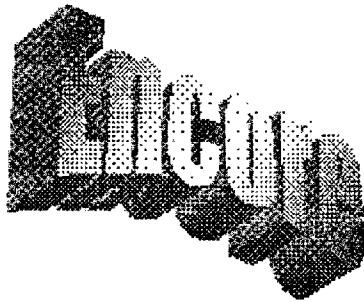
Text effect using WordArt

Want to know more?   Look up **Getting Results - Letterhead** in Help.

Office Assistant button

MS 113941

Create a Different Design for the Second Page

If you write multiple-page letters, you might want to create a simpler, complementary design for the second and subsequent pages of the letterhead.

If your letterhead template doesn't already have two pages, insert a page break: Click **Break** (**Insert** menu), and then click **Page Break**. Then click **Header and Footer** (**View** menu). The header and/or footer for the second page already contains the date and page number, but you can modify the header or footer the way you want.
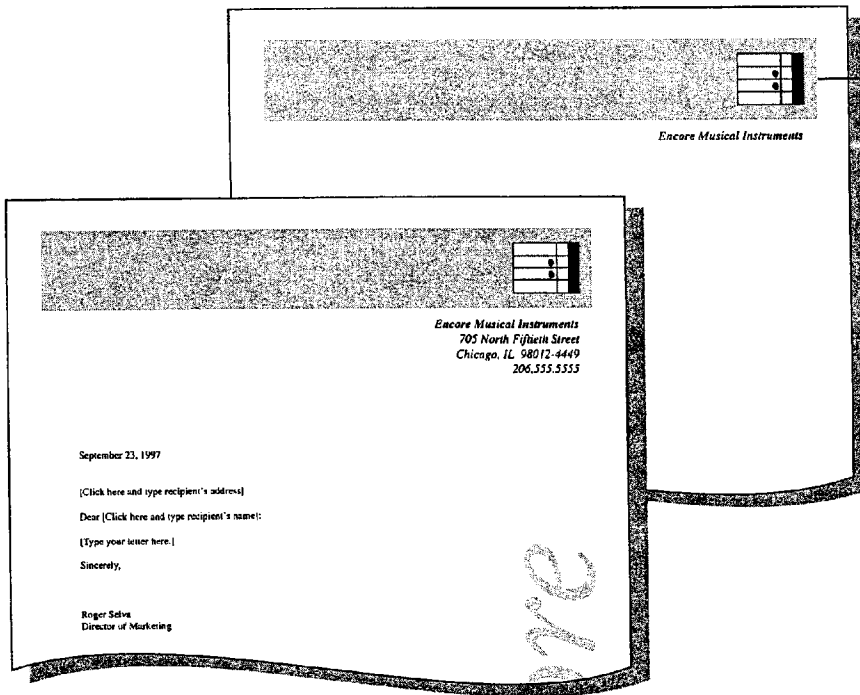
For example, copy some of the design elements from the first page header to the second page header.

MS 113942

Part 2   Create Letters, Mailings, and Other Business Communications

Need a faster way to switch between headers and footers?   Click these buttons on the **Header and Footer** toolbar to switch between the header and footer on the same page, or between headers or footers on different pages.

Does the second page have the same header and footer as the first page?   Click **Page Setup (File** Menu). On the **Layout** tab, select the **Different first page** check box.
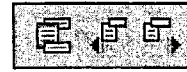
Header and Footer toolbar buttons

Want to know more?   Look up **Getting Results - Letterhead** in Help.

Office Assistant button

MS 113943

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Add a Watermark

For a professional look, add a watermark—a logo, decorative graphic, or word (such as "draft" or "confidential") that appears to be stamped into the page.

Click **Header and Footer** (**View** menu), and, if necessary, click the **Drawing** button to display the **Drawing** toolbar. To add text or graphics and position it where you want, click **Text Box** (**Insert** menu) and then size the box by dragging the sizing handles. Type the text in the box. To insert a graphic for a watermark, click **Picture** (**Insert** menu) and then click a command, for example, **Clip Art**. Move the graphic where you want it.

Drawing button   **Text Box** button

Select the text box or picture and move it anywhere you want on the page. On the **Drawing** toolbar, click **Draw**, click **Order**, and then click **Send Behind Text**.
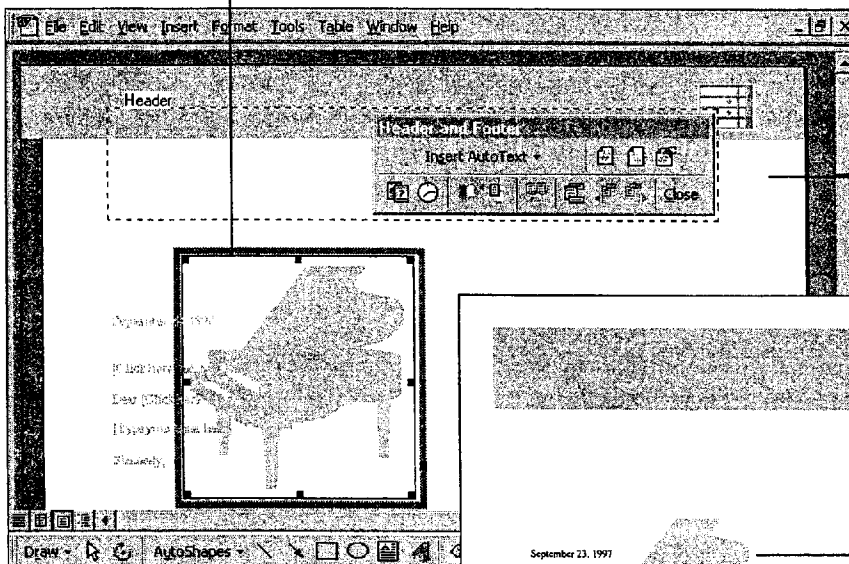
To return to the main document, double-click it. The watermark will appear dimmed on the screen ...

Encore Musical Instruments
705 North Fiftieth Street
Chicago, IL 98012-4449
206.555.5555

September 23, 1997

[Click here and type recipient's address]

Dear [Click here and type recipient's name]:

[Type your letter here.]

Sincerely,

Roger Selva
Director of Marketing
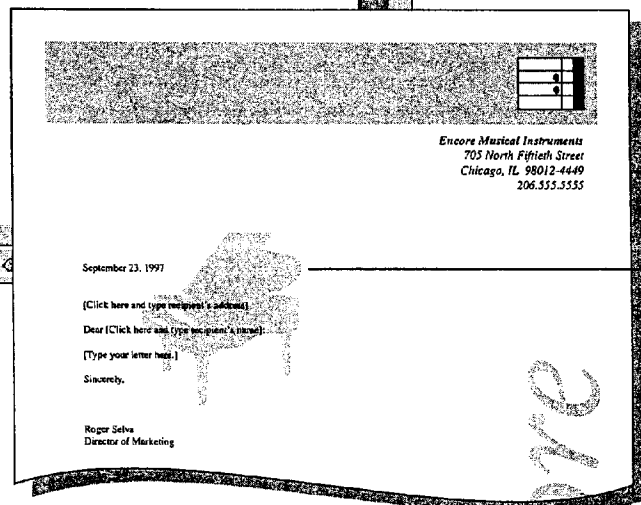
... but it will look normal in the printed letter.

MS 113944

Part 2   Create Letters, Mailings, and Other Business Communications

Hide the document text while you're creating the watermark   Click the **Show/Hide Document Text** button on the **Header and Footer** toolbar.

Show/Hide Document Text button

Want the watermark to appear on the second page?   If you want the watermark to appear on the second and subsequent pages, click **Header and Footer (View** menu), copy the watermark, switch to the header for the second page, and then paste the watermark.

Make sure the watermark doesn't obscure any text   Even though the watermark has been "sent behind text," the original graphic or text may be sufficiently dark to obscure text on your page. To get the best results, experiment with various shades of gray—or even colors, which print as shades of gray on a black-and-white printer—to see which work best with your printer.

Want to know more?   Look up **Getting Results - Letterhead** in Help.

Office Assistant button

Create a Matching Envelope

Click **Envelopes and Labels** (**Tools** menu), and then type some placeholder text for the delivery address, such as **[Type address here]**. Fill in your return address, and then click **Add to Document**. Then click **Page Layout** (**View** menu). For information on positioning a graphic where you want it, see "Add a Logo or Other Graphics," page 199.
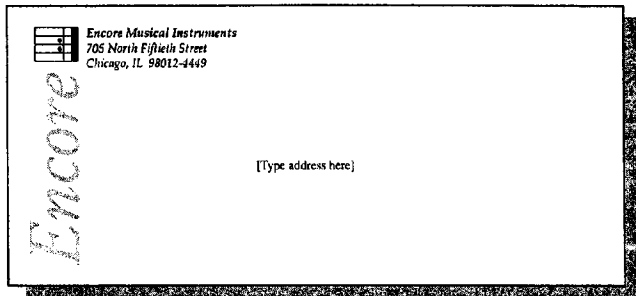
Ready to print the envelope? When you use the letterhead template to start a new letter, you can fill in the delivery address on the envelope and print it. To print just the envelope, click **Print** (**File** menu), and then print page 0 (zero).

Plan to change other envelope options, such as envelope size? If you open the **Envelopes and Labels** dialog box and make changes, Word won't preserve the graphic you added to the envelope. To solve this problem, save the graphic as an AutoText entry named "EnvelopeExtra1" or "EnvelopeExtra2." For more information, look up **Getting Results - Letterhead** in Help.

Next Steps

To	See
Add even more visual impact	"Make Your Word Document Look Great," page 127
See other examples of how you can use graphics in your letterhead	"Get Your Point Across with Graphics," page 159
Use the "electronic" letterhead to start a new letter	"Write a Business Letter," page 184
Send a form letter to a mailing list	"Create a Mailing," page 206
Fax a copy of the letter	"Create a Fax Cover Sheet and Send a Fax," page 192

Create a Mailing

Send a Form Letter to People on Your Mailing List

You probably need to send out lots of letters to promote your products or services, raise funds, collect payments, keep club members or employees informed, and so on. You don't have time to type a personalized letter for each person, but you don't want to send out a generic "Dear Valued Customer" letter either.

Word has the solution: It's a snap to use the Mail Merge Helper to set up and print form letters and matching mailing labels in a matter of minutes.

Key Features

Mail Merge Helper

Get addresses from these sources, or create a simple mailing list in Word.

Write a generic letter, and then merge the addresses to create personalized form letters—one for each person.
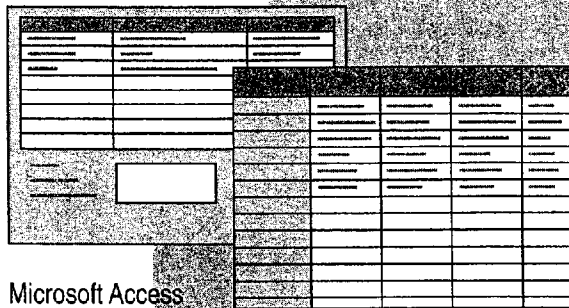
Microsoft Access database

Microsoft Excel workbook
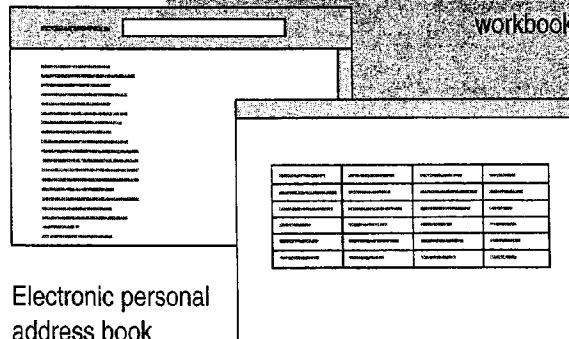
Electronic personal address book

Table in a Word document
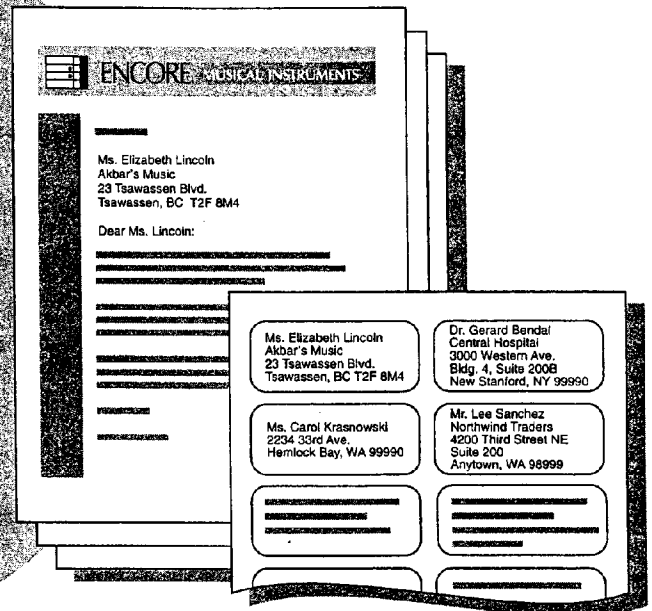
You can also merge the addresses to create a mailing label for each letter.

MS 113947

Write the Form Letter

Start by writing the basic form letter—the generic text you want to send to each person on your mailing list. Don't include names and addresses, since they'll be inserted automatically from the mailing list. To write the letter, you can use the Letter Wizard or a letter template, or start from scratch. For more information, see "Write a Business Letter," page 184.

Click **Mail Merge** (**Tools** menu) to start the Mail Merge Helper.
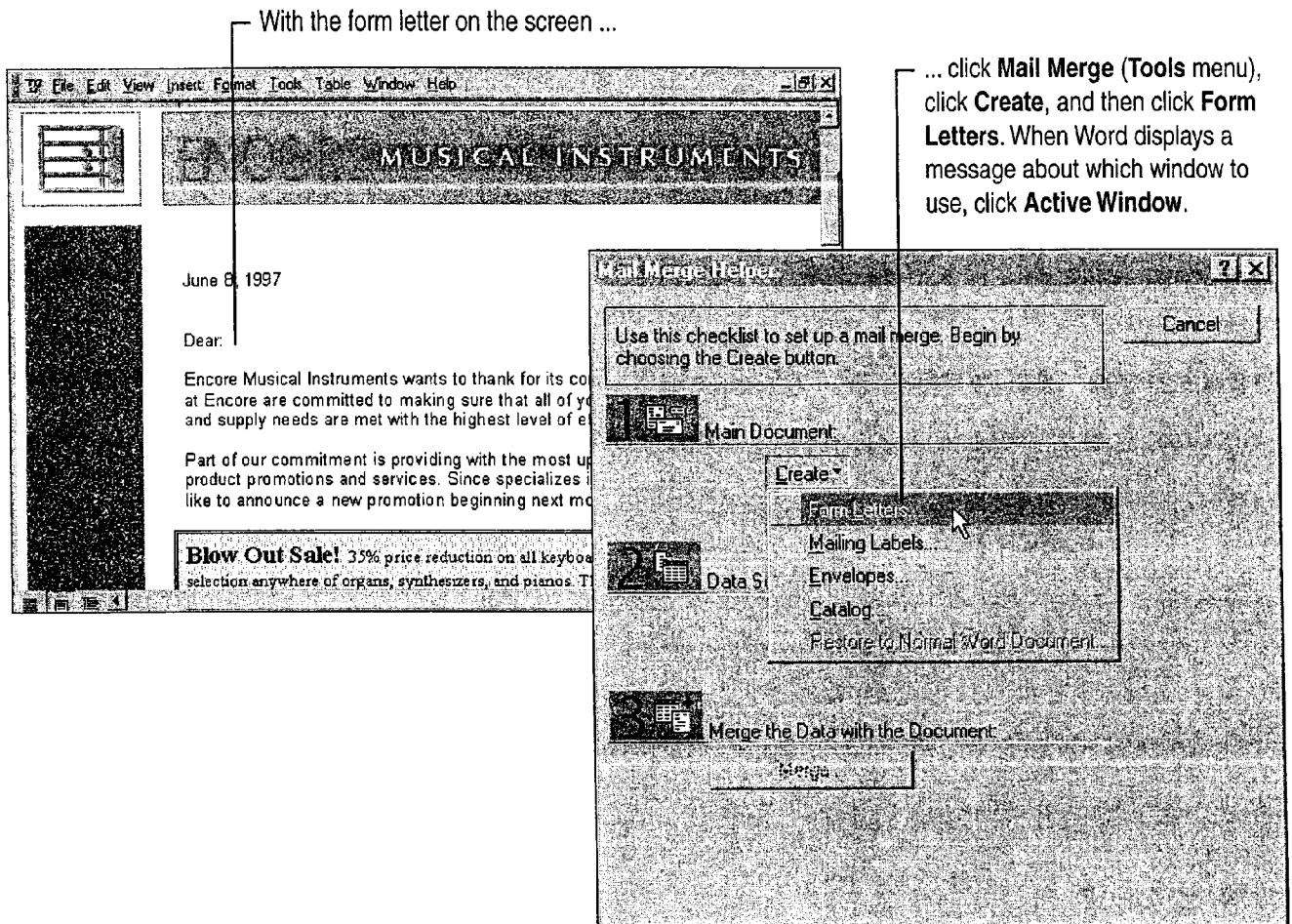
— With the form letter on the screen ...

— ... click **Mail Merge** (**Tools** menu), click **Create**, and then click **Form Letters**. When Word displays a message about which window to use, click **Active Window**.

Want to know more? Look up **Getting Results - Word Mailing** in Help.

Office Assistant button

MS 113948

Part 2   Create Letters, Mailings, and Other Business Communications

Specify or Create the Mailing List

In the **Mail Merge Helper** dialog box, click **Get Data**. (For information on which application you should use to create a new mailing list, see the sidebar at the end of this section.)

? For Help on dialog box options, click this button and then click the option.

- If you already have addresses in your Microsoft Exchange personal address book or other address book, click **Use Address Book**, select the list you want, and then skip ahead to "Insert Merge Fields into the Form Letter," page 210.

- If you already have a mailing list in Microsoft Excel, Microsoft Access, or another data source, click **Open Data Source**, select the mailing list, and then skip ahead to "Insert Merge Fields into the Form Letter," page 210.

- If you want to create the mailing list from scratch using Word, click **Create Data Source**.

Use the *fields*, or categories, that Word provides or make your own. Click **OK**, and then save your mailing list.
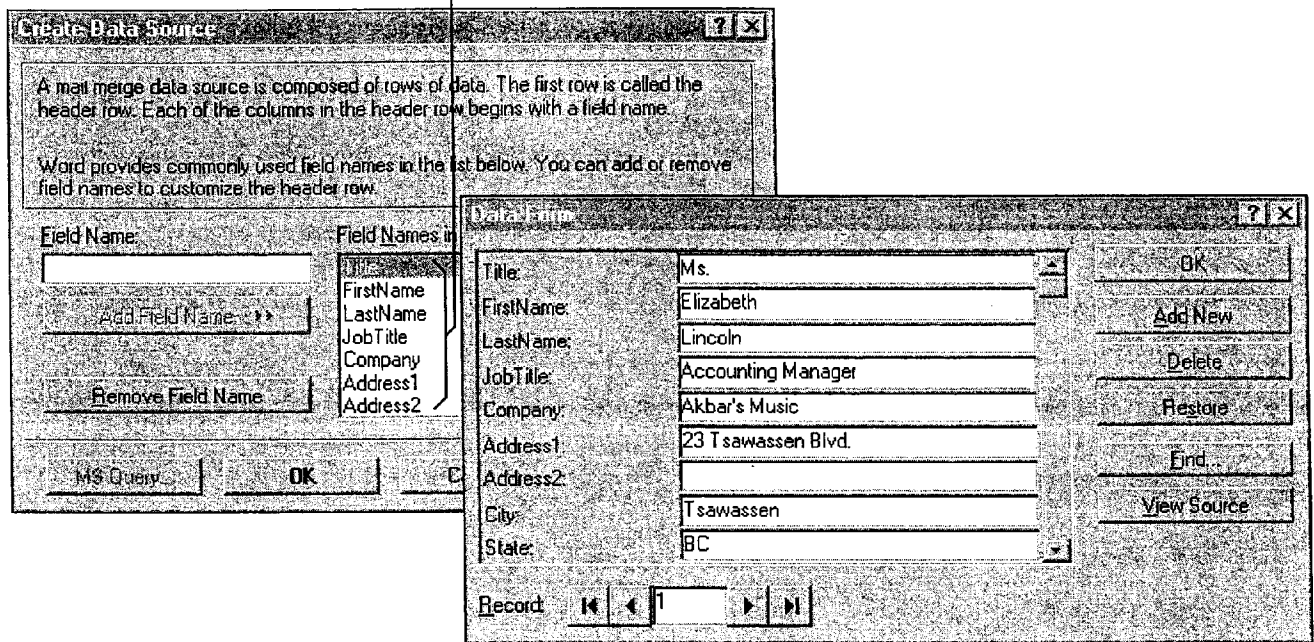
When a message about data records appears, click **Edit Data Source**. For each person on the mailing list, fill in the information on the form, or *record*, and then click **Add New**. When you finish, click **OK**.

MS 113949

Customize your mailing list   Don't limit yourself to using just names and addresses to personalize form letters. You can include other types of customer data, such as phone numbers, products purchased, sales representative's name, and so on.

Need to update the mailing list?   You might want to add the names and addresses of new customers, or add another field, such as fax number or purchase order number. If you've stored the mailing list in Word, look up **Getting Results - Word Mailing** in Help. If you've stored the mailing list in your Microsoft Exchange personal address book, Outlook contact list, Microsoft Excel, or Microsoft Access, see "Next Steps," at the end of this topic.

Which Application Is Best for Your Mailing List?

If your list is short and you don't plan to update it frequently, you might want to create the list in Word (as explained earlier in this section).

For longer lists that require frequent updates, you might want to use your Microsoft Exchange personal address book, Outlook contact list, or Microsoft Excel. For longer lists that require full relational database capabilities, you might want to use Microsoft Access.

Mailing list in Microsoft Excel

	A	B	C	D	E	F	G
	Company Name	First Name	Last Name	Phone	Product Line	Address	
2							
3							
4							
5							
6							
7							
8							

Customer Contacts

— The first row contains column headings identifying the information in each column.

MS 113950

Part 2   Create Letters, Mailings, and Other Business Communications

Insert Merge Fields into the Form Letter

Now that you've created the generic form letter and specified a mailing list, you need to insert *merge fields*, or placeholders, that tell Word where to put the names, addresses, and other personalized information.

In your document, click where you want to insert a merge field.
Click the **Insert Merge Field** button, and then click a merge field.

The merge field you selected appears.

Type any spaces and punctuation you want between the merge fields.

Want to emphasize the personalized information? Select a merge field and apply bold, italic, or any other formatting.

Save the form letter for future use When you've inserted all the merge fields—and added any text and graphics you want to include in each letter—save the form letter.

Want to know more? Look up **Getting Results - Word Mailing** in Help.

Office Assistant button

MS 113951

Target the Form Letter Recipients

To get the best response at the lowest cost, you probably don't want to send a form letter to everyone on your mailing list. For example, you might want to zero in on just your Canadian customers.

You can set up a simple *query*, or set of criteria, that tells Word to filter the list for just the records you want to merge. Here's how: After you insert the merge fields, click the **Mail Merge** button on the **Mail Merge** toolbar, and then click **Query Options**. On the **Filter Records** tab, set up your query.

Mail Merge button

This query tells Word to merge only the records of customers from Washington state.

Want to use a query you've already set up in Microsoft Access?
When you open the data source, you can also select Microsoft Access tables or queries.

MS 113952

Part 2 Create Letters, Mailings, and Other Business Communications

Merge the Mailing List with the Form Letter

Preview a few letters To make sure the information is merged correctly, click the **View Merged Data** button on the **Mail Merge** toolbar. Then click the **Next Record** button to preview each letter.

View Merged Data button

Start the merge Click the **Merge to Printer** button on the **Mail Merge** toolbar. Word prints one personalized letter for each record retrieved from the mailing list. For more mail merge options, you can return to the Mail Merge Helper instead of clicking the **Merge to Printer** button; just click **Mail Merge** (**Tools** menu), and then click the **Merge** button.

Merge to Printer button

Merge fields in the form letter tell Word where to insert information.
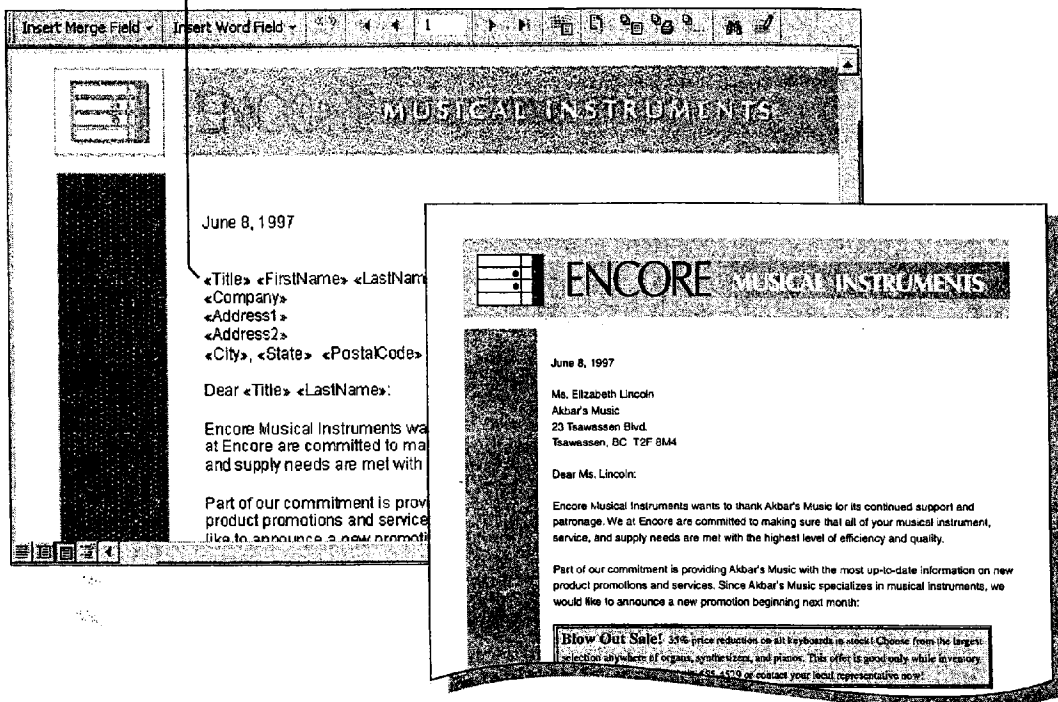
Final form letter

MS 113953

Want to merge the letters to a document instead of directly to the printer? Click the **Merge to New Document** button on the **Mail Merge** toolbar. Word places the resulting letters in a single document, separating the letters with section breaks. You can review the letters before you print, or save a permanent copy of them.

Merge to New Document button

Want to print an individual letter? Open the form letter, click the **View Merged Data** button, and then click one of the arrow buttons on the **Mail Merge** toolbar, or type a record number in the **Go to Record** box. When the letter that you want to print is displayed, click the **Print** button.

View Merged Data button

Go to Record box

Missing the first address from your Microsoft Excel mailing list? Word assumes that the first row contains the merge field names (FirstName, City, and so on). Just add column labels to the worksheet and then repeat the merge. For more information on using column labels, see "Create a Business Contact List in Microsoft Excel," page 353.

Want to know more? Look up **Getting Results - Word Mailing** in Help.

Office Assistant button

MS 113954

Part 2   Create Letters, Mailings, and Other Business Communications

Print Addresses on Mailing Labels

You can merge names and addresses from your mailing list and print them on Avery labels or other types of mailing labels using a dot-matrix or laser printer. Here's an overview of what you'll need to do. For more information, look up **Getting Results - Word Mailing** in Help.

First, set up a "form" for the mailing labels: Click the **New** button to create a new document, click **Mail Merge** (**Tools** menu), click **Create**, and then click **Mailing Labels**. When a message about the document window appears, click **Active Window**. Click **Get Data**, and then select the data source: your mailing list or address book. When a message appears, click **Set Up Main Document**.

Select the label options you want, and then click **OK**.

Insert merge fields to put information where you want it on the labels, add punctuation and formatting, and then click **OK**.
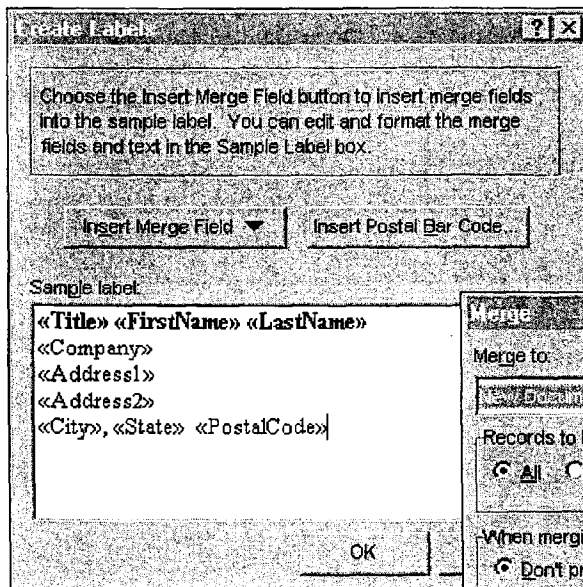
Click **Merge**, and then select the merge options you want. Make sure the printer is ready to print labels before you click **Merge** in the **Merge** dialog box.
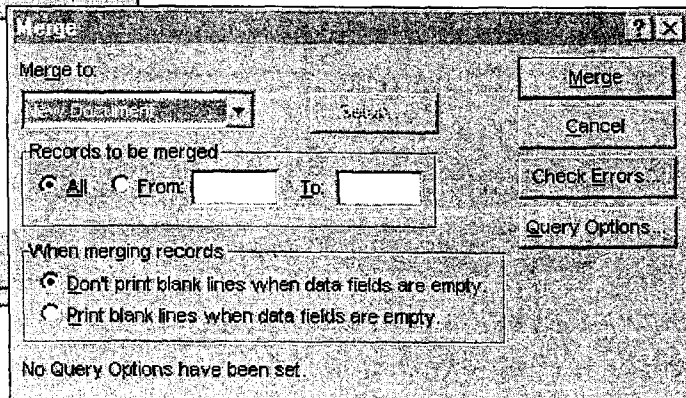
MS 113955

Start labels from the File menu   Click **New** (**File** menu). On the **Letters & Faxes** tab, double-click the **Mailing Label** wizard. This starts the Mail Merge Helper.

Create a page with the same label   Click **Envelopes and Labels** (**Tools** menu), click the **Labels** tab, and then type the name and address. If you want a label size other than the Avery Standard, click **Options**, select the label options you want, and then click **OK**. Make sure the **Full page of the same label** option is selected, and then click **Print**.

Need custom labels?   With Word you can have as many kinds of custom labels as you like. Follow the instructions above until the **Label Options** dialog box is displayed. Click the **New Label** button, and then specify the label size and number of labels per sheet.

Want to print addresses on envelopes?   Click **Mail Merge**, click **Create**, and then click **Envelopes**. Click **Get Data**, and then either create a mailing list or open an existing mailing list. Then set up how the addresses will be printed on the envelopes.

Have you stored names and addresses in a Microsoft Excel list?   From your Microsoft Excel list, you can run the Microsoft Access Label Wizard to create mailing labels. Open the Microsoft Excel workbook that contains your list, click the appropriate worksheet tab, and then click anywhere in the list. Click **Access Report** (**Data** menu), and then click **Label Wizard**.

Want to know more?   Look up **Getting Results - Word Mailing** in Help.

Office Assistant button

MS 113956

Use Microsoft Access to Start the Merge

If you've stored your mailing list in Microsoft Access, you can start the mail merge from Microsoft Access instead of from Word.

Use Microsoft Access to create a query and start the merge   To target the exact audience for the form letter, design a query that retrieves only the names and addresses you want. (For more information, see "Evaluate Sales Performance in a Microsoft Access Database," page 582.) Then, in the Database window, select the query you just created. Click the **OfficeLinks** button, select **Merge It**, and follow the instructions on the screen.

Next, use Microsoft Word to create the form letter and complete the merge   Write the generic form letter; then insert the merge fields. And, finally, complete the merge as described earlier in this topic.

Then, use Microsoft Access to print matching mailing labels   Select a query in the Database window, click the **New Object** button, and then click **New Report**. Start the Label Wizard, and then follow the instructions on the screen.

Create a query to select the form letter recipients from your database.

Write the form letter and complete the merge using Word.
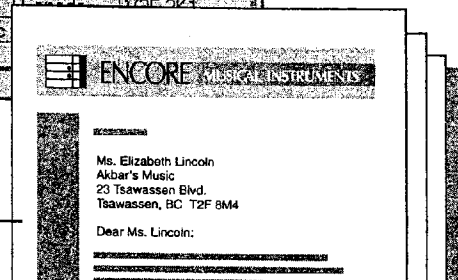
Create the matching mailing labels with the Microsoft Access Label Wizard.
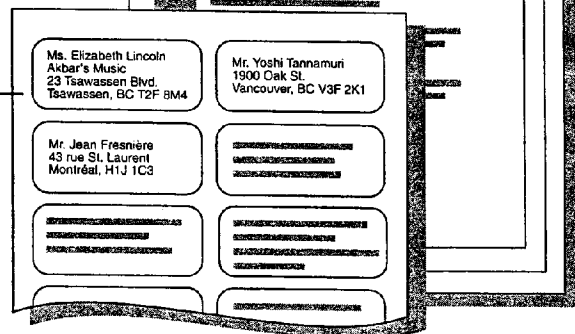
MS 113957

Next Steps

To	See
Decide which application to use for your address list	"Where Should You Store Your Contact Information?" page 346
Manage contacts with customers, including updating the mailing list and tracking responses from the form letter	"Manage Contacts with Outlook," page 348
	"Create a Business Contact List in Microsoft Excel," page 353
	"Track Your Business Contacts in Microsoft Access," page 360
Schedule follow-up calls, sales visits, and demos	"Add Activities to the Calendar," page 382
Prepare a bid or quote	"Prepare a Customer Quote," page 539
Track new orders	"Track Orders in a Shared Database," page 427
Print a report that summarizes how many new orders your form letter generated	"Create a Sales Summary," page 563
	"Create a Business Report," page 228

Create a Newsletter

Whether you want to update customers on new products or pricing changes, or keep constituents informed of the latest legislation, a newsletter is a good way to do it.

To create a well designed newsletter, use the Word Newsletter Wizard. The wizard provides a variety of layout options and styles that are suitable for just about any content you want in your newsletter.

Key Features

Newsletter Wizard

Text Boxes

Create professional-quality newsletters by using the Newsletter Wizard.

MS 113959

Use the Newsletter Wizard to Get Started

Start by clicking **New** (**File** menu). On the **Publications** tab, double-click **Newsletter Wizard**. If the Newsletter Wizard doesn't appear on the **Publications** tab, rerun Setup and choose the Custom installation to install it. For more information, see "Add or Remove Components," page 32.

The Newsletter Wizard walks you through steps in which you choose a visual style and then add or select information to set up the layout of the newsletter. If you want, you can even have space set aside for a mailing label on the last page of your newsletter.

When you click **Finish**, the newsletter appears. You'll see placeholder headings, text, and graphics. Just supply the content.
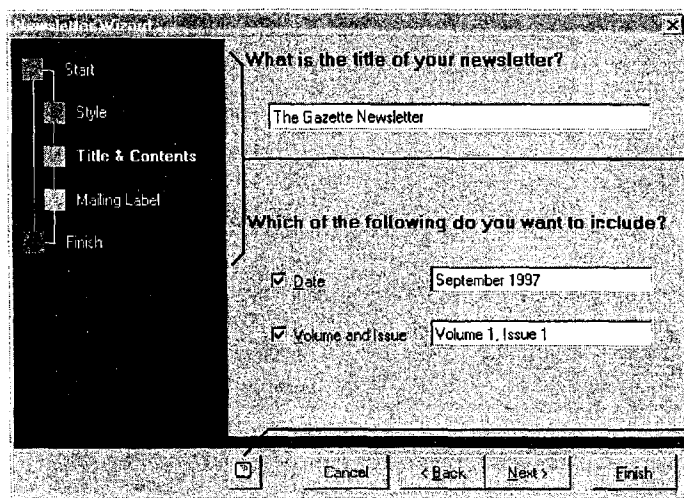
The Newsletter Wizard provides a road map of the steps you will complete to create a newsletter.

Click here to get Help from the Office Assistant.

Want help with your newsletter?   As soon as you click **Finish**, the Office Assistant will ask you if you want help, on inserting pictures, for example. To get help on this or any topic, click the appropriate option button.

Want to know more?   Look up **Getting Results - Newsletter** in Help.

Office Assistant button

MS 113960

Part 2   Create Letters, Mailings, and Other Business Communications

Add Your Content to the Newsletter

To add stories to your newsletter, select the placeholder text and then type in the newsletter. Or copy a story from another document and paste it into the newsletter, replacing the placeholder text.

When working in the newsletter, you might notice that some of the text is enclosed in text boxes. Text boxes allow you to start a story on any page and continue it wherever you want, as long as it's in the same document. For more information, see "Text Boxes for 'Desktop Publishing' Effects," page 141.
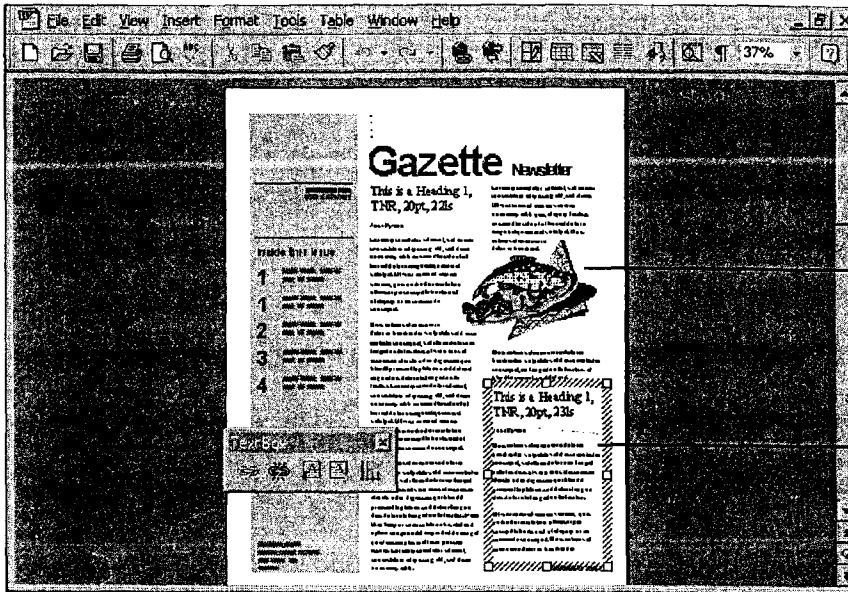
To insert pictures, click **Picture** (**Insert** menu) and then click the command you want, for example, **Clip Art**.

Text boxes enable stories to flow from one page to another, for example, from page 1 to page 4.

MS 113961

Want a story that catches the reader's eye? If the story is in a text box, click the text box and add fill effects, shadows, or colored lines (assuming you have a color printer). Click the **Drawing** button to display the **Drawing** toolbar, and then click the **Fill Color, Line Color,** or **Shadow** button.

Drawing button   **Fill Color** button

Line Color button   **Shadow** button

Want text to wrap around a picture? Right-click the picture, and then click **Format Picture**. On the **Wrapping** tab, set the options you want.

Want to crop or cut off part of a picture? Click the picture, and the **Picture** toolbar appears. On the **Picture** toolbar, click the **Toggle Crop Mode** button. When the pointer changes to a crop mark, click a sizing handle, and then drag to crop the picture.

