

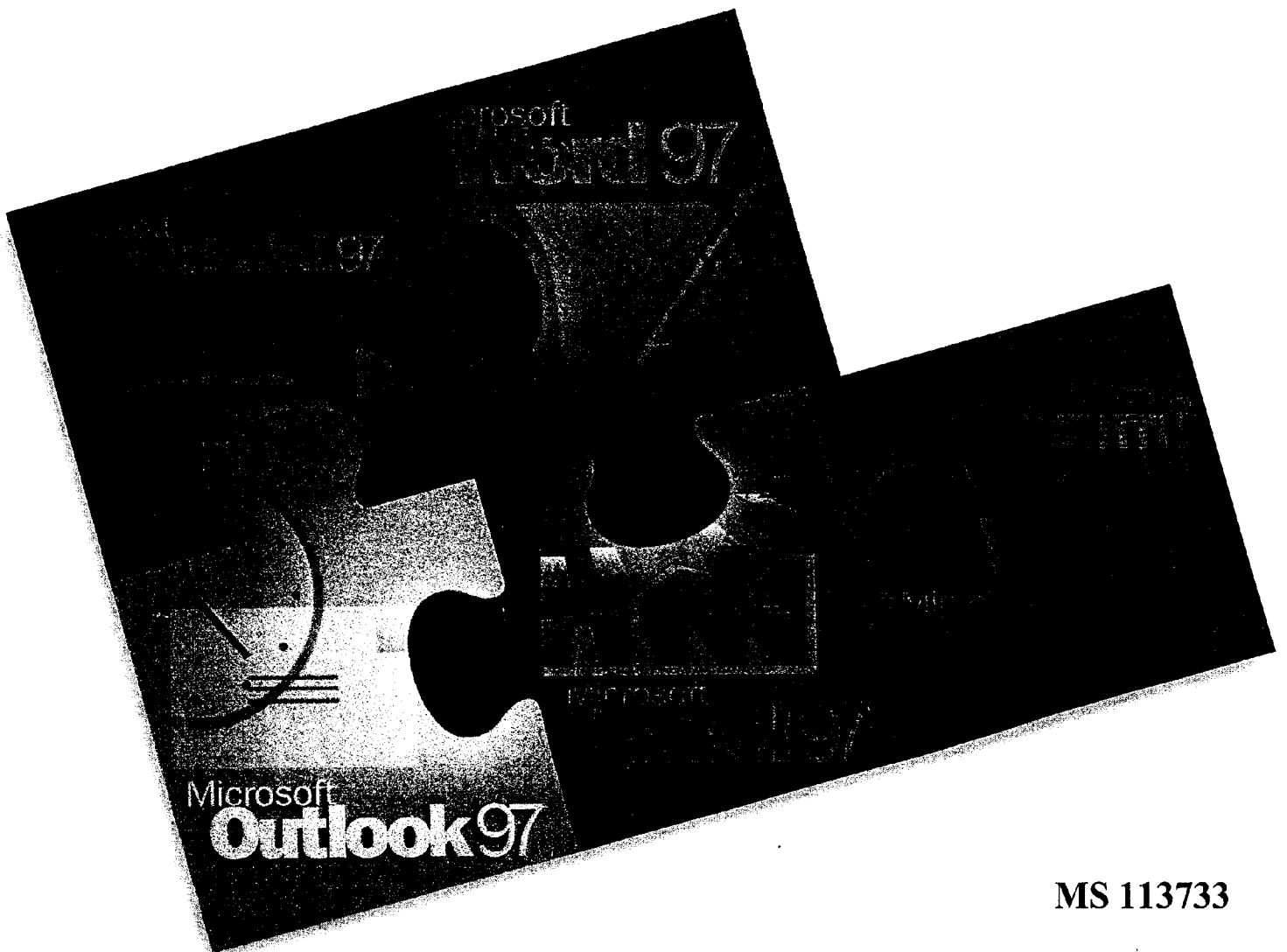
# EXHIBIT 69 PART 1

**Microsoft®**

# Getting Results with Microsoft® Office 97

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*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.

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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.

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## 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

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## Product Support Worldwide

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

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# Getting Results with Microsoft® Office 97

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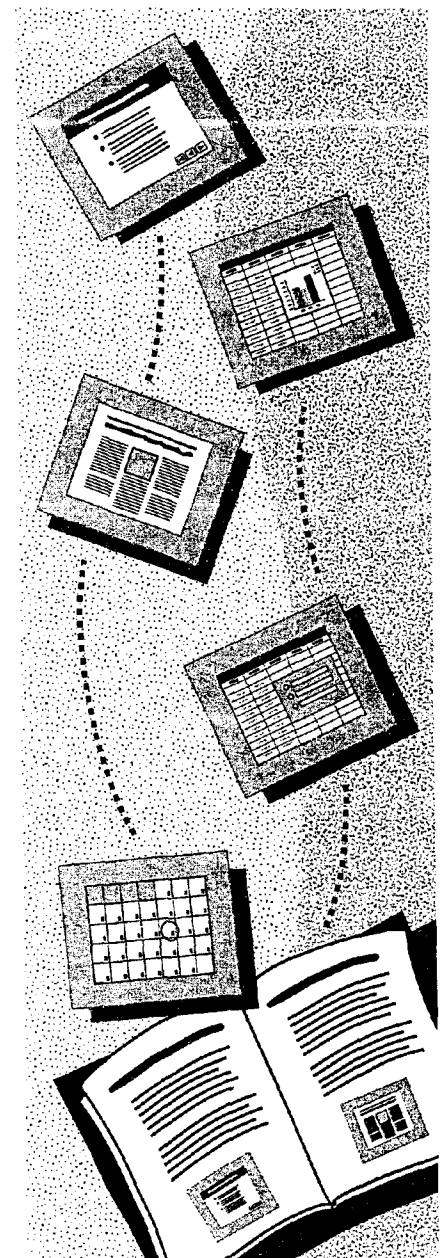
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Getting Results with Microsoft Office 1

# 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**

# 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**

Match Information Resources to Your Needs and Experience

### **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/>

**MS 113748**

# 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

Introduction Start Here

**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.

Introduction Start Here

**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.

**MS 113758**

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**

# 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.

**MS 113760**

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

# 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/>

All prices are subject to change without notice.