Want additional ideas for graphics? See "Get Your Point Across with Graphics," page 159.

Need to know how long a story is? Check the word count by clicking **Word Count** (**Tools** menu).

Next Steps

To	See
Try other formatting options	"Make Your Word Document Look Great," page 127
Create labels for a mailing list	"Create a Mailing," page 206
Create a printed envelope	"Print an Envelope," page 187

MS 113962

Create a Flyer

Whether you want to announce a sale, advertise the opening of a new branch office, or announce the company holiday party, you can use Word to create an attractive, attention-getting flyer.

Key Features

Tables

Inserting Graphics

New for Spring

The Latest Sp
from top-name

Come to a show on
Sunday, May 8
1223 Main St.

Please accept our invitati
any purchase with this cd

Choose a distinctive typeface to
help set the tone of the flyer.

Smith's Coffee Shop

2343 South 2nd Avenue

Wednesday Special:

Free cup of coffee wi
of any sandwich.

Open 6 A.M.–4 P.M.

VINTAGE FIXER-UPPER

Great Buy

- New on the market
- 3 bedrooms
- Detached garage
- Mountain view
- Close to schools

Open House
Saturday 1–5 P.M.
Call for directions
555-3242

Hurry, this one won't last!
Owner will carry the loan.

Use text effects to complement the clip art.

Use clip art to grab the reader's attention.

MS 113963

Lay It Out

You might find it helpful to draw a sketch showing how text and graphics will appear on the page. When you know what you want, create a new document by clicking the **New** button. To view the document as it will look when printed, click **Page Layout (View menu)**.

You can use a table to block off areas of the page to reflect your sketch. To create a table, click the **Tables and Borders** button, and then click the **Draw Table** button on the **Tables and Borders** toolbar. Position the pencil in the upper-left corner, and then drag to create a table. Draw lines by clicking and dragging. To erase lines, click the **Eraser** button and then drag the eraser along the line you want to erase.

Tables and Borders button

Draw Table button

Eraser button

— Drag to set the top margin.

— Drag to set the left margin.　　— Drag to set the right margin.

— To erase a line, click the **Eraser** button and then drag the eraser over the line.

— Drag to set the bottom margin.
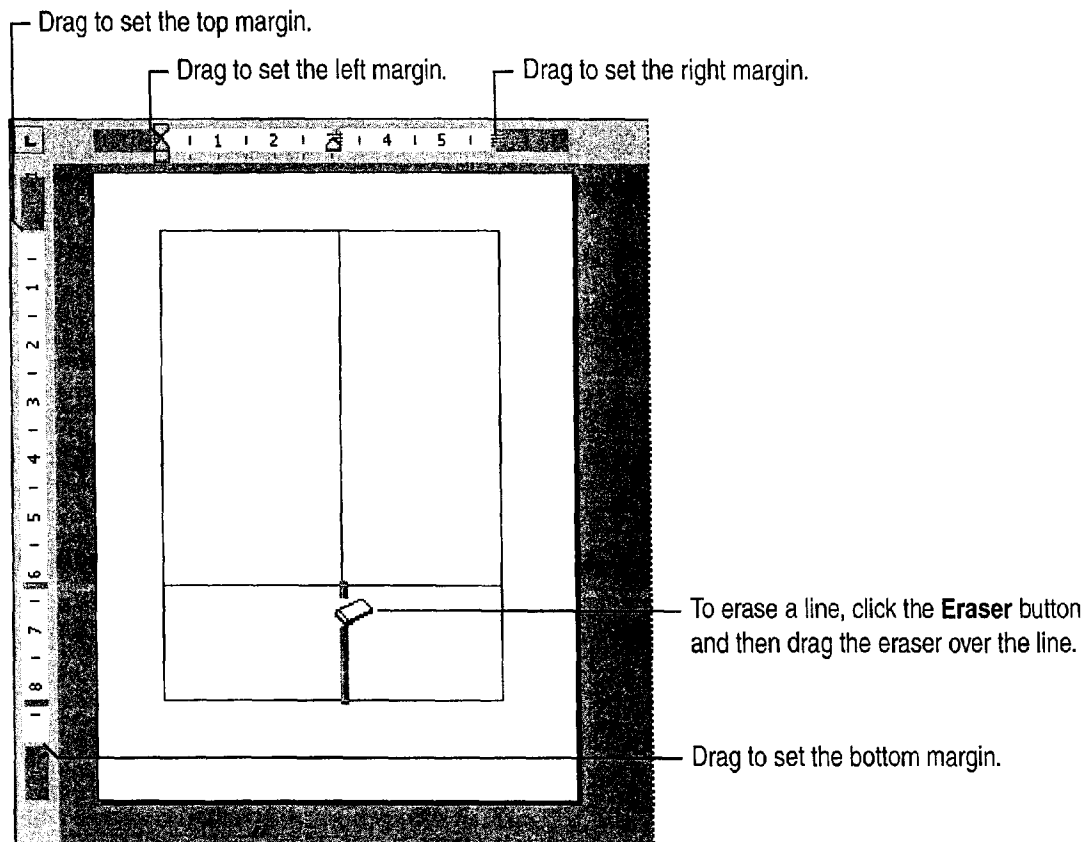
MS 113964

Part 2   Create Letters, Mailings, and Other Business Communications

Change the column width or length   Drag the boundary you want to change.

Want to lay out the page horizontally?   To create a flyer with a horizontal, or landscape, orientation, click **Page Setup** (**File** menu). On the **Paper Size** tab, click **Landscape**.

Horizontal orientation

Don't want borders on your table?   On the **Tables and Borders** toolbar, click the **Borders** arrow, and then click the **No Border** button.

No Border button

Want to use newspaper-style columns instead of table columns?   If you want text to flow from the bottom of one column to the top of the next, use newspaper-style columns. For more information, see "Create a Newsletter," page 218.

Want to know more?   Look up **Getting Results - Flyer** in Help.

Office Assistant button

MS 113965

Add the Art and Text

Insert the graphics you want by clicking **Picture** (**Insert** menu), and then clicking the kind of picture you want. Crop or resize the picture if necessary. Or, if you want to create your own drawing, click the **Drawing** button and use the toolbar buttons to create a graphic or special text effects.

Drawing button

Type the text you want in each column. Use the toolbar buttons to format the text.
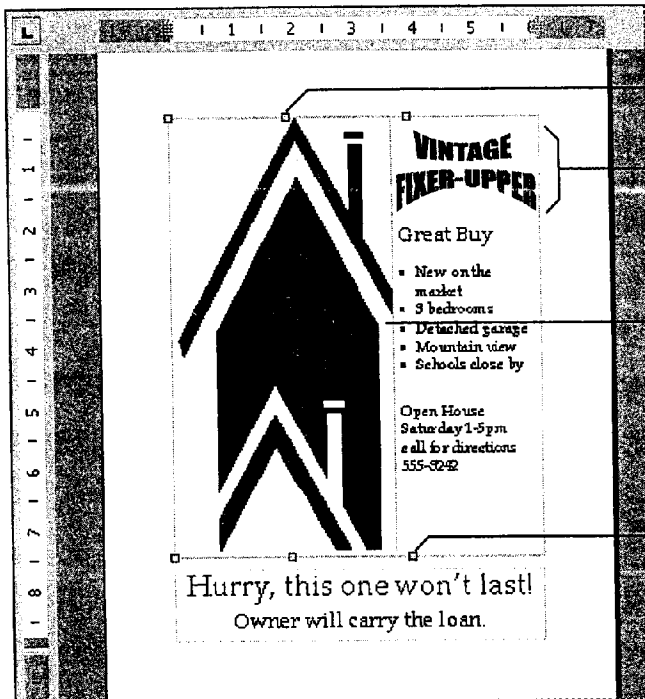
To resize a picture, click the picture, and then drag a sizing handle.

To create a text effect, click the **Drawing** button and then click the **WordArt** button on the **Drawing** toolbar.

This clip art is sized larger than the cell to align it closer to the text.

To crop, or exclude, part of a picture, hold down the SHIFT key as you drag a sizing handle.

Change your mind?   Want to change the text, colors, or shape of the WordArt object you've inserted? Click buttons on the **WordArt** toolbar to edit the object. The **WordArt** toolbar appears when you insert a WordArt object.

Add Borders to Pages

To make your flyers, forms, and other documents more visually interesting, add page borders. Word provides page borders that range from simple to highly ornate. Choose the art that best complements the content of your document.

To see the different kinds of page borders you can use, click **Borders and Shading** (**Format** menu). On the **Page Border** tab, use one of the standard line borders, or apply one of the fancy art borders in the **Art** list.
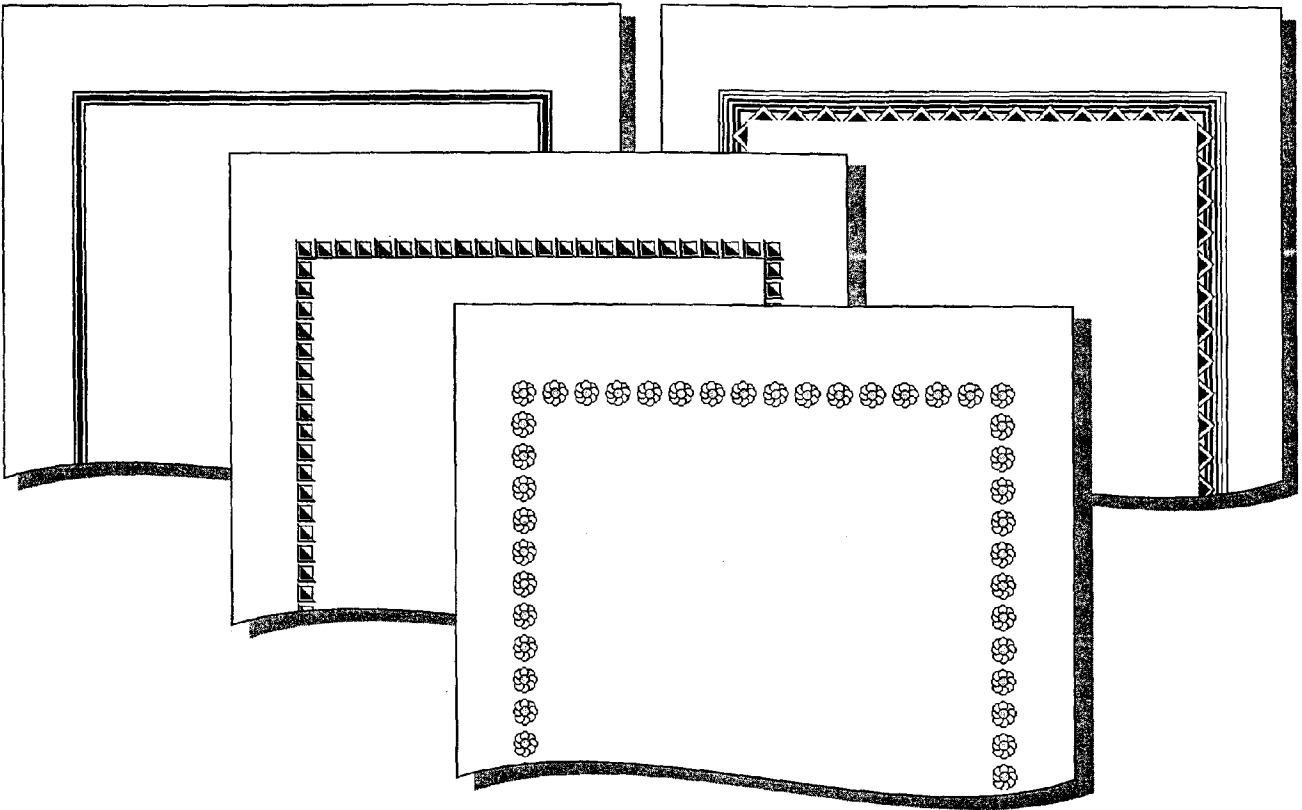
A page border can be a simple line style or an elaborate design.

MS 113967

Next Steps

To	See
See more examples of how to use graphics	"Get Your Point Across with Graphics," page 159
Jazz up the appearance of your flyer	"Make Your Word Document Look Great," page 127
Mail the flyer to customers	"Create a Mailing," page 206

MS 113968

Create a Business Report

When you have to write a report, you want to make the most efficient use of your time. You don't want to worry about how to format your report or how to incorporate information from other applications. Word can help with everything from creating a table of contents to inserting your logo on the title page.

Create a title page and include your company logo.

Executive Sales Summary

ENCORE
MUSICA|

705 North
Chicag

Insert information from Microsoft Excel that can be automatically updated in your report if the original numbers change.

Encore Musical Instruments Executive Sales Summary
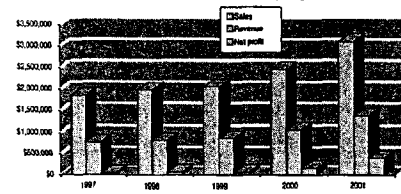
Executive Summary

Encore Musical Instruments faces an important new challenge. Our privileged position as the premier name in high-quality musical instruments, the choice of the concert professional, is threatened by new technology. Electronic alternatives become more important every day. Yet our most important product line, acoustic instruments, is addressing the slowest-growing market segment in the industry.

Our answer to this challenge is change and development. This sales summary will help evaluate Encore Musical Instruments current position and suggest directions to help guide it through the transition to new technology. We will continue to develop and expand our position in keyboards, speakers, and related electronic equipment, while slowly reducing our present dependence on acoustics.

Based on this sales summary, our growth plans should be ambitious. We can expect a dramatic increase in sales and profits, as shown in the accompanying charts.

Encore Musical Instruments Sales Highlights

Objectives

Four measurable objectives drive the changing sales direction of Encore Musical Instruments:

1. To increase sales to $1.85 million in 1997 and to $2 million in 1998, reaching more than $3 million by 2001.
2. To maintain gross margins above 40% throughout the 5-year period.
3. To increase sales in keyboards, speakers, and music electronics to account for 55% of our sales for 1997.
4. To increase profits to more than $60,000 in 1997 and $400,000 by 2001.

PROPRIETARY INFORMATION 1

Contents

When you finish, have Word create a table of contents.

and then use arabic numerals for the body of your report.

Use roman numerals for page numbers in your table of contents ...

MS 113969

AHL0123295

Write a Draft of Your Report

In Word, click the **New** button to start your report. If your report contains several parts, you may want to start with part titles and then list the major and secondary headings in each part. At this point, don't worry about formatting titles or any of the text.

The easiest way to add text, graphics, tables, or other information is to copy and paste it. If the information is likely to change, you can *link* the information to your report, even if the information is from another application. Any time the original information changes, your report will be updated automatically.

From a worksheet in Microsoft Excel, copy the rows you want in your report.

	A	B	C	D	E	F
1		5-Year Sales Forecast				
2						
3		1997	1998	1999	2000	2001
4	Acoustic Instruments	$2,950,000	$3,000,000	$3,000,000	$3,130,000	$3,200,000
5	Electric guitars	$2,380,000	$2,600,000	$2,870,000	$3,160,000	$3,500,000
6	Keyboards	$1,750,000	$2,000,000	$2,300,000	$2,650,000	$3,100,000
7	Speakers	$1,00				
8	Electronics	$1,38				
9	Total	$9,46				

Encore Musical Instruments Executive Sales Summary

Financial Analysis

We plan to increase sales significantly, without losing control of cash flow or profitability. This requires careful financial planning and management. The forecast of Encore Musical Instruments 5-Year Sales shown here points out the major financial goals for the next 5 years, and the 1997 Sales by Product Line chart shows what our financial picture looks for this year.

	1997	1998	1999	2000	2001
Acoustic Instruments	$2,950,000	$3,000,000	$3,000,000	$3,130,000	$3,200,000
Electric guitars	$2,380,000	$2,600,000	$2,870,000	$3,160,000	$3,500,000
Keyboards	$1,750,000	$2,000,000	$2,300,000	$2,650,000	$3,100,000
Speakers	$1,000,000	$1,000,000	$1,000,000	$1,000,000	$1,000,000
Electronics	$1,380,000	$1,650,000	$1,980,000	$2,370,000	$2,850,000
Total	$9,460,000	$10,250,000	$11,150,000	$12,310,000	$13,650,000

Table 1

In your report in Word, click **Paste Special** (**Edit** menu), and then select **Paste Link**.

To add a numbered caption, click **Caption** (**Insert** menu).

MS 113970

Part 2   Create Letters, Mailings, and Other Business Communications

Want a ready-made report that you just fill in?   Use one of the Word report templates. Click **New** (**File** menu). On the **Reports** tab, double-click a report template.

Want to turn data in a table into a chart?   See "Add a Chart to a Document or Presentation," page 266. For more information on how to best present your data, see "Customize the Look of a Chart," page 276.

Want a faster way to add information from other applications?   In applications for Windows, Microsoft Excel for example, you can move or copy data to your Word report by using the right mouse button to drag the selection to where you want to add it. When you release the mouse button, a menu shows the available options for moving and copying.

Want a Quick Start on Creating Your Report?

The quickest way to create, organize, and automatically apply formatting to headings is to use outlining. Just click **Outline** (**View** menu) and type the headings in your report. Word applies a heading style to each heading that you type.

In *outline view*, you can see the structure of your document at whatever level of detail you choose. You can change heading levels with a click of the mouse, and you can move a whole section—heading, subheadings, and associated text—just by dragging the heading.

Outlining has other advantages: You can quickly create a table of contents, and, if you have Microsoft PowerPoint, you can create a slide presentation just by opening your report in PowerPoint. For more information, see "Finish by Adding a Table of Contents," page 236, and "Transfer Information Between PowerPoint and Other Applications," page 327.

Want to know more?   Look up **Getting Results - Business Report** in Help.

Office Assistant button

MS 113971

Make Writing Easier

You can easily reuse material you've already written by turning it into an AutoText entry. That way you don't have to hunt down the document containing the information you want to reuse. With AutoText entries, you can quickly insert boilerplate text, graphics, and other items you use frequently.

To create an AutoText entry, select the text or item you want to reuse, such as your company name. Click **AutoText (Insert** menu), and then click **New**.

After you create an AutoText entry, Word automatically displays a ScreenTip for the entry whenever you type at least four characters in the name. To ignore the tip, continue typing. To have Word automatically insert the contents of the entry, press ENTER.

To make the best use of your AutoText entries, display the AutoText toolbar by clicking **AutoText (View** menu, **Toolbars** submenu) and then clicking **AutoText**. That way you can quickly add new entries, edit existing entries, and insert entries directly from the toolbar.
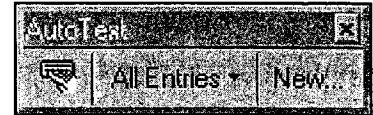
AutoText toolbar

Word displays ScreenTips for AutoText entries that you create.   To accept the tip, just press ENTER.

Encore Musical Instruments	Encore Musical Instruments
Enco|	
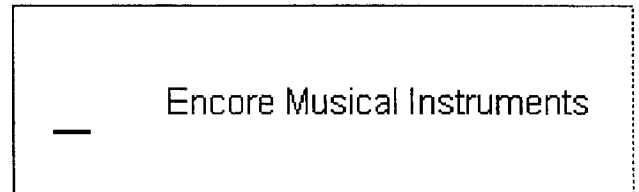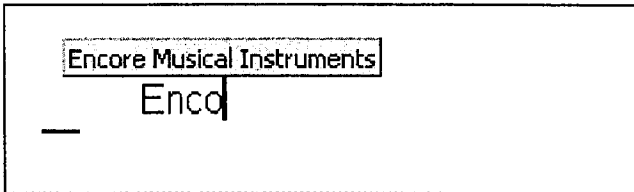
Part 2   Create Letters, Mailings, and Other Business Communications

Need an abstract of your report?   To have Word create the first draft of an abstract, click **AutoSummarize (Tools** menu), and then select the type and length of summary you want. Make sure you verify the accuracy of the summary. If you use the AutoSummarize command to summarize another person's document, you may need the permission of the copyright owner.

Word automatically checks your grammar   Word marks possible grammatical errors with a wavy underline as you work. To correct an error, right-click the word, and then select from the list.

Get a bird's-eye view of your document for easy editing   Use the Document Map to view and jump to major headings in your document. Click **Document Map (View** menu), and then click a heading in the Document Map pane to move to that heading in the document.

Want to know more?   Look up **Getting Results - Business Report** in Help.

Office Assistant button

Make Formatting Easy

When you're ready to format your report, you have several choices:

- Use the **Style** box to apply one of the built-in styles in Word.

- Use the **AutoFormat** command (**Format** menu) to have Word apply styles.

- Do your own formatting as described in this section.

To do your own formatting, select fonts, font sizes, and paragraph formatting. From your custom formatting, Word creates a style that you can reuse. After formatting a heading or paragraph, click the **Style** box and you'll find your new style in the list of Style Previews. For more information about styles created automatically, see "Reuse Your Custom Formatting," page 144, and "Let Word Do the Formatting for You," page 142.

Style box

— **Style** box showing Style Previews
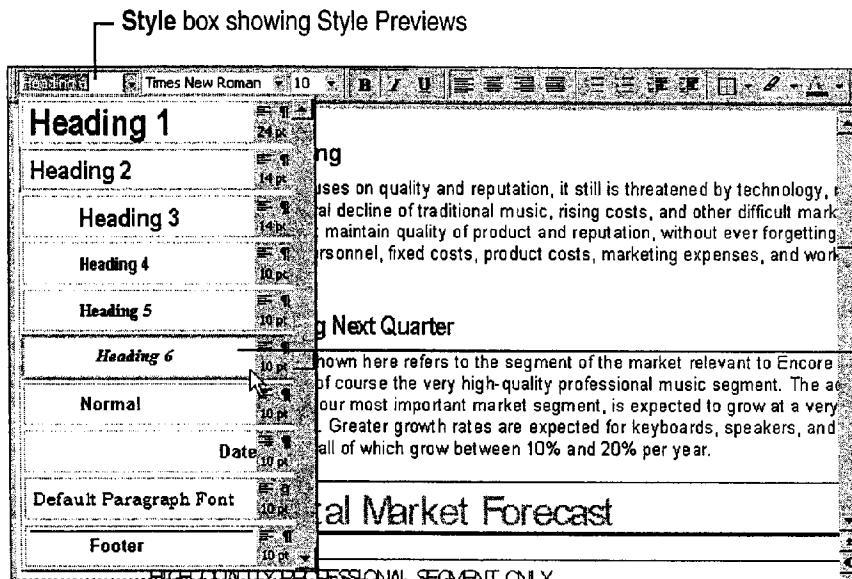
If you do special formatting to create a heading style (for example you make the heading Times New Roman 10 point bold italic), you'll find that heading style automatically added to the list of Style Previews shown in the **Style** box.

To reuse a style, select text, click the **Style** box, and then click the style you want to apply.

MS 113974

Part 2 Create Letters, Mailings, and Other Business Communications

Add Headers and Footers

To use the same header and footer throughout your report, just click **Header and Footer** (**View** menu), and then add the text.

▶ To use different headers or footers in different parts of your report:

1 Divide your report into sections. Position the insertion point where you want a new header or footer to begin. Click **Break** (**Insert** menu), and under **Section breaks** click **Next page**.

2 Break the "link" with the previous header or footer (because Word makes all headers or footers the same as previous ones in the report). Position the insertion point after the new section break, click **Header and Footer** (**View** menu), and then make sure the **Same as Previous** button is not pushed in. If you're creating different headers and different footers, make sure you break the link for both.

Same as Previous button

3 Type the new text for the new header or footer.

PROPRIETARY INFORMATION   i

To use this kind of page numbering, click the **Insert Page Number** button on the **Header and Footer** toolbar.

To use roman numerals, click **Page Numbers** (**Insert** menu). Select a position and alignment, and then click **Format** to select the numbering format.
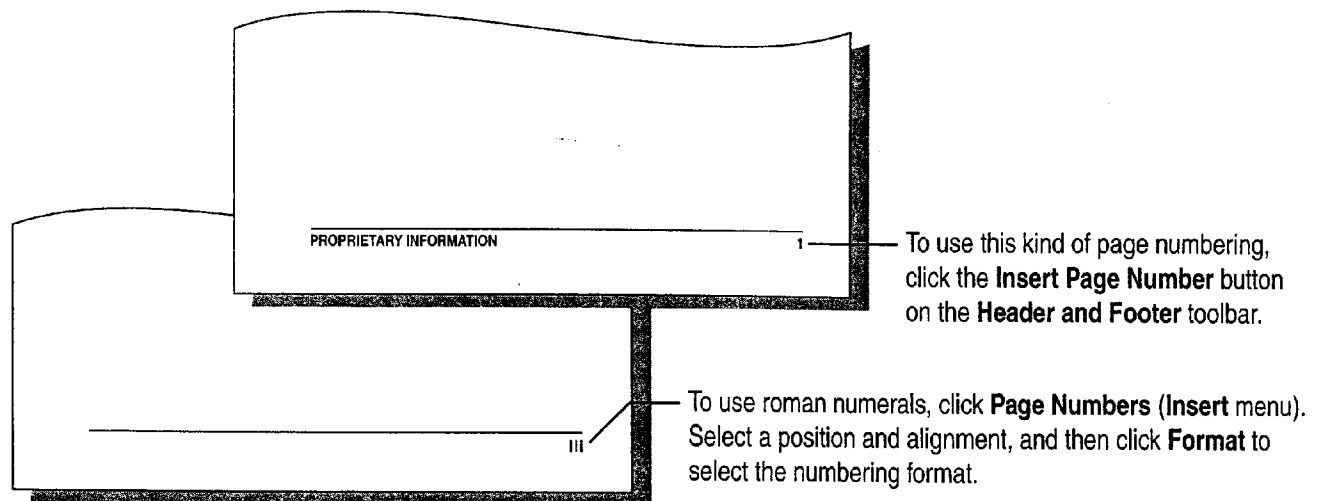
Add headers and footers more easily Create AutoText entries for headers or footers you use frequently, or use one of the built-in AutoText entries available from the **Header and Footer** toolbar. For information on how to create an AutoText entry, see "Make Writing Easier," page 231.

Want to use page numbers such as "1 of 25"? Use the built-in AutoText entry. Click the **Insert AutoText** button on the **Header and Footer** toolbar, and then click **Page X of Y**.

MS 113975

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Add a Title Page

At the beginning of the report, type the title page text. To put the title on a separate page, click **Break (Insert** menu), and then under **Section breaks** click **Next page.**

Executive Sales Summary

ENCORE
MUSICAL INSTRUMENTS

705 North 50th Street
Chicago, IL 65010
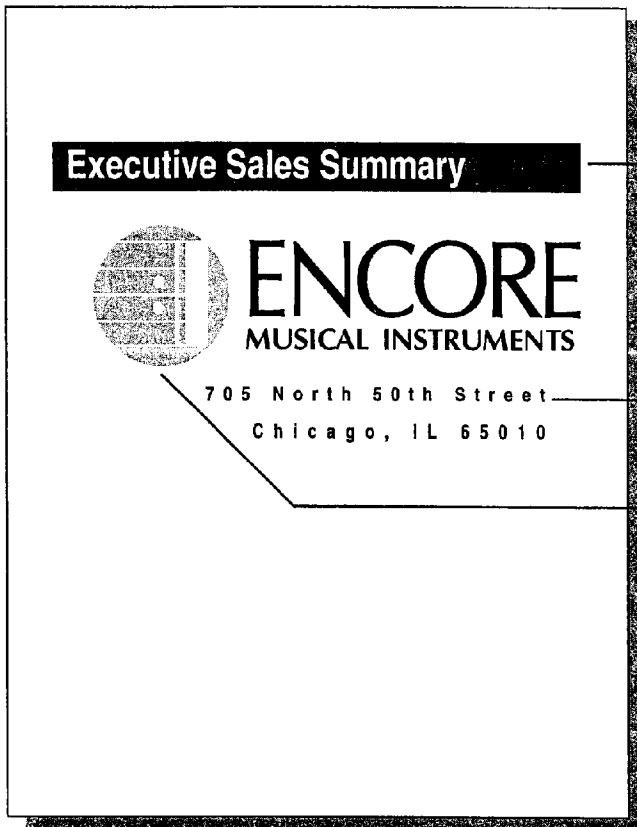
To create reverse text, select the text, and then click **Borders and Shading (Format** menu). On the **Shading** tab, select **Solid (100%)** from the **Style** list. To make the text white, select the text, and then click **Font (Format** menu). In the **Color** list, select either **Auto** or **White.**

To right align text, select the text, and then click the **Align Right** button.

To insert a graphic, click **Picture (Insert** menu).

Don't want headers or footers on the title page? Click **Page Setup (File** menu). On the **Layout** tab, select the **Different First Page** check box. Then, when you create the headers and footers, leave the first page header or footer area blank.

Want to vertically center the text and graphics on the title page? Make sure your title page is in a separate section as described above. Click **Page Setup (File** menu). On the **Layout** tab, click **Center** in the **Vertical alignment** list.

Want to add a watermark to the title page? See "Add a Watermark," page 203.

MS 113976

Part 2   Create Letters, Mailings, and Other Business Communications

Finish by Adding a Table of Contents

The easiest way to create a table of contents is through heading styles, whether they're built-in or ones that you create through custom formatting.

C o n t e n t s

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To create a table of contents, click where you want to insert it. Click **Index and Tables (Insert** menu), and then on the **Table of Contents** tab, select the format you want.

Word automatically includes the page number for each paragraph formatted as a Heading 1, 2, or 3. If page breaks or headings change, update your table of contents by selecting the table of contents and then pressing F9.

To use roman numerals in footers, see "Add Headers and Footers," earlier in this topic.

MS 113977

Don't have heading styles in your document? Click **AutoFormat** (**Format** menu) to have Word format your document and create headings. Or select headings in your document, and then click in the **Style** box the name of the heading style you want.

> | Heading 1 | |
> **Style** box

Use different styles in your table of contents To customize your table of contents, click **Index and Tables** (**Insert** menu). On the **Table of Contents** tab, click **Options**. Then for each style you include, specify a TOC level.

Want to create a table of figures? Label each figure by selecting it and clicking **Caption** (**Insert** menu). Word uses the caption to determine the page number for each figure. Position the insertion point where you want the table of figures to appear. Click **Index and Tables** (**Insert** menu). On the **Table of Figures** tab, select the options you want.

Want to create a PowerPoint presentation from your report? If you used a Word outline or built-in heading styles, all you have to do is click **Send To** (**File** menu), and then click **Microsoft PowerPoint**. For more information, see "Transfer Information Between PowerPoint and Other Applications," page 327.

Next Steps

To	See
Decide how to distribute your report to your workgroup	"Distribute Documents Online," page 396
Create a chart from data in Microsoft Excel or Graph	"Add a Chart to a Document or Presentation," page 266
Format a chart	"Customize the Look of a Chart," page 276

Create Printed and Online Business Forms

Contents
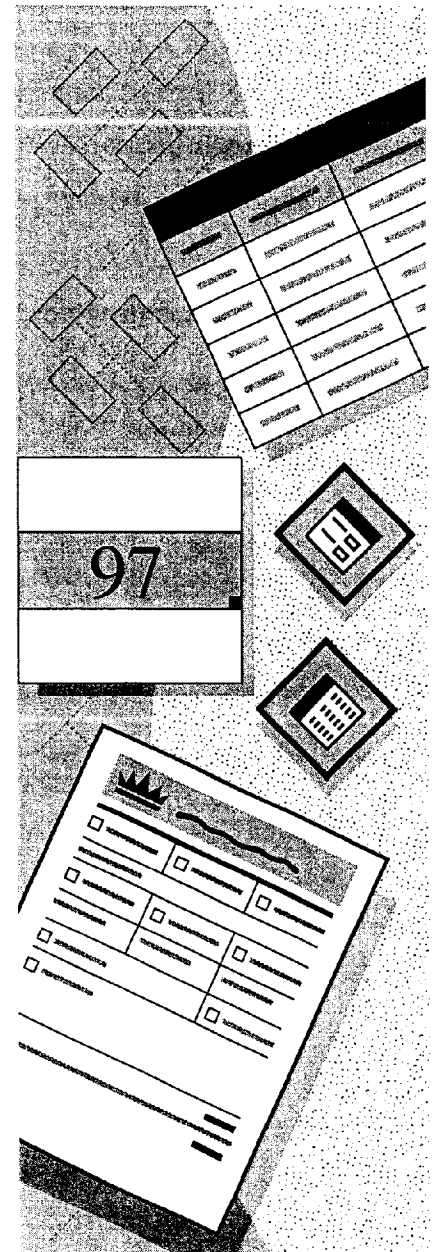
MS 113979

What's the Best Way to Create a Form?

With the Office applications, you can create many different *forms* and use them in widely varying ways. In Microsoft Access, a form is an online document you can use to enter, edit, or view data. In other Office applications, a form is a framework for a document you use repeatedly, for example, an order form or expense report.

In your work, you may be creating your own forms already. If you open an existing document, save it with a different file name, and fill in information such as expenses or customer data, you are using the document as a form.

Use the following table to decide which use of forms is closest to the work you want to do.

If you want to	Use this application	See
Create a form that does not require online calculation or entry into a database for print, network, or the Web	Microsoft Word	"Create an Online or Printed Form in Word," page 241
Create a form for entering and calculating worksheet data	Microsoft Excel	"Create a Form for Online Invoices," page 250
Create a form for entering, editing, and storing data, or for viewing data in a database	Microsoft Access	"Create a Great-Looking Product Form," page 498
Create an e-mail form for entering personal data or for storing data received electronically from your workgroup	Microsoft Outlook	*Microsoft Office 97 Resource Kit*, Microsoft Press *Building Microsoft Outlook 97 Applications*, Microsoft Press

MS 113980

Create an Online or Printed Form in Word

Your company doesn't have to live with poorly designed forms, and you don't have to type and retype information as the form is processed. Instead, create your own online or printed form that meets the company's specific needs. Then, if those needs change, you can quickly update or modify the form. And if it is online, users can process the form by routing it electronically.

You can create the form so that it automatically verifies and updates entries, offers custom Help instructions to users, and allows users to enter information only in the parts of the form that you designate.

Key Features

Forms

Tables

Author creates an online form.

Users fill in and share the form online or print it and complete it manually.

MS 113981

AHL0123307

Part 3 Create Printed and Online Business Forms
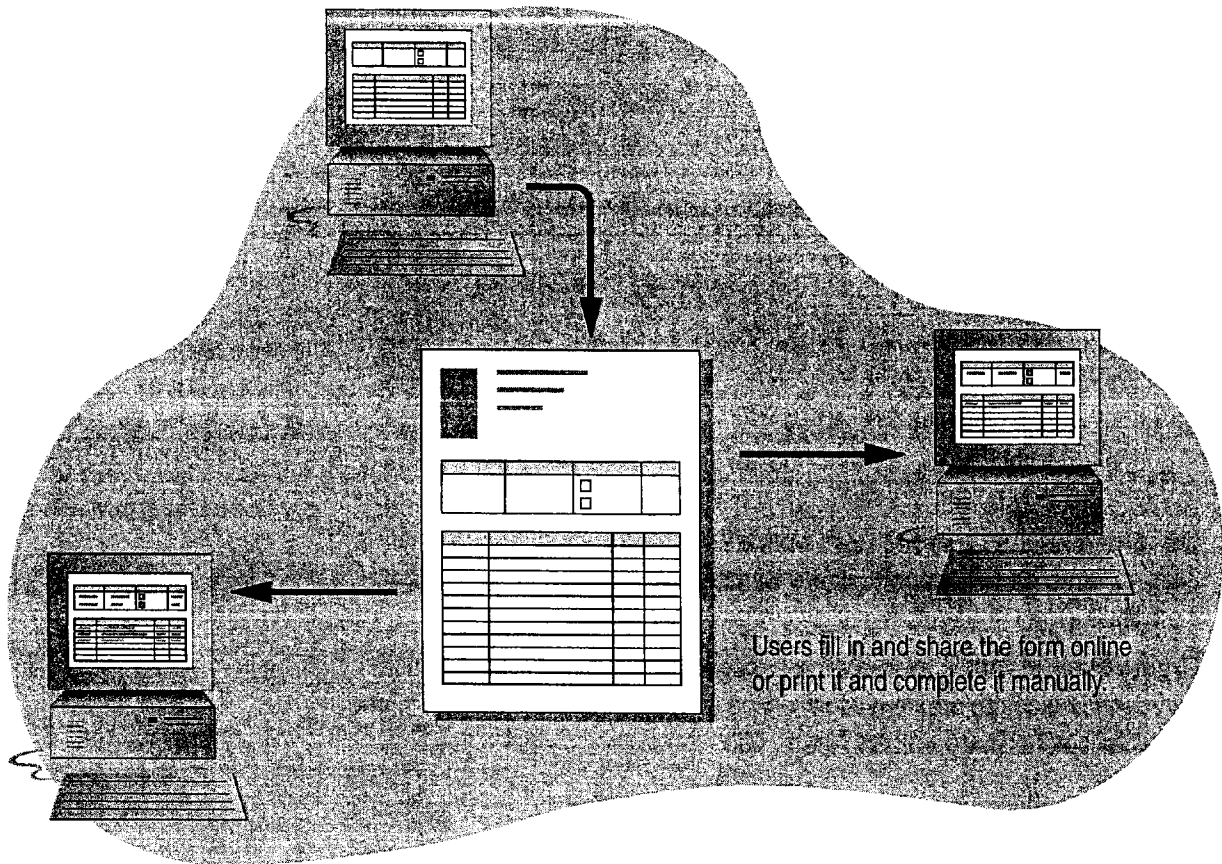
Build the Form

Design the form You might find it helpful to sketch a layout of the form or to use an existing form as a guide. Decide whether you want an online form or a printed form. Online forms give you more flexibility in getting information from users.

Build the form by using tables Click the **New** button. Then click **Forms** and **Tables and Borders** (**View** menu, **Toolbars** submenu). Many of the commands you'll need are on these toolbars.

New button

Click the **Insert Table** button on the **Forms** toolbar to insert the same number of rows and columns as in your sketch. If you need several tables with different numbers of columns and rows, separate individual tables with blank paragraphs. Click the **Show/Hide ¶** button to display paragraph marks and cell boundaries. Then add text to cells in the table.

Insert Table button

Show/Hide ¶ button
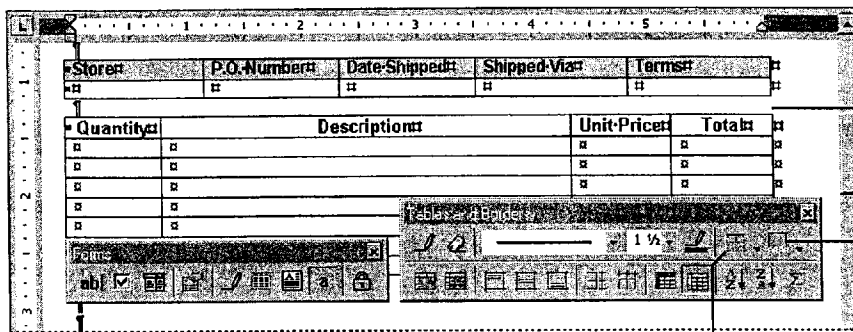
Blank paragraph separating tables

To add shading to a row, select the row and then click here.

To add a border to a row, select the row and then click here.

Do others need to use the form online? Save the form as a template by clicking **Save As (File** menu). In the **Save as type** box, click **Document Template.**

Create custom forms for e-mail messages or contacts You can use Microsoft Outlook to create custom online forms. For more information, see "Use Outlook to Share Folders," page 433.

MS 113982

Guidelines for Working with Tables in a Form

Move from one cell to another Press TAB or use the arrow keys. If you press ENTER, you add a new line to a cell.