## General Tutorials

**Step by Step series** The easiest and fastest way to teach yourself the applications in Microsoft Office 97. A personal procedural training system for new users, those upgrading, and those switching from competing programs.

*Microsoft Word 97 for Windows Step by Step*

Author: Catapult, Inc.

352 pages with one 3.5-inch disk

ISBN: 1-57231-313-7 UPC: 790145131379

*Microsoft Access 97 for Windows Step by Step*

Author: Catapult, Inc.

352 pages with one 3.5-inch disk

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*Microsoft Excel 97 for Windows Step by Step*

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*Microsoft PowerPoint 97 for Windows Step by Step*

Author: Perspection, Inc.

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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

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### Quick Reference Guides

**At a Glance series** Quick, visual solutions to your day-to-day software problems. *At a Glance* books provide the right answers, right now in a highly visual, well-organized reference format. This all-new series is designed for the beginning to intermediate software user who wants to turn to books only to solve specific problems. It's just the amount of information you need, just when you need it!

*Microsoft Office 97 at a Glance*

Author: Perspection, Inc.

352 pages

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*Microsoft PowerPoint 97 at a Glance*

Author: Perspection, Inc.

350 pages

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## User's Guides

**Select Editions** In-depth references and inside tips from the software experts. Comprehensive, easy-to-access, example-filled references and user's guides to Microsoft applications for beginning, intermediate, or advanced users.

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*Building Microsoft Outlook 97 Applications*

Microsoft Corporation

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ISBN: 1-57231-536-9

*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*

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* 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.

*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* 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.



Microsoft Press Publications for Microsoft Office 97

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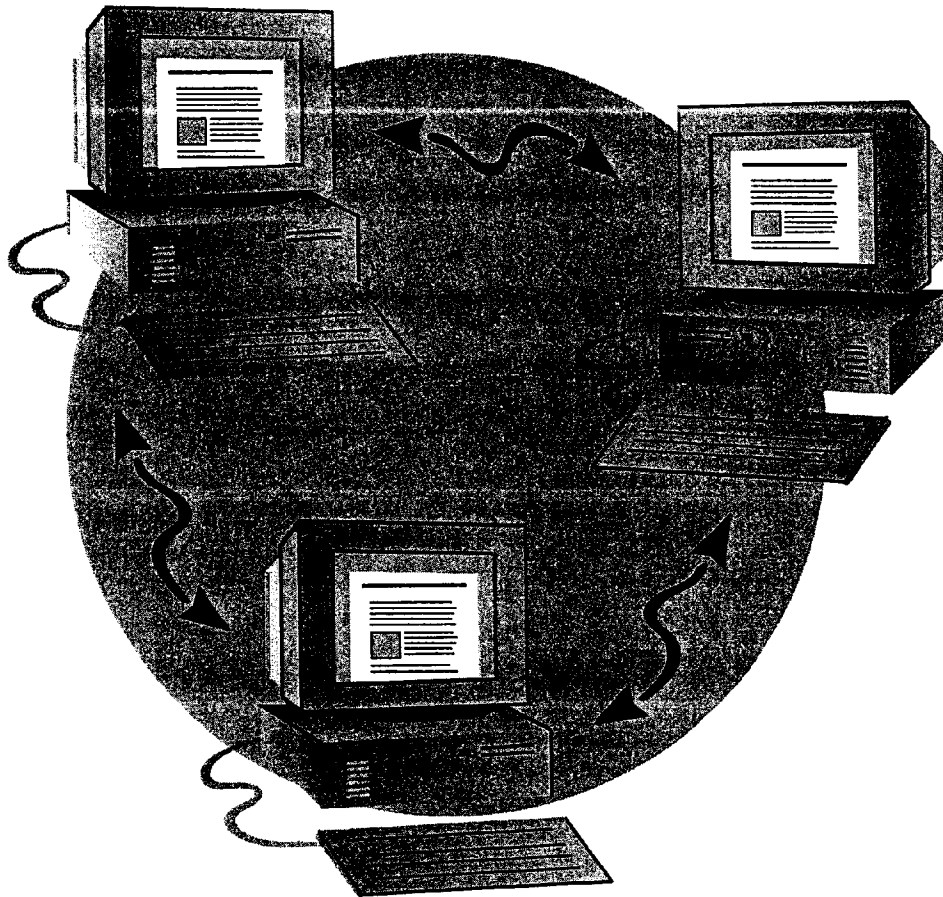
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Visit us for monthly author chats at: MSN™, The Microsoft Network, at Go To MSPRESS.

**MS 113766**

# 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**

Extend Office 97 with Additional Microsoft Applications



**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/>

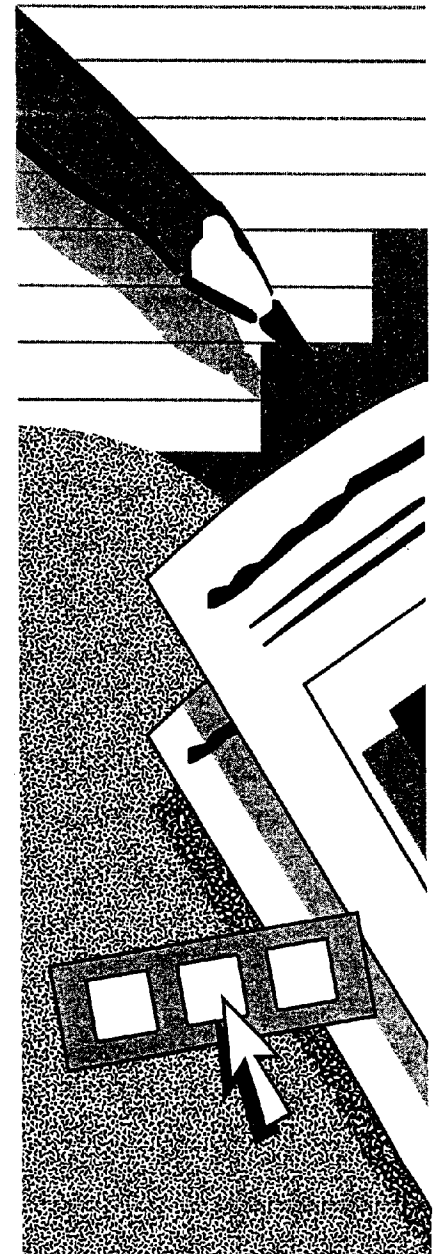
**MS 113768**

PART 1

# Your First Day at the Office

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Getting Results with Microsoft Office 27

# Install and Start Microsoft Office

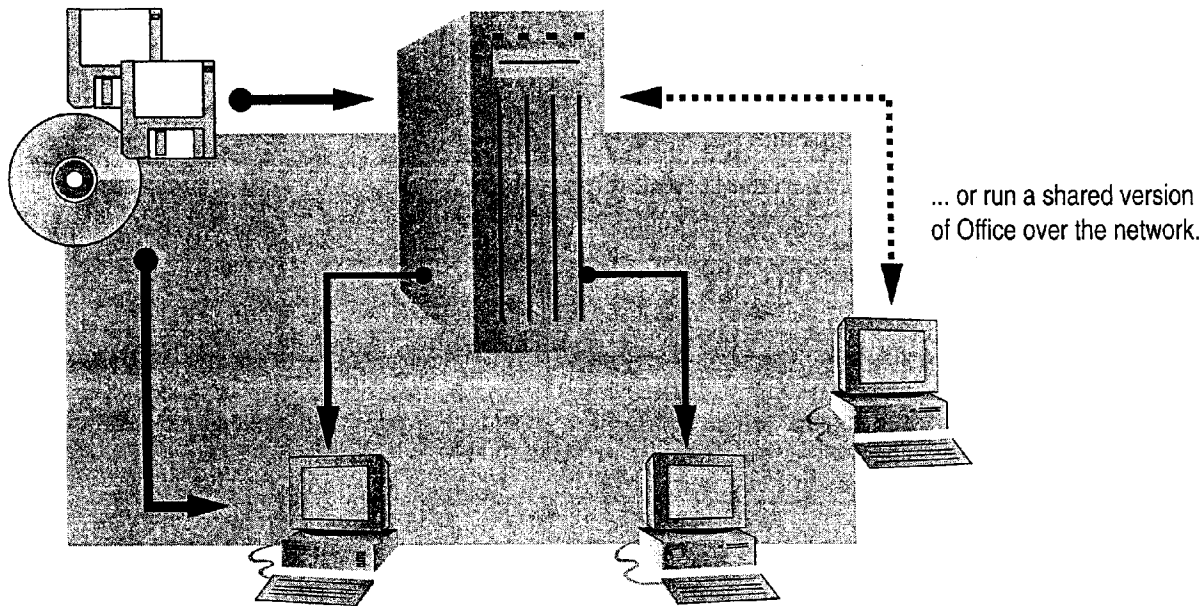
Office Setup is easier than ever. You can use the Setup program to:

- 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 ...



# 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.


► **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.

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



**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**



## 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.

► **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**

## 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

**MS 113776**

# 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 ...

... then click the topic you want.

**What would you like to do?**

How do I combine text, data, and charts?

Search

Tips Options

**What would you like to do?**

- Drag information between programs
- Change text and data in a chart
- How Microsoft Graph interprets Lc 1-2-3 number formats
- File formats Microsoft Graph can use
- Add a title to a chart or axis**
- Add a chart to a Word document

How do I combine text, data, and charts?

Search

Tips Options

**Microsoft Word**

Help Topics Back Options

**Add a title to a chart or axis**

- In Word, double-click the chart to which you want to add a title.
- On the **Chart** menu, click **Chart Options**, and then click the **Titles** tab.
- 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.

- 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

Part 1 Your First Day at the Office

# Find Out What's on the Screen

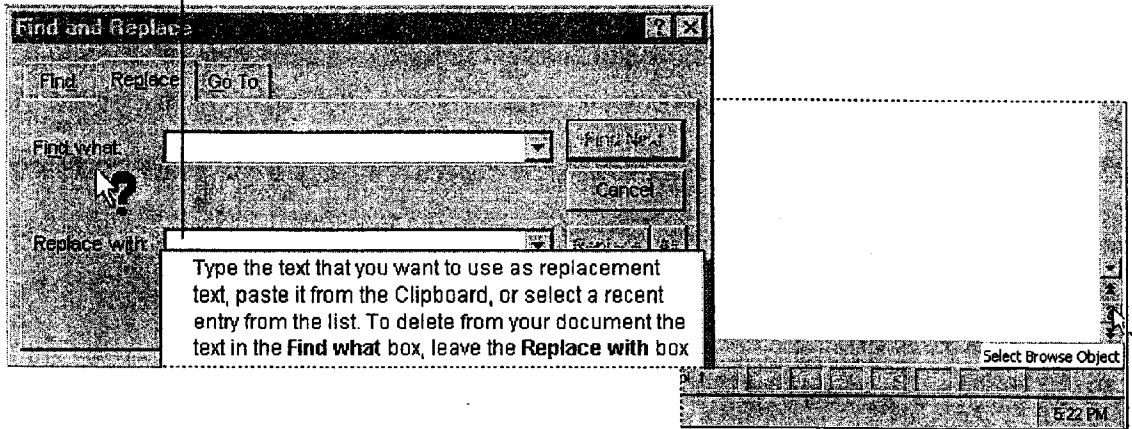
When you're not sure what an item you see on the screen is or what it does, display a *ScreenTip*, which offers a brief explanation. ScreenTips are available for commands, items in dialog boxes, screen areas such as scroll bars, and toolbar buttons.