Insert rows quickly Select the number of rows you want to add, and then click the **Insert Rows** button on the **Forms** toolbar. Word inserts that number of blank rows. Note that you won't see the **Insert Rows** button until you've inserted a table.

Insert Rows button

Break up a table Select the row above which you want to break the table, and then click **Split Table** (**Table** menu).

Merge or split cells Select the cells you want to change and then click **Merge Cells** or **Split Cells** (**Table** menu). Or, you can use the **Eraser** button or **Draw Table** button to modify the table. For more information, see "Have a Complicated Form?" later in this topic.

Combine two tables separated by a paragraph mark Select the paragraph mark and press DELETE.

Make the form visually easy to follow Add shading and borders to key elements. Select the item you want to emphasize, click the **Tables and Borders** button, and then select the options you want.

Have a Complicated Form?

If your form has differing numbers of columns per row, or cells of differing heights, you can use the **Draw Table** button on the **Tables and Borders** toolbar to draw individual rows and columns. Use the **Eraser** button to erase mistakes. For more information, see "Create a Flyer," page 222.

Use the **Draw Table** button when you need custom rows or columns.

Draw Table button

Tables and Borders button

Eraser button

MS 113983

AHL0123309

Part 3 Create Printed and Online Business Forms

Add Text Fields, Drop-Down Lists, and Check Boxes

After you lay out the basic structure of the form and enter the text that will appear in the table cells, add text fields (in which users type information), check boxes, and drop-down lists. You can insert any of these elements, collectively called *form fields*, by clicking the button you want on the **Forms** toolbar.

To control settings (such as how many characters can be entered in a text field or what will appear in a drop-down list), click the field and then click the **Form Field Options** button on the **Forms** toolbar.

Form Field Options button
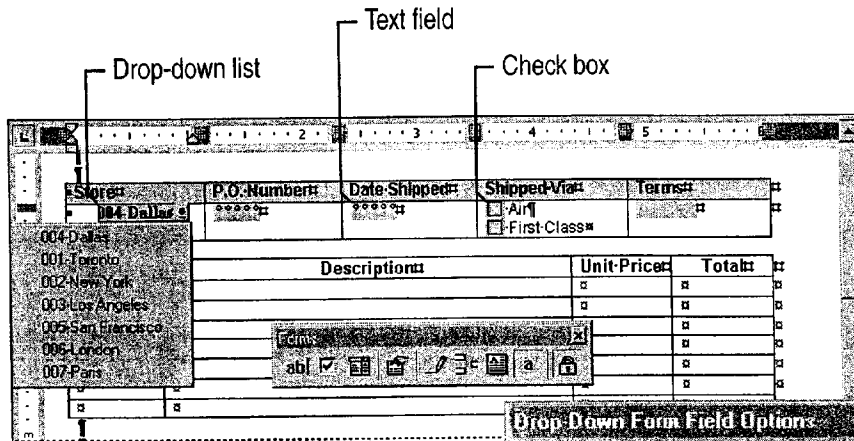
Use the **Forms** toolbar to quickly add text fields, check boxes, and drop-down lists.

After you add a field, click the **Form Field Options** button to specify field settings.

MS 113984

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Creating a printed form?   Use check boxes to list choices. For text fields, make sure you allow enough space for users to fill in the information.

Check spelling in your form   Click the **Spelling and Grammar** button. If this button is not available, click the **Protect Form** button on the **Forms** toolbar, and then check the spelling.

Want to test the drop-down lists or other fields?   Click the **Protect Form** button on the **Forms** toolbar, and then test the fields. To go back to writing or editing the form, click the **Protect Form** button again.

Does your calculation not work?   To do a calculation, you must use a text field and an on-exit macro. For more information, look up **Getting Results - Online Form** in Help. If your form has a lot of calculations, you may want to create it in Microsoft Excel. For more information on creating an online Microsoft Excel form, see "Create a Form for Online Invoices," page 250.

Need Option Buttons or Command Buttons?

If you need more flexibility in designing your online form, use the **Control Toolbox** toolbar. Click **Control Toolbox** (**View** menu, **Toolbars** submenu to add *controls*, such as spin boxes, scroll bars, command buttons, option buttons, and toggle buttons. Controls are inserted as floating objects, so you can position them anywhere you want on the online form.

You can set control properties, and you can review and edit the code for each of the controls. For more information, see **Getting Results - Online Form** in Help.

Buttons on the **Control Toolbox** toolbar give you maximum flexibility in creating and organizing online forms.

MS 113985

Part 3 Create Printed and Online Business Forms

In Case Your Users Need Help

You can make it easier for your users to fill in the form by adding Help text to each field. You can have Help appear either in the status bar when the user clicks a field, or in a pop-up window when the user presses F1.

To include Help text for a field, click the field, click the **Form Field Options** button on the **Forms** toolbar, and then click the **Add Help Text** button. Decide where you want Help to appear, click either the **Status Bar** or **Help Key (F1)** tab, and then type the Help text.
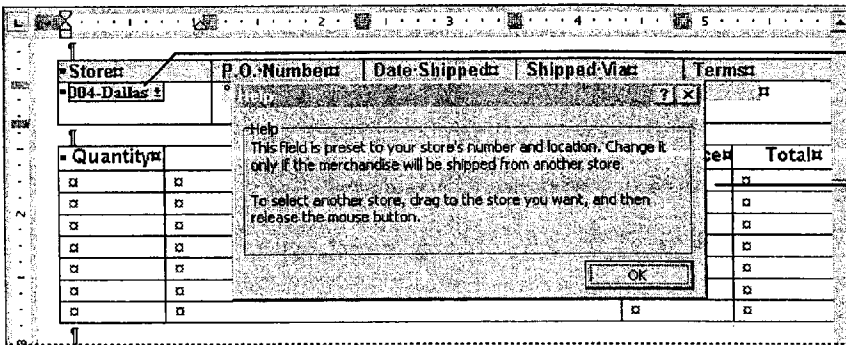
When the user selects a field and presses F1 ...

... Word displays the Help text that you wrote.

Additional instructions for online users Make sure you tell users that when they use the form online they can name and save it just as they would any other Word document.

Want to test Help? First protect your document by clicking the **Protect Form** button on the **Forms** toolbar. Then click a field and either press F1 or check the status bar to make sure Help appears. When you want to go back to writing or editing the form, click the **Protect Form** button again to unprotect the form.

MS 113986

AHL0123312

Automate Your Form

You can use macros to check information that users type in your form.

For example, if your form includes a field for marital status, you could insert two check box form fields:"Married" and "Single." Then, for the "Married" field, you could assign an on-exit macro to see if the box is selected. If it is, the macro could activate a "Name of Spouse" field.

After you create a macro for your form, double-click the field you want to assign it to. In the **Form Field Options** dialog box, select the macro from the list in the **Run macro on** box, and then select any other options you want.

For more information on macros, see the *Microsoft Office 97 Programmer's Guide* (available wherever computer books are sold and directly from Microsoft Press), or look up **Getting Results - Online Form** in Help.

MS 113987

Part 3   Create Printed and Online Business Forms

Protect the Form from Changes

After you've tested the fields in your form and made sure that Help works, there's one more thing you need to do before you distribute the form to users. You should protect the form. Protection allows users to fill in the form, but prevents them from changing the form's layout and standard elements.

Protect the whole form   Click the **Protect Form** button on the **Forms** toolbar.

Protect sections in a form   If you divided the form into sections and don't want to protect them all, click **Protect Document (Tools** menu), click the **Sections** button, and then click the sections you want to protect. (You divide a document into sections by clicking **Break (Insert** menu), and then clicking the type of section break you want.)

Protect the form with a password   You can add a password so that only users who know it can remove the protection and change the form. Click **Protect Document (Tools** menu).
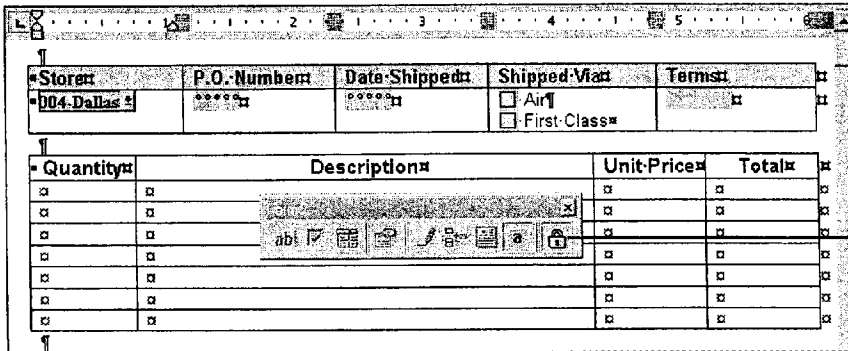
Click the **Protect Form** button to protect your form.

Important   Make sure you use a password you will remember because, if you forget it, you will not be able to make changes.

?   **Want to know more?**   Look up **Getting Results - Online Form** in Help.

Office Assistant button

MS 113988

Create Forms for Web Pages

If you want to get information from people who visit your Web page, add a form to collect it. For example, your form can be a questionnaire for adding people to a membership or mailing list; a request for feedback on your products; an order form showing pictures of items that can be ordered; or a subscription form for an online newsletter.

You start by using an HTML forms template. Click **New** (**File** menu), and then double-click the **Web Page** wizard on the **Web Pages** tab. In the dialog box that appears, select the style and content options you want for the HTML form.

To add controls to your form, use the **Control Toolbox** toolbar. To display this toolbar, click **Control Toolbox** (**View** menu, **Toolbars** submenu). Clicking a button on the toolbar inserts the control where the insertion point is positioned. You can add check boxes, option buttons, text entry boxes for user input, list boxes, drop-down list boxes, a **Submit** button (to send information back to the server), and a **Reset** button (to clear any information entered in the form). You can also add a password to your form, and you can use hyperlinks to jump from the form to other Web pages.

For more information on how to create forms for Web pages, see **Getting Results - Online Form** in Help. For more information on creating a Web page, see "Create a Web Page with Word," page 458, "Publish Microsoft Excel Tables and Charts on the Web," page 448, and "Create a Web Presentation with PowerPoint," page 452.

Important Before creating a form for your Web page, make sure that your host supports the collecting of information through forms. You will need to obtain permission and specific instructions from your service provider or web administrator to use a script to collect data.

Next Steps

To	See
Send the completed form to others for approval or review	"Have Your Team Review a Word Document," page 406
Send or route a document through e-mail by using Microsoft Outlook	"Use Outlook to Share Folders," page 433
Send or route a document through e-mail	"Distribute Documents Online," page 396
Format the form	"Make Your Word Document Look Great," page 127

MS 113989

Create a Form for Online Invoices

Track Data from Microsoft Excel Workbooks to the Database of Your Choice

When you have data that you routinely enter into forms in Microsoft Excel, you can collect the data and store it in a database automatically, without retyping. Use the Template Wizard with Data Tracking to transform a workbook into an online template or form and to create a link from your workbook to a designated database. Each time the form is filled out and saved as a separate workbook, its data can be automatically entered into the database, in which you can create reports as well as filter and summarize the compiled data.

Key Features

Template Wizard with Data Tracking

Start with a workbook you'll use as a form ...

Invoice Number	Invoice Date	Sales Rep	Customer Name	Address
25938	6/4/97	Dodsworth	Around The Horn	120 Hanover Sq.
25939	6/4/97	Davolio	Bergstad's Scandinavian Grocery	41 S. Marlon St., Suite 2
25940	6/4/97	Suyama	Blondel pere et fils	24, place Kleber
25941	6/5/97	King	Oceano Atlantico Ltda	Ing. Gustavo Moncada
25942	6/6/97	Peacock	Wolski Zajazd	ul. Filtrowa 68
25943	6/6/97	Suyama	Merry Grape Wine Merchants	304 King Edward Pl.
25944	6/6/97	Fuller	Foodmongers, Inc.	418 - 6th Ave.
25945	6/7/97	Suyama	Silver Screen Food Gems	12 Meikeljohn Ln.
25946	6/8/97	Fuller	ValuMax Food Stores	986 Chan...
			Bolido Comidas Preparados	C/ Araquil,
			ibles, Etc.	1522 Colle
			Star Health Foods	45 N. Term
			rquibaldo	Rua Oros,

Paid Invoices
08-Dec-97

Outstanding Invoices
08-Dec-97

... collect data from completed forms in a database ...

... then generate reports and PivotTables from the database.

Important You must have the Template Wizard with Data Tracking installed to complete the tasks in this topic. To link templates to databases, you must have Data Access Objects (DAO) and the appropriate open database connectivity (ODBC) driver installed. If you need to install the Template Wizard, DAO, or an ODBC driver, rerun Setup. To load the Template Wizard or another add-in, click **Add-Ins (Tools** menu).

MS 113990

Turn Your Form into a Data-Tracking Template

Open the workbook that contains the form you want to base your template on. If you have not created the form yet, do so before using the Template Wizard. You can get a head start by using one of the workbook templates provided. For example, the form shown in this topic was created with the Invoice template. For more information, see "The Template You Need May Already Exist," page 257.

When your form is ready, click **Template Wizard (Data** menu), and then follow the instructions in the wizard. In step 1, give the template a name. In step 2, specify the name and location of the database you want to create a link to. If the database doesn't exist yet, the wizard creates it in the file type and location you specify.

An existing workbook can be the basis ...

... for the form you create with the Template Wizard.

Delete data you don't want included in the standard form.

Part 3   Create Printed and Online Business Forms

Which database file types can you link to?   The Template Wizard can link forms to databases in Microsoft Excel, Microsoft Access, Microsoft FoxPro®, Paradox, dBASE, and SQL Server. When necessary, new databases can be created in these applications, except SQL Server and Paradox.

Make the form attractive and easy to read   Use formatting to emphasize important information and make the form easy to fill out. For example, you can add borders, pictures, or shading; change the font, style, and size of text; and format the numbers. For more information, see "Make Your Microsoft Excel Worksheet Look Great," page 148.

Prevent Unwanted Changes to the Form

If co-workers will be adding data to the form, you can protect cells containing information that should not be changed, leaving only specific cells available for editing.

First select the cells you want available to your co-workers for editing. Click **Cells** (**Format** menu). On the **Protection** tab, clear the **Locked** check box. Then protect the rest of the cells by clicking **Protect Sheet** (**Tools** menu, **Protection** submenu). For additional security, you can also assign a password in the **Protect Sheet** dialog box.

Want to know more?   Look up **Getting Results - Invoices** in Help.

Office Assistant button

MS 113992

Link Template Cells to Database Fields

In step 3 of the Template Wizard, specify which worksheet cells
map to particular database fields.

You specify the cells in the form that link to database fields.

The worksheet labels and
database field names need
not be identical.

MS 113993

AHL0123319

Add a routing slip for distributing the form   If you want to route the form electronically, you have the option of adding a routing slip in step 5 of the Template Wizard. Other ways you can distribute the form include sending it through electronic mail and posting it on the network. For more information, see "Distribute Documents Online," page 396.

Need to make changes to your template?   To modify a template you've created, open the template workbook. Click **Open** (**File** menu), select **Templates** in the **Files of type** list, and then select the template you want to open. Click **Template Wizard** (**Data** menu) to modify the template. You can change the template's name, the database location, cell-to-database field linking, and the routing slip. However, you cannot add fields to a database you've already created.

Link Data from Other Workbooks to the Database

If you have other workbooks whose data corresponds to the workbook you are basing your template on, you can link them all to one database. The data must be arranged in the same way as the workbook the template is based on. Specify the duplicate workbooks in step 4 of the Template Wizard.

This option is useful when you have already copied an existing workbook (in effect used it as a template), changed the data, and saved each copy with a new file name. Using the Template Wizard enables you to compile the data from all the workbooks into the same database.

Want to know more?   Look up **Getting Results - Invoices** in Help.

Office Assistant button

MS 113994

AHL0123320

Help Others Use the Form to Add Database Records

Now that the template is created and ready to use, others can fill out the form, save each completed form as a workbook, and then send the data to the database. To fill out the form, click **New (File** menu), click the tab containing the template, and then double-click the template name.

The next step is to add data to the template fields and then save the workbook. When you save a workbook created using the Template Wizard, a dialog box automatically appears, asking how you want to proceed. You can specify whether to create a new record in the database or continue without updating the database. If the workbook has been saved previously, you can specify whether to update the existing record, create a new record, or continue without updating.

Invoice Number	Invoice Date	Sales Rep	Customer Name	Address
25938	6/4/97	Dodsworth	Around The Horn	120 Hanover Sq.
25939	6/4/97	Davolio	Bergstad's Scandinavian Grocery	41 S. Marlon St., Suite 2
25940	6/4/97	Suyama	Blondel pere et fils	24, place Kleber
25941	6/5/97	King	Oceano Atlantico Ltda	Ing. Gustavo Moncada
25942	6/6/97	Peacock	Wolski Zajazd	ul. Filtrowa 68
25943	6/6/97	Suyama	Merry Grape Wine Merchants	304 King Edward Pl.
25944	6/6/97	Fuller	Foodmongers, Inc.	418 - 6th Ave.
25945	6/7/97	Suyama	Silver Screen Food Gems	12 Meikeljohn Ln.
25946	6/8/97	Fuller	ValuMax Food Stores	986 Chandler Dr.
25947	6/9/97	Callahan	Bolido Comidas Preparados	C/ Araquil, 67
25948	6/10/97	Suyama	Fred's Edibles, Etc.	1522 College Blvd.
25949	6/10/97	Leverling	Morning Star Health Foods	45 N. Terminal Way
25950	6/10/97	Fuller	Familia Arquibaldo	Rua Oros, 92

Open the template and fill out the form to enter data in the database.

Find and calculate the data you need Use the Microsoft Excel lookup functions and advanced filtering to pull together quickly the information you need. For more information, see "Prepare a Customer Quote," page 539.

Need to delete a record from the database? After you have sent a record to the database, you can delete it anytime you are working in the database. However, you cannot delete records while using the Template Wizard.

Was an update interrupted? If sending or updating a record in the database is interrupted, there is no change to the information in the database. This prevents entry of incomplete records. Try again later to send or update the record.

MS 113995

AHL0123321

Part 3   Create Printed and Online Business Forms

Create Reports from the Database

Summarize and analyze the data entered from forms into your database by creating reports and PivotTables. For example, you might want to see only the invoices that have been paid, or look at the invoice data by product, by salesperson, or by country.

Paid Invoices
08-Jun-97

Quote ID:	Quote Date:	Sales Rep:	Customer Name:	Product:
25938	6/4/97	Dodsworth	Around The Horn	White Chocolate
25939	6/4/97	Davolio	Bergstad's Scandinavian Grocery	Fish Roe
25940	6/4/97	Suyama	Blondel pere et fils	Dharamsala Tea
25941	6/5/97	King	Oceano Atlantico Lda	Alice Springs Lamb
25944	6/6/97	Fuller	Foodmongers, Inc.	Lite Sodium Soy Sauce
25946	6/8/97	Fuller	ValuMax Food Stores	Rossle Sauerkraut
25947	6/9/97	Callahan	Bolido Comidas Preparadas	Mariscapone Fabioli

Use the database to create reports and PivotTables summarizing the data in different ways.

Count of Product	Country			
Sales Rep	Canada	UK	USA	Grand Total
Buchanan	0	39	39	78
Callahan	0	39	78	117
Davolio	0	39	156	195
Dodsworth	0	0	78	78
Fuller	0	0	273	273
King	0	0	39	39
Levering	0	39	156	195
Peacock	0	39	0	39
Suyama	39	78	156	273
Grand Total	39	273	975	1287

Learn more about creating reports and working in databases   To find out what kinds of reports you can create, see the documentation for your database application. For examples of reports created in Microsoft Excel, see "Create a Detailed Sales Report," page 556, and "Create a Sales Summary," page 563. For an example of creating a report in Microsoft Access, see "Create a Price List," page 532.

What's a PivotTable?   In Microsoft Excel, a PivotTable is an interactive worksheet table that quickly summarizes large amounts of data using the format and calculation methods you choose. For more information, see "Create a Sales Summary," page 563.

MS 113996

256   Getting Results with Microsoft Office

The Template You Need May Already Exist

Microsoft Excel provides a set of flexible, attractive, and easy-to-use templates that you can use to quickly create the workbooks you need.

The built-in templates are designed with small businesses in mind, and they are easily customizable for a variety of purposes.

The following templates have already been created with the Template Wizard. They are linked to companion databases located in the Library folder within the Microsoft Excel folder.

- Invoice
- Purchase Order
- Expense Statement

Use these templates as they are, or run the Template Wizard to adapt them as needed, for example, to link to different fields.

To use built-in templates, you may need to install them first by running Setup. To work with a template, click **New** (**File** menu), click the **Spreadsheet Solutions** tab, and then select the template you want.

For more information on working with templates in Office, see "About Creating and Opening Documents and Databases," page 48.

Next Steps

To	See
Find out about different types of forms you can create with Office applications	"What's the Best Way to Create a Form?" page 240
Learn more about alternative ways to store data	"Where Should You Store Your Contact Information?" page 346

MS 113997

P A R T   4

Show Data in Charts and Maps

Contents
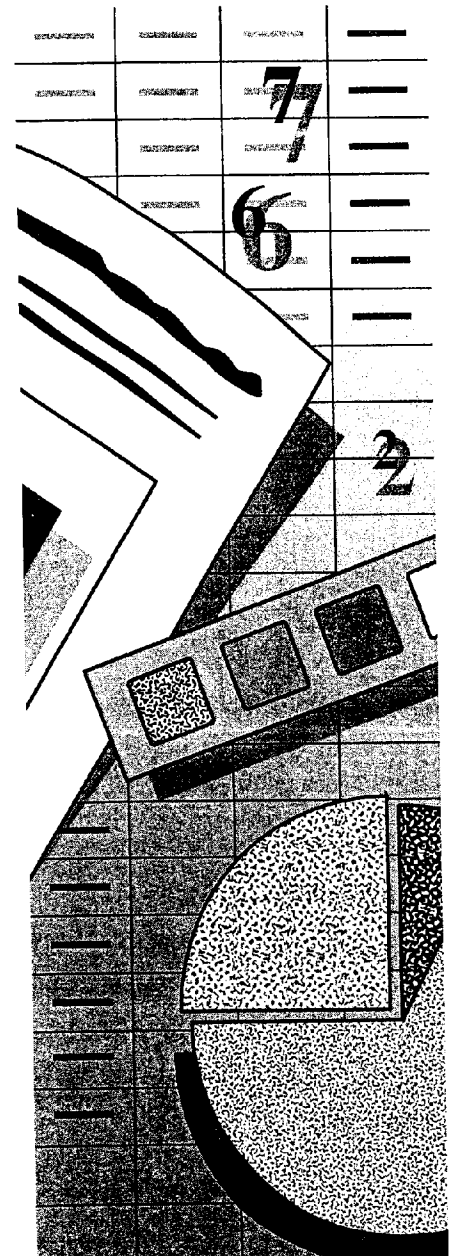
MS 113998

Create a Chart from Worksheet Data

Display Microsoft Excel Data Graphically

You can do more with Microsoft Excel data than simply arrange it in rows and columns. You can display it graphically in a chart. Show the values as lines, bars, columns, pie slices, and other data markers, and even combine different markers in the same chart.

When the chart itself is all you need, create a separate *chart sheet*. When it's best to display the chart along with the associated data, you can either create a chart directly on the worksheet or add a table to a chart sheet containing the pertinent data. In any case, the values in the chart are updated whenever the source worksheet data changes.

Key Features

Chart Wizard

Chart Types

Custom Charts

A 2-D column chart

A 3-D pie chart
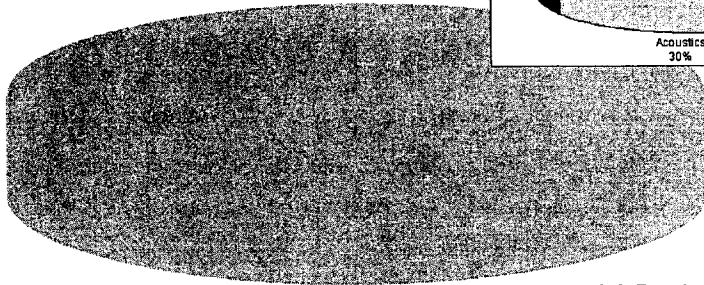
A 3-D column chart
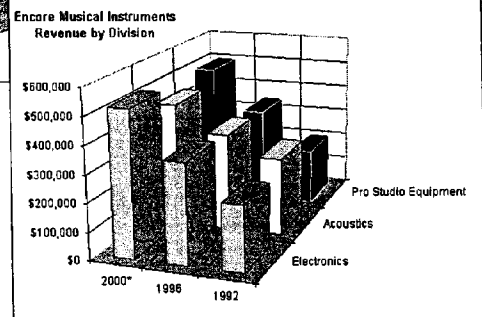
Create the Chart

Begin by selecting the range of worksheet data you want to include in the chart. Then click the **Chart Wizard** button. Follow the instructions in the wizard to specify the chart type and options you want. The wizard offers you the option of creating a chart on the worksheet, or creating a separate chart sheet in the workbook. If you create a chart on the worksheet, you can reposition and resize it.

Chart Wizard button

For this chart, data series come from the worksheet rows ...

... and categories come from the columns.

	A	B	C	D	E	F
1	Encore Musical Instruments					
2	Division Revenue (in thousands)					
3			1992	1996	2000*	* Projected
4		Electronics	$233,700	$359,200	$523,600	
5		Acoustics	$279,700	$350,800	$446,400	
6		Pro Studio Equipment	$202,200	$344,600	$499,000	
7						
8						
9						
10	$400,000					
11	$300,000			□ Electronics		
12	$200,000					
13				■ Acoustics		
14	$100,000					
15				☑ Pro Studio Equipment		
16	$0					
17		1992	1996			
18						

Each set of markers is a data series.

Data series are listed in the legend.

Values are displayed on the y axis.

Categories are displayed on the x axis.

💡 **How do you indicate whether rows or columns are the data series?** Specify this in step 2 of the Chart Wizard when you create the chart. Microsoft Excel proposes data series in rows or columns based on the dimensions of the range you selected. Check the sample to see if the setting is right, and try it the other way if necessary.

Want to alter a chart? In a chart placed on a worksheet, simply click the item you want to change. To activate a chart sheet, click its tab at the bottom of the workbook. The **Chart** menu and toolbar appear.

MS 114000

Add Data to the Chart

Data seems to be constantly changing, so sometimes you need to revise a chart you've already created. For example, you might need to add data points to a revenue chart to show a year of projected sales.

For a chart placed on a worksheet, just click the chart to display *color coded ranges*—indicators that outline the data on the worksheet used by the chart. Then drag the *drag handles* to adjust the range. If you're working with a chart sheet, use the **Copy** and **Paste** commands (**Edit** menu) to add the data.

Drag the drag handle to select the data you want to add ...

... and the new data immediately appears in the chart.
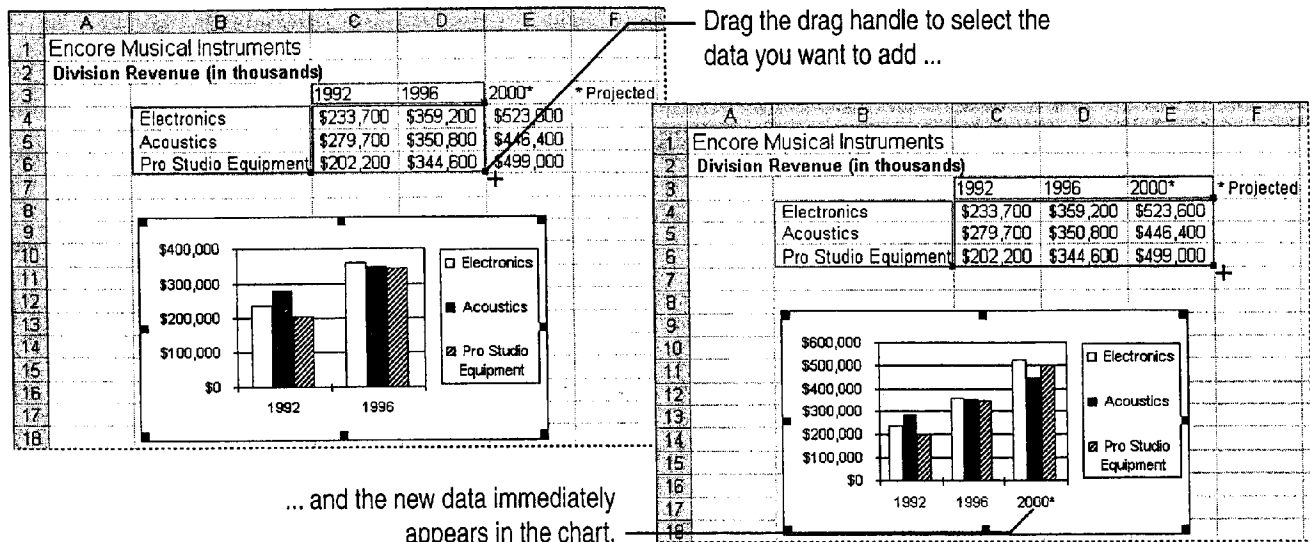
Make a mistake? If you add data incorrectly, you can remove it by using the **Undo** button. You can undo up to 16 previous actions.

Need to remove data from the chart? To delete a data series, you can drag the drag handles, or select the series on the chart and then press DELETE. To delete one data point, just delete the value on the worksheet.

Undo button

Want to know more? Look up **Getting Results - Worksheet Charts** in Help.

Office Assistant button

MS 114001

Find the Best Chart Type for Your Data

There are 14 chart types to choose from, and each has a number of possible variations; experiment to find the one that presents your data most effectively. Sometimes combining chart types, such as columns and lines, can help provide clarity and emphasis.

Change the chart type by clicking **Chart Type** (**Chart** menu) and then selecting the type you want. If you need to display the **Chart** toolbar, click **Toolbars** (**View** menu). To change the chart type for one data series, select the series before clicking the **Chart Type** command.
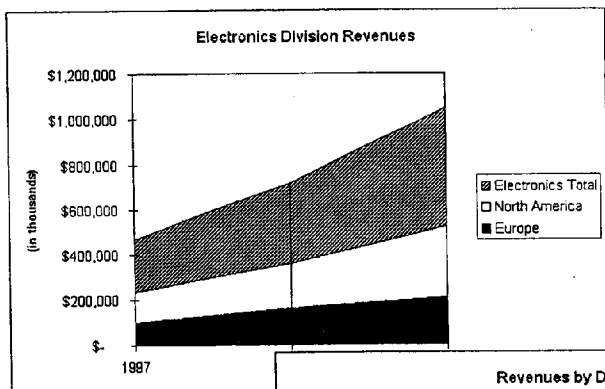
A 2-D area chart emphasizes the amount of change over time.
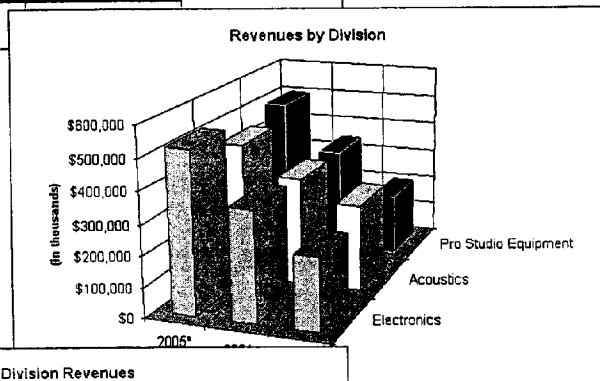
A 3-D column chart allows comparison of values within data series and by category.
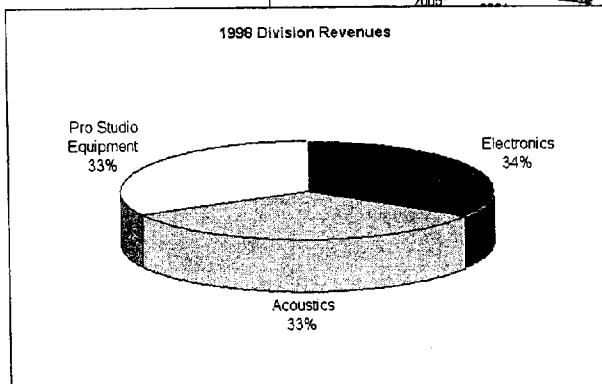
A 3-D pie chart displays one data series, showing the relationship of parts to the whole.

MS 114002

Does the chart show different kinds of data?   In addition to varying the chart types, you can display a *secondary value axis* and associate some of the data series with that value axis. For example, show price along one value axis and volume along the other. To do so, click the data series you want to plot on the secondary axis and then click **Selected Data Series** (**Format** menu). On the **Axis** tab, click **Secondary axis**.

What if the data has no categories?   Use the xy (scatter) chart, which displays values along both the x and y axes. For more information, see "Display Scientific Data in a Chart," page 595.

Change the Look of a Chart Automatically

Want a "new" chart in a hurry? Change the way your chart looks all at once, without changing individual items, by applying a *custom chart type*. Similar to a template or style, a custom chart type changes the look but does not affect the chart's data.

For example, you can apply a custom chart type to quickly get a chart combining column and line data markers, a scatter chart with logarithmic gridlines, or a line chart with curve smoothing.

To apply a custom chart type, activate the chart and then click **Chart Type (Chart** menu). On the **Custom Types** tab, select a chart type.

Create a custom look for a chart and reuse it later   You can save your own custom chart formatting to apply to other charts. Activate the chart, and then click **Chart Type (Chart** menu). On the **Custom Types** tab, click **User-defined**, and then click **Add.** Type the name and description for your custom chart type.

Want to know more?   Look up **Getting Results - Worksheet Charts** in Help.

Office Assistant button

MS 114003

Is Your Data More Complex?

Your chart can show more than one level of categories. For example, you might need to show divisions within regions for your company. Or you might be creating a chart from a filtered list or from data with subtotals. Like other charts, the chart is updated when the source data changes.

Create a chart from a PivotTable Some of your worksheet data may be in the form of a PivotTable (an interactive worksheet table that summarizes large amounts of data). You can use a PivotTable as the source data for a chart. For more information on PivotTables, see "Create a Sales Summary," page 563.
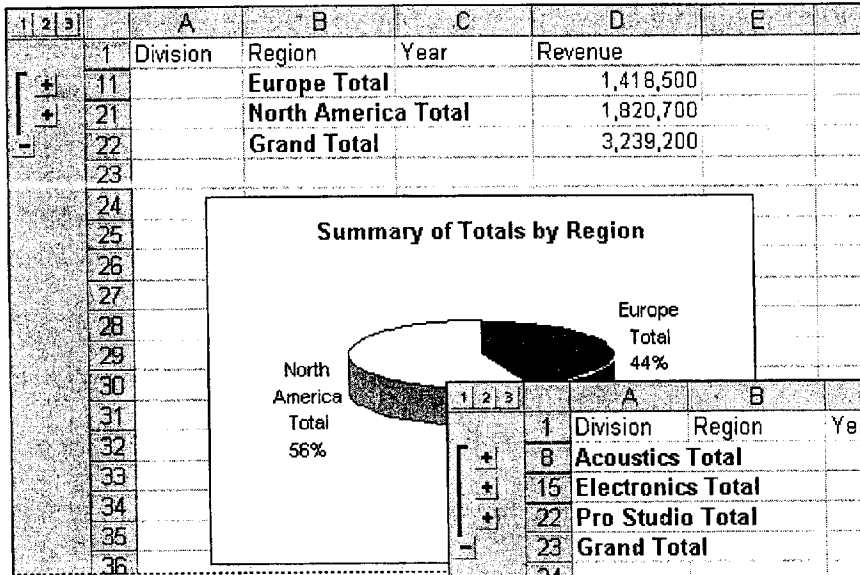
This subtotaled worksheet contains the source data for the inserted chart.

When a different set of subtotals is displayed in the same worksheet, the chart changes accordingly.

MS 114004

AHL0123330
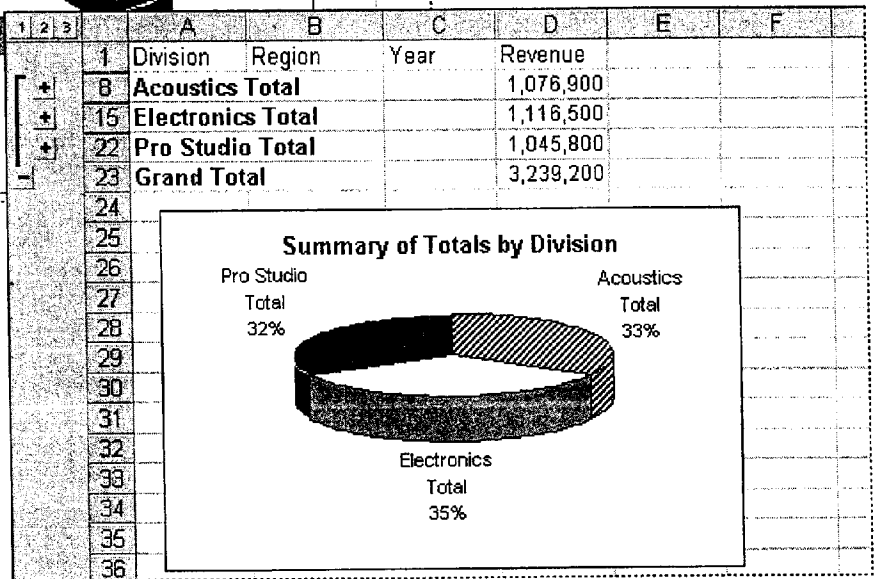
Add a Chart to a Document or Presentation

Don't let too many numbers make your document or presentation dull: Show data in chart form. Charts add visual interest and useful information, showing patterns or trends that a list of numbers alone can't show.

You can create a chart in Microsoft Excel and keep it up-to-date automatically by creating a link to it. For more information, see "Create a Chart from Worksheet Data," page 260. In addition to Microsoft Excel, Microsoft Graph offers an alternative way to create charts. However you create your chart, you can modify it while working in your document or presentation.

Key Features

Linked Charts
Microsoft Graph

Linked Charts
Microsoft Graph

Charts add visual interest to documents and presentations.
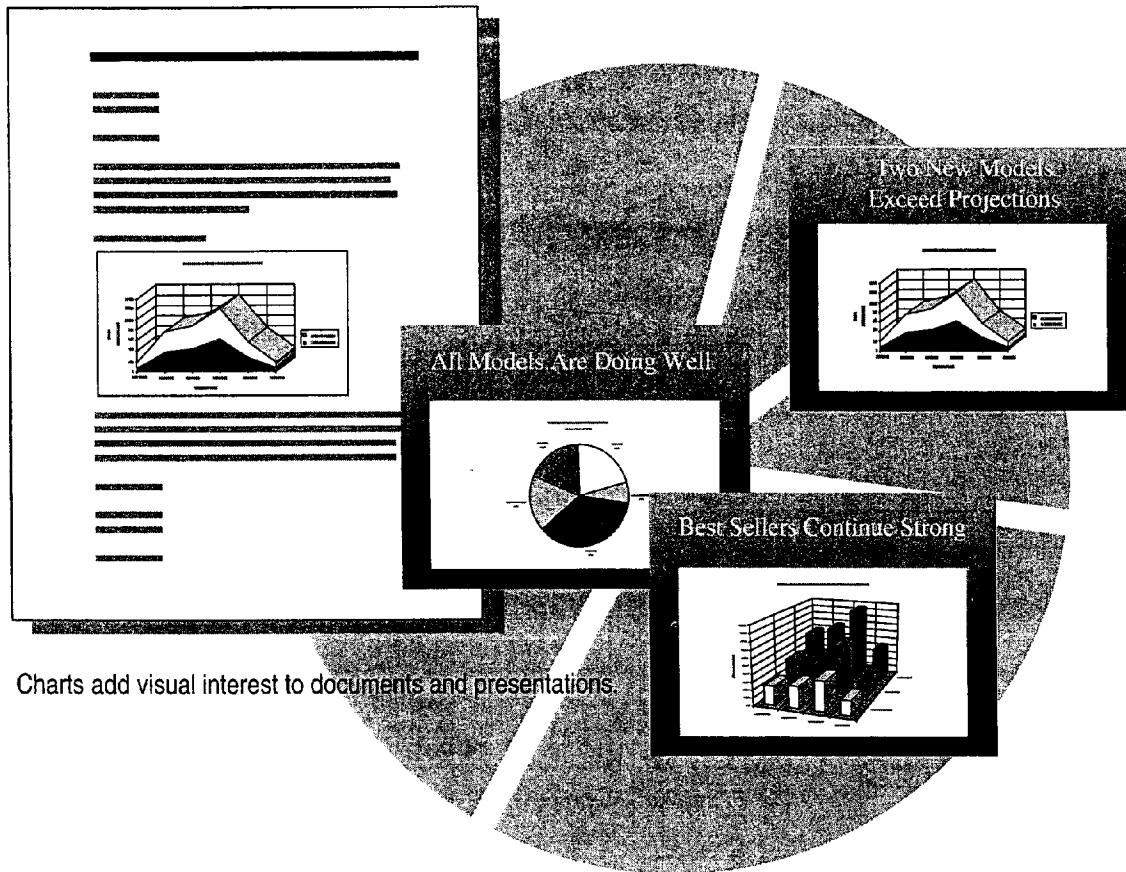
MS 114005

Add a Chart That Stays Up-To-Date

To make sure that a Microsoft Excel chart you insert into a document or presentation displays the most recent data, create a *link* to the source chart in the Microsoft Excel workbook. The chart you see is actually a representation of the chart that exists in the workbook. That chart is updated whenever its source data changes, and the linked representation in your file is updated accordingly. You can create links to files located on your computer, on a network, on your company's intranet, or on the Internet.