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.



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

MS 113778

Get Assistance While You Work



**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

**MS 113779**

Part 1 Your First Day at the Office

# 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 ...**

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

**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 one or more slides
- See more...

**Search**

**Tips** **Options**

**Help Topics** **Back** **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.

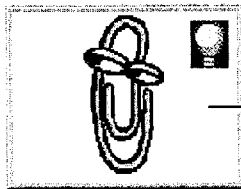
**Need to get Help topics when you're using the Office Shortcut Bar?** Click **Contents and Index (Office Shortcut Bar menu)**.

**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

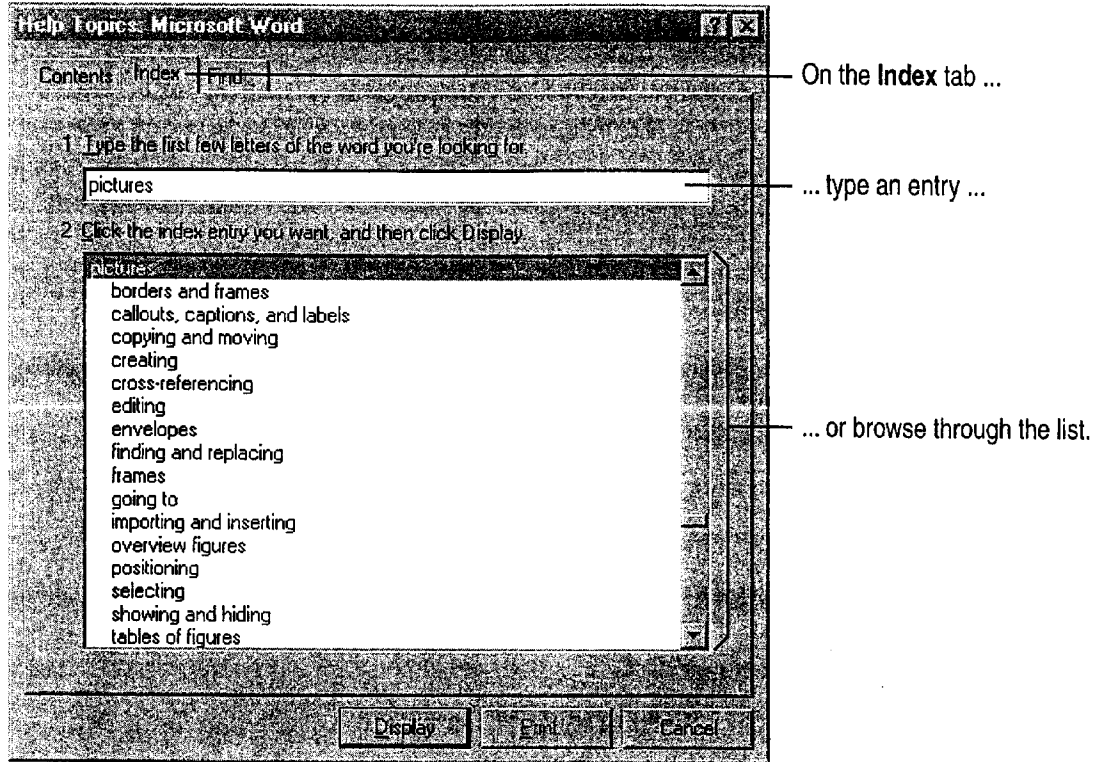
MS 113781



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)**.



**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.



**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.

Get Assistance While You Work

### **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

**Office Assistant**

Help Topics Back Options

**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

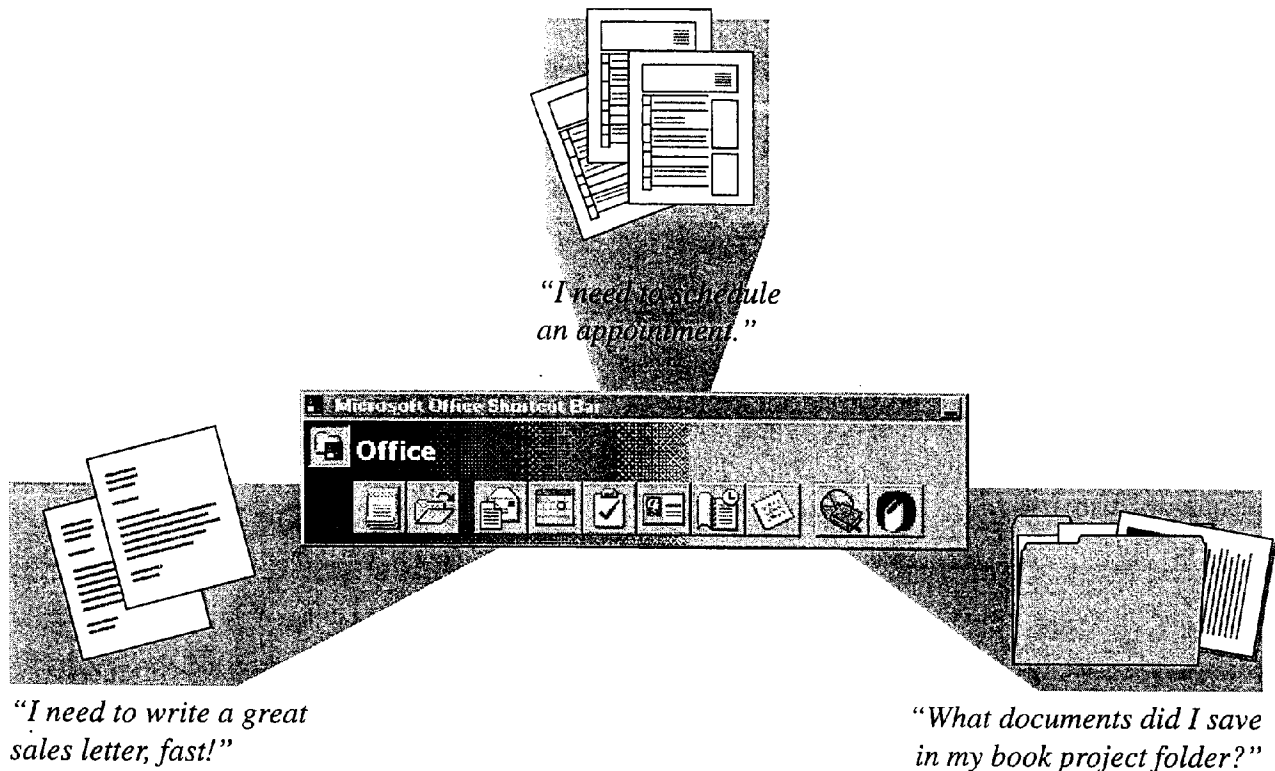
**MS 113785**

# 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.



**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.

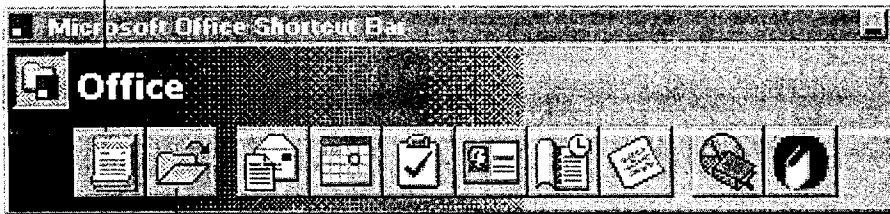
**MS 113786**

# 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.



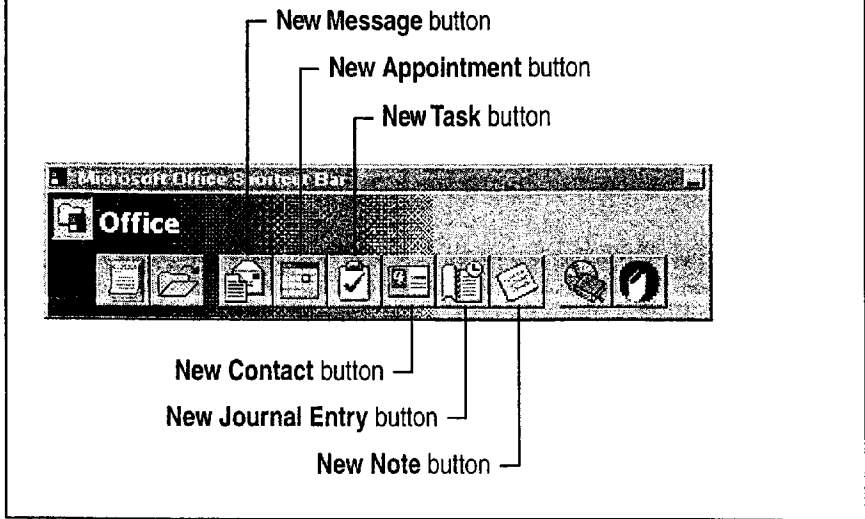
**Need Help when using the Shortcut Bar?** Click the **Office Shortcut Bar** menu, and then click **Contents and Index (Help menu)**.

**MS 113787**

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.