Open the Microsoft Excel workbook containing the chart ...
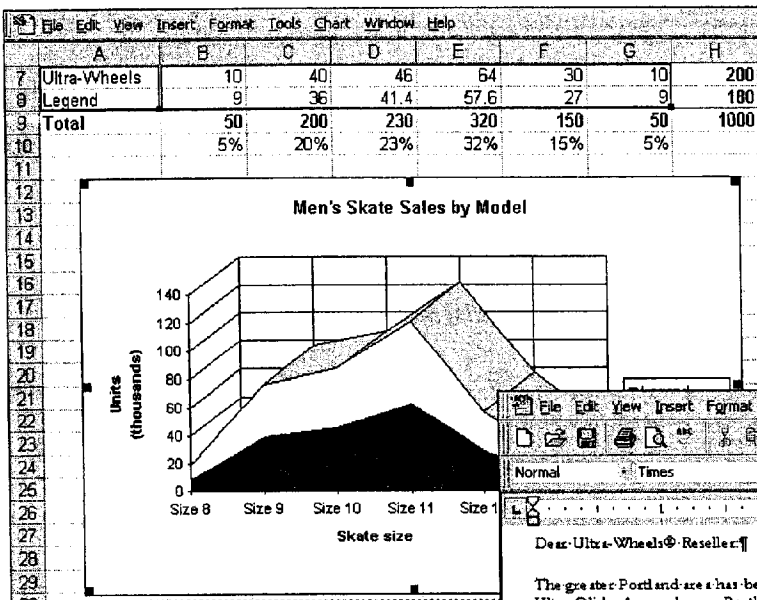
... select the chart, and then click **Copy** (**Edit** menu).

If you are working in Microsoft Word, switch to the document ...

... then click where you want the chart inserted. Click **Paste Special** (**Edit** menu), and then click **Paste Link.**

Important   To ensure that a chart in a presentation is up-to-date, you must have access to the workbook containing the chart. The surest way to maintain the link to the source workbook is to save the Microsoft Excel workbook and the document or presentation file in the same folder, such as a project folder. For more information, see "Create Links to Automatically Update Information," page 174.

MS 114006

Modify a link   You can reassign the link to a different chart, specify manual or automatic updating, or lock the link to prevent changes. To modify a link, click **Links** (**Edit** menu).

Display a slide you want to add a chart to   If you are adding a chart to a slide in Microsoft PowerPoint, after copying the chart in Microsoft Excel, switch to PowerPoint and then display the slide you want to add the chart to. Click **Paste Special** (**Edit** menu), and then click **Paste Link**.

What if your data is in a table in Microsoft Word?   You don't have to copy the data into Microsoft Excel. Instead, use Microsoft Graph to create the chart. For more information, see "Create Charts with Microsoft Graph," page 271.

Insert a Chart if Updating Isn't Necessary

When you want a chart to be part of your document or presentation instead of a representation of a chart that exists elsewhere, *insert* the chart. For example, you might be submitting a final report that doesn't need to be updated. Or the source data might not be available later for updating. The chart looks the same whether it is linked or inserted, and in either case you can open, modify, and format the chart. You follow the same steps to insert a chart as you do to create a link to one, except that after copying the chart, you click **Paste** (**Edit** menu) instead of **Paste Special**. Or, click **Object** (**Insert** menu) and select **Microsoft Excel Chart** from the **Object type** list.

Want to know more?   Look up **Getting Results - Add Chart** in Help.

Office Assistant button

MS 114007

Modify the Chart

After you add a chart, you sometimes need to modify it. For example, you might change the chart type from pie to column, make the text larger, or use different colors.

To modify a chart, double-click it to start Microsoft Excel. If the chart is inserted into a worksheet, the **Chart** menu and toolbar become available when you click the chart. To resume work in your document or presentation, click anywhere outside the inserted chart.

A chart embedded in a Microsoft Word document, opened for editing in Microsoft Excel

The **Chart** menu

The **Close** button

When you open the chart, Microsoft Excel menus and toolbars become available.

Edit text or make other changes to the chart.

The **Chart** toolbar
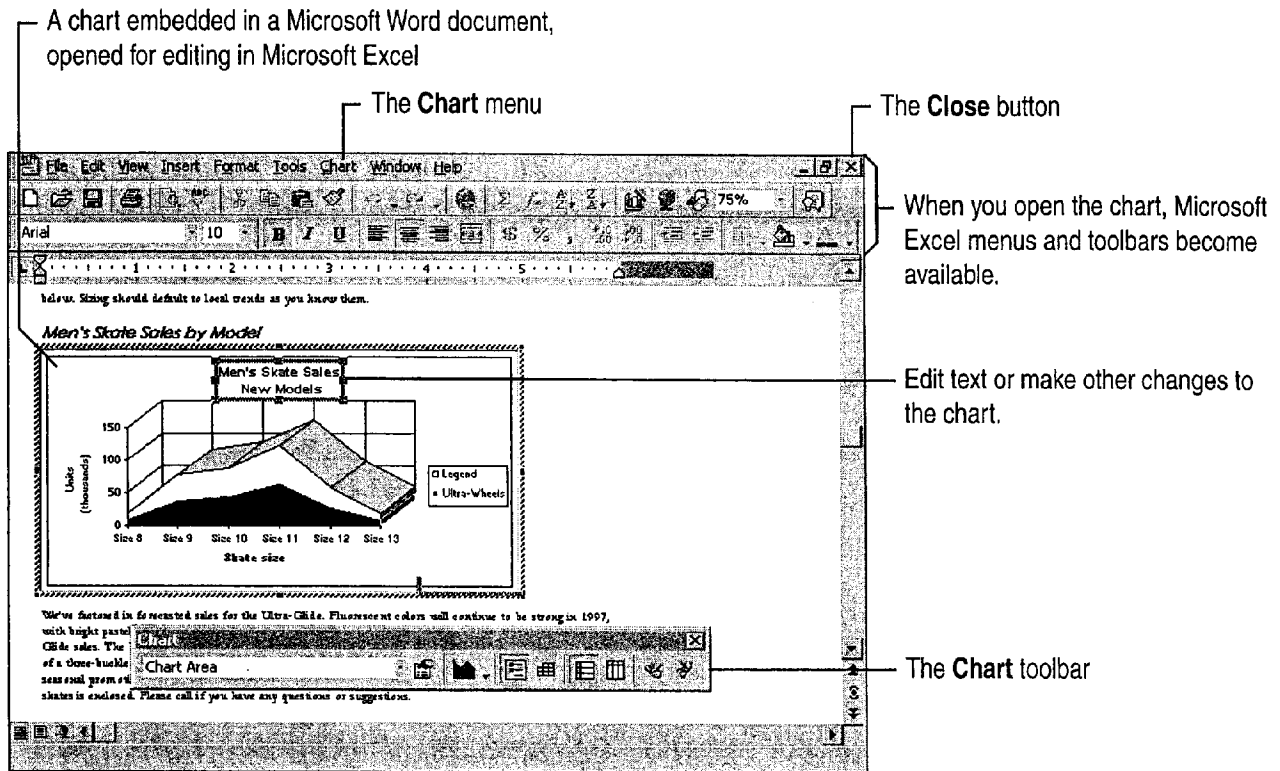
MS 114008

Part 4   Show Data in Charts and Maps

Give the chart a new look, automatically   The easiest way to change the look of a chart is to apply a built-in *custom chart type*. Doing so changes the chart's formatting but does not affect its data. After clicking the chart, click **Chart Type (Chart** menu), and on the **Custom Types** tab, select the look you want.

Create your own formats and use them for other charts   After manually formatting a chart, save your custom formatting and apply it to other charts. You can even use pictures for data markers. For more information, see "Customize the Look of a Chart," page 276.

Animate a chart   In PowerPoint, you can animate charts so that individual elements are added one at a time with each mouse click, or automatically at predetermined intervals. Click the chart to select it, click **Custom Animation (Slide Show** menu), and on the **Chart Effects** tab, select the animation options you want.

Want to know more?   Look up **Getting Results - Add Chart** in Help.

Office Assistant button

MS 114009

270   Getting Results with Microsoft Office

Create Charts with Microsoft Graph

If Microsoft Excel is not available, or if you have data in a table in your Word document, you can create charts with Graph. Graph is available from Word, PowerPoint, and Microsoft Access.

You can create the same types of charts in Graph that you can in Microsoft Excel, and the same formatting options are provided. Graph does not allow calculation, but you can enter, import, and edit data in the Graph datasheet.

Use Graph to create a chart in Word Click where you want to insert the chart in the document. Or, if you want to base the chart on a table of data, select the table. Click **Object** (**Insert** menu), and then specify **Microsoft Graph**.

Use Graph to create a chart in PowerPoint Display the slide you want to add a chart to, and then click the **Insert Chart** button.

Create a new slide in a presentation In the **New Slide** dialog box (**Insert** menu), select an AutoLayout that includes a chart. After creating the slide, double-click the chart icon to start Graph.

Modify a chart created in Graph Double-click the chart to open it, and then make changes by using the commands and toolbars that appear.

Want more information about Graph? While working in Graph, you can get information by using the commands on the **Help** menu.
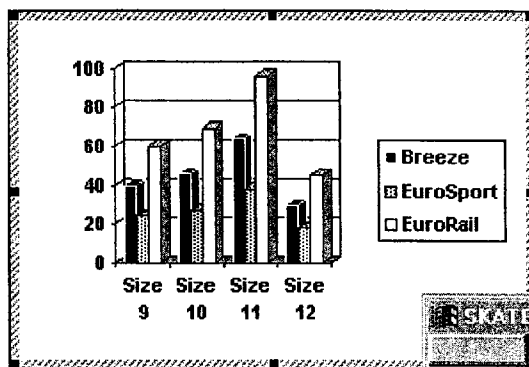
The gray border indicates that the Microsoft Graph chart is open.

Model	Size 9	Size 10	Size 11	Size 12
1 Breeze	40	46	64	30
2 EuroSport	24	27.6	38.4	18
3 EuroRail	60	69	96	45
4				

The Graph datasheet

Next Steps

To	See
Add data labels, titles, and other items to a chart, or change the format of a chart	"Customize the Look of a Chart," page 276

MS 114010

Create a Chart from a Database

Use Microsoft Graph to Analyze Your Data Visually

Suppose you want to make it easy to see the total annual sales for a product while you browse through your database. With Microsoft Access, you can represent your data in chart form and then add the chart to a database form or report. Charts are useful because they make it easy to see patterns and trends in data that numbers alone can't show. To create a chart quickly, you can use the Chart Wizard.

Key Features

Chart Wizard

Microsoft Graph

When you browse through the Products form, the chart changes with each record to display information about the currently selected product.
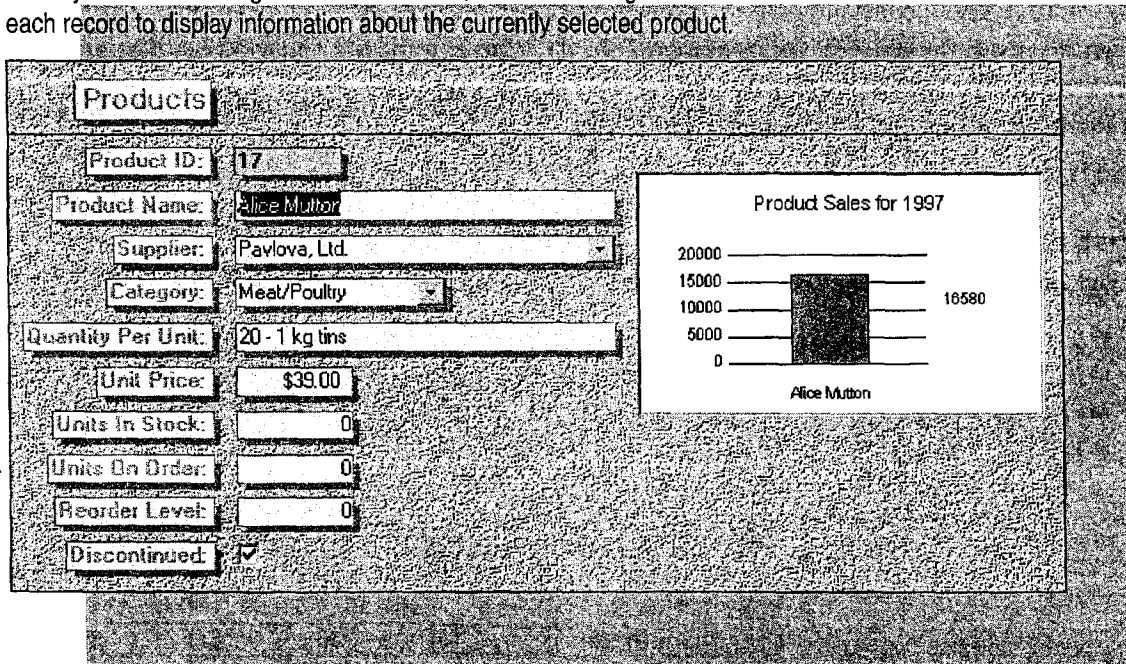
To complete the steps in this topic you need to have Microsoft Office, Professional Edition or an individual copy of Microsoft Access installed. You also need to have Microsoft Graph installed. If you do not have Microsoft Graph installed, run Setup again and select the Typical installation to install it. For more information, see "Install and Start Microsoft Office," page 28.

MS 114011

Add a Chart to a Microsoft Access Form

Before you create the chart, you need to specify where you want the chart to appear in your form. In the database window, on the **Forms** tab, click **Products**. Click **Design** to open the form in form design view. Click **Chart (Insert** menu), and then draw a box where you want the chart to appear.
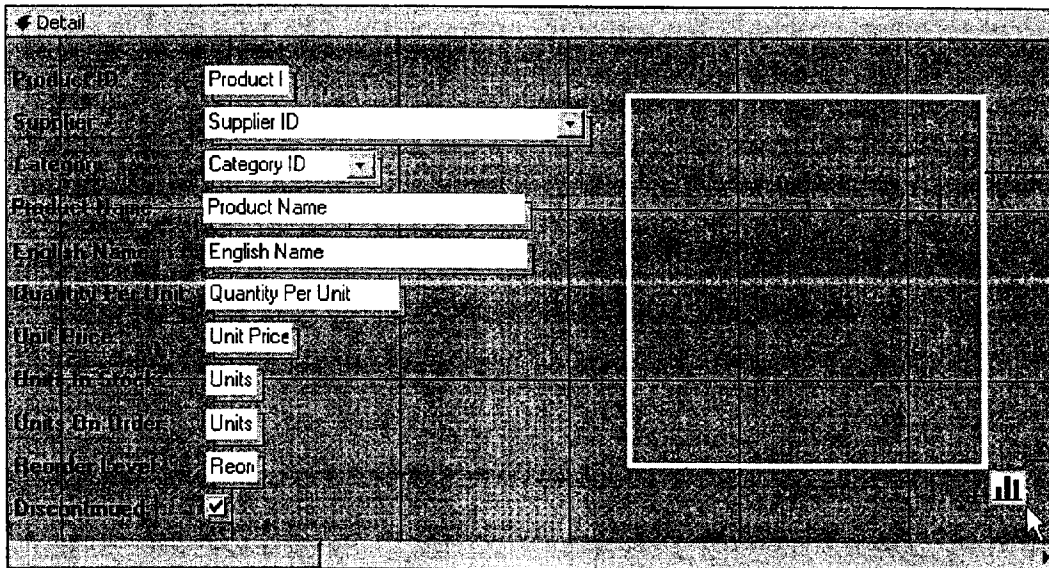
— Click where you want the chart to appear, and then drag to draw the box for the chart.

— When you release the mouse button, the Chart Wizard starts.

Want to chart specific data?   For example, you might want to chart the products sold in a specific region. To do this, create a query that retrieves only the records you want to chart. When the Chart Wizard prompts you to select a source for the chart data, select this query. For more information, see "Evaluate Sales Performance in a Microsoft Access Database," page 582.

Want to know more?   Look up **Getting Results - Chart and Database** in Help.

Office Assistant button

MS 114012

Part 4   Show Data in Charts and Maps

Create the Chart and Design the Form

After you specify the size and location of the chart on the form, the Chart Wizard starts. Select **ProductName** and **ProductSales** from the Product Sales query in the database. Then, follow the instructions in the wizard to create the chart. When the wizard is finished, it automatically displays the form, with the chart, in form design view. While in this view, you can adjust the layout of the form by resizing and moving controls. For more information, see "Adjust the Form's Layout," page 500. When you're satisfied with the layout of the form, click **Form View** (**View** menu).

While in form design view, you can adjust the size and position of the chart and other controls on the form.

🛈 **Want to make changes to your chart?**   If you're not already in form design view, click **Design View** (**View** menu). Double-click the chart to edit and format it. For more information, see "Customize the Look of a Chart," page 276.

MS 114013

Create a Chart Report

Use Microsoft Access to create a chart that retrieves information from many records in your database, instead of creating a link from the chart to the current record on a single form or report. For example, you can create a chart that displays annual sales for all products, which you can then add to a form or report. The information in this kind of chart is updated all at once, whenever you view the form or run the report.

Create a new chart report In the database window, on the **Reports** tab, click **New**. Select the table or query that contains the data to chart, double-click **Chart Wizard**, and then follow the instructions in the wizard.

To see the chart, preview the report When the Chart Wizard is finished, click the **Print Preview** button to see the report.

 Print Preview button

Add the chart report to your application If you set up your database as an application, you can make the chart easy for users to access by adding it to your main switchboard. For more information, see "Turn Your Inventory Database into an Application," page 519.

Next Steps

To	See
Refine the layout of a chart	"Customize the Look of a Chart," page 276
Use a chart in another document	"Add a Chart to a Document or Presentation," page 266

MS 114014

AHL0123340

Customize the Look of a Chart

Format the Items in a Chart

There are many ways you can format a chart to get the look you want. Each component of the chart has characteristics you can alter, such as color, pattern, line style, text or number appearance, and placement. To see a dialog box with the formatting options available for a chart component, double-click the component.

Key Features

Formatting Selected Chart Items

Formatting 3-D View

Charts with custom formatting
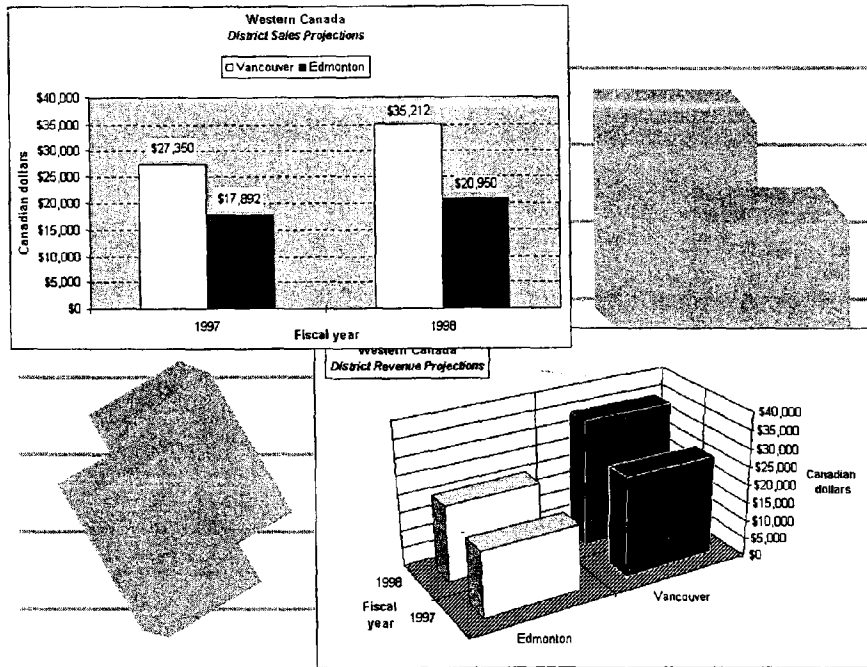
When you want to work with a chart make charting commands and toolbar buttons available: In Microsoft Word, Microsoft PowerPoint, or Microsoft Access, double-click the chart object. The border changes to a thick, patterned line when a chart is active. To work with a chart in Microsoft Excel, click an item on an inserted chart, or click a sheet tab to move to a chart sheet in a workbook. For more information, see "Create a Chart from Worksheet Data," page 260, "Add a Chart to a Document or Presentation," page 266, and "Create a Chart from a Database," page 272.

MS 114015

Change the Data Markers

The graphic elements that indicate numeric values in a chart, such as lines, bars, columns, and pie slices, are *data markers*. To change the colors and patterns for one data series, double-click one of the data markers and then make changes on the **Patterns** tab of the **Format Data Series** dialog box. To change only one marker, after selecting the series, click again to select the individual marker. Then double-click the marker to display the **Patterns** tab of the **Format Data Point** dialog box.

Data markers with solid colors ...

a pattern ...

... or pictures
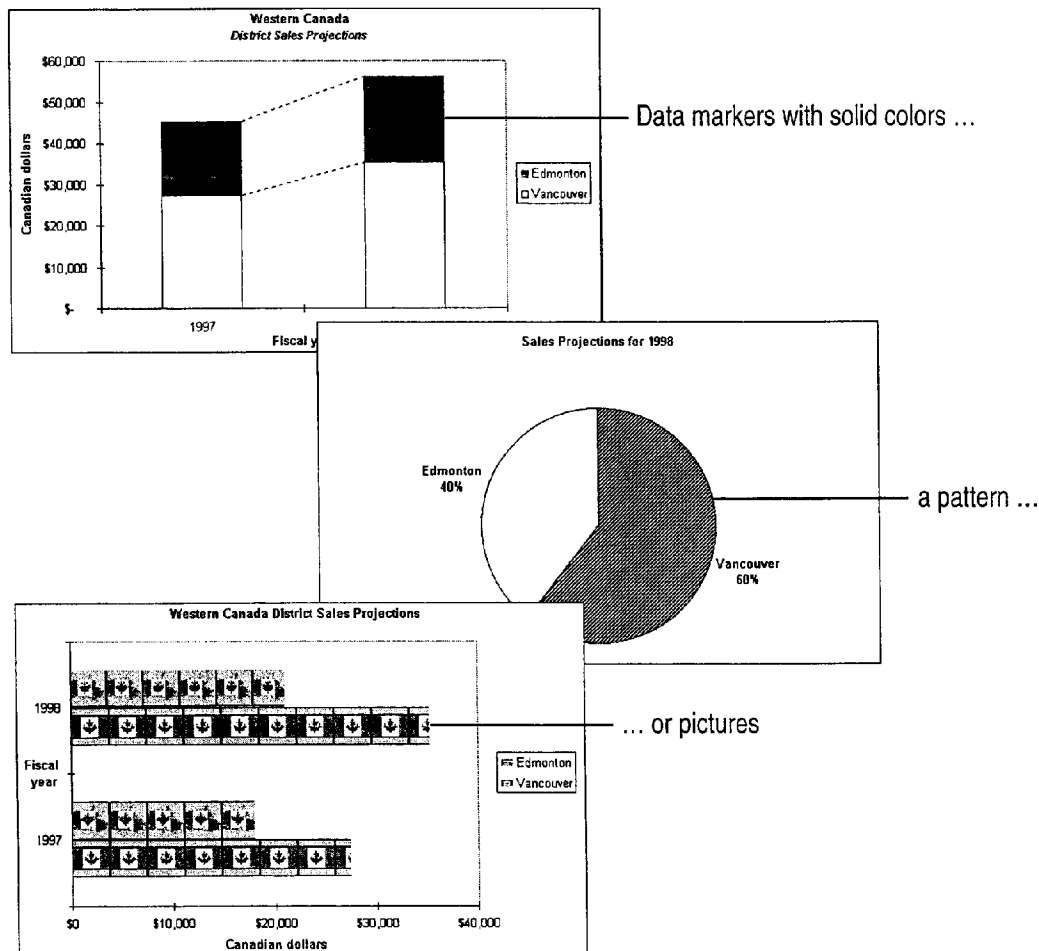
Important   If you are using Microsoft Graph to create your chart, use the Microsoft Graph **Help** menu to find additional information.

MS 114016

Part 4   Show Data in Charts and Maps

Use both markers and lines   The line and xy (scatter) chart types give you the option of displaying data markers connected by lines. When you double-click a data series, you can specify on the **Patterns** tab which one (or both) to display, and how you want them to look. For information on scatter charts, see "Display Scientific Data in a Chart," page 595.

Add picture markers   For chart types in which data markers have a surface, such as column, area, and pie charts, double-click the data series or a single data marker where you want to use a picture. On the **Patterns** tab, click **Fill Effects**, click the **Picture** tab, and then click the **Select Picture** button to locate the picture file you want to use.

Emphasize one slice of a pie or doughnut chart   Click the chart, then click the slice, and drag it away from the rest of the pie or doughnut.

Want to use a different kind of data marker?   Change the chart type; for example, change columns to lines or pie slices. Click **Chart Type (Chart menu)**, and then select the type you want.

Combine Two-Dimensional Chart Types on One Chart

You can mix chart types—for example, combine lines and columns in the same chart to show data clearly. Select an individual data series and apply a different chart type; only that series changes. You cannot combine three-dimensional charts with other chart types.

Want to know more?   Look up **Getting Results - Customize a Chart** in Help.

Office Assistant button

MS 114017

Label the Data Markers

Data labels are optional text or values, associated with data markers, that provide additional information. The information comes from the associated source data, for example, the value from the worksheet cell or the percentage of the whole that one marker represents.

Add data labels To add labels to all markers in a chart, click **Chart Options (Chart** menu), and then select options on the **Data Labels** tab. To add labels to a particular data series, select it and then click **Selected Data Series (Format** menu). (In Microsoft Graph, the command name is **Selected Object**.) Select the type of label you want. To add labels to only one data point, select the individual marker for that data point.

Modify data labels To change the font, number format, or other characteristics, double-click a label for a data series. The selections you make in the **Format Data Labels** dialog box apply to all labels for the series. To modify only one label, after selecting the labels for the series, click the individual label and then double-click it.

[?] For Help on dialog box options, click this button and then click the option.

Western Canada
District Sales Projections

Vertically aligned data label showing value

1998 Sales Projections

Data label showing text and percentage, with varied font style and size
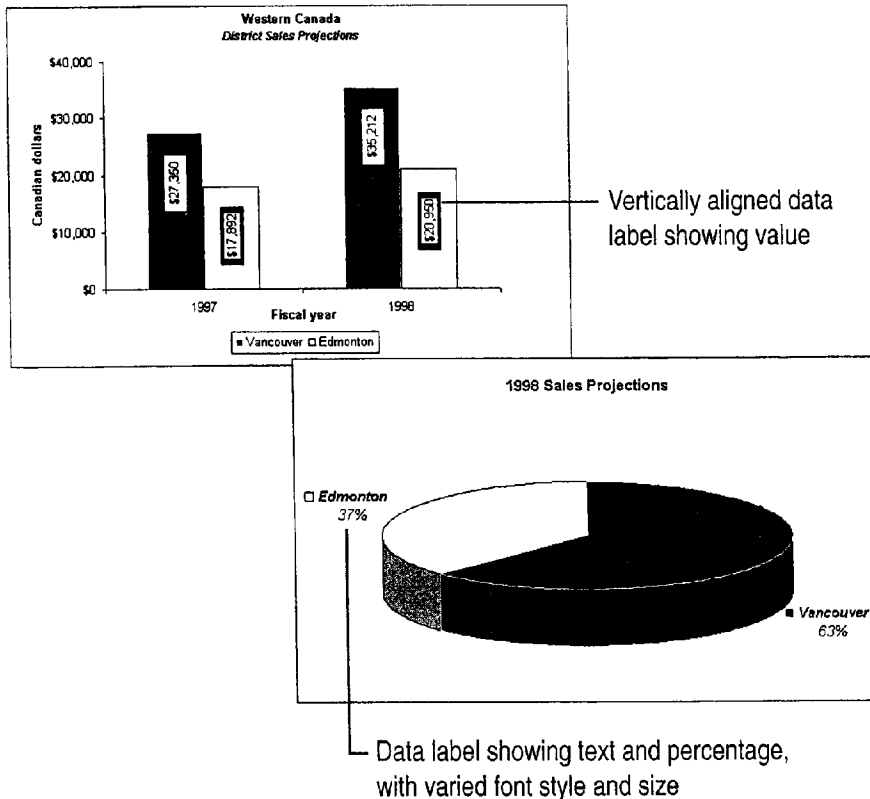
MS 114018

Part 4   Show Data in Charts and Maps

Edit data label text   You can edit a data label by clicking it and then typing. However, this breaks the link between the label and the source data. If you want to restore the link, double-click the data marker (not the label itself) and then select the **Automatic Text** check box on the **Data Labels** tab.

Are data labels too long or awkwardly placed?   You can move or rotate labels, or change the font. To move labels, select and drag them. Make other changes by double-clicking a label: Rotate labels by changing the alignment on the **Alignment** tab, and change the font on the **Font** tab.

Want to know more?   Look up **Getting Results - Customize a Chart** in Help.

Office Assistant button

MS 114019

280   Getting Results with Microsoft Office

Title the Chart and Its Axes

To convey a chart's purpose and clarify the kind of data it shows, add titles. If you did not include titles when you created the chart, you can add them at any time.

Add titles Click **Chart Options** (**Chart** menu). On the **Titles** tab, type the titles you want. If you want a title to contain two lines, click the label after you add it to the chart and then press ENTER where you want the line break. You can select and format the two lines separately; for example, you can make the second line of text a smaller font size.

Modify titles To edit title text, click it. To change the format of a title, double-click its border and then make selections on the **Patterns**, **Font**, and **Alignment** tabs. You can move titles by dragging them, although their size is determined by the amount of text and by the font size.

For Help on dialog box options, click this button and then click the option.
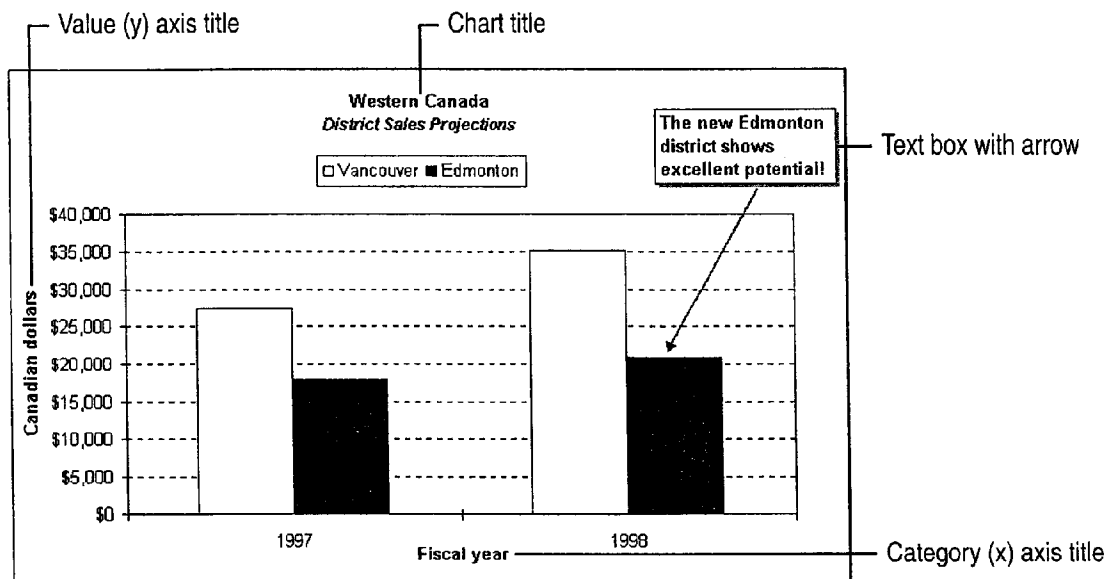
Add an arrow or other graphic object Arrows are useful for pointing out important information or for connecting text to items in the chart. Ovals and rectangles can also add visual interest. Click **Drawing** (**View** menu, **Toolbars** submenu) to display a toolbar of buttons you can use to create arrows, rectangles, and other objects.

Add other text to a chart When you want to add explanatory text that is not attached to a chart item, create a text box. Click the **Text Box** button on the **Drawing** toolbar, drag to where you want the text box, and then start typing.

Text Box button

MS 114020

Format the Axes and Gridlines

The *axes* show the range of values, the categories, or, for some 3-D charts, the data series in a chart. You can change the color, line pattern, tick marks, and labels of an axis. You can also adjust the *scale*, or range of values, shown along the axis. *Gridlines* extend from an axis across the plot area, and may be turned on or off. You can also format their color and line style.

Format an axis   Double-click the axis to display the **Format Axis** dialog box. Then make the changes you want on the **Patterns**, **Scale**, **Font**, **Number**, and **Alignment** tabs. Axes are displayed by default, but if you want to hide them, click **None** on the **Patterns** tab.

Add and format gridlines   Click **Chart Options** (**Chart** menu). On the **Gridlines** tab, specify the axes on which you want the gridlines to appear. To format a gridline, double-click it and then specify the look you want on the **Patterns** tab.

[?] For Help on dialog box options, click this button and then click the option.

Tick-mark labels shown as currency along axis

Dotted gridlines

Western Canada
District Sales Projections

☐ Vancouver ■ Edmonton

Canadian dollars		
$40,000		
$35,000	$27,350	$35,212
$30,000		
$25,000		
$20,000	$17,892	$20,950
$15,000		
$10,000		
$5,000		
$0	1997	1998

Fiscal year

Axis and tick marks formatted with thick, solid line

MS 114021

Are the category axis labels too long?   The labels automatically rotate to fit the chart. To make adjustments, double-click the axis to display the **Format Axis** dialog box. Adjust the rotation of the labels on the **Alignment** tab, or change the font size on the **Font** tab. You can also display fewer labels: On the **Scale** tab, adjust the number of categories displayed.

Add a secondary value axis   When values for different data series vary widely, or when you have different types of values, such as price and volume, switch one or more data series to a secondary axis. Double-click the series, and then select the **Secondary axis** option on the **Axis** tab of the **Format Data Series** dialog box. Note that you cannot add a secondary axis to some chart types, including 3-D, bubble, and surface charts.

Want to know more?   Look up **Getting Results - Customize a Chart** in Help.

Office Assistant button

MS 114022

Format and Position the Legend

The *legend* in a chart identifies the data series. You can add a legend while creating the chart with the Chart Wizard, or add it later by clicking **Chart Options (Chart** menu) and then clicking the **Legend** tab. You can move the legend, change its shape and size, and format individual entries and keys within it. Changing an entry's color or pattern also changes the markers in the associated data series.

To work with the legend   double-click the legend to display the **Format Legend** dialog box with the available formatting options. To move or resize the legend, just drag it. Dotted lines show the shape and placement of the legend as you drag it.

[?] For Help on dialog box options, click this button and then click the option.

Western Canada
District Sales Projections

Legend placed over the plot area
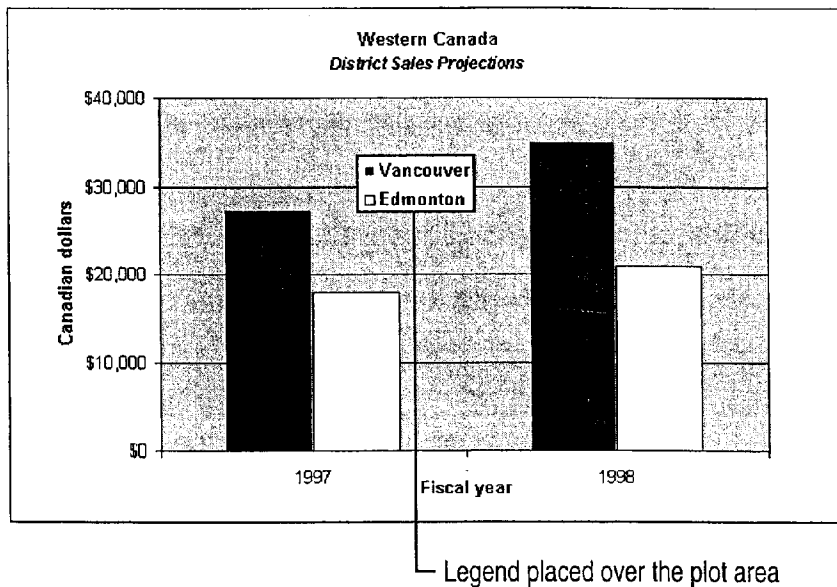
Need to change an individual entry or key?   After selecting the legend, click the entry or key, and then double-click it to display the available formatting options.

Position the legend automatically   Instead of dragging, you can automatically place the legend at the top, bottom, right, left, or corner of the chart. Double-click the legend to display the **Format Legend** dialog box. On the **Placement** tab, select the position you want. Because automatic positioning sets the legend to the default size and adjusts the plot area accordingly, it's best to use this method to position the legend first and then to resize it and the plot area manually if necessary.

Legend key
Vancouver □ Edmonton
Legend entry

MS 114023
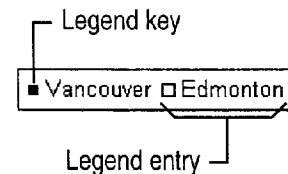
Format the Background and Size the Chart for Printing

There are two background areas in a chart that you can format with colors and patterns: the entire chart area, and the plot area, which is contained within the axes. When formatting the chart area, you can also change the font for the entire chart. Double-click the chart area to display the available formatting options. Then specify the changes you want on the **Patterns** and **Font** tabs. To format the plot area, double-click it and then select options on the **Patterns** tab.