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



Office Assistant button

MS 113788

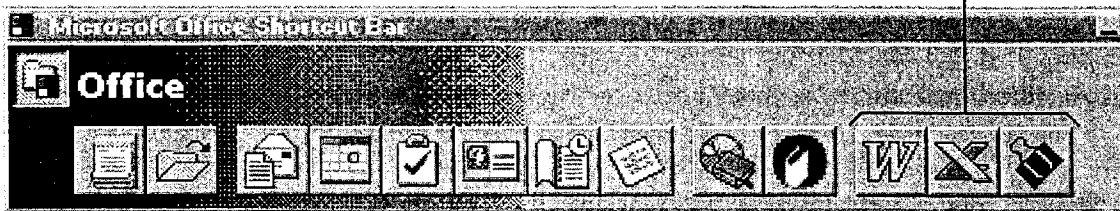


# Add Buttons to Create Your Own Shortcuts

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

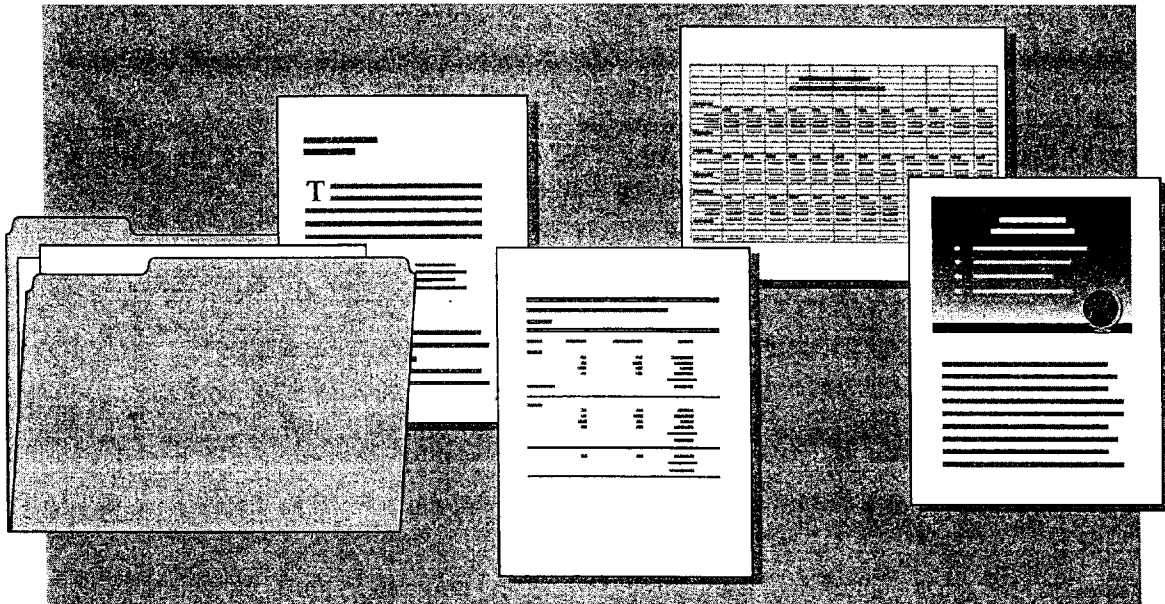
**MS 113789**



# About Creating and Opening Documents and Databases

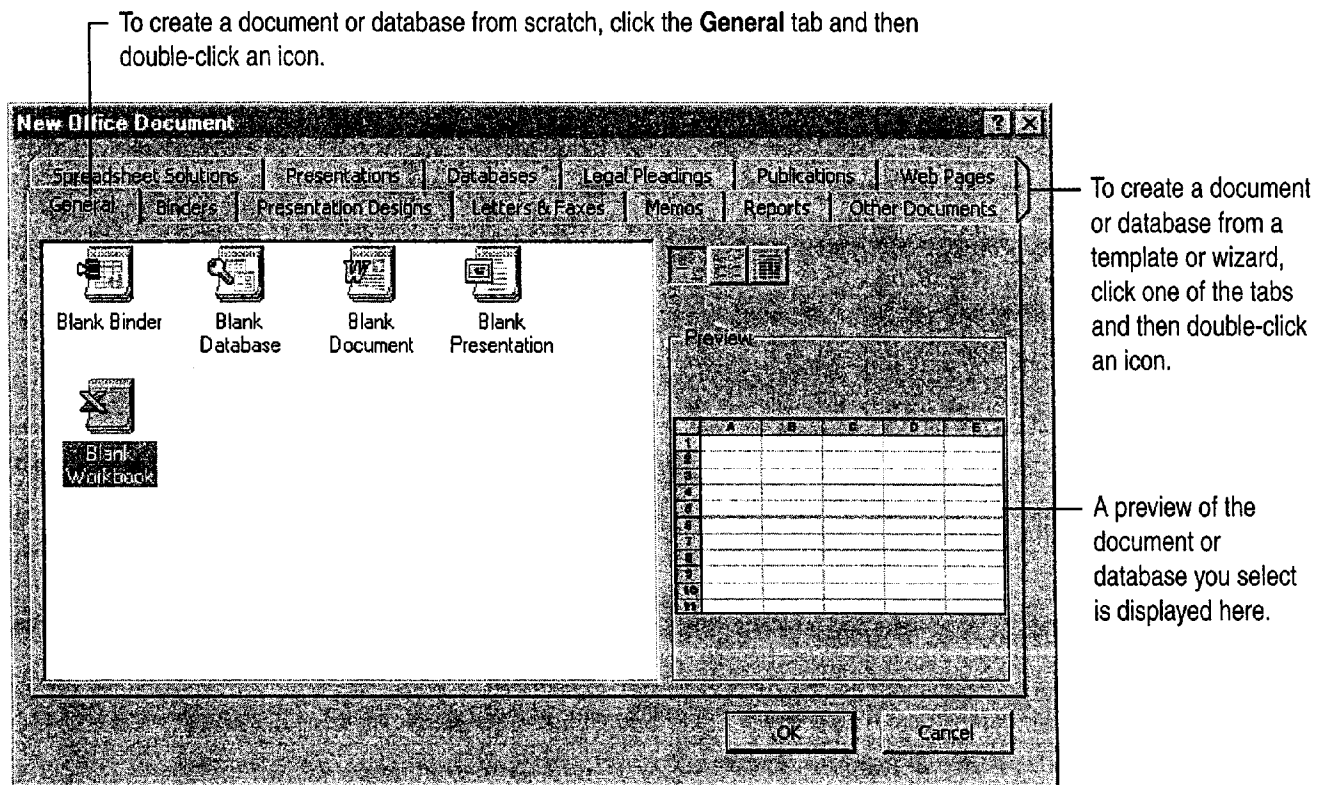
Microsoft Office helps you save time and makes creating new documents and databases easy by providing *wizards* and *templates*. Wizards help you create letters, memos, newsletters, online forms, slide presentations, and common business and personal databases that you can use “as is” or customize. Wizards 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.



## 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.




---

**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.

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**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.