The chart area
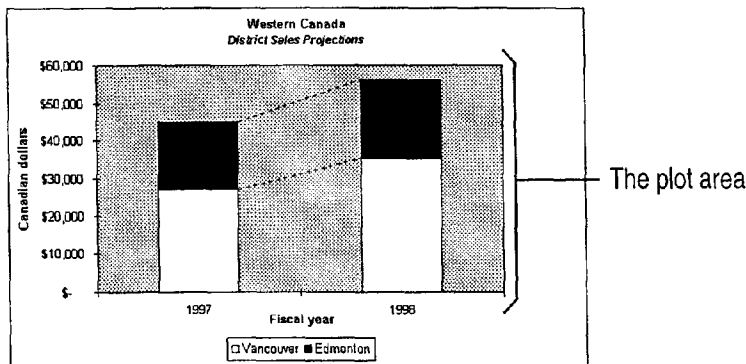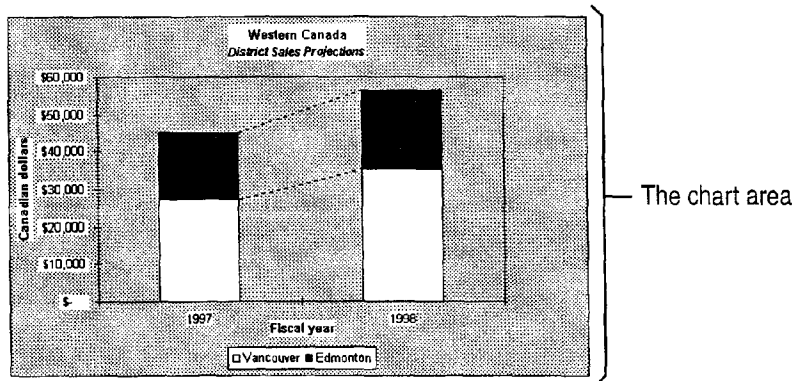
The plot area

Resize the plot area When you have moved the legend, or added a title or a text box, resizing the plot area can help make all the chart items fit together well. Select the plot area, and then drag until it's the size you want.

Apply fancy backgrounds Double-click the chart area or plot area to display available formatting options. On the **Patterns** tab, click the **Fills** button. The **Fill Effects** dialog box offers many possibilities, including gradient fills, textures, patterns, and even pictures.

Control an inserted chart's position on a worksheet You can control whether the chart is moved, sized, or both when worksheet cell widths and heights change. Change this setting by double-clicking the chart area and then clicking the **Properties** tab in the **Format Chart Area** dialog box.

MS 114024

Formatting a 3-D Chart

In addition to the chart formatting options discussed earlier in this topic, there are several more ways you can change the look of a 3-D chart.

When a 3-D chart has three axes you can adjust the rotation, elevation, and perspective. By doing so, you can find the best arrangement for clearly displaying the values and axes in the chart.

Change the rotation and elevation Click a corner, and then drag. To see outlines of the markers while you drag, hold down CONTROL.

For more formatting options click **3-D View** (**Chart** menu) to adjust the chart's perspective. To adjust the chart depth and the gaps between markers, double-click the data markers and then click the **Options** tab.

Change the color and pattern of the walls and floor The walls are formatted together as a unit. The floor is always opaque, unless you have rotated it to view the chart from below; in this case, the floor is transparent. Double-click a wall or the floor to make your formatting selections. You can apply patterns, gradient fills, textures, and even pictures to the walls and floor.

Floor formatted with color and pattern

Adjust elevation and rotation by dragging the corner.
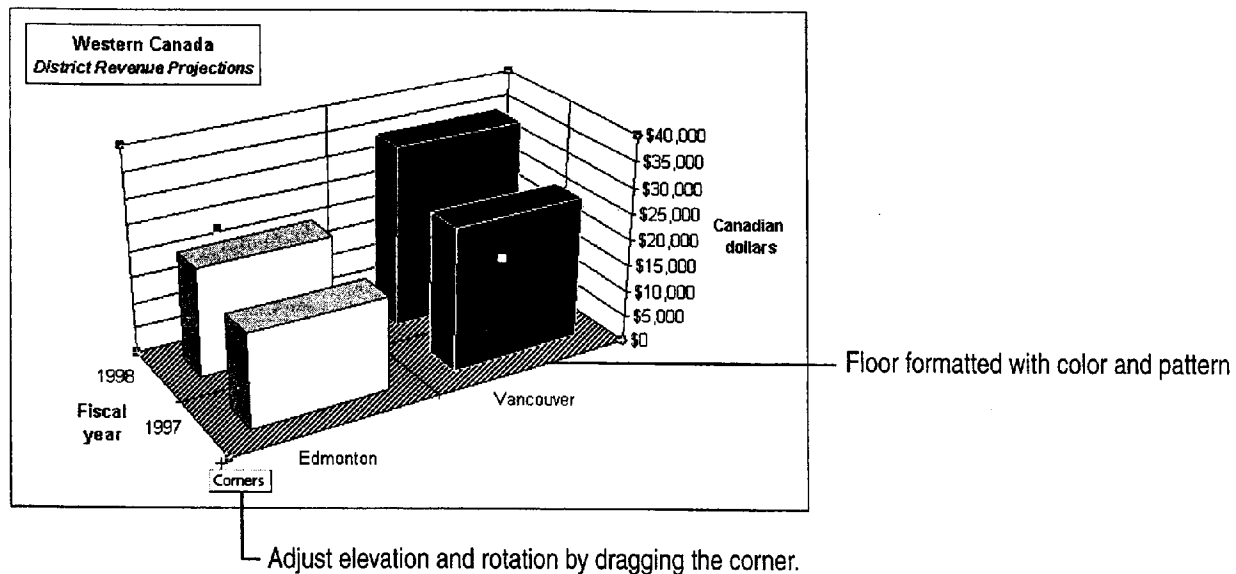
Next Steps

To	See
Add a trendline or error bars to a chart	"Display Scientific Data in a Chart," page 595
Show a moving average on a chart	"Create a Sales Forecast," page 571

MS 114025

Display Data on a Map

Use Microsoft Map to Give Information a Geographical Context

When you work with data that is associated with geographic regions, the most meaningful way to display it may be on a map. Use Microsoft Map for appealing presentation and effective analysis and decision support. Plot your own data on one or more maps, or use demographic data provided with Microsoft Map. There are several display formats, a selection of maps to choose from, and features that you can add to maximize your maps' usefulness.

Key Features

Microsoft Map
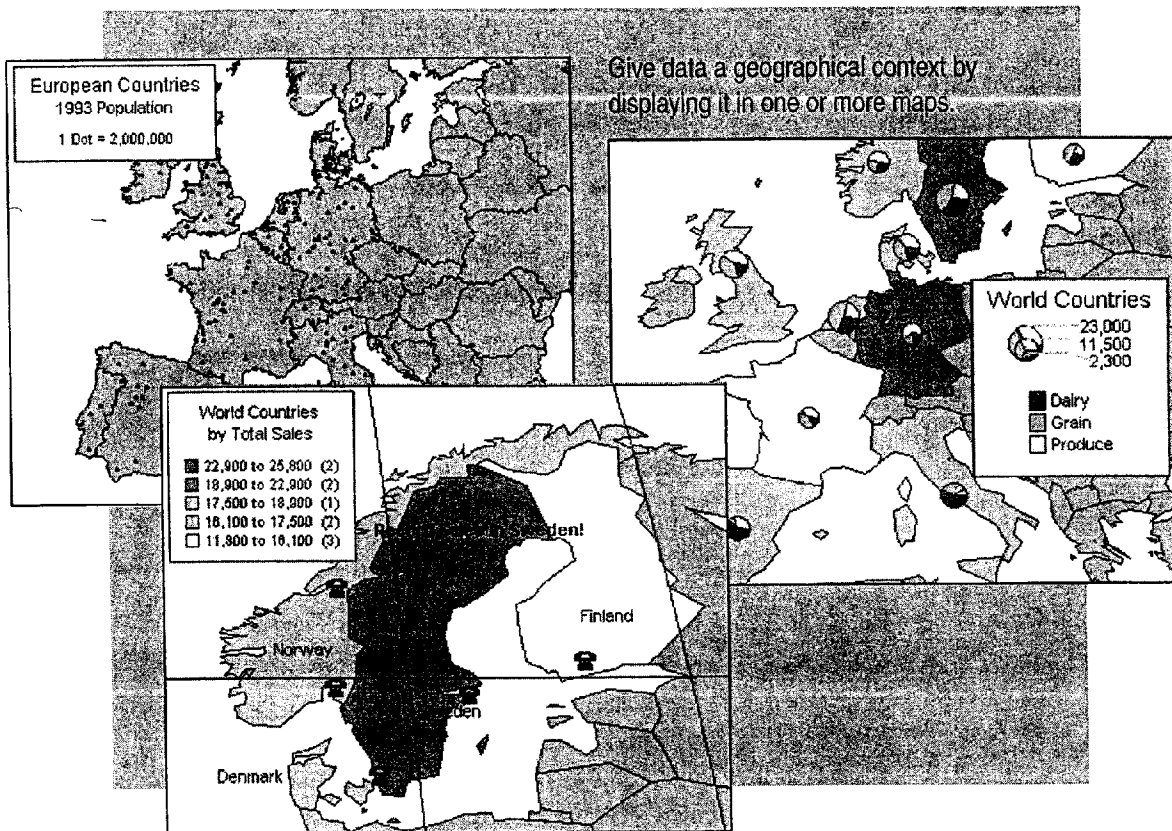
You must have Microsoft Map installed before you begin creating a map. To install Microsoft Map, run Microsoft Excel Setup. For more information, see "Install and Start Microsoft Office," page 28.

MS 114026

Getting Results with Microsoft Office **287**

Create the Map

The first step in creating a map is selecting the data you want displayed. The selection must contain a column of data that identifies geographical regions, such as states or countries, as well as the columns of data you want to show on the map. You can display and hide these columns when you need to, as described in "Update, Add, or Remove Data," page 294.

Click the **Map** button. Drag on the worksheet to indicate the size and location of the map you want to create. After the map is created, you can modify it through the **Map Control** dialog box. For more information, see "Change the Data Display and Format," page 291 and "Add Emphasis and Detail," page 293.

Map button

— Your map displays the geographical regions ...

— ... and one or more columns of data in the selection.

	A	B	C	D	E	F
1	Country	Sales Region	Total Sales	Dairy	Produce	Grain
2	Denmark	North	$17,459	$3,617	$5,569	$5,961
3	Finland	North	$11,814	$3,464	$1,946	$4,866
4	France	Mid	$6,062			
5	Germany	Mid	$18,911			
6	Italy	South	$18,449			
7	Netherlands	Mid	$22,908			
8	Norway	North	$16,369			
9	Spain	South	$15,500			
10	Sweden	North	$25,790			
11	United Kingdom	North	$21,708			

World Countries
by Total Sales (2)

- 21,000 to 22,100 (1)
- 15,100 to 21,000 (3)
- 14,000 to 15,100 (2)
- 10,400 to 14,000 (2)
- 9,800 to 10,400 (2)

— Double-click the legend to customize it.

Map Control

World Countries

Count of Country	Total Sales	Produce
Sales Region	Dairy	Grain

To change data in the map, drag column and format buttons into the box

| Total Sales |
| Format | Column |

You can adjust the data display in the **Map Control** dialog box.

MS 114027

Can't find the Microsoft Map toolbar buttons?   Double-click the map to activate it on your worksheet and display the **Map** toolbar. When active, your map is surrounded by a thick border.

Microsoft Map checks for mismatched or misspelled geographical regions   If some regions in your selection don't match Microsoft Map's geographical data, Microsoft Map displays a dialog box in which you can correct the information.

Don't have data yet?   You can start working with Microsoft Map with no data selected. This displays a blank map, to which you can then add data. For more information on inserting data, see "Change the Data Display and Format," page 291.

Create a new map from an old one   If you already have a map, you can create another by copying and pasting the existing one. After pasting, you can add data, change the way it's displayed, and make other modifications.

Get help while you use Microsoft Map   Microsoft Map has Help you can use when working with your maps. With Microsoft Map active, click the commands on the **Help** menu to find the information you need.

What Maps Can You Use?
The following maps are installed with Microsoft Map:

- World Countries
- United States
- Canadian Provinces
- European Countries
- United Kingdom
- Australian States
- Mexican States

You can obtain additional maps to use with Microsoft Map. For more information, see Microsoft Map Help. To access this Help, Microsoft Map must be active.

Want to know more?   Look up **Getting Results - Map** in Help.

Office Assistant button

MS 114028

Change the Way You View the Map

While you work, it's helpful to display precisely the area you need to see: Zoom in for more detail and zoom out to see the bigger picture. Adjust the area currently displayed in the window by panning.

Use the **Zoom** box on the **Map** toolbar to specify a zoom percentage while the map is selected. To specify a point on which you want the map centered, click the **Center Map** button.

Zoom box

Center Map
button
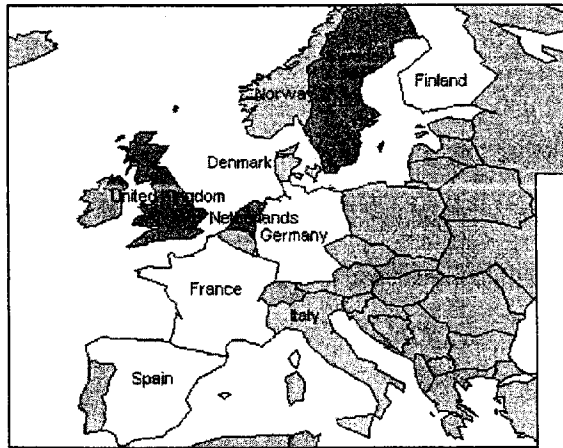
Zoom out for the big picture ...

... and zoom in for a close-up view.
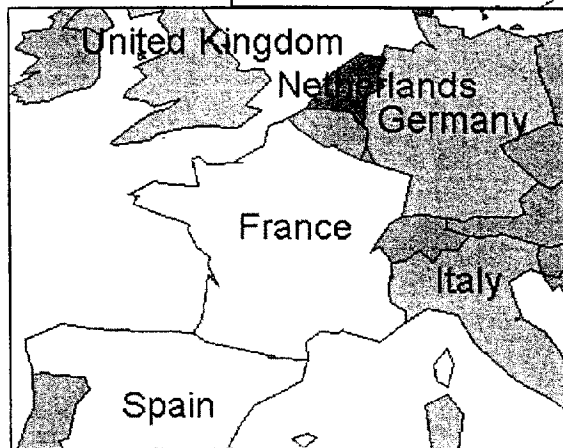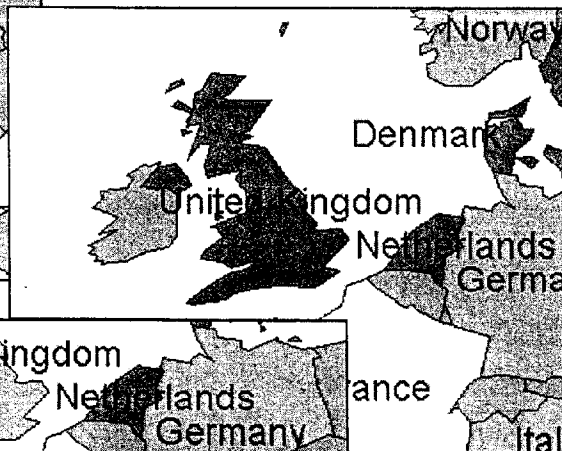
Use the **Center Map** button to change the focus of the map.

If You Have a Microsoft IntelliMouse Pointing Device...

When a map is active, rotate the wheel to zoom in and out. Hold down the wheel button and move the mouse in any direction to pan the map.

MS 114029

Change the Data Display and Format

When you first create a map, the **Map Control** dialog box appears
and your map is active. Each column of data in the selection appears
as a button in the **Map Control** dialog box. The buttons in the
lower-left corner of the dialog box represent available formats.

To add data, drag a format button into the box at the lower right, and
then drag a column button beside it. To change formats, drag a
different format button to a column button. Experiment to find the
combination of data and formats that suits your purpose.
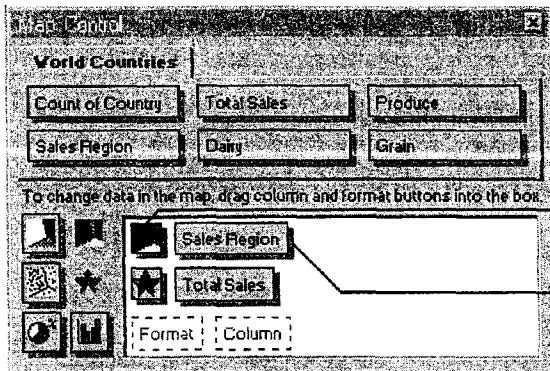
Drag the format you
want into the box ...

... and then drag the data
alongside the format.
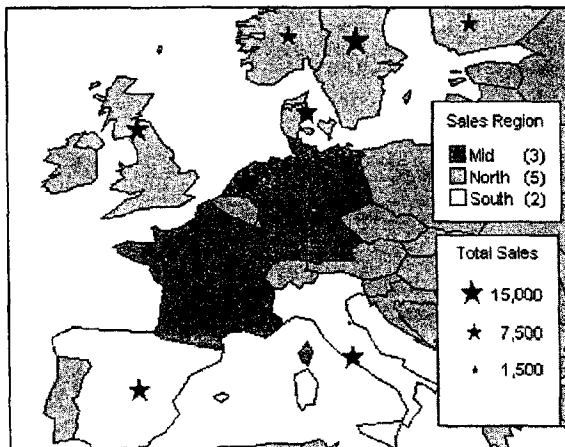
Represent data with value
shading, graduated symbols, pie
charts, and other formats.
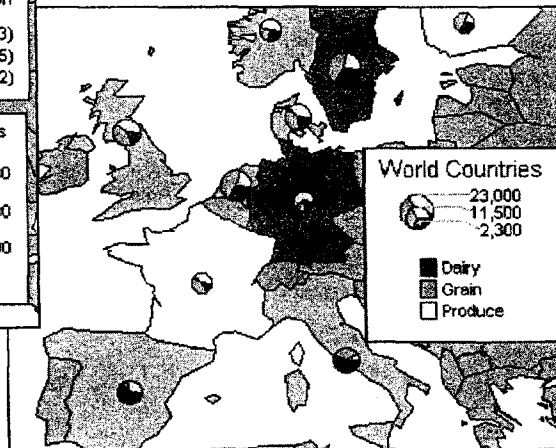
MS 114030

Part 4   Show Data in Charts and Maps

How do you display the Map Control dialog box when you need it?
When you want to change the data displayed or its format, click the
Show/Hide Map Control button on the **Map** toolbar. If you can't see the
Map toolbar, double-click your map to activate it.

Show/Hide Map Control button

Not seeing the legend you want?   Double-click the legend to change its
default text and appearance. To display a compact legend, click the **Legend
Options** tab and then select the **Use compact format** check box.

Add pie charts or column charts for more detail   Use these charts to
compare two or more columns of data, for example, individual product
information for each region. You can display these chart types one at a time
on your map.

Change the format of data   To modify the way a column of worksheet
data is displayed on the map, double-click its column button in the box
inside the **Map Control** dialog box. Then make the formatting changes you
want, such as changing the color or the number of value ranges to use in
the legend.

Want to know more?   Look up **Getting Results - Map** in Help.

Office Assistant button

MS 114031

Add Emphasis and Detail

There are several ways you can provide orientation, highlight specific data, or otherwise make your map more informative. One way is to show highways, cities, airports, lakes, or a combination of these. This information is provided with Microsoft Map. To add these features, click **Features** (**Map** menu), and select the ones you want.

Display labels to identify countries, regions, or cities. Click the **Map Labels** button, select the options you want, and then click each point at which you want a label. To add a text box with a comment or explanation, click the **Add Text** button, and then type the text. Click the **Custom Pin Map** button to add custom labels or symbols to the map, identifying points of interest. To return to normal selection, click the **Select Objects** button.

Map Labels button   **Add Text** button   **Custom Pin Map** button

Select Objects button

World Countries by Total Sales

22,900 to 26,300 (2)
18,900 to 22,900 (2)
17,500 to 18,900 (1)
16,100 to 17,500 (2)
11,800 to 16,100 (3)
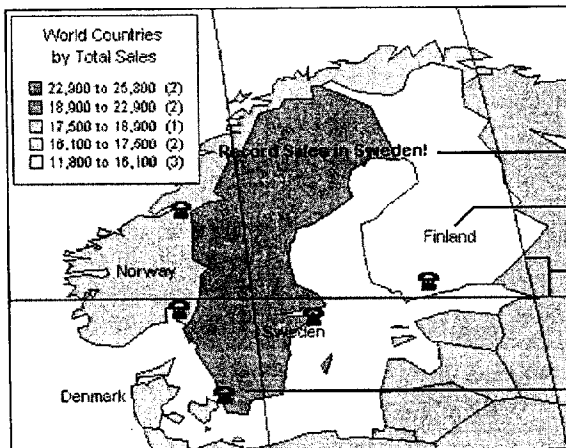
Add text ...

... geographic labels ...

... graticule (longitudinal and latitudinal lines) on the world map ...

... and custom labels to point out specific locations.

Format and edit text and other map elements   Double-click legends and symbols to display a dialog box in which you can make changes. Click to select a text box or title, and then double-click to display the dialog box. To edit the text in place, double-click the text. For more information on formatting and editing map elements, see Microsoft Map Help.

MS 114032

AHL0123358

Update, Add, or Remove Data

After you've created a map, you can adjust the data it displays. You might need to add more data than you initially plotted, change the source data you're working with, or import data from an external source. You can also hide data you no longer want displayed.

To add a column of data from the same source, click **Data (Insert** menu). To add data from an external source, click **External Data (Insert** menu). To hide data currently displayed, click the **Show/Hide Map Control** button. In the **Map Control** dialog box, drag the button representing the data you want to hide out of the dialog box. If you want to add the data again later, drag its column heading into the box beside a format button.

Show/Hide Map Control button

The Beverages column is added to the source data ...

Country	Beverages
Denmark	$2,312
Finland	$1,538
France	$6,222
Germany	$8,472
Italy	$3,464
Netherlands	$1,946
Norway	$4,866
Spain	$1,474
Sweden	$3,768
United Kingdom	$4,598
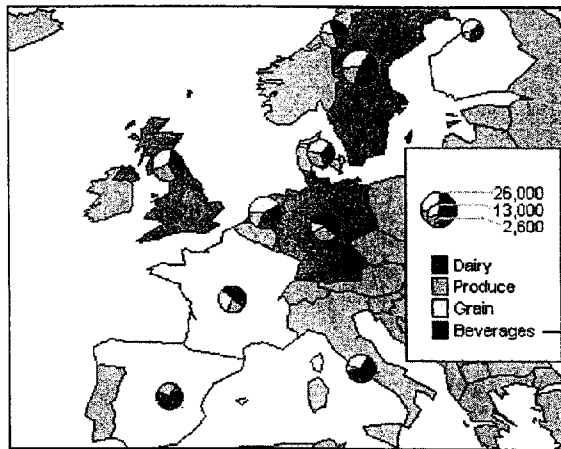
... and displayed in the updated map.

Select geographic regions along with new data   When you add a column of data, select that column along with the column containing the geographic regions you originally used to create your map (the new data column must be contiguous with the geographic region column). By doing this, you provide the information Microsoft Map needs to plot the new data.

Refresh the map   automatically when source data changes by clicking **Options (Tools** menu) and then clicking **Automatic** in the **Map Options** dialog box.

Want to add a row instead of a column?   If you're adding a new row (such as another country's data) to the map, insert the row between existing rows.

Want to know more?   Look up **Getting Results - Map** in Help.

Office Assistant button

MS 114033

Insert the Map in Other Applications

After you've created a map, you can add it to documents in other applications by dragging and dropping across application windows or by using the **Copy** and **Paste** commands (**Edit** menu).

To insert a new map in another application, click **Object** (**Insert** menu) in the application where you want to insert the map, and select **Microsoft Map** from the list.

Worldwide Sales
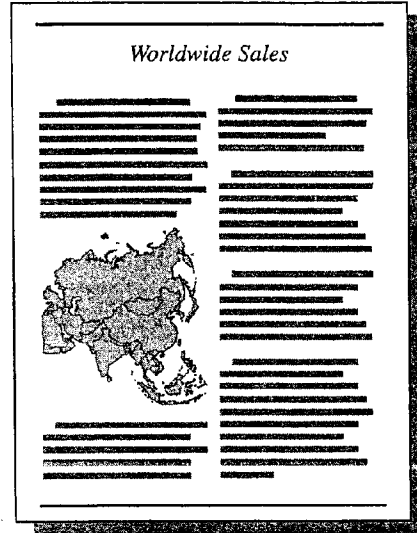
Add maps to documents, presentations, and database forms and reports.

Next Steps

To	See
Use map data from an outside source	Microsoft Map Help

MS 114034

Create Informative and Entertaining Presentations

Contents

MS 114035

Getting Results with Microsoft Office   **297**

Create Audience Handouts and Speaker Notes

After you put your presentation together in PowerPoint, you needn't duplicate the effort in another application just to create supporting materials. Each slide in a presentation has a place called *notes page view* where you can type information to accompany your slides. The slides can even be turned into handouts automatically.

- Use handouts when you want to show only the content of the slides themselves, or when you want to squeeze more slides onto a page.

- Use notes pages when you want to include additional content beyond the slides themselves.

Key Features

Handouts

Notes Page View

Write-Up

Speaker notes include slide images and text.   Handouts show slide images only.
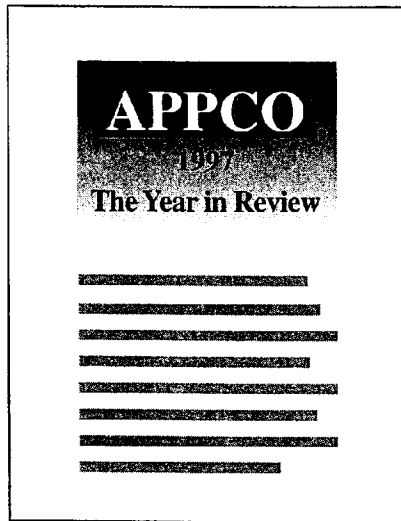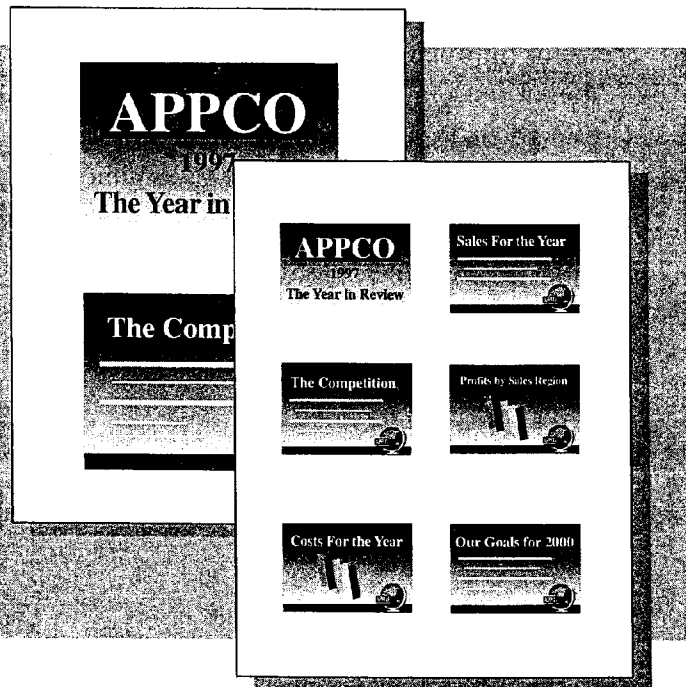
MS 114036

Create Audience Handouts

PowerPoint provides three built-in layouts for handouts, giving you several ways to put your presentation in the hands of the audience. When you print, select one of the **Handouts** options in the **Print what** list in the **Print** dialog box (**File** menu) to create paper versions of your slides.
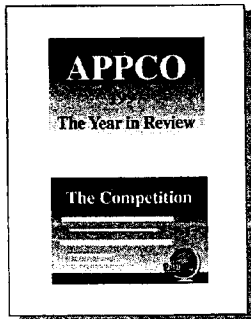
Two slides per page   Three slides per page   Six slides per page
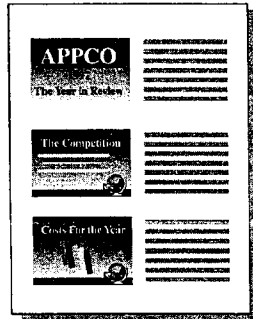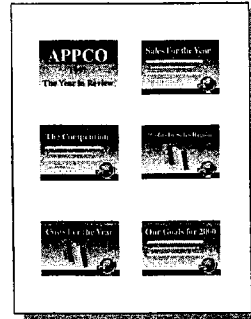
Share your notes? When making notes for yourself, your writing style can be as casual as you like. But if it makes sense to provide some of this information to the audience, you can employ a more formal writing style and print copies of your notes pages instead of using handouts.

Leave note-taking space on handouts Handouts that contain three slides per page include lines to the right of each slide for your audience to write their own notes during the presentation.

Add headers and footers When you print handouts and notes, you can add information such as page numbers and the date at the top and bottom of each page by clicking **Header and Footer** (**View** menu).

Handouts and Animated Slides

If your on-screen presentation uses *animated slides*, those on which items are revealed one at a time, you have a decision to make when you print your handouts. You can either print the animated slides showing each new bullet as a separate slide on your handouts, or just print the whole slide with all the bullets visible. If any slide in your presentation contains an animation, you can select the **Slides (with animations)** option when you print. For more information about animated slides, see "Prepare for an Electronic Presentation," page 304.

MS 114037

Create Speaker Notes

Sometimes a presenter needs to do a lot of talking to support the bulleted list on the slide, so keeping some notes handy is a good idea. Or if the presentation's creator and the presenter are different people, it's important for the creator to communicate ideas to the presenter.

To create speaker notes, switch to notes page view by clicking the **Notes Page** button. Just click in the box at the bottom of the screen and begin typing your notes.

Notes Page button

Costs For the Year

Each slide image appears on its own page.

Type your notes for the slide directly below.

Get a closer look The **Zoom** box gets you up close to your work, no matter what view you're in. Just type or select the percentage you want.

150%

Zoom box

Create and edit notes from other views You can type your notes without leaving slide view or slide sorter view. Click **Speaker Notes (View** menu) and type your notes.

Fit more notes on a page If you need more room for text, you can reposition and change the size of the slide image on the notes page by clicking the slide image and then dragging. Use the Notes Master to have your changes apply to all notes pages at once. Click **Master (View** menu) and then click **Notes Master**. For more information, see "Apply Master Formatting," page 322.

MS 114038

Create Speaker Notes

Sometimes a presenter needs to do a lot of talking to support the bulleted list on the slide, so keeping some notes handy is a good idea. Or if the presentation's creator and the presenter are different people, it's important for the creator to communicate ideas to the presenter.

To create speaker notes, switch to notes page view by clicking the **Notes Page** button. Just click in the box at the bottom of the screen and begin typing your notes.

Notes Page button

Costs For the Year

Each slide image appears on its own page.

Type your notes for the slide directly below.

Get a closer look   The **Zoom** box gets you up close to your work, no matter what view you're in. Just type or select the percentage you want.

150%

Zoom box

Create and edit notes from other views   You can type your notes without leaving slide view or slide sorter view. Click **Speaker Notes (View** menu) and type your notes.

Fit more notes on a page   If you need more room for text, you can reposition and change the size of the slide image on the notes page by clicking the slide image and then dragging. Use the Notes Master to have your changes apply to all notes pages at once. Click **Master (View** menu) and then click **Notes Master**. For more information, see "Apply Master Formatting," page 322.

MS 114038

Setting Default Print Options

Usually when you click the **Print** button, you print slides. If you'd prefer that something else, such as three-per-page handouts, be the default for a particular presentation, click **Options** (**Tools** menu). On the **Print** tab, select the options you want.

? **Want to know more?** Look up **Getting Results - Handouts** in Help.

Office Assistant button

MS 114039

Does Your Audience Need a Book?

Suppose you need to provide your audience with more than just printouts of your slides—for example, comb-bound training books, seminar notebooks, or other reference materials. Click **Microsoft Word** (**File** menu, **Send To** submenu) to export your slides and notes to Word, where they can become the starting point for a more comprehensive handout.

- After transferring slide images and notes to Word, you can use Word features to enhance the appearance, add an index and table of contents, and so on.

- If you want, you can create a link from slide images transferred to Word for Windows to the original slides in PowerPoint. Then, if you make changes to a slide in the presentation, those changes are automatically reflected in the linked slide image in Word.

- The note text associated with each slide is also transferred to Word for Windows from PowerPoint, but it is not linked to the original text, so you can freely edit it, add to it, and format it in Word.

When you export your PowerPoint notes pages ...   ... the contents appear in Word tables.
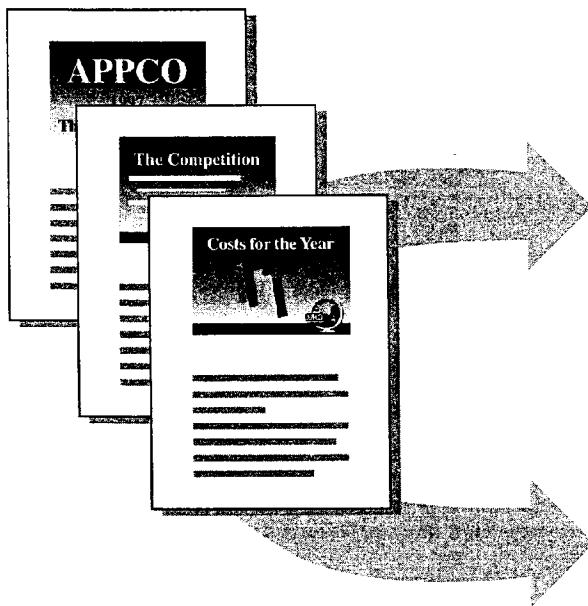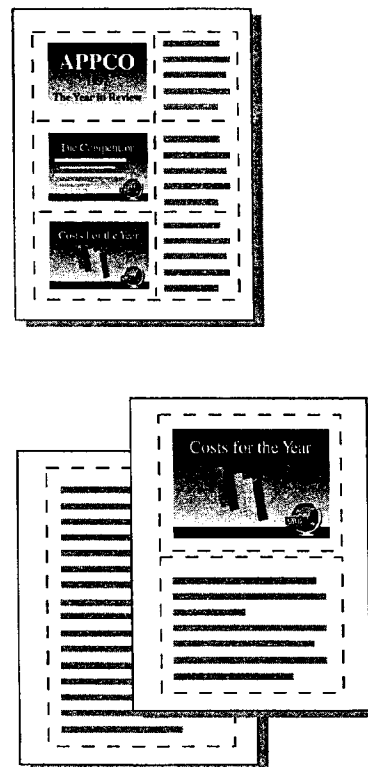
Note text is placed next to slide images, or below them for multipage notes.

MS 114040

The Handout Binder

If you need handouts that include multiple pages of output from more than one application, the Office Binder may be the best tool to use. The Office Binder is an application supplied with Office that you can use to group documents you create with Office applications.

For example, suppose you want to print several worksheets and charts from Microsoft Excel and a couple of reports from Word, and then combine them into a single package to distribute to your audience. Instead of separately printing everything and then collating by hand, use the Office Binder to assemble exactly what you need, and then print the whole set at once. It's also a handy way to keep related files together in one place.

For more information, see "Use Office Applications Together," page 169.

Combine Microsoft Excel, Word, and PowerPoint documents with the Office Binder.
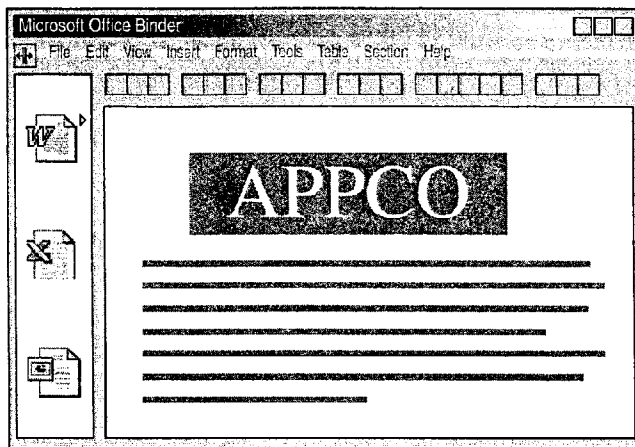
Next Steps

To	See
Format a report in Word	"Make Your Word Document Look Great," page 127
Print your slides	"Create Your First PowerPoint Presentation," page 92
Create links to objects or insert objects	"Use Office Applications Together," page 169

MS 114041

Prepare for an Electronic Presentation

You are preparing to give an important presentation electronically, using a computer instead of a slide projector. You also have several possibilities to plan for. You may need to display detailed data from Microsoft Excel. Your audience may have a reputation for asking tough questions. And, you might have the option of using a multimedia computer, so you want to add some multimedia dazzle, just in case. You can easily handle these contingencies when you use PowerPoint to prepare an electronic presentation.

Key Features

- Animations
- Slide Transitions
- Custom Shows
- Slide Meter

There are several advantages to giving an electronic presentation:

- You can make changes right up to the last minute.
- Slide transitions and animations provide more control over pacing.
- Text and graphic animations capture attention and help illustrate your point to the audience.
- You can use multimedia effects such as sound and video to best advantage.

MS 114042
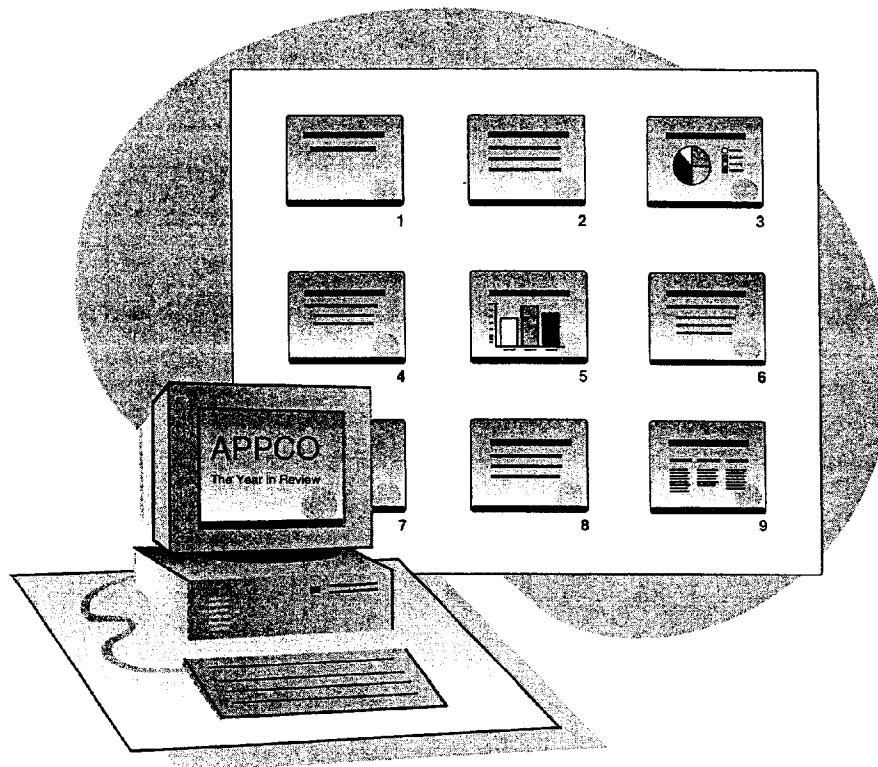
Prepare Animations and Slide Transitions

If you'd like to keep your audience from reading ahead of you while you're still making a point related to the previous item on your slide, you can create *animations*. When you use animations, each time you click the mouse, another item on your slide (either text or a graphic) appears. This is also known as "progressive disclosure." Use the **Preset Animation** and **Custom Animation** commands (**Slide Show** menu) to apply animations to selected items on a slide.