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



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



Office Assistant button

### **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**



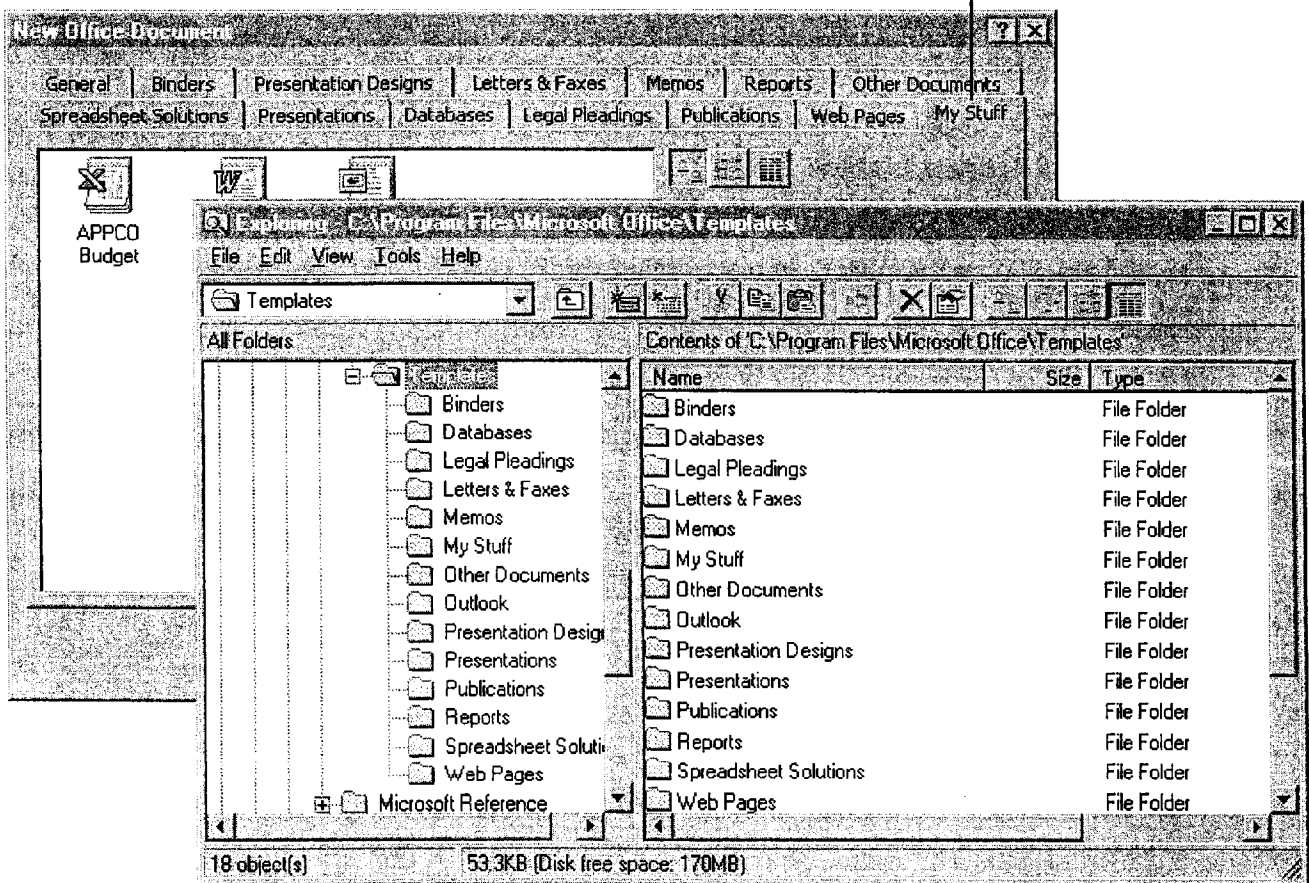
## Part 1 Your First Day at the Office

## 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.



**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

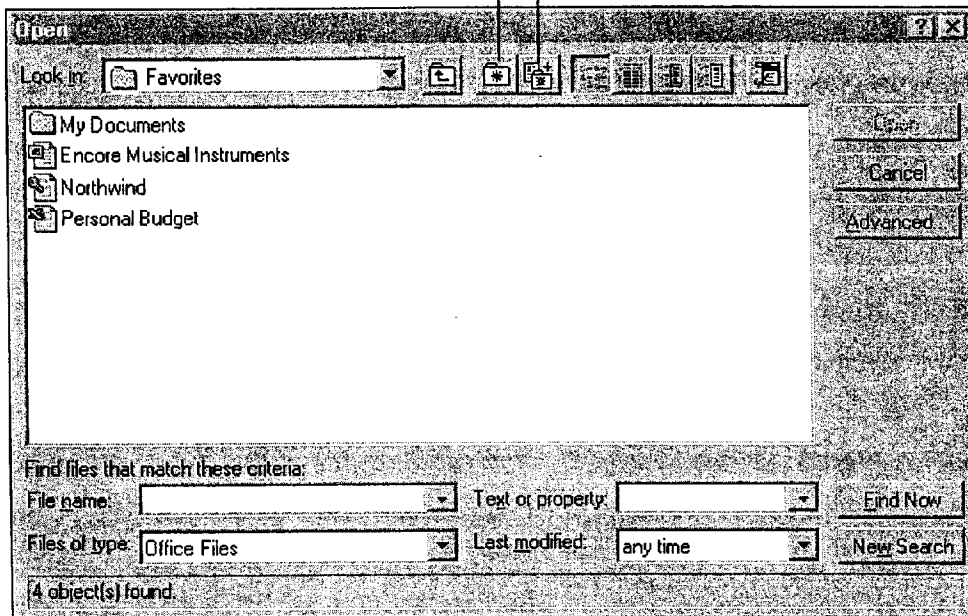
If you want a quick way to open documents and databases that you use frequently, here's an easy solution. Use the Favorites folder to create *shortcuts* to files and folders on your computer and in remote locations. A shortcut stores the file location and allows you to open the file quickly. You don't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



Part 1 Your First Day at the Office

# 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.

	A	B	C	D	E
1	<b>1997 Book Tour Results</b>				
2	City	Date	Fee	Attendance	Books Sold
3	New York	23-Jan-97	\$ 1,180	205	127
4	Boston	25-Jan-97	\$ 821	365	148
5	Washington	27-Jan-97	\$ 1,724	489	161
6	January Total		\$ 3,725	1089	434
7	Miami	4-Feb-97	\$ 757	221	41
8	Memphis	8-Feb-97	\$ 910	93	45
9	Atlanta	8-Feb-97	\$ 1,860	149	56
10	February Total		\$ 3,547	463	181
11	Los Angeles	5-Mar-97	\$ 941	265	47