When you move to the next item in an animation, previously displayed items can be dimmed, hidden, or changed to a different color. You can set text items, including bullets and titles, to animate one character, one word, or one paragraph at a time. In addition, you can create more than one animation per slide, and determine the order in which they are activated.

You can also add special *transitions* between slides, by clicking **Slide Transition (Slide Show** menu). Advancing to the next slide automatically activates any transition effects you apply (which can include sound effects).

Control what the audience
sees with animations.
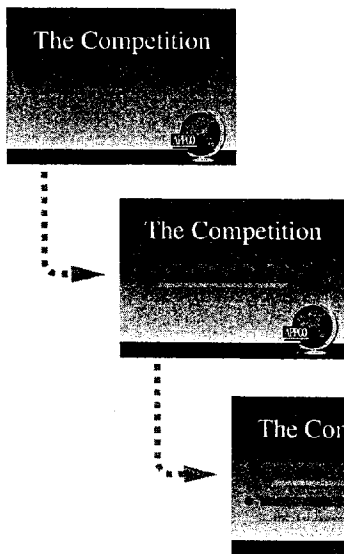
Use transitions to
fade between slides.
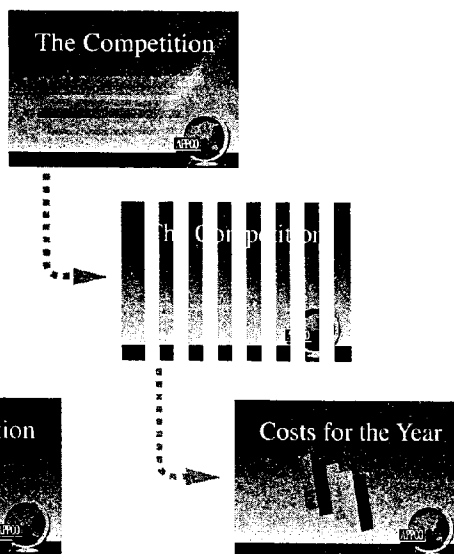
MS 114043

Part 5   Create Informative and Entertaining Presentations

Use buttons to apply animation effects   Buttons on the **Animation Effects** toolbar can help you quickly apply animations to items on your slides. To display the **Animation Effects** toolbar, click **Toolbars (View menu)**, and then click **Animation Effects**.

Want to know more?   Look up **Getting Results - Prepare** in Help.

Office Assistant button

Be Prepared with Hidden Slides

When you prepare your presentation, you want to anticipate any difficult questions that might come up and have slides ready to answer them. If your slides contain information that you'd rather not discuss unless absolutely necessary, use the **Hide Slide** command (**Slide Show** menu) to hide them. During your presentation, you can display or skip these hidden slides at your discretion.
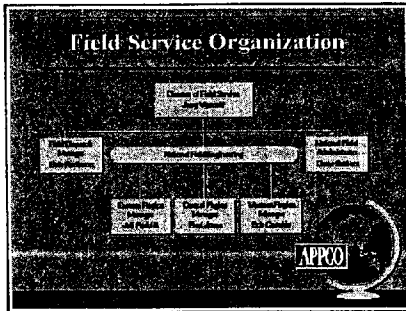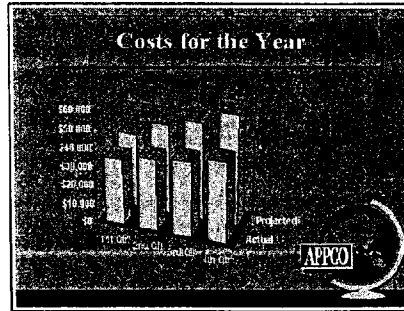
In slide sorter view, a crossed-out slide number indicates a hidden slide.

Use handouts to provide information in hidden slides If you have information that you don't need to discuss, but want to provide to your audience in a handout, you can include the information on hidden slides and print it, but skip it during the presentation.

Hide Slide button
(**Slide Sorter** toolbar)

Use hidden slides to add notes pages If you use the **Notes Page** command (**View** menu) to produce your audience handouts, but you need more than one page of notes for a particular slide, copy your slide and paste a duplicate slide after it. Then hide the new slide, switch to notes page view, delete the slide image, and continue typing in your notes. For more information, see "Create Audience Handouts and Speaker Notes," page 298.

MS 114045

AHL0123372

Part 5   Create Informative and Entertaining Presentations

Branch to Other Locations

Need to change your presentation on the spot to suit a particular audience, or to respond to an unplanned question or line of discussion? Your presentation need not be limited to a single linear path. You can set up ways to branch from one slide to other slides, or to run other applications to display supporting data. To anticipate the needs of different audiences, you can also build contingency plans into your presentations.

Click **Action Settings** (**Slide Show** menu) to assign an action that occurs to any selected item when that item is clicked. Click **Action Buttons** (**Slide Show** menu) to create special items that have preassigned action settings, such as activating the next or previous slide, or playing a sound.

Click an object to jump to a particular slide ...
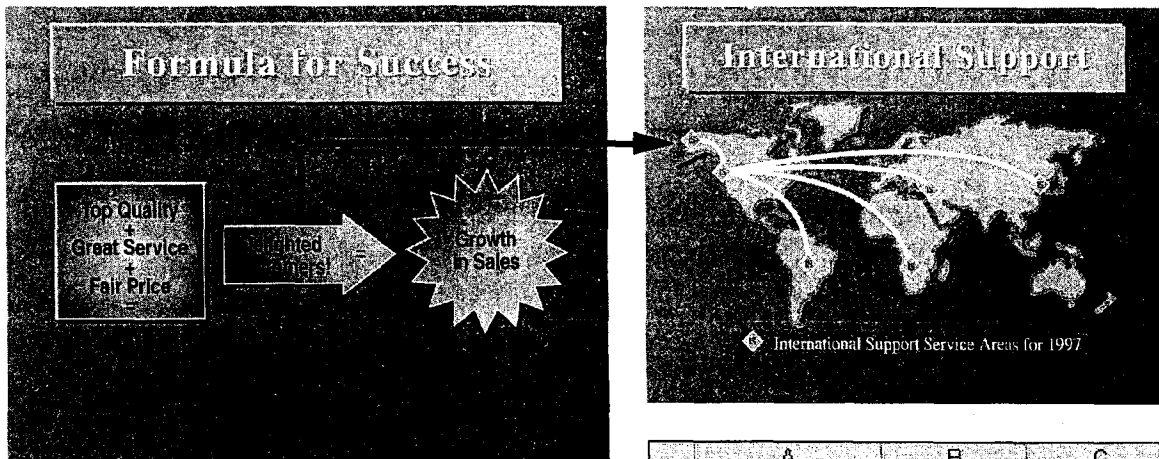
... or to start another application.

	A	B	C
1	in millions	**1998 projections**	
2	**Division**	**Sales**	**Profits**
3	Development	3,820	17
4	Support	3,577	148
5	Training	1,234	134
6	**Total**	8,631	299

MS 114046

Branch to hidden slides   Perhaps a particular slide in your presentation could raise a question you don't want to address unless specifically asked. You can place an item on the slide that, when clicked, jumps to a hidden slide containing information that addresses the question. With the item selected, click **Action Settings** to specify the slide you want to display. For more information, see "Be Prepared with Hidden Slides," page 307.

Create Web pages
A World Wide Web site is a type of interactive presentation that you can create by using PowerPoint. For more information, see "Create a Web Presentation with PowerPoint," page 452.

Want to know more?   Look up **Getting Results - Prepare** in Help.

Office Assistant button

MS 114047

Organize Your Presentation

Suppose you are preparing a presentation that covers one or more subject areas. Or perhaps you need to customize your presentation for multiple presenters. Whatever your requirements, you want your slide show to run as smoothly as possible. To do this, you need to simplify and organize your material so that it can be presented for multiple purposes.

Create mini-presentations from a master presentation   A *custom show* is a group of selected slides to which you assign a name for easy reference. You define them by clicking **Custom Shows (Slide Show** menu). For example, within a master presentation you can create separate custom shows for sales, product development, and executive management. To run a custom show, select its name in the **Custom Shows** dialog box and then click **Show.**

Turn a slide into a presentation   When you create and organize your presentation, you might find that particular slides include too much information. Each bulleted item on the slide has its own bullets and the slide is getting too complicated. To simplify your presentation, if you run out of room on a slide, click **Expand Slide (Tools** menu) to create a new set of slides from the current slide. Each bulleted item on the expanded slide becomes a new slide. ·

If you find that there is too much information in a single slide
to cover at one time, you can transform each bulleted item ...

... into its own slide.
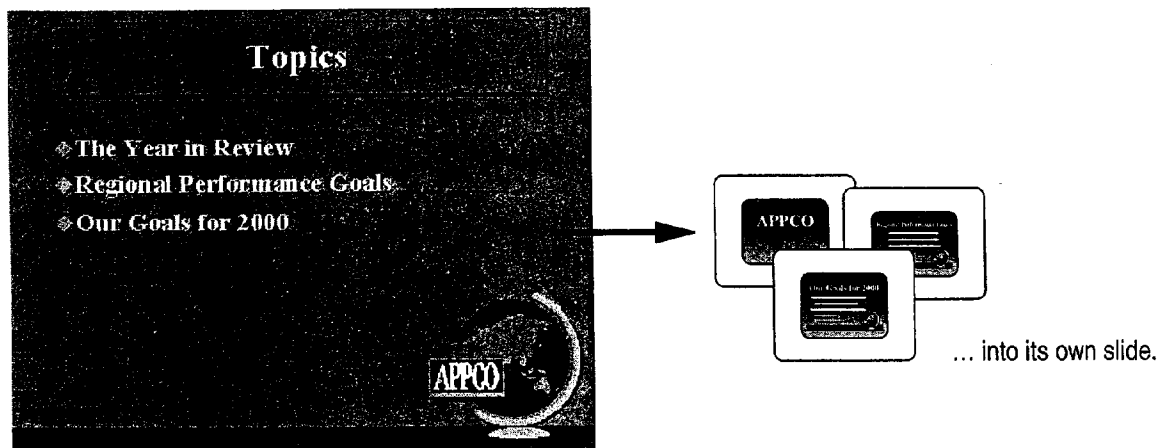
MS 114048

Time and Rehearse Your Presentation

After you prepare your presentation, you want to make sure that you're ready to go and that everything works correctly.

First, do a "dress rehearsal" of your presentation with the **Rehearsal** dialog box displayed. Each time you advance to the next slide, the amount of time the slide was displayed is recorded. After you run through your presentation, PowerPoint asks if you want to keep the timings and display them in slide sorter view. While in this view, you can see if you have too much or too little material, and make the necessary adjustments. Click **Rehearse Timings (Slide Show** menu).

Displays total time for the presentation

Displays elapsed time for this slide

Click here to advance to the next slide.

Click here to pause the timer.

Click here to start this slide over.
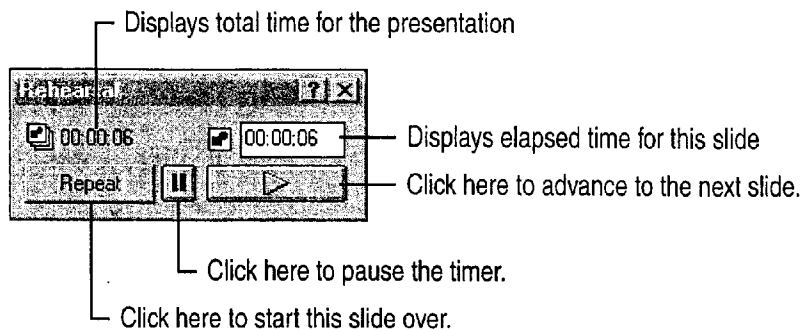
Time your presentation with the Slide Meter   When you rehearse a presentation, use the Slide Meter to keep track of how you're doing compared to the slide timings you originally entered for each slide. While the slide show is running, right-click, and then click **Slide Meter** on the shortcut menu.

Rehearse Timings button
(Slide Sorter toolbar)

Your slide is on schedule until the meter enters the colored area.

Your presentation is on schedule when the arrow is centered.
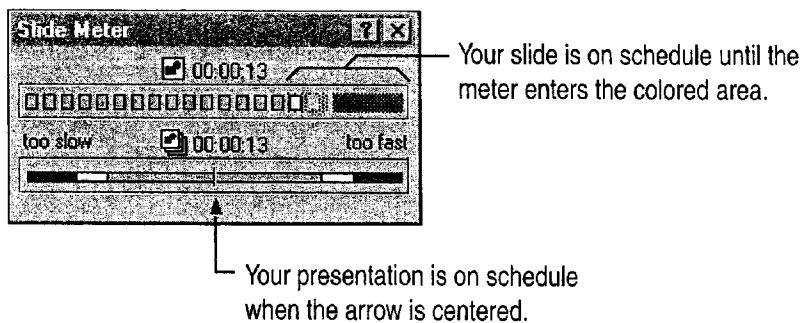
MS 114049

Part 5 Create Informative and Entertaining Presentations

Add Multimedia Effects

You're excited about presenting on a multimedia computer, and you've got some ideas: You want to add a movie clip for some comic relief, and you want to add a sound effect to a slide that plays only if you click an item on that slide. During breaks, you'd also like to play tracks from a music CD.
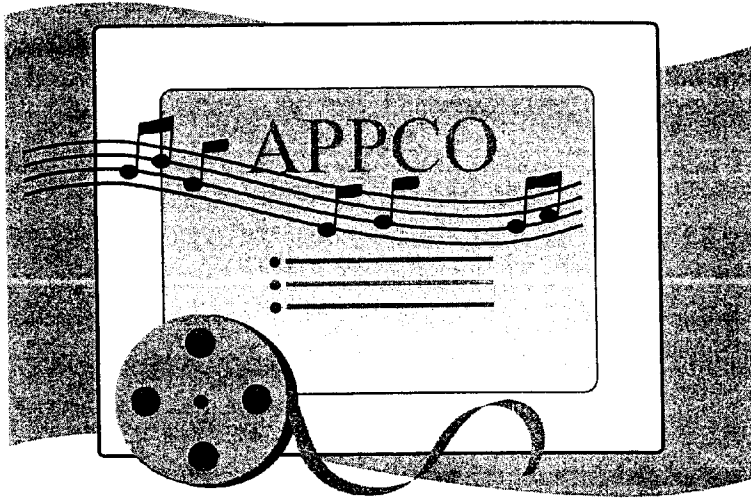
You can create special slides that play sounds when activated.

Insert a media clip Add interest by inserting a movie or sound clip in your presentation. Click **Sounds and Movies** (**Insert** menu), and then click a command on the submenu.

Play tracks from a music CD Click **Sounds and Movies,** and then click **Play CD Audio Track** to display the **Play Options** dialog box. You can play one or more contiguous tracks from a music CD loaded into your computer's CD-ROM drive.

Control playback Click **Custom Animation (Slide Show** menu). On the **Play Settings** tab, you can specify when to play media clips or CD tracks. For example, you can have a media clip or CD track play only when you click on an item, as soon as the slide is displayed, or during any step of an animation.

MS 114050

Use Slide Sorter View

You can apply animation and transition effects, and set slide timing by using buttons on the **Slide Sorter** toolbar. This toolbar appears automatically when you switch to slide sorter view. Icons appear below slide images if effects have been applied.

Animations Select a slide or slides and apply animation effects to items on the slide.

Transitions Select a slide or slides, apply transition effects, and specify the display time in seconds.

Slide timing Click the **Rehearse Timings** button to start a slide show and record the display time for each slide.

01:30
— The slide timing appears below the slide image.

Click here to preview the transition effect. —
— Indicates the presence of an animation effect

Slide number —
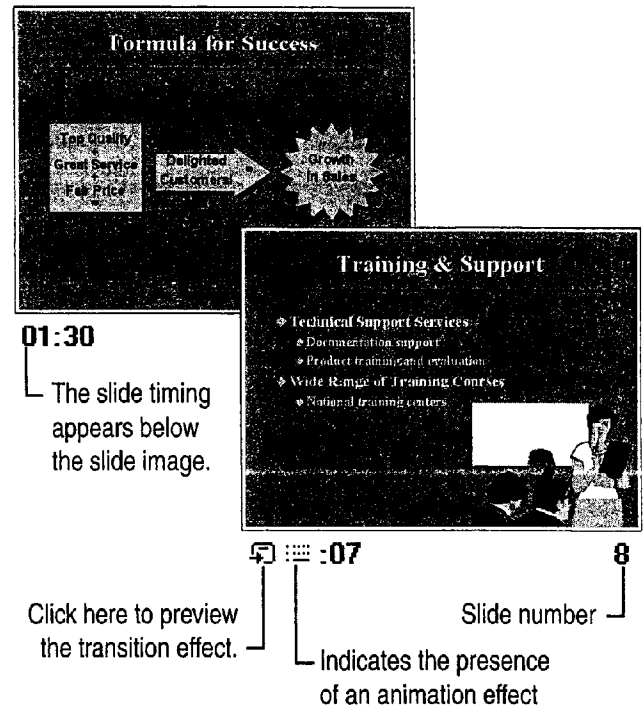
Next Steps

To	See
Take your electronic presentation on the road	"Give an Electronic Presentation," page 314

MS 114051

Give an Electronic Presentation

Use the Most Sophisticated "Slide Projector" Available: Your Computer

You've spent a lot of time putting together a great electronic presentation, and now it's time to actually make it happen. You've anticipated the needs of the audience and the questions that might arise. Now you want everything to run smoothly.

Giving an out-of-town presentation? If you're giving a presentation while on the road, use the Pack and Go Wizard to make sure you bring what you need. Click **Pack and Go** (**File** menu), and then follow the instructions in the wizard.

Make the most of your presentation Use PowerPoint features such as Slide Navigator and Meeting Minder.

Key Features

Slide Navigator

Meeting Minder

MS 114052
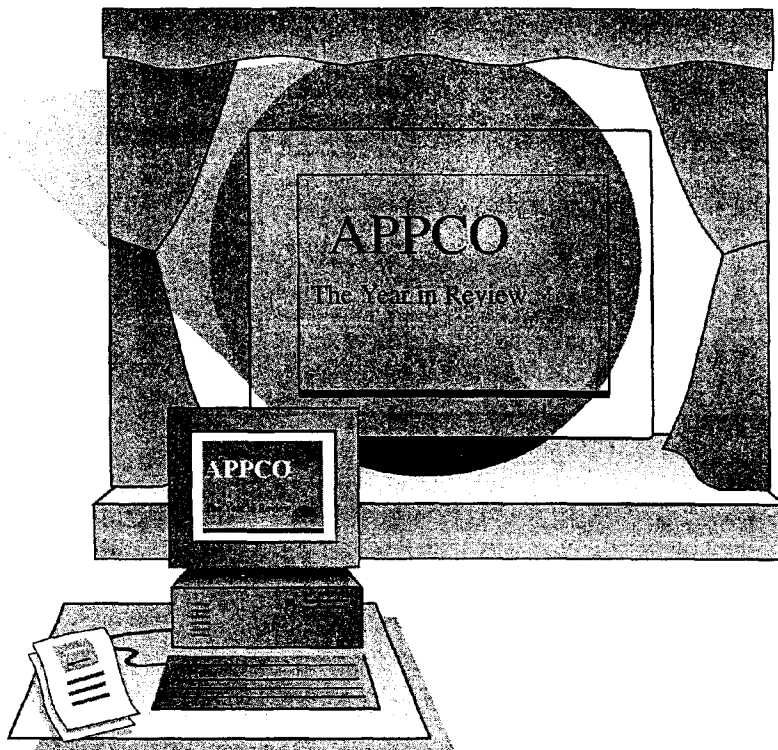
Master the Element of Surprise

Jump to previous slides quickly If somebody asks a question about a previous slide during your presentation, you need to find it without losing your place. When this happens, use Slide Navigator to move directly to the slide. While your presentation is in progress, right-click anywhere, and then click **Slide Navigator (Go To menu)**.

Display hidden slides Suppose you are presenting a series of slides containing critical news. Following these slides are hidden slides with background information that you'd rather not present unless necessary. But during your presentation, somebody asks a question that can only be answered by one of your hidden slides. Using Slide Navigator, you display a hidden slide by selecting the title of that slide from the list. Hidden slides are indicated by parentheses around the slide number in the **Slide Navigator** dialog box.

Select a slide to display.
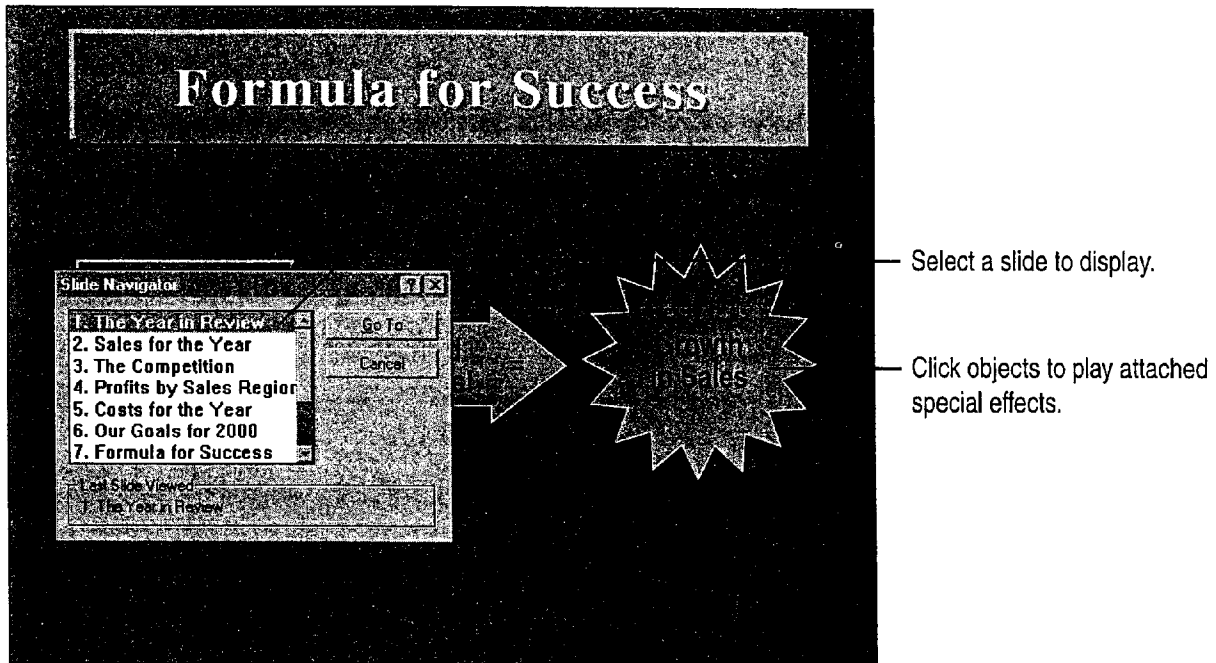
Click objects to play attached special effects.

MS 114053

Want to add special effects?   To add a special effect to an object placed on a slide, select the object, and then click **Action Settings (Slide Show** menu). To play the special effect, click the object. For example, you can click an object to play a sound effect.

Check your notes   You can refer to your notes, or add to them, without ever leaving your slide show. Right-click anywhere during the slide show, and then click **Speaker Notes**.

Want to know more?   Look up **Getting Results - Electronic** in Help.

Office Assistant button

MS 114054

AHL0123381

Take Notes and Track Action Items on Screen

You want to keep track of good ideas that come up during your presentation. You also want the audience to know you are interested in their comments. While the presentation is in progress, you can record "meeting minutes." Right-click anywhere during the slide show, and then click **Meeting Minder**.

Perhaps people in the audience will volunteer to do things and get back to you with the results. Track these action items by using the **Action Item** tab in the **Meeting Minder** dialog box. Any action items you type are automatically displayed on a new slide inserted at the end of the presentation.

After the presentation, you can view and export your minutes and action items by clicking **Meeting Minder** (**Tools** menu).

MS 114055

Part 5   Create Informative and Entertaining Presentations

Draw attention to important facts   Just as a coach diagrams a key play on the blackboard, you can use the PowerPoint Pen feature to draw on your slides to focus attention on important facts and figures. Don't worry about marking up your slides; Pen drawings are only temporary. Right-click while a slide show is running and click **Pen**.

Post action items to Outlook   After you type action items in Meeting Minder, click **Export** to send them to Microsoft Outlook, where they are posted as unread items in the Tasks and Calendar modules. For more information, see "Your First Outlook Session," page 113.

Schedule another meeting with Outlook   The **Schedule** button in the Meeting Minder starts Outlook, which you can use to schedule the next meeting before you adjourn.

Want to give your presentation to a widespread audience?   Use the presentation conferencing features available in PowerPoint to run your presentation simultaneously on one or more remote computers while controlling the presentation from another computer. For more information, see "Give a Presentation on a Remote Computer," page 338.

Next Steps

To	See
Create a report in Microsoft Word based on your presentation	"Transfer Information Between PowerPoint and Other Applications," page 327

MS 114056

Customize the Appearance of Your Presentation

You want your presentation to have a distinctive appearance that works well for the type of material you need to present and communicates your points to your audience. Perhaps you want to create a presentation that you can use repeatedly as the basis for other presentations with a common theme. PowerPoint content templates, presentation designs, and masters can help you create an effective presentation that you can use once or many times.

- *Content templates* are predesigned presentations that include formatted masters plus slides that contain formatting, text, and graphics that you can use as a starting point for your own content.

- *Presentation designs* are sets of predesigned master formats and graphics that you can apply to any presentation. They change the appearance, but not the content, of your slides and notes.

- *Masters* are special views in which you can add repeated elements and define the general appearance of all slides and pages at once. Use masters when you want your presentation to have a consistent look.

Key Features

Content Templates
Presentation Designs
Masters

Change the appearance of your presentation to suit different audiences.

MS 114057

Save Time with Templates

If you want, you can start from scratch with a blank presentation. But the advantage of using templates, besides saving time, is that the way in which fonts, colors, and layout work together has been carefully considered for you. Templates are professionally designed presentations that you can use as the basis for your own presentations. PowerPoint uses two kinds: content templates and presentation designs.

Content templates are like cookie-cutter presentations that give you a head start with content and organization, as well as with formatting and design.

Presentation designs are templates that include master elements and formatting, but no slides. You can apply presentation designs to any presentation without changing the existing content of slides or notes. Only the content and appearance of the masters are changed, in turn determining the default appearance of the rest of the presentation.
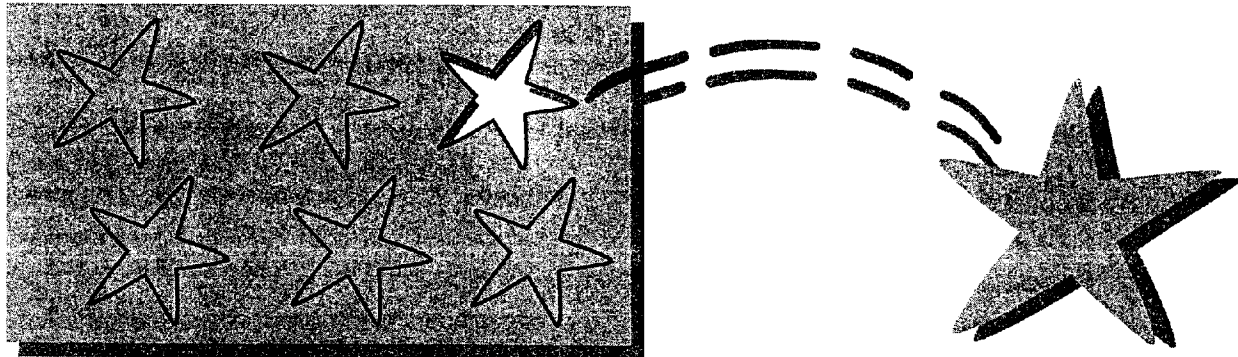
No color?   If you are limited to black-and-white output, each of the PowerPoint presentation designs can be optimized for black-and-white printing. For more information, see "Quickly Prepare a Black-and-White Presentation," page 324.

Save your presentation as a template   Click **Save** (**File** menu), and then select **Presentation Templates** from the **Save as type** list. To save a template as a presentation design, delete all the slides in slide sorter view, so that only the content and design of the masters remain. Click **Save As** (**File** menu), and then select **Presentation Templates** from the **Save as type** list.

Want to know more?   Look up **Getting Results - Appearance** in Help.

Office Assistant button

MS 114058

AHL0123385

Determine the Overall Appearance of Your Presentation

Presentation designs are presentations with formatting and graphic elements in master views only. Click **Apply Design** (**Format** menu) to determine most of the formatting in your presentation.

If you are working on an individual slide and you like what you see, you can change all the slides in that presentation at once without applying a presentation design or changing to the master view. Use the **Apply to All** button that appears in applicable dialog boxes.

When you apply a presentation design ...
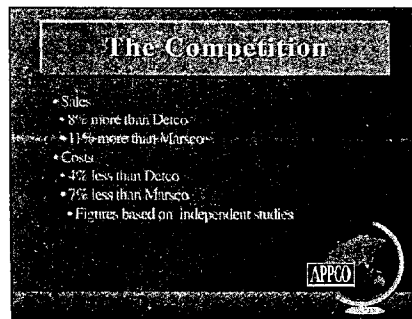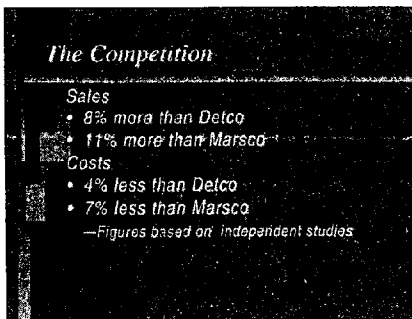
... formatting and master items change ...

... leaving the content of slides unchanged.

Customize individual slides   The overall appearance that you choose for your presentation might not be the best way to present the information on every slide. You can make changes to a slide by using the commands on the **Format** menu to override the master formatting for that slide.

Add headers and footers   Use headers and footers to include information (such as the date or your company's name) that you would like to appear on all slides or pages. Click **Header and Footer** (**View** menu).

Use multiple color schemes   Each presentation design includes a number of different color schemes that you can use. You can also create your own. To apply or change a color scheme, click **Slide Color Scheme** (**Format** menu). Notes pages have separate color schemes that you control by using the **Notes Color Scheme** command (**Format** menu), which appears when notes page view is active.

MS 114059

Apply Master Formatting

Using the **Master** command (**View** menu), you can determine the default appearance for each key component in a presentation: slides, notes pages, and audience handouts. For slides, there are two masters. The *Title Master* determines the appearance of special title slides that you can create and use at the beginning of a presentation or wherever you want to set off distinct sections. The *Slide Master* controls the appearance of all other slides in your presentation.

To create a Title Master, click **Slide Master** (**View** menu, **Master** submenu). Then, with the Slide Master open, click **New Title Master** (**Insert** menu).

The text and graphics you include on the masters will appear on every slide or page. When you format a master, all other slides or pages automatically display the same formats.

- Use **Format** menu commands to change the design of masters.
- Use drawing tools or **Insert** menu commands to add graphic elements to masters.

A slide master from a blank presentation

A formatted slide master

Master formatting applied to a slide

Graphics on the master also appear on all slides.

MS 114060
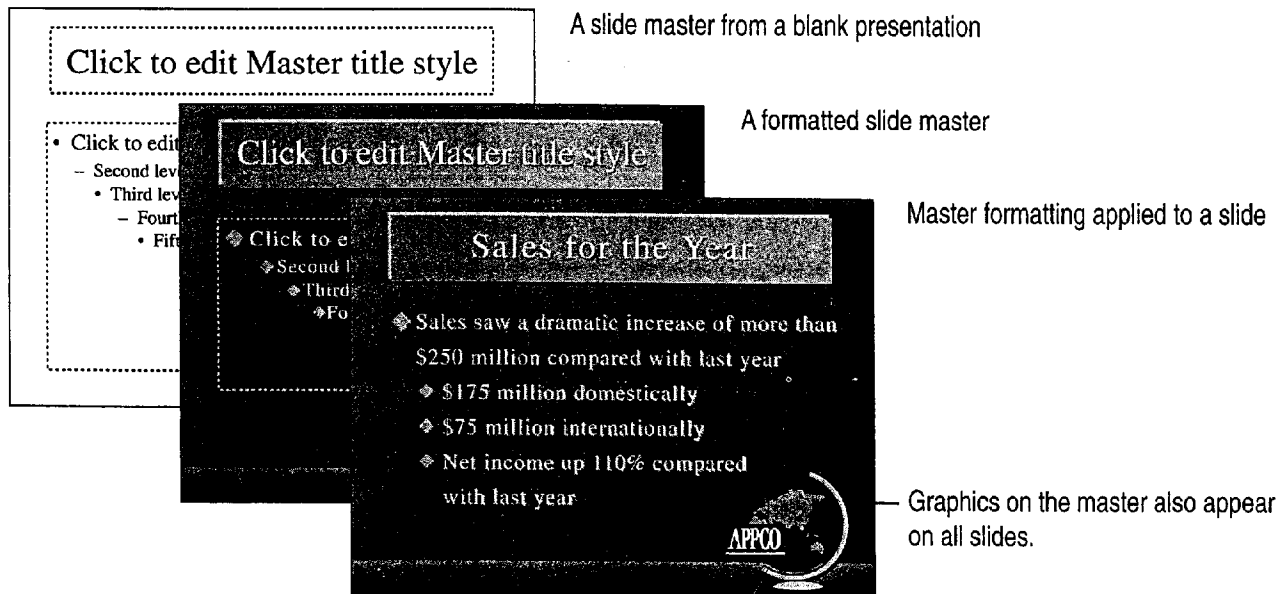
Want to change the master format? What if you don't want background items that appear on the Slide Master (such as your company's name and logo) to appear on one of the slides? While the slide is displayed, click **Background** (**Format** menu), and select the **Omit background objects from master** check box. You can also override the master format by manually changing individual slide or page formatting.

Want to return to slide view? When you enter a master view, the **Master** toolbar appears automatically. Click the **Close** button to return to slide view.

— Click here to return to slide view.

Add Graphics to Your Presentation

PowerPoint includes many tools to help you create visual content for your presentations. If the **Drawing** toolbar isn't already visible, click **Drawing** (**View** menu, **Toolbars** submenu) to display it. You can use the **Drawing** toolbar to create and format your own drawing objects. You can also import graphics created with other programs by using commands on the **Picture** submenu (**Insert** menu).

For more information, see "Get Your Point Across with Graphics," page 159.

Next Steps

To	See
Add graphics	"Get Your Point Across with Graphics," page 159
Add effects especially designed for electronic presentations	"Prepare for an Electronic Presentation," page 304

MS 114061

Quickly Prepare a Black-and-White Presentation

Black-and-white overheads and good old paper are still the presentation media of choice for many people. But perhaps your presentation must do double duty by being great black-and-white overheads while still looking good in color later. You can use black-and-white view to help optimize your presentation so that it works well both ways.

Key Features

Black-and-White View

Slide Color Scheme

APPCO

1997

The Year in Review

Black-and-white view helps you put together a great high-contrast presentation.

APPCO

1997

The Year in Review
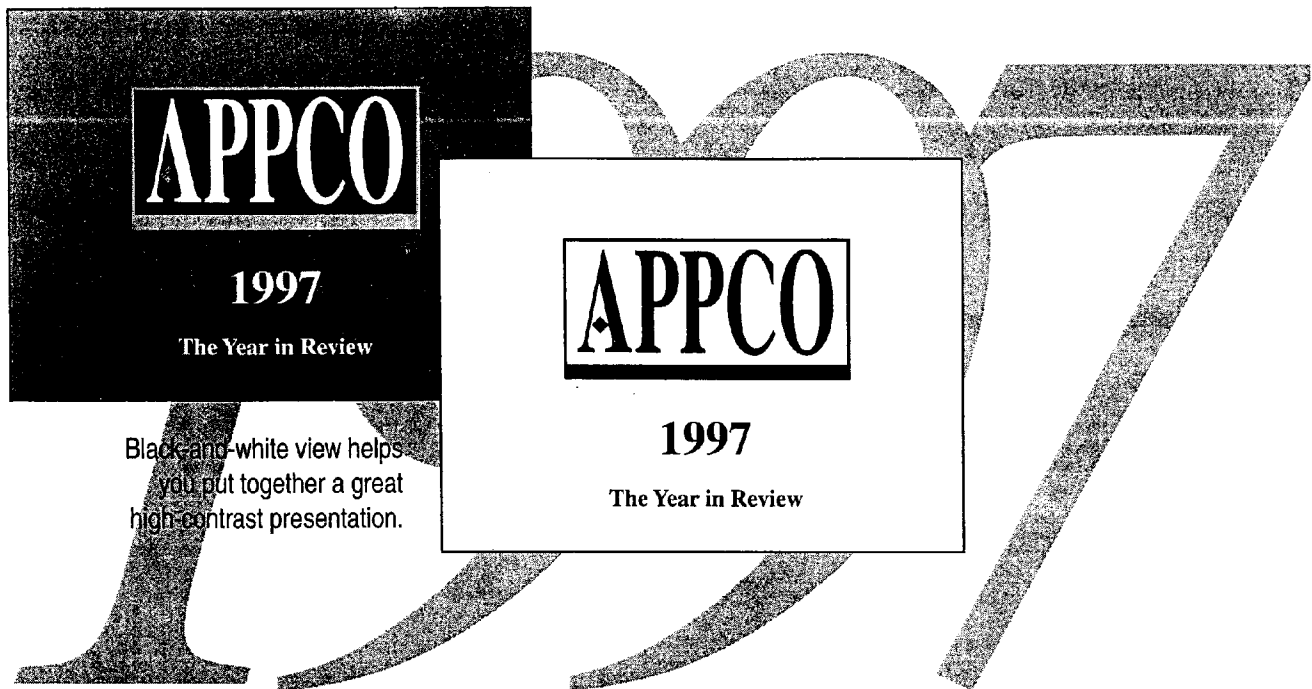
Guidelines for Using Color Presentations in Black and White

- Use the **Black and White** button to see a color presentation in black and white.

Black and White button

- Control how individual items on slides look when printed. In black-and-white view, select an object, right-click, and then click **Black and White** on the shortcut menu. Select an option to modify the way the selected item prints in black and white without permanently changing it.

MS 114062

AHL0123389

Other views in black and white   You can also use the **Black and White** button while in notes page view or slide sorter view to see how your slides will look when printed.

Print in pure black and white   The dialog box for the **Print** command (**File** menu) contains the **Pure black and white** option, which converts all grays to black or white for printing.

Change the color scheme   Use **Slide Color Scheme** (**Format** menu) to change to a different color scheme, change to a black-and-white scheme, or modify colors within a color scheme if you want to make more lasting adjustments to your presentation.

Click the Print button   If you click the **Print** button while in black-and-white view, PowerPoint prints the presentation as it appears on the screen in black-and-white view.

Print button

The Slide Miniature Window

The Slide Miniature window appears automatically when you're in black-and-white view. If the Slide Miniature window is not visible, click **Slide Miniature** (**View** menu) to display it. When you're working in black-and-white view, the Slide Miniature window displays a thumbnail image of the slide in color. When you switch out of black-and-white view, the Slide Miniature window displays the slide in black and white.

Want to know more?   Look up **Getting Results - Black and White** in Help.

Office Assistant button

MS 114063

Give a Great Presentation on Paper

Paper is still a good way to share information for meetings and small presentations. Along with its black-and-white features, PowerPoint has graphic design and output muscle that helps create great-looking printed handouts for your audience.

- Print 1, 2, 3, or 6 slides per page.

- Print one slide per page with notes or a blank note-taking area.

- Export your notes and graphic images of slides to Word, in which you can edit and format using all of the features in Word.

- Export the text of slides as an outline to Word, and use it to create an expanded report.

For more information on printing options, see "Create Audience Handouts and Speaker Notes," page 298. For more information on exporting your presentation, see "Transfer Information Between PowerPoint and Other Applications," page 327.

Next Steps

To	See
Create printed handouts	"Create Audience Handouts and Speaker Notes," page 298
Add graphics	"Get Your Point Across with Graphics," page 159

MS 114064

Transfer Information Between PowerPoint and Other Applications

Save the Time of Retyping

You need to prepare slides to accompany a report. Or, perhaps you need to prepare a report to accompany a presentation. You can accomplish these tasks easily by exchanging outlines between PowerPoint and Microsoft Word.

In addition to Word documents, PowerPoint also reads many other file formats, including Microsoft Write, Harvard Graphics 2.3 and 3.0, Freelance Graphics for MS-DOS®, Freelance Graphics 1.0-2.1 for Windows, Rich Text Format, and plain text.

Key Features

Slides from Outline command

Open command

Send To command

AutoFormat command

PowerPoint and Word can share outlines.

Microsoft Word APPCO

- The Year in Review
- **Sales for the Year**
  - Sales saw a dramatic increase of more than $250 million compared with last year
- **The Competition**
  - Sales
  - Costs
- **Profits by Sales Region**

Sales for the Year

The Competition

Profits by Sales Region
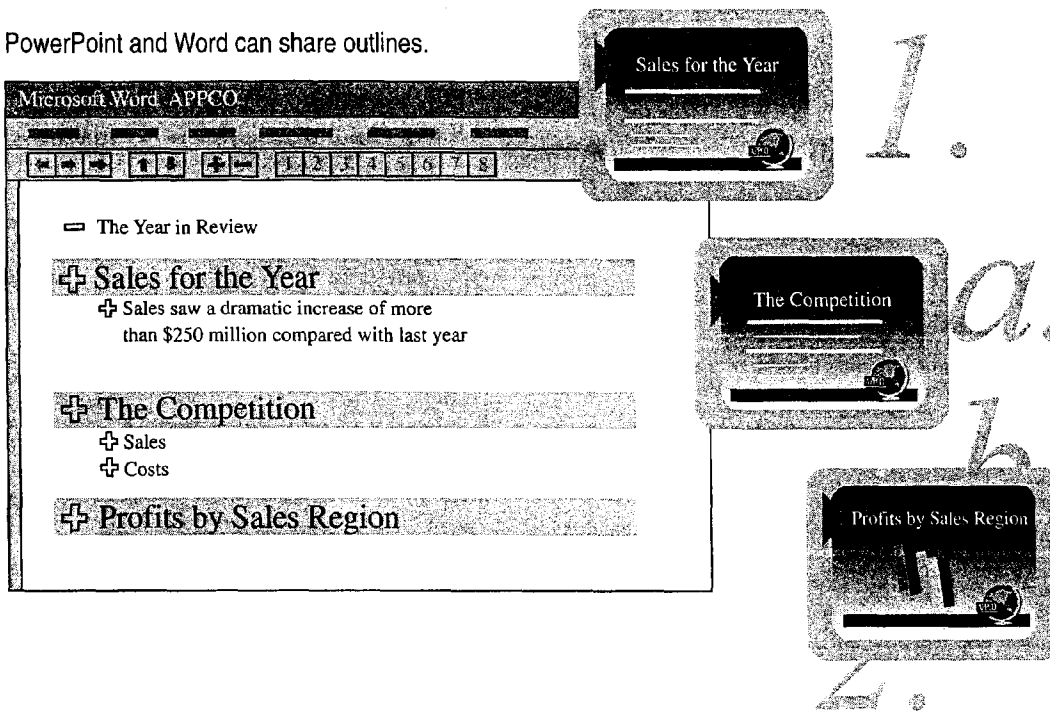
MS 114065

Insert a Word Outline

When you use an outline from Word, PowerPoint picks up the outline structure from the following formatting elements in Word:

- Styles—Heading 1 becomes the slide title, Heading 2 becomes the first level of text, and so on, up to five levels of subhead text. When you import an outline, levels six and below are all imported as level five text in PowerPoint. Only heading styles are used to create slides; additional body text is ignored.

- Paragraph indents—if your outline includes only regular text (that is, if no styles, such as headings, have been applied)

- Tabs—at the beginning of paragraphs in plain text files

While working in PowerPoint, you can insert outlines from Word or another application into your presentation by clicking **Slides from Outline (Insert** menu).

When you insert the contents of a Word document in a PowerPoint presentation ...

... slides are created using the outline structure.
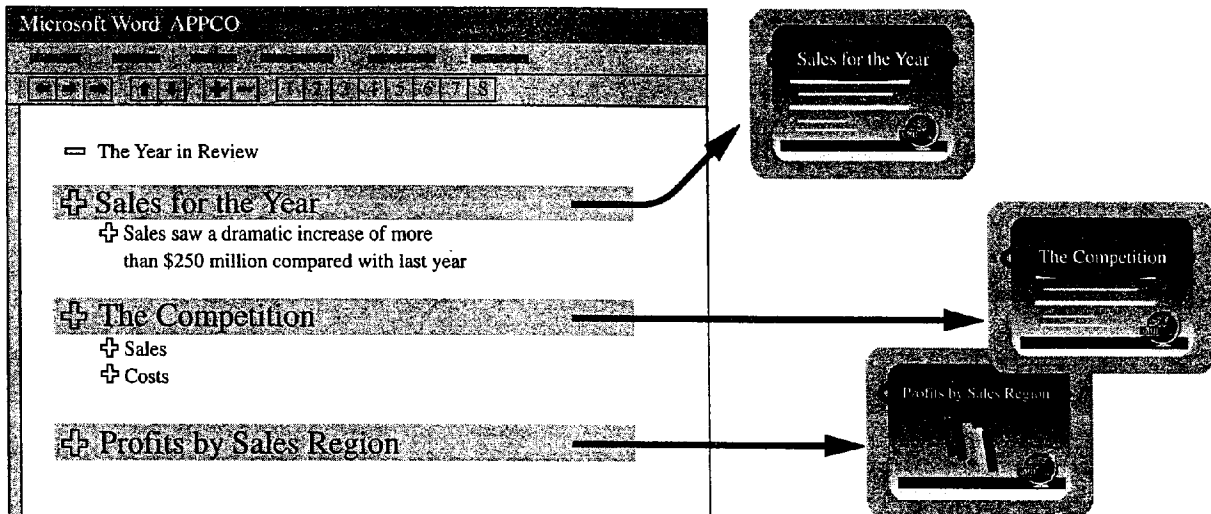
MS 114066

Import an entire presentation Create a new presentation from an outline in any file format that PowerPoint reads. Click **Open (File** menu), and select **Outlines** in the **Files of type** list.

Create headings quickly with AutoFormat If the Word document you are using isn't formatted or doesn't use standard heading styles, click the **AutoFormat** button in Word to apply standard styles to the whole document before you import it. PowerPoint can then use these styles to create slides.

AutoFormat button (Word)

Insert slides from other presentations While working in one presentation, you can insert individual slides from other presentations (or another application) by clicking **Slides from Files (Insert** menu).

Want to know more? Look up **Getting Results - Transfer** in Help.

Office Assistant button

MS 114067

Part 5   Create Informative and Entertaining Presentations

Export a Presentation to Word

If you need to prepare a report based on a presentation, you can export your presentation to Word by clicking **Microsoft Word** (**File** menu, **Send To** submenu). This command lets you:

- Export an entire presentation with slide images and the contents of notes pages.

- Export only slide images with adjacent blank lines for notes.

- Export the presentation outline only.

When you export a PowerPoint presentation to Word ...

... each slide title in PowerPoint becomes a Heading 1 in Word.

MS 114068

330 Getting Results with Microsoft Office
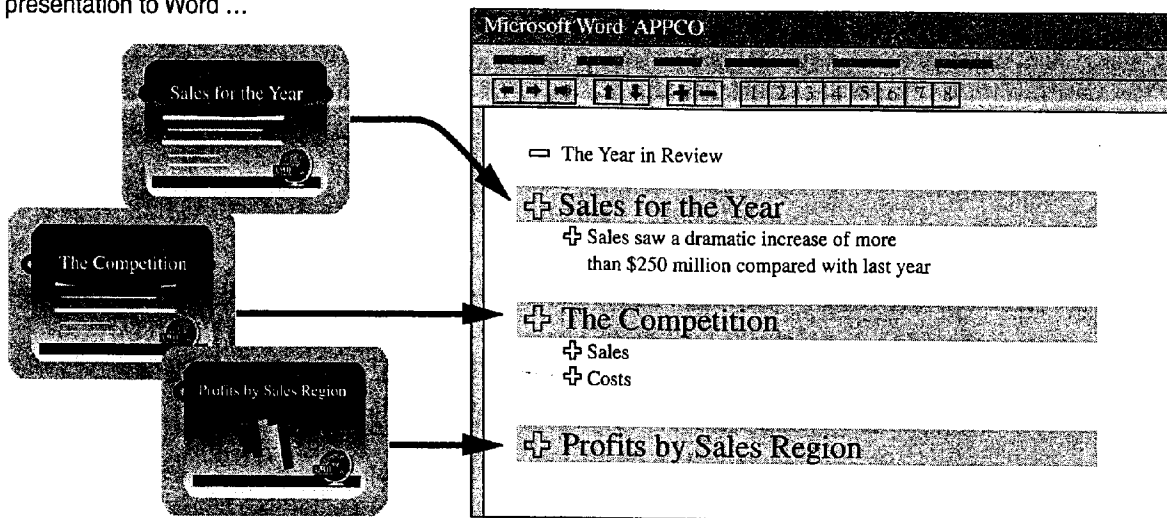
> ### Create Presentations for the Web
> PowerPoint provides tools that make it easy to create presentations that you can publish to the World Wide Web, the most widely used portion of the Internet. You can use PowerPoint to:
>
> - Create new presentations designed specifically for the Web by using the AutoContent Wizard.
>
> - Export existing presentations to Hypertext Markup Language (HTML) format, the language in which documents are published on the Web.
>
> For more information, see "Create a Web Presentation with PowerPoint," page 452.

Next Steps

To	See
Format your presentation	"Customize the Appearance of Your Presentation," page 319
Export slide images and text to Word	"Create Audience Handouts and Speaker Notes," page 298

MS 114069

Create a Self-Running Presentation

Your company has an exhibit at a trade show. Chances are, your salespeople won't have time to talk personally with every potential customer. With a *self-running presentation*, you can get your message to more people.

A self-running presentation runs in an unattended setting, such as a museum display, point-of-sale display, trade-show booth, or information desk. In an *interactive* self-running presentation, viewers advance slides at their own pace, by using the mouse or keyboard. In an *automatic* self-running presentation, the presentation advances based on the timing you set for each slide. Automatic presentations work best when each slide contains very concise subject matter.

Key Features

Slide Timing

Slide Show Looping

MS 114070

Set the Timing for Each Slide

After you create the presentation, the first step in making it self-running is to specify the amount of time each slide is visible. This procedure is essential if your presentation runs automatically, and it can be a useful feature for interactive presentations as well, to prevent your presentation from getting "stuck" on one slide. Run through your presentation slide by slide, being sure to allow plenty of time to read each slide.

In slide sorter view, click the **Rehearse Timings** button on the **Slide Sorter** toolbar.

When you click the **Advance** button, PowerPoint records the amount of time the slide was displayed on the screen.

The timing is displayed beneath each slide in slide sorter view.

No waiting   Instead of waiting for the time to elapse for each slide, you can select the time counter above the **Advance** button in the **Rehearsal** dialog box and type the amount of time you want.

No waiting, part II   You can also apply slide timings by selecting a slide in slide view or slide sorter view, clicking **Slide Transition (Slide Show menu)**, and typing the amount of time you want in the **Seconds** box.

MS 114071

Part 5   Create Informative and Entertaining Presentations

Create Presentations for the World Wide Web

One way of thinking about the Web is that it comprises thousands of interactive self-running presentations. You can create your own "Internet presentations" by using PowerPoint. For more information, see "Create a Web Presentation with PowerPoint," page 452.

? **Want to know more?** Look up **Getting Results - Self-Running Presentation** in Help.

Office Assistant button

MS 114072

Set Up the Presentation to Run Unattended

Click **Set Up Show** (**Slide Show** menu) to display the **Set Up Show** dialog box. Select the **Loop continuously until ESC** check box to avoid restarting the presentation after every showing, and then click **Using timings** so that the slides advance automatically. The **Browsed at a kiosk (full screen)** option also loops the presentation, and it restricts viewers from making changes.

Click **OK** to save the settings. When you are satisfied with the results, save your presentation.

For Help on dialog box options, click this button and then click the option.

Click here to keep the presentation running and restrict viewers from making changes.

Click here to keep the presentation running until you press the ESC key.

Click here to have the slides advance automatically, using the timings set in the **Rehearsal** dialog box.
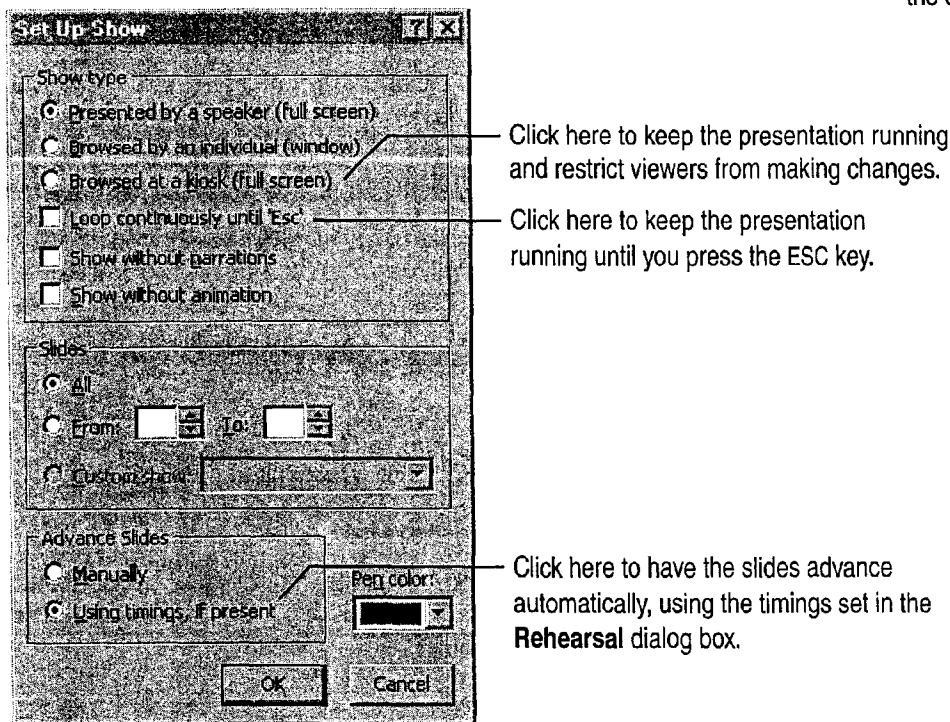
Make it easy for your viewers to navigate You can place large interactive "Next" and "Previous" arrows or buttons on each slide. For more information, see "Branch to Other Locations," page 308.

Create a Self-Starting Presentation File

You can save your presentation in a special file format that starts PowerPoint and runs the slide show automatically. Click **Save As** (**File** menu). In the **Save as type** list, click **AutoRun Presentation**. Now when you double-click the presentation icon, the slide show starts immediately.

MS 114073

Help Your Presentation Run Smoothly

An automatic self-running presentation runs independent of audience control, so you can literally hide the keyboard and mouse to minimize the potential of someone interrupting the show.

An interactive self-running presentation is inherently riskier, because you must allow audience access to a mouse or keyboard. You run the risk of someone stopping the presentation, or even rebooting the computer! It helps if you provide only a mouse, which the viewer clicks to advance slides. To help make this arrangement even more secure, click **Options** (**Tools** menu). On the **View** tab, make sure that the first two options in the **Slide Show** group are cleared. This disables features that allow viewers mouse access to slide show controls.
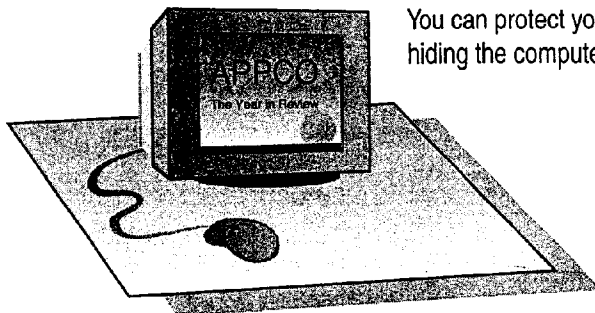
You can protect your presentation by hiding the computer and keyboard.

Focused clicking   You can create interactive buttons to advance slides. First, click **Slide Transition (Slide Show** menu) and clear the check boxes in the **Advance** box. Then create interactive "Next" and "Previous" buttons on each slide. For more information, see "Branch to Other Locations," page 308.

Want to know more?   Look up **Getting Results - Self-Running Presentation** in Help.

Office Assistant button

MS 114074

About PowerPoint Viewer

If you need to run a presentation on a computer that does not have PowerPoint installed, you can use PowerPoint Viewer, an application specifically designed to display presentations created with PowerPoint.

PowerPoint Viewer:

- Can be freely distributed.
- Takes less hard disk space than PowerPoint.
- Can be automatically added to a "traveling" presentation using the **Pack and Go** command (**File** menu).
- ·Can be used as a World Wide Web "helper" application.

Note that some advanced features and effects of PowerPoint do not work with PowerPoint Viewer. For information on features and on where to get the PowerPoint Viewer, visit the PowerPoint Web site at http://www.microsoft.com/powerpoint

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Next Steps

To	See
Add multimedia elements and interactive buttons to your presentation	"Prepare for an Electronic Presentation," page 304

MS 114075

Give a Presentation on a Remote Computer

Use Two or More Connected Computers to Give an Electronic Presentation

You can use *presentation conferencing* to run an electronic presentation simultaneously on one or more remote computers while controlling the presentation with your computer. These computers can be connected by a network, the Internet, or a modem.

Presentation conferencing is useful when you want to augment your conference call with visuals, or if you have a conference room computer with a large-screen or projection monitor and you want to use a different computer (such as a laptop) to control your presentation behind the scenes. You may also want to use presentation conferencing when your audience is spread out over a wide geographic area, or if you don't have access to a large-screen monitor or projection system for giving electronic presentations but you can connect to several desktop computers.

Key Features

Presentation Conferencing

Viewing on Two Screens

From one computer, set up and control a presentation ...

... that is displayed on one or more remote computers.
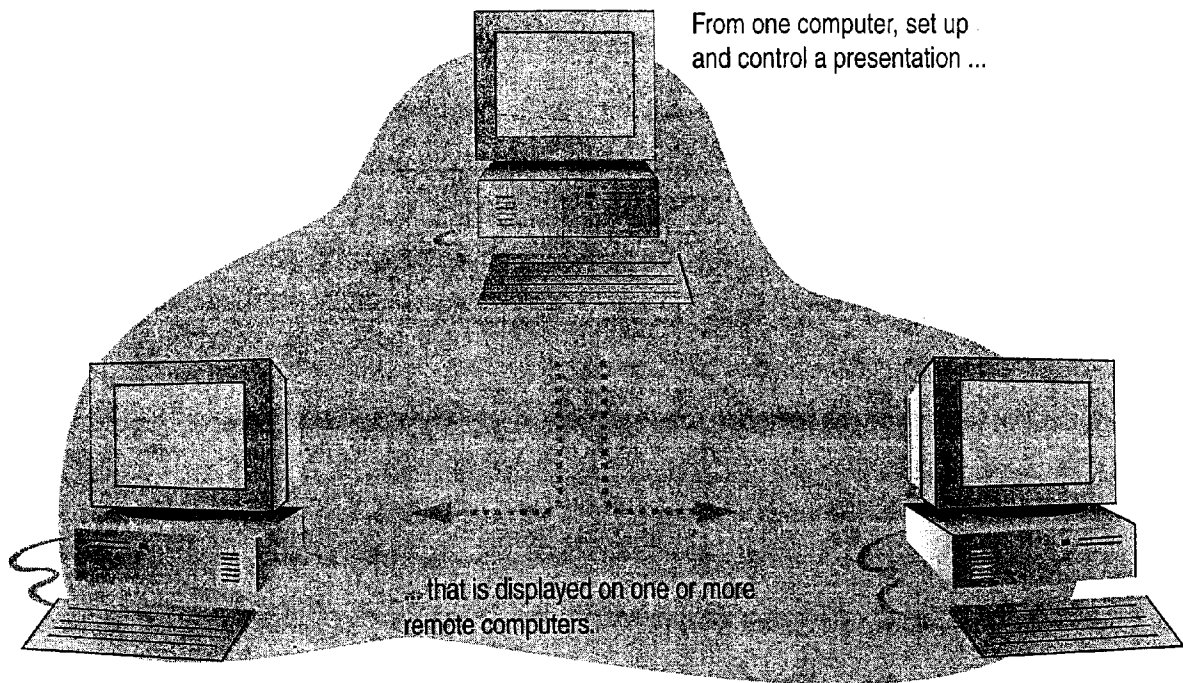
MS 114076

Set Up a Presentation Conference

You can use the Presentation Conference Wizard to set up a conference, or to connect to a conference as an audience member.

To set up a conference, click **Presentation Conference (Tools menu)**, and then follow the instructions in the wizard. You can require that all participants join the conference at the same time, or you can allow others to join the conference at any time, as long as at least one connection is made in advance.

When you set up a conference, you need to supply the address of each computer to which you want to connect. The easiest way to obtain these addresses is to collect them from each participant in advance. To find out your computer's address, click **Presentation Conference**, and then click **Audience**. Click the **Next** button, and then click the option corresponding to the type of connection you will use. When you click the **Next** button, the Presentation Conference Wizard displays the computer's address.

To connect to a conference as an audience member, click **Presentation Conference**, and then follow the instructions in the wizard.
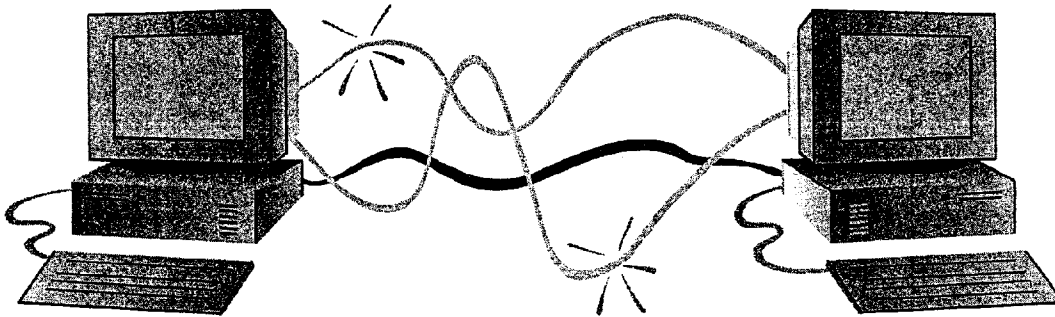
MS 114077

Part 5   Create Informative and Entertaining Presentations

Set up a conference call   When presenting to a group of individuals with computers connected by a local area network (LAN), first set up a standard telephone conference call to facilitate voice communication during your presentation.

Control Your Presentation Conference from Behind the Scenes

When you set up your presentation, use the tools offered by the Presentation Conference Wizard to make your presentation run smoothly from behind the scenes. When you give your presentation, these tools remain visible to you on the controlling computer, but are not shown to the audience.

- Use Meeting Minder to record meeting minutes and enter action items.

- Use Slide Navigator to jump directly to specific slides.

- Use Slide Meter to keep your presentation on schedule.

For more information on these tools, see "Prepare for an Electronic Presentation," page 304.

Want to know more?   Look up **Getting Results - Remote** in Help.

Office Assistant button

MS 114078

Connect to a Single Computer Using a Null Modem Cable

If you want to control a large computer-based presentation system from a smaller, more portable system such as a laptop, connect your laptop to the larger computer with a null modem cable.

If you have access to a conference room equipped with a computer and large-screen monitor, set up your presentation on your laptop, click **View on Two Screens** (**Slide Show** menu), and then set up the laptop as the presenter's computer. Using a null modem cable, connect your laptop to the large computer (which must have PowerPoint 97

installed) in the conference room. On this large computer, click **View on Two Screens**. Specify this computer as the one the audience will see.

After you establish a null modem cable connection, you can use the same behind-the-scenes controls available to you during a presentation conference. For more information on presentation conferencing, see "Control Your Presentation Conference from Behind the Scenes," earlier in this topic.
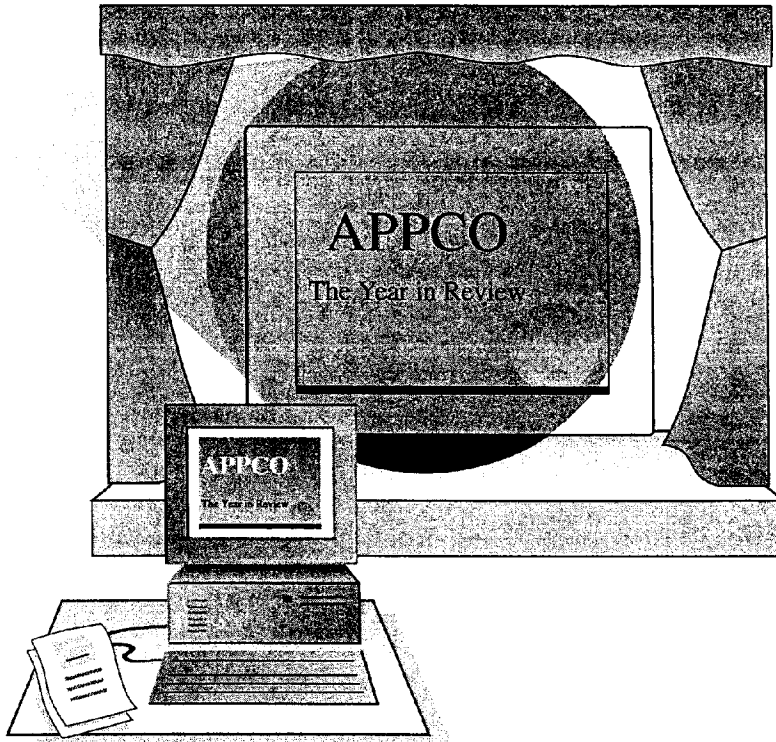
Part 5   Create Informative and Entertaining Presentations

Next Steps

To	See
Create an electronic presentation	"Prepare for an Electronic Presentation," page 304
Run an electronic presentation	"Give an Electronic Presentation," page 314

MS 114080

AHL0123407

Add Comments to a PowerPoint Presentation

If a co-worker asks you to review an important presentation, PowerPoint makes it easy to add your comments directly to each slide. To do so, just click **Comment (Insert** menu). Any comments you add to a slide will appear on an electronic "note" that looks very much like the sticky notes you use when reviewing print documents.

If you are preparing a presentation and want to view comments that other reviewers have made, click **Show Comments (View** menu). After you review the comments, click **Hide Comments (View** menu).

Key Features

Comments

Send your presentation to several reviewers at once While working in PowerPoint, you can use e-mail messages to distribute your presentation to multiple reviewers. Click **Send To (File** menu), and then click **Mail Recipient** or **Routing Recipient.** For more information, see "Distribute Documents Online," page 396.

Shape your comments You can transform the appearance of a selected comment by using one of the many built-in drawing shapes available. On the **Draw** toolbar, click **Draw,** and then click one of the commands on the **Change Autoshape** submenu.
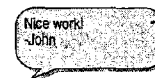
Select a comment and click **Change AutoShape (Draw** menu) for a different look.

Want to know more? Look up **Getting Results - Comment** in Help.

Office Assistant button

MS 114081

Keep Track of Contacts

Contents
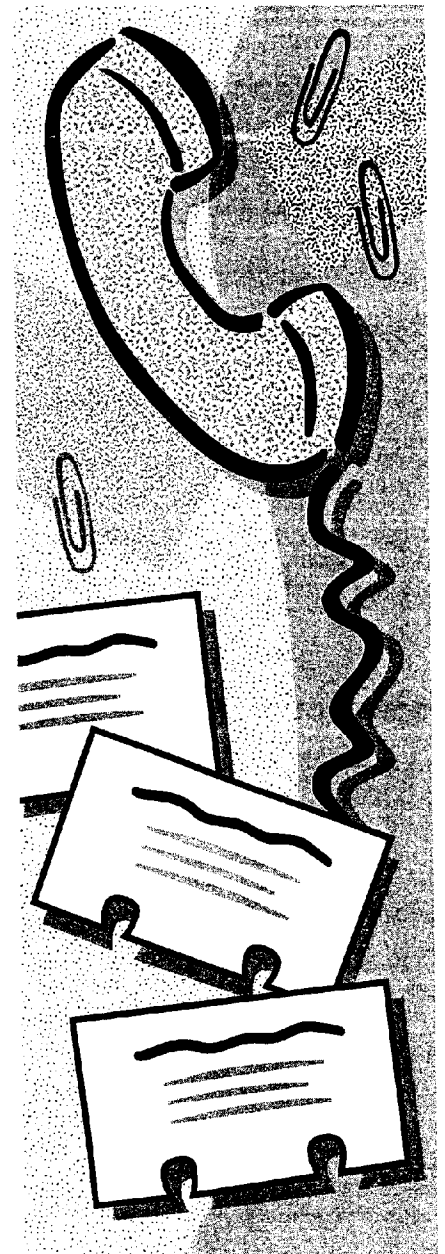
MS 114082

Where Should You Store Your Contact Information?

You can use Microsoft Outlook, Microsoft Excel, or Microsoft Access to set up and maintain information about your customer contacts, and you can move information between applications easily. If you've started your contact list in Microsoft Word, you'll benefit by moving the list to one of these three applications. (To store your data in Microsoft Access, you'll need either Microsoft Office, Professional Edition or an individual copy of Microsoft Access.)

Use the table on this page to decide which application best fits your needs. See the topics in the rest of this part of the book for more information on how each application lends itself to contact management.

Should you use?	Ask yourself ...	If yes, consider that ...
Microsoft Outlook	Do you have several types of contacts? Do you want to track multiple phone numbers and other points of reference for these contacts? Do you plan to use your list not only as a business card file, but also as a place from which to send e-mail or assign tasks?	Outlook lets you organize and keep track of your contact list easily. You can store as much information about each contact as you need, and you can look at your contact list in several different ways, depending on the information you want. Outlook provides categories for information, but you can also customize those categories.
Microsoft Excel	Do you need to set up custom categories or analyze the data associated with your contact list?	In Microsoft Excel, you can organize your data and display it in ways that allow you to analyze it. You can assign column headings and then rearrange the columns or display a partial set of columns.
	Do you need to be able to search and filter your contact list?	Each worksheet tab in Microsoft Excel stores up to 65,535 contact entries. You can search through your list, or filter it to display the contacts that match criteria you specify.
Microsoft Access	Is your contact list very large, or part of a larger multiuser database?	In Microsoft Access, many users can work in a database simultaneously. If your contact information feeds into sales quotes, packing lists, invoices, or other database applications, your department or company might want to make a multiuser Microsoft Access database the central focus for these activities.
	Do you need to print reports based on specific sets of contact information?	With Microsoft Access, you can easily create reports that make your data meaningful.

MS 114083

Can I Move My Contact Data to Another Application?

You can move data easily among any of the Office applications, even if your data originates on a mainframe computer at corporate headquarters. You can export a list stored in any Office application, including Word, to any other Office application, in addition to copying and pasting data between applications. You can automatically create *delimited text files* that make it easy to import (read) a list from one Office application into another. A delimited text file preserves information about how your data is organized when you move the data to another application.

```
┌─ Commas separate (delimit) the categories (columns)
│  of information in each line of your list.
│
Borinski,Morris,Reggie's Wine and Cheese,208-555-9877
Dubois,Marie,Parisian Specialties,312-555-7002
Kumar,Hari,Seven Seas Imports,71-555-1717
Langford,Archibald,Richmond Sugar,71-555-1881
Martinez,Roberto,Silver Screen Food Gems,406-555-7699
```

With	You can read data in from ...	And you can move data out by ...
Microsoft Word	A delimited text file to a table.	Writing a table or other text to a delimited text file.
Microsoft Outlook	Microsoft Schedule+ 1.0 and 7.0 files, or from Microsoft Mail by using the Import and Export Wizard. You can also use the wizard to import comma- or tab-delimited information from other desktop PIMs.	Writing all or part of the contact information to a text file or .rtf file, or to another Outlook format.
Microsoft Excel	A delimited text file to a worksheet. The Text Import Wizard lets you specify how to set up the list. A dBASE .dbf file directly to a worksheet.	Exporting a list to a space-delimited, tab-delimited, or comma-delimited text format.
	External sources in any of the supported formats. Use Microsoft Query, a Microsoft Excel add-in that supports most popular database formats.	Creating and saving tables in any of the supported database formats.
Microsoft Access	A delimited text file to a new or existing database, by using the Text Import Wizard. A Microsoft Excel list to a new database, by using the **Convert to MS Access** command. External sources in any of the supported formats.	Outputting to a Microsoft Excel workbook file, a delimited text file, or a file in any supported database format.

MS 114084

Manage Contacts with Outlook

In planning this year's conference for your company, Inspired Technologies, you've created an extensive contact list. Outlook makes it easy to find the information you need, regardless of how many contacts you have.

Key Features

AutoDial

Company Name **Contacts**

Name

Boyd, Shannon
Buchanan, Steven
Callahan, Laura
Chai, Sean
Conroy, Stephanie
Dunn, Michael
Ketan, Dalal
King, Robert
Rudd, Darlene

Publicity

Buchanan, Steven
Chai, Sean
Ketan, Dalal
King, Robert

Marketing

Boyd, Shannon
Dunn, Michael
Rudd, Darlene

Finance

Callahan, Laura
Conroy, Stephanie

Need to create a contact?   For information on creating a contact, see "Your First Outlook Session," page 113.

MS 114085

Find a Contact Quickly

You want to telephone a potential vendor, New England Seafood Company. You can quickly locate the contact by clicking a letter or scrolling through Contacts.

You can file a contact by last name, company name, or both.

— Double-click the address head to open the contact.
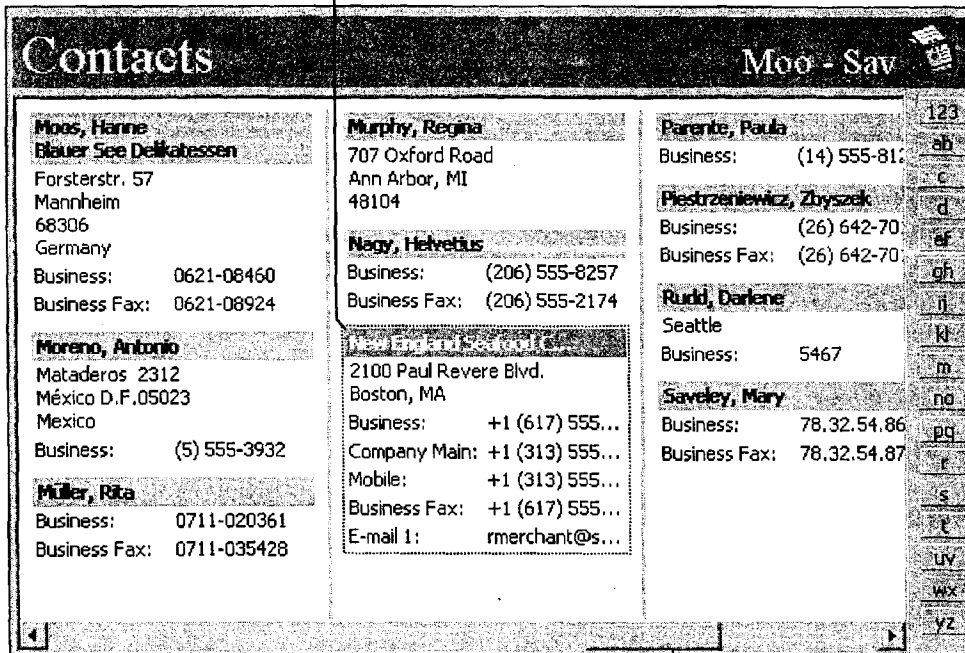
— Click here to jump to contact names beginning with the letter N.

You can also use the scroll bar to move through the Contacts folder. —

Use the keyboard to locate a contact In address cards view, type the name of the contact as it appears in the contact list. Outlook locates the contact and highlights it.

Need to remember more than just a name and phone number? You can add notes to a contact for future reference. Or click **File, Item,** or **Object (Insert** menu) to attach a document, Outlook item, or graphic to the contact.

Send contact information in an e-mail message If you want to share a contact with someone else, select the contact and then click **Forward** (**Contact** menu).

MS 114086

Part 6   Keep Track of Contacts

Different Ways to View Your Contacts

Contacts are displayed in address card format by default. You can change the display by selecting from the **Current view** box.

You can also customize the display by setting options for sorting, filtering, and grouping information. For more information, see "Customize the Way You Display Information," page 366.

? **Want to know more?** Look up **Getting Results - Contacts** in Help.

Office Assistant button

MS 114087

AHL0123414

Use Outlook to Call Your Contact

Now that you've located your contact, you're ready to place the call. If you have a modem installed, Outlook can dial the number for you. Click the **AutoDial** arrow, and then select the number you want from the list.

— AutoDial arrow
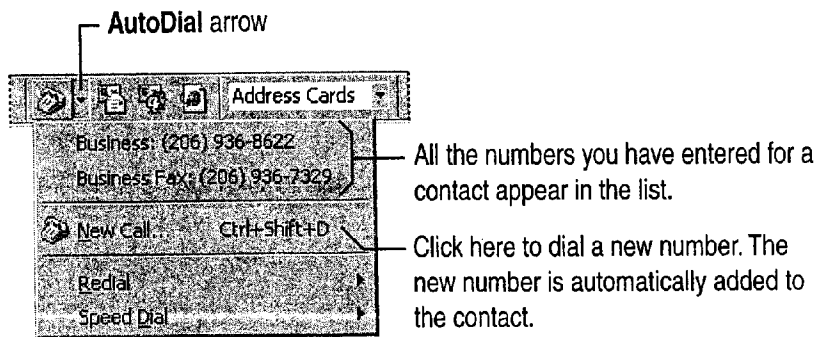
All the numbers you have entered for a contact appear in the list.

Click here to dial a new number. The new number is automatically added to the contact.

Use Outlook to dial a frequently called number   To add a number to the speed-dial list, click **New Call (Tools** menu, **Dial** submenu). Then, when you're ready to call, click **Speed Dial (Tools** menu, **Dial** submenu) to select the number.

Keep a record of the conversation   Click **Create new Journal Entry when starting call** in the **New Call** dialog box to add the conversation to the Journal. For information on recording journal entries, see "Your First Outlook Session," page 113.

MS 114088

AHL0123415

Organize a Meeting with the Contact

In your phone conversation you confirmed that New England Seafood has enough resources to supply the conference. You agree to meet next Friday to continue your discussion. If your contact has e-mail, you can schedule the appointment in the Calendar and send an e-mail message to the contact at the same time.

To set up the meeting, open the contact and then click **New Meeting with Contact** (**Contact** menu).

— Click here to invite others to the meeting.

— The contact's e-mail address is automatically entered. If there isn't an e-mail address in the contact information, the name of the contact is used.

Bring your notes to the meeting   In the contact, click **Print** (**File** menu) to print the contact, notes, and attachments. For more information on printing, see "Customize the Way You Display Information," page 366.

Next Steps

To	See
Create mailing labels from your contacts	"Create a Mailing," page 206
Plan a meeting	"Set Up a Meeting," page 117

Create a Business Contact List in Microsoft Excel

Organize Names and Addresses

Microsoft Excel can help manage your expanding collection of customer contact information. After it has been entered in a list on a worksheet, your contact information is always at your fingertips. In a mouse click or two, you can zero in on the customers you need to call. You can use the techniques described here to organize other similar lists for ready access.

Key Features

AutoComplete

Sort

AutoFilter
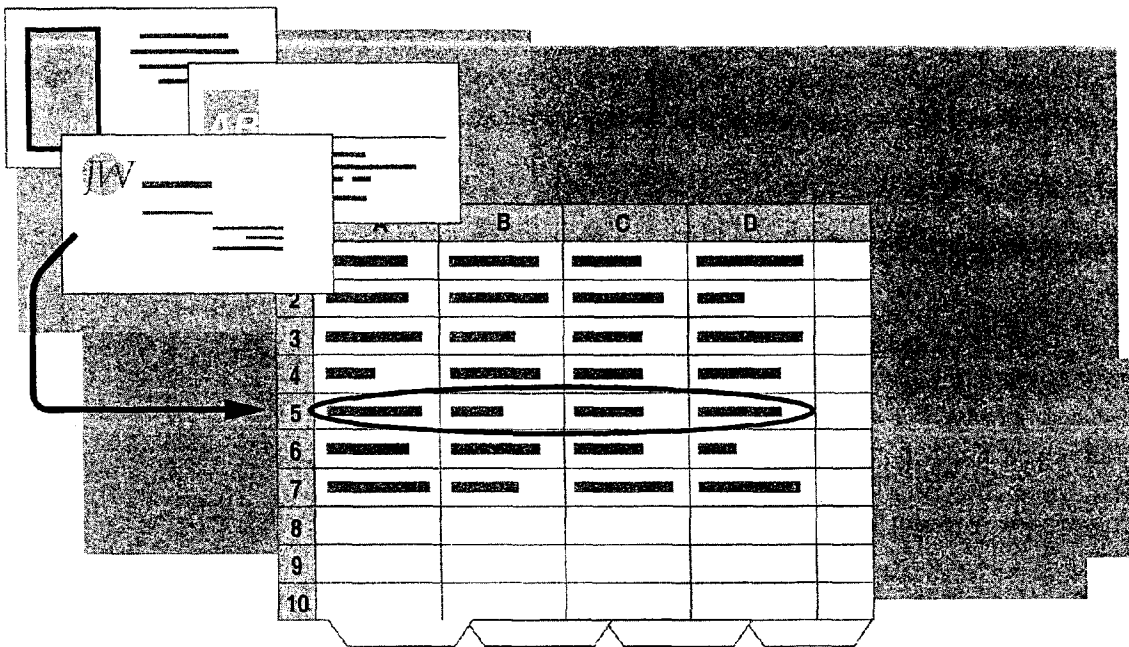
MS 114090

What Should Your List Contain?

Beyond name, address, and phone number, what do you want to
know when you look up a contact? Think about how you organize
your contact information now: By location? Size or type of account?
Company name or contact name?

Assign a category for each item of information you want to keep.
Each category of information has its own column. Each row
contains all the information for a single contact.

	A	B	C	D	E	F
	Company Name	First Name	Last Name	Phone	Product Line	Address
2						
3						
4						
5						
6						
7						
8						

F1 = Address

Customer Contacts

Type column headings to label your categories, and then format the headings.

Do you already have some names and addresses in a file?   Microsoft
Excel can read your text file. Click **Open (File** menu). In the **Files of type**
box, select **Text Files**.

Keep your column headings visible on the screen   Position the pointer
in column A directly below the headings, then click **Freeze Panes (Window**
menu) to keep the heading row at the top of the window while you enter and
scroll through the rows of data.

MS *114091*

Guidelines for Creating a Contact List

Label the columns with your categories Enter one contact per row. The order of the columns isn't important—you can easily rearrange them or add more categories later.

Want to find people by their surnames? Put first and last names in separate columns.

Make the column headings stand out Format them as bold, underlined, or a different color. From differently formatted headings, Microsoft Excel can detect that you're creating a list and can help you manage its contents.

Bold button

Avoid blank lines, lines of dashes, and extra spaces The automatic list-detection feature looks for contiguous ranges of cells containing data to determine the boundaries of your list. Use borders if you want to separate the column headings from the data. Use the alignment buttons to position text within cells.

Borders button   Alignment buttons

Want to know more? Look up **Getting Results - Business List** in Help.

Office Assistant button

Enter Your Contact Information

Now that you have set up your list, type the data for each contact under the headings you've established. Use the same formatting for all of your entries; just remember to make them different from the headings. When you need to make the same entry many times in the same column, Microsoft Excel learns what you want to type. AutoComplete finishes the entry for you—you only need to type a letter or two. Microsoft Excel also corrects typos automatically.

Company Name	First Name	Last Name	Phone	Product Line
Richmond Sugar	Archibald	Langford	(710) 555-1181	Confections
Silver Screen Food Gems	Roberto	Martinez	(406) 555-7699	Confections
Parisian Specialties	Marie	Dubois	(312) 555-7002	Seafood
Reggie's Wine and Cheese	Morris	Borinski	(208) 555-9877	Beverages
Seven Seas Imports	Hari	Kumar	(710) 555-1717	
				Beverages / Confections / Seafood

Click a cell, and then press ALT+DOWN ARROW to pick from a list of your previous entries.

Customer Contacts

Don't worry about typing your contact entries in a particular order
You can reorder them by clicking **Sort** (**Data** menu).

Want to repeat an entry down a column? Select the entry and drag the fill handle down the column.

Seafood → Seafood / Seafood / Seafood / Seafood / Seafood — Fill handle
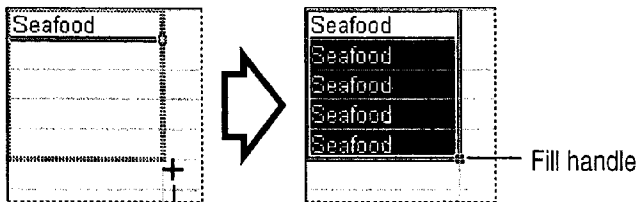
The pointer changes to a solid plus sign.

MS 114093

Zero In on the Contacts You Want

After your data is entered, you're ready to work with it. You can make this easier by hiding columns when you don't need them. Select the columns, and then click **Hide** (**Format** menu, **Row** submenu).

You can also alphabetize by any column. Just click a cell in the column, and then click the **Sort Ascending** button.

Sort Ascending button

You can filter the data to see only what you need. For example, you can see just the contacts who buy a particular product in a particular state. Click **AutoFilter** (**Data** menu, **Filter** submenu).

Click here to select
Meat/Poultry ...

... then click here
and select WA.

Column B is hidden.

A	C	D	E	H
Company Name	Last Name	Phone	Product Line	Region
Anthony's Beer and Ale	Throneberry	(509) 555-8647	(All)	WA
B's Beverages	Ashworth	(710) 555-1212	(Top 10...) (Custom...)	
Fitzgerald's Deli and Video	MacArthur	(206) 555-5575	Beverages	WA
Laughing Bacchus Wine Cellars	Tannamuri	(604) 555-3392	Confections	BC
Margot's Fromagerie	Oberhofer	(303) 555-6535	Dairy Products	CO
Merry Grape Wine Merchants	Gobi	(604) 555-2933	Seafood	BC
Old World Delicatessen	Phillips	(907) 555-7584	Meat/Poultry	AK

Customer Contacts

A	C	D	E	H
Company Name	Last Name	Phone	Product Line	Region
Fitzgerald's Deli and Video	MacArthur	(206) 555-5575	Meat/Poultry	WA
Rocky Mountain Grocery and Deli	Shyu	(206) 555-8094	Meat/Poultry	WA

Customer Contacts

Entries you don't want to see are temporarily filtered out and hidden.

MS 114094

Part 6   Keep Track of Contacts

Use Microsoft Access Forms to Enter Contacts

If you have Microsoft Access, you can create a custom form that makes it easy to enter and update your Microsoft Excel contact information. When you fill in the blanks in your form, the information is transferred to your Microsoft Excel worksheet.

You can easily specify the layout and appearance of the form, even reproduce familiar paper forms. Plus, using a Microsoft Access form can help you enter data correctly—you can specify the format for particular types of information.
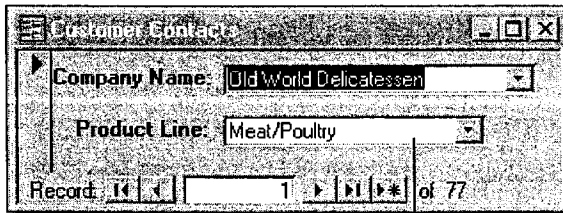
A form can ensure that you
enter only valid product names.

For more information, look up **Getting Results - Business List** in Help.

MS 114095

Validate Your Data as You Enter It

You can use the **Validation** command (**Data menu**) to help improve the speed and accuracy of data entry. With validation, you can:

- Restrict entries to specified ranges, including whole and decimal numbers, times, and dates.

- Display within cells drop-down lists of possible entries that you provide.

- Limit the number of characters in cells.

- Display helpful messages automatically when cells are selected, or display error messages when improper entries are made.

All these capabilities can be implemented directly on the worksheet, without programming.

To reduce opportunities for error when entering phone numbers, select column D and apply text-length validation.

You can specify helpful messages ...

	C	D	E	F
	Last Name	**Phone**	**Product Line**	
	Langford	(710) 555-1181	Confections	
	Martinez	(406) 555-7699	Confections	
	Dubois	(312) 555-7002	Seafood	
	Borinski	(208) 555-9877	Beverages	
	Kurnar	(710) 555-1717		

Type the area code and number
Use the format (123) 555-6789

... that appear automatically when a cell is selected.

Next Steps

To	See
Gather statistics about your contacts	"Create a Sales Summary," page 563
Send a mailing to your contacts	"Create a Mailing," page 206

MS 114096

Track Your Business Contacts in Microsoft Access

Use a Database to Organize Business Contact Information

If your business depends on keeping in contact with customers by phone, you probably want to keep records of important calls handy, as well as the names and addresses of regular customers. The Microsoft Access Database Wizard can help you create a database to organize your contact information. After you enter information into this database, you can quickly find details about contacts and create summaries of contact information, phone calls, and follow-up activities.

Key Features

Database Wizard

Forms

Filtering by Form
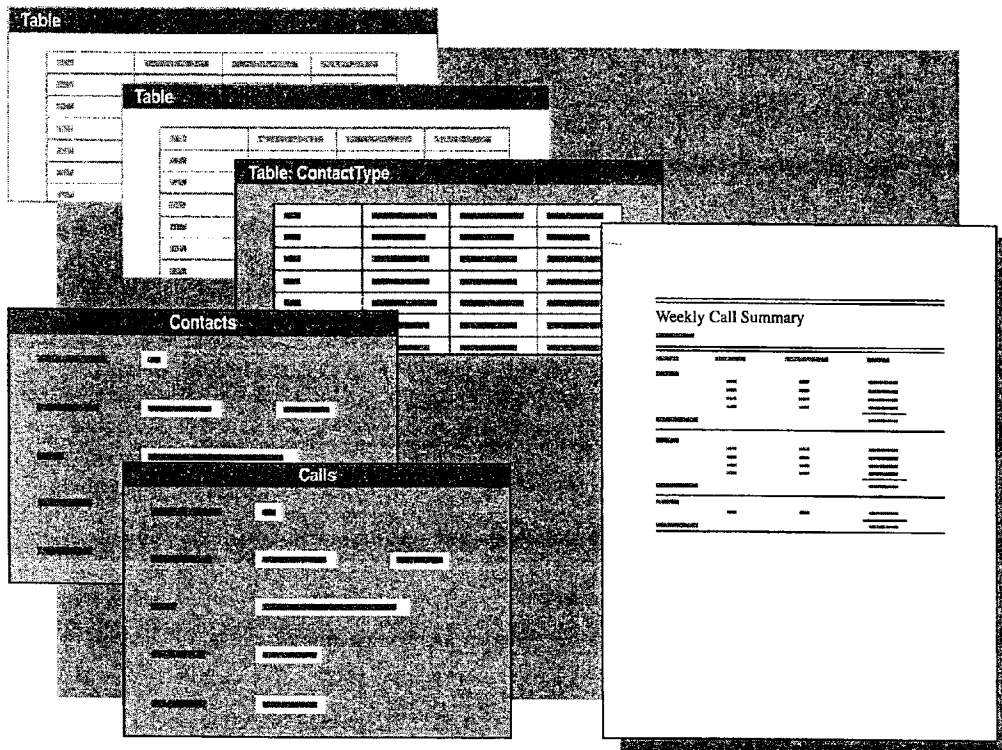
To complete the steps in this topic you need to have Microsoft Office, Professional Edition or an individual copy of Microsoft Access installed.

MS 114097

Create a Contact Management Database

In the database window, click **New Database** (**File** menu). On the **Databases** tab, double-click **Contact Management** to start the Database Wizard. Follow the instructions in the wizard. The Database Wizard creates the tables, forms, reports, and modules you need to maintain a contact management database.

The Database Wizard also creates a *switchboard*, a form that makes it easy to navigate in and customize your database.

You see the Contact Management switchboard whenever you open your contact management database.
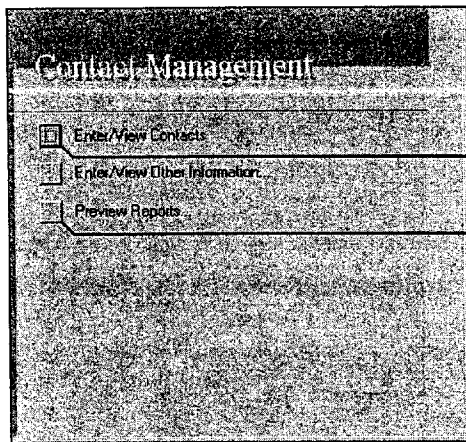
Click here to categorize your contacts.

Click here to look at weekly call summaries, an alphabetized phone list, and other reports.

Quickly create your own database entries   When the Database Wizard creates your contact management database, have the wizard include sample data so that you can see the type of information you can add to your own database. Then replace the sample entries with your own data.

Want to know more?   Look up **Getting Results - Track Contacts** in Help.

Office Assistant button

MS 114098

AHL0123425

Part 6   Keep Track of Contacts

Type Your Contact Information

Use the Contacts form to type information about your contacts and to look up phone numbers. On the switchboard, click **Enter/View Contacts**. Then, after you talk to your contacts, you can enter information about each call on the Calls form.

When you type details on the forms, Microsoft Access stores them for you.
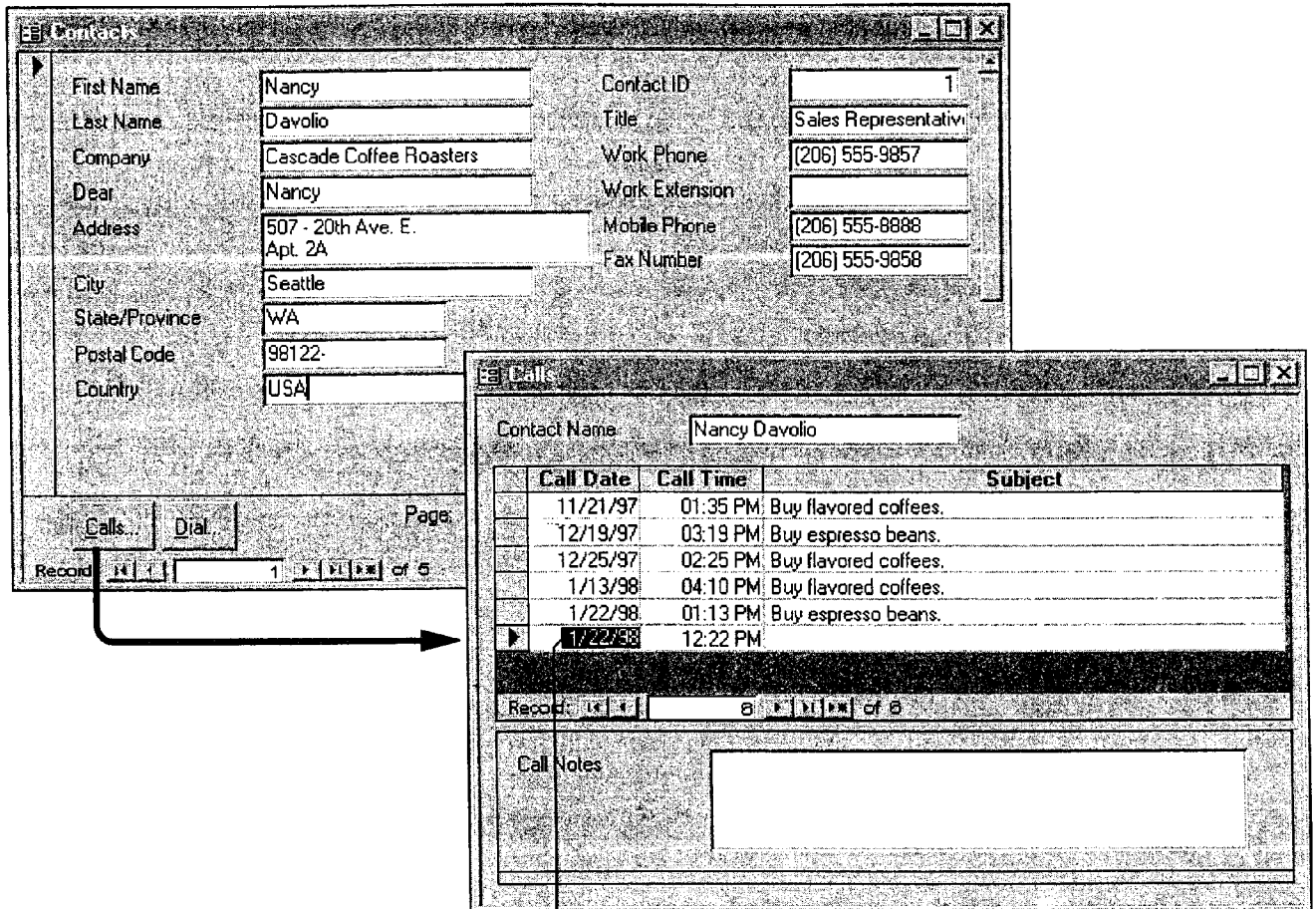
Click the **Calls** button to open the Calls form. The Calls form automatically starts each new entry with the current date and time.

MS 114099

Want to include information about contacts that's stored elsewhere?
You can copy or import contact data from other Office applications, database applications, or from text files. For more information, see "Where Should You Store Your Contact Information?" page 346.

View summaries of the information you enter   To view reports that summarize information that you've entered in your database, click **Preview Reports** on the **Contact Management** switchboard.

Want to know more?   Look up **Getting Results - Track Contacts** in Help.

Office Assistant button

MS 114100

Part 6   Keep Track of Contacts

Get Critical Contact Information Fast

After you enter your data, you're in a good position to find information fast. Filtering by form lets you find information about phone calls to a particular contact on a particular subject.

Click the **Calls** button on the Contacts form to review the records of phone calls with your contact. Click the **Filter by Form** button, and then specify the type of information you want to find.

Filter by Form button

Apply Filter button
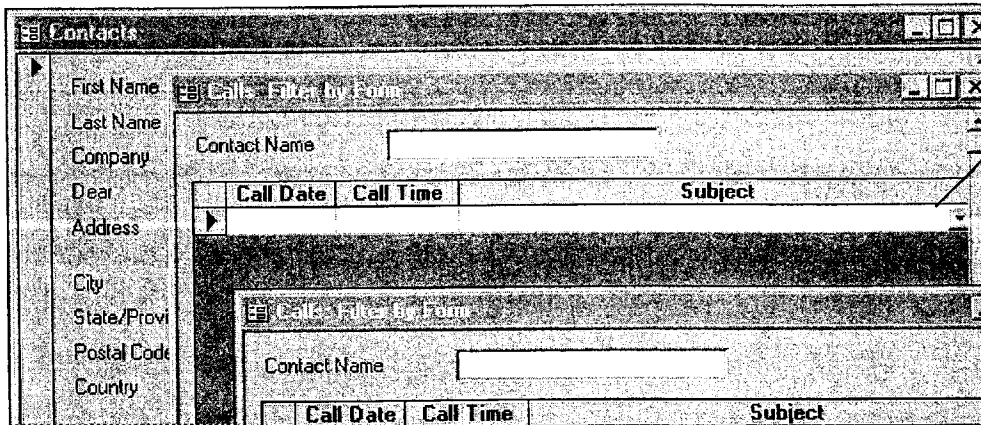
Click the column you want to search in, and then click the arrow to display the list.
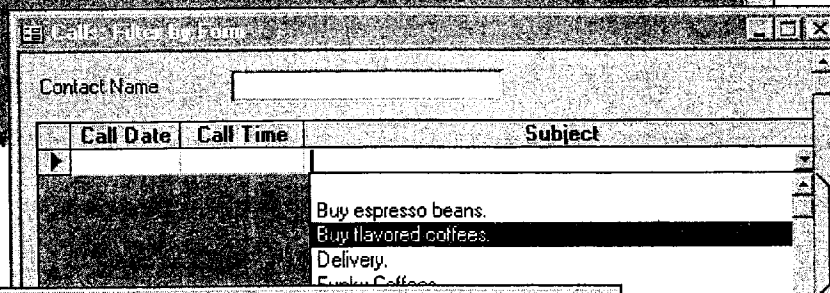
Select the item you want to search for from the list, and then click the **Apply Filter** button.
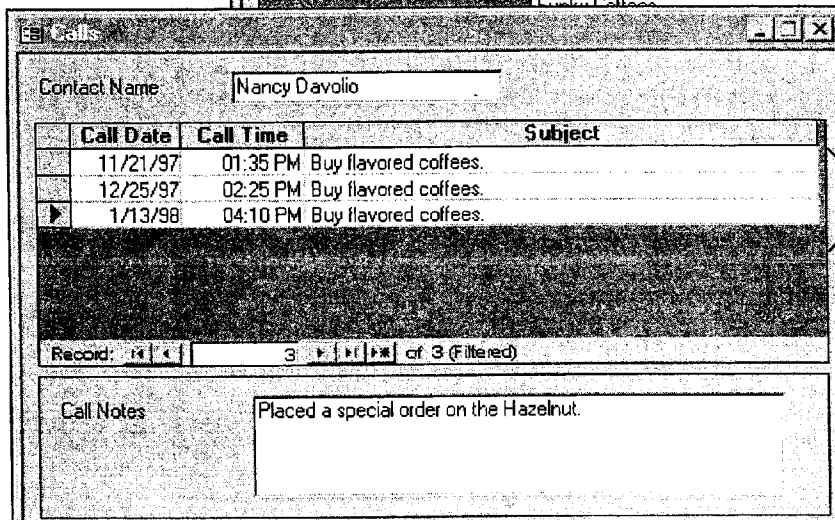
Records containing the selected information appear on the Calls form.

364   Getting Results with Microsoft Office

Do the Right Thing on the Right Day at the Right Time

Contents
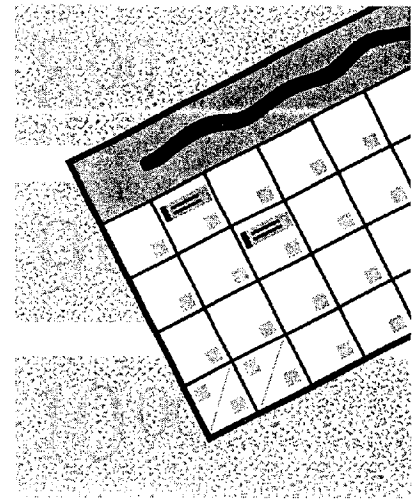
Customize the Way You Display Information

In Outlook, you can change the way you look at information by changing the *view*. Each view groups, filters, and sorts the information in a different way. Every folder in Outlook has a default view and a set of alternate views. If a view doesn't display the information you want, you can select another view, modify the current view, or create a new view.

For example, perhaps you need a list of people registered for a conference you're planning. The Contacts folder contains contacts for conference speakers, vendors, and co-workers, as well as the attendees. You can create a view that gives you exactly the information you need.

If the standard view doesn't show the information you need ...

Complete Phone List

Last Name	First Name	Address
▬▬▬	▬▬▬	▬▬▬
▬▬▬	▬▬▬	▬▬▬
▬▬▬	▬▬▬	
▬▬▬	▬▬▬	
▬▬▬	▬▬▬	
▬▬▬	▬▬▬	
▬▬▬	▬▬▬	
▬▬▬	▬▬▬	
▬▬▬	▬▬▬	

... you can create one that does.

Registrants
Conference Session

	Confirmed	Last Name	First Name
Session 1	✓	▬▬▬	▬▬▬
	✓	▬▬▬	▬▬▬
Session 2	✓	▬▬▬	▬▬▬
		▬▬▬	▬▬▬
Session 3	✓	▬▬▬	▬▬▬

MS 114103

Select a Different View

In the **Current view** box, change the view so you can see your contacts in a table.

Click here to select a new view ...

... and change the way information is displayed.

Part 7   Do the Right Thing on the Right Day at the Right Time

Rearrange a View

You can change the order in which information appears in the view by dragging the column headings to new positions. If there's information in the view that you don't need, you can hide it temporarily by dragging its column heading.

Use the double-arrow marker to position the column heading.

To hide information you don't need, drag the column heading away until an X appears through it.

? **Want to know more?** Look up **Getting Results - Custom Views** in Help.   🗔

Office Assistant button

MS 114105

368   Getting Results with Microsoft Office

Filter the Information

Your view still shows all the contacts in your folder. To see only the conference attendees, you need to *filter* the list. When you apply a filter, you see only information that meets conditions that you specify.

Click **Filter** (**View** menu) to set criteria for the filter.

This tab changes to reflect the current folder.

Click here to see only the information assigned to a specific category.

Click here to define additional filter criteria.
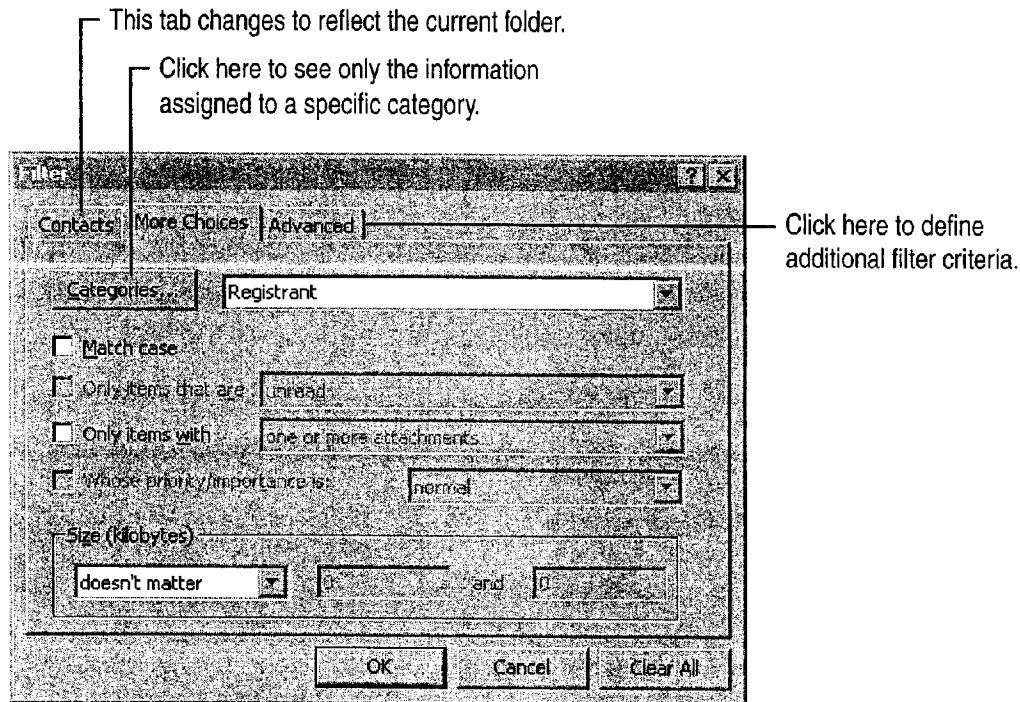
Use categories to locate related items A category is a word or phrase that you can assign any item to in Outlook. With categories, you can track items without putting them in separate folders. For example, you could assign contacts to a category called "Registrant" and then use the category as a filter criterion. Click **Categories** (**Edit** menu) to assign a category to an item.

Want to see all the items in the folder again? Click **Filter** (View menu), and then click **Clear All**.

MS 114106

Part 7 Do the Right Thing on the Right Day at the Right Time

Add Information to the View

You can add your own data to make the view more useful. For example, you might want to know whether a contact is confirmed for the conference, and which sessions he or she plans to attend. Click **Field Chooser** (**View** menu) to add information.

Field Chooser

Drag a column heading from the **Field Chooser** to add more information to the view.
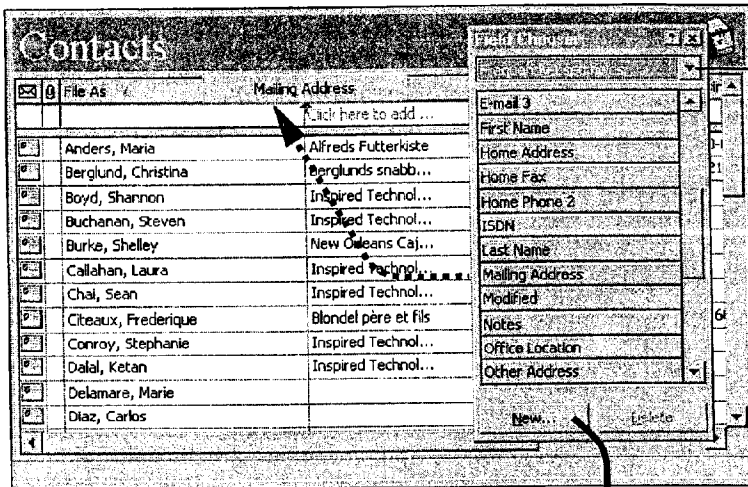
After you define the fields you want to use, select **User-defined fields** to see them and add them to your view.

Click **New** to add custom fields to your view.
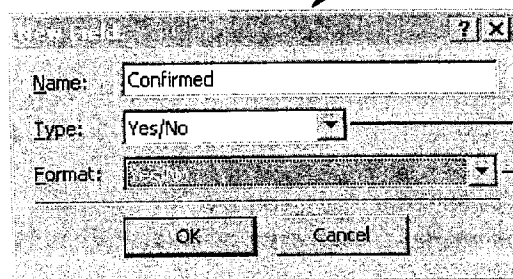
Use the arrows in the **Type** and **Format** boxes to select the field's parameters.

Is the column too narrow? Widen it to fit the column heading by right-clicking the column heading and then clicking **Best Fit**. To set the column to a fixed width, right-click the column heading and then click **Format Columns**.

MS 114107

Group Information in the View

You can use a view to do more than display information: A view can help you highlight the most important information, and see how information is related. For example, suppose you want to identify the people who have not yet confirmed their conference reservations. For those who have confirmed, you want to know how many conference sessions each plans to attend.

Click the **Group By Box** button to arrange and rearrange the information in your view by one or more column headings.

Group By Box button

— When you drag a column heading into the **Group By** box ...

— ... the information is instantly grouped by that column heading.

You can group by multiple categories.

You can change the grouping order by changing the order of the column headings in the **Group By** box.

MS 114108

Want to remove criteria from the grouping order?   Just drag the column heading out of the **Group By** box.

Sorting Information

You can also *sort* information to change the order in which it appears. To apply a sort, right-click the column heading and then click **Sort Ascending** or **Sort Descending**.

— The arrow indicates the direction of the sort.

To cancel a sort, click **Sort** (**View** menu) and then click **Clear All**.

MS 114109

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Save the View

Now that you have customized the view, save it so that you can use it again.

To save a custom view, type a name for the view in the **Current View** box. Then press ENTER.

Registrants

Current View box

Use the **Copy View** dialog box to confirm the name and to set options for using the view.
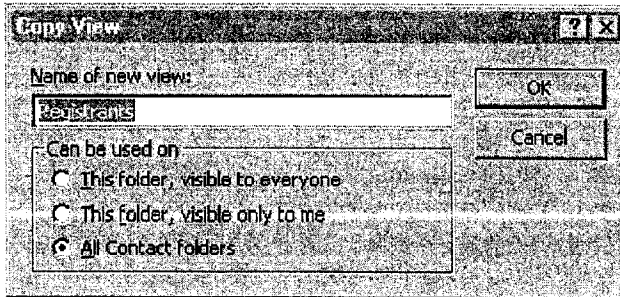
Reuse the view you created To use the view again, click the **Current View** arrow and then select the name of the view.

Want to create a view from scratch? Click **Define Views** (**View** menu).

Want to know more? Look up **Getting Results - Custom Views** in Help.

Office Assistant button

MS 114110

AHL0123437

Part 7 Do the Right Thing on the Right Day at the Right Time

Print the View

You want to print the view you created, so you can use it during the conference registration. To print the information in your view, click **Print** (**File** menu).
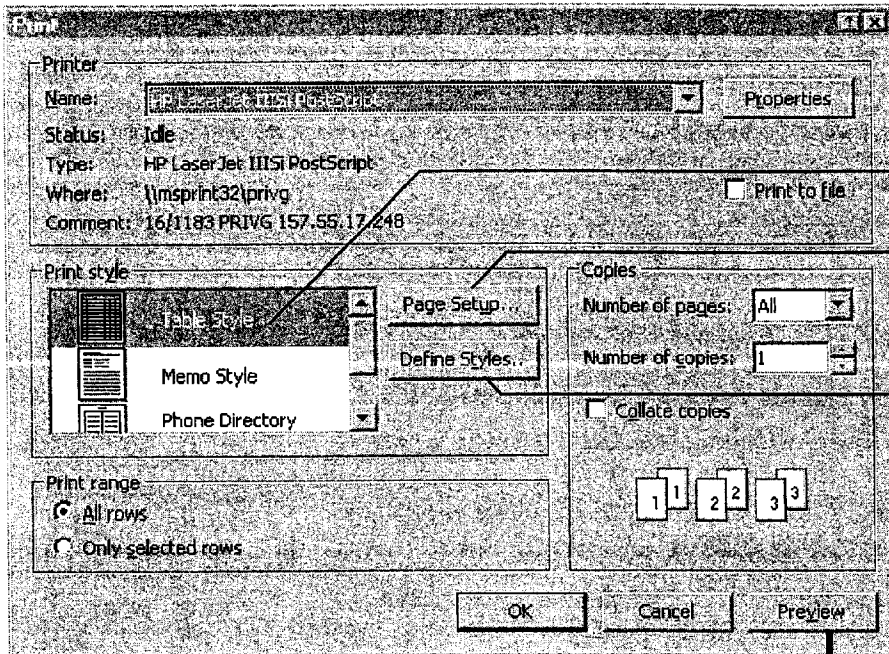
Select **Table Style** to print the view as it appears.

Click here to set options for the format, paper, and header/footer for each print style.

Click here to edit, copy, and reset print styles.

Click **Preview** to see how the information will look when printed.

Want to print a single contact in your view? Double-click the contact to open it, and then click the **Print** button.

MS 114111

Next Steps

To	See
Share information with others	"Use Outlook to Share Folders," page 433
Work with other Office applications	"Use Office Applications Together," page 169

MS 114112

Organize E-mail

It's the start of a busy week. You're planning a conference for your company, Inspired Technologies, and you're overloaded with e-mail messages from co-workers, vendors, speakers, and others. You can use Outlook to organize your incoming messages and make it easy to send e-mail.

Key Features

Inbox

Message Flag

InBox Message

	From	Subject	Received
	Maria Anders	Budget Issues	Thursday 5/8/97
!	Sean Chai	Conference Attendees	Thursday 5/8/97
!	Stephanie Conroy	Web Site Ready	Friday 5/9/97

Distribution List

Name	Conference Planners
	Maria Anders
	Sean Chai
	Stephanie Conroy

Options

Importance	High
Use Voting Buttons	Seattle; Tokyo
Have Replies Sent to	Kylie Hansen
Save Sent Message to	Sent Items

MS 114113

Organize the Inbox

You can organize the messages in the Inbox quickly by sorting them. For example, to sort your messages in alphabetical order by sender, you can click **From** in the column heading row.

┌─ Click here to sort messages in ascending order by sender.
│ Click again to sort messages in descending order.

!	✉	▽	⓪	From	Subject	Received
				Stephanie Conroy	**Yoshi Nagase to appear at the Design**	**Mon 3/3...**
				Yoshi Nagase, a noted industrial designer, shares his view on the upcoming trends in electronic design at the Seattle chapter of Designer's International. Networking 6-7pm. Program starts promptly at 7pm.		
				Stephanie Conroy	**Another potential vendor**	**Thu 3/6...**
				New England Seafood company is eager to bid on the concession for the May 1997 conference. <end>		
			0	**Stephanie Conroy**	**Budget issues**	**Thu 3/6...**
				We'll need to finalize our budget by the end of the month. The attached Microsoft Excel worksheet breaks out projected revenues and expenses. <end>		
				Darlene Rudd	**Web site ready!**	**Thu 3/6...**
				I've set up a web site for the conference. The address is http://www.inspired.com/conference. <end>		

Change the way information is displayed   Select a different view from the **Current view** box. For more information, see "Customize the Way You Display Information," page 366.

Mark a message for follow-up   To add a visual prompt to a message, click the **Message Flag** button in the message. You can also flag messages that you send. For example, you can add a flag to let the recipient know that you need a response to your message by a specified date.

Message Flag button

Turn a message into a task   Just drag the message to Tasks. For more information, see "Your First Outlook Session," page 113.

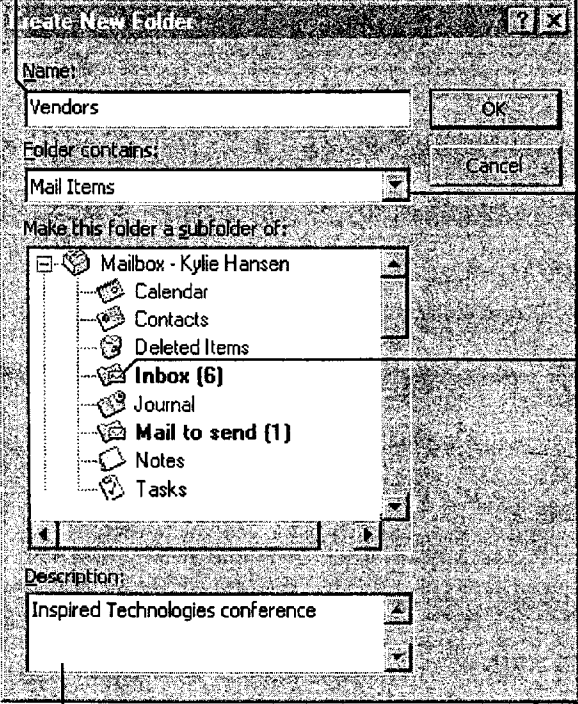**Want to know more?**   Look up **Getting Results - Mail** in Help.

Office Assistant button

MS 114114

Part 7   Do the Right Thing on the Right Day at the Right Time

Create Mail Folders to Organize E-mail

There are some messages that you'd like to keep. Instead of letting them clutter the Inbox, you can make them easier to find by storing them in folders you create. For example, you can store messages from and about conference vendors in a separate folder. Click **Create Subfolder** (**File** menu, **Folder** submenu) to create a mail folder.

— Enter the name of the folder here.

Click here to select the type of folder you want to create.

Click here to create a mail folder that's a subfolder of the Inbox.

— You can add details, such as a description of the folder.

Open a folder from the Outlook Bar   After you create a folder, click **Folder List** to display the folder list. Drag the folder to a group on the **Outlook Bar** to create a shortcut to the folder.

Folder List button

MS 114115

AHL0123442