**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.

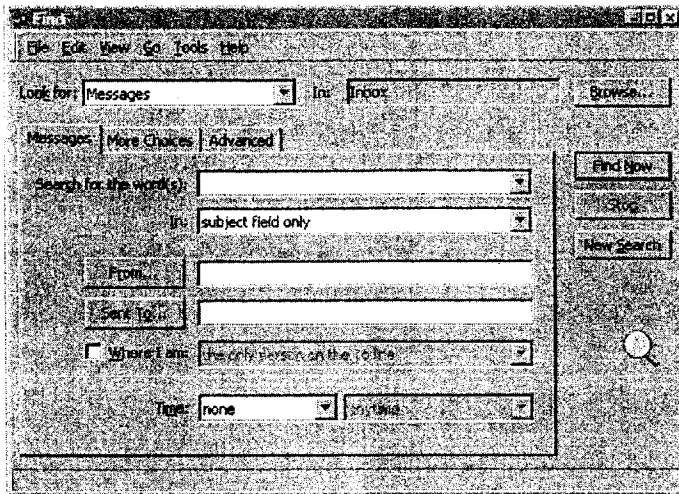
**MS 113799**

Part 1 Your First Day at the Office

**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.

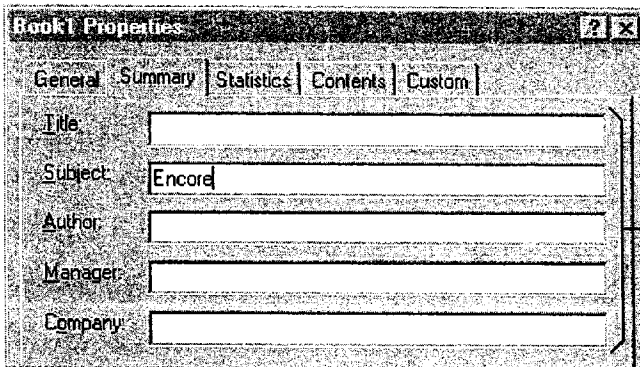
For example, suppose you're working on a project called **Encore** and you want to set the subject property to make these files easier to find. Open each file in the project, click **Properties**, and, on the **Summary** tab, type the name **Encore** in the **Subject** box. To display all the files related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

**MS 113801**

## 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

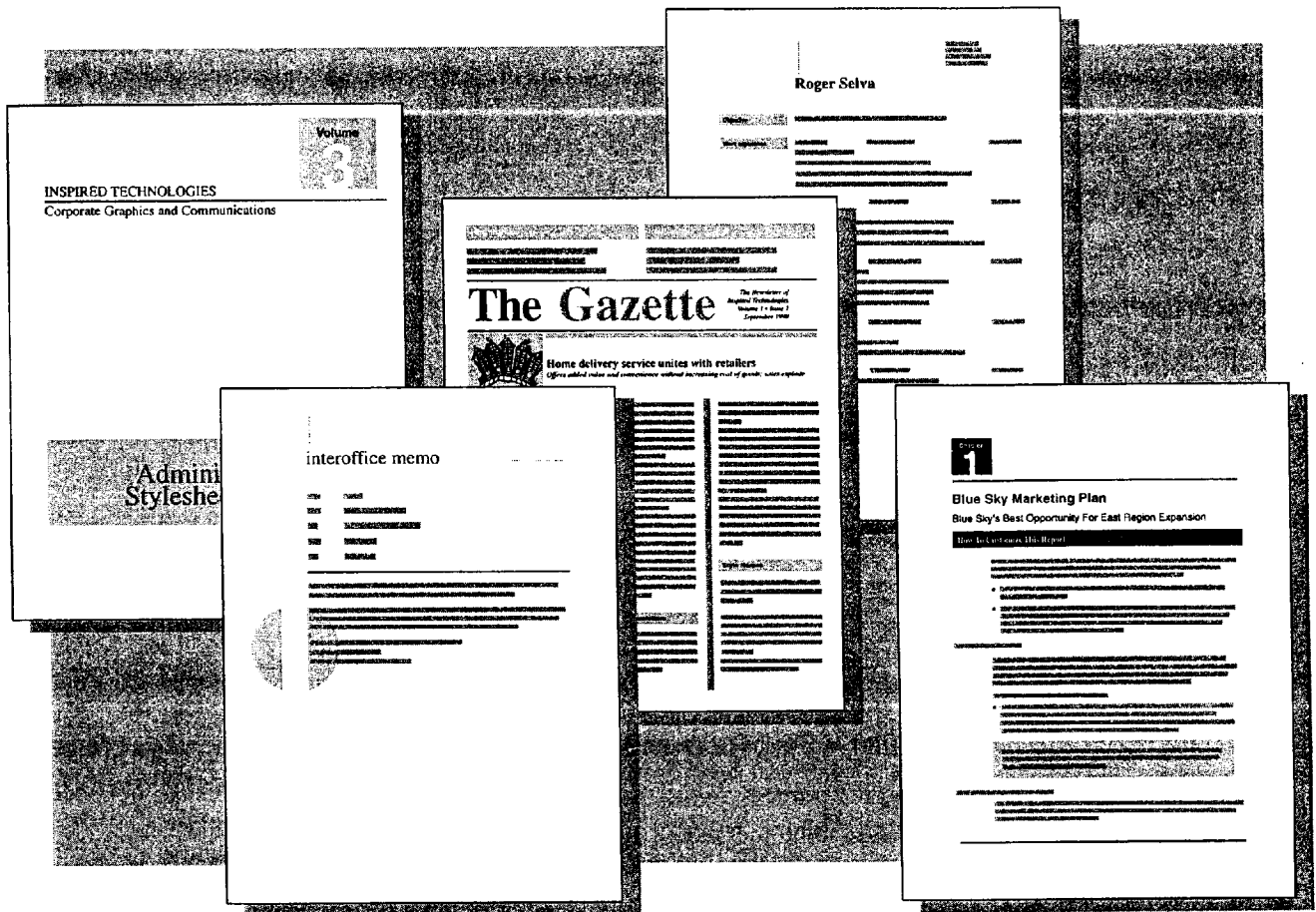
**MS 113802**



# 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.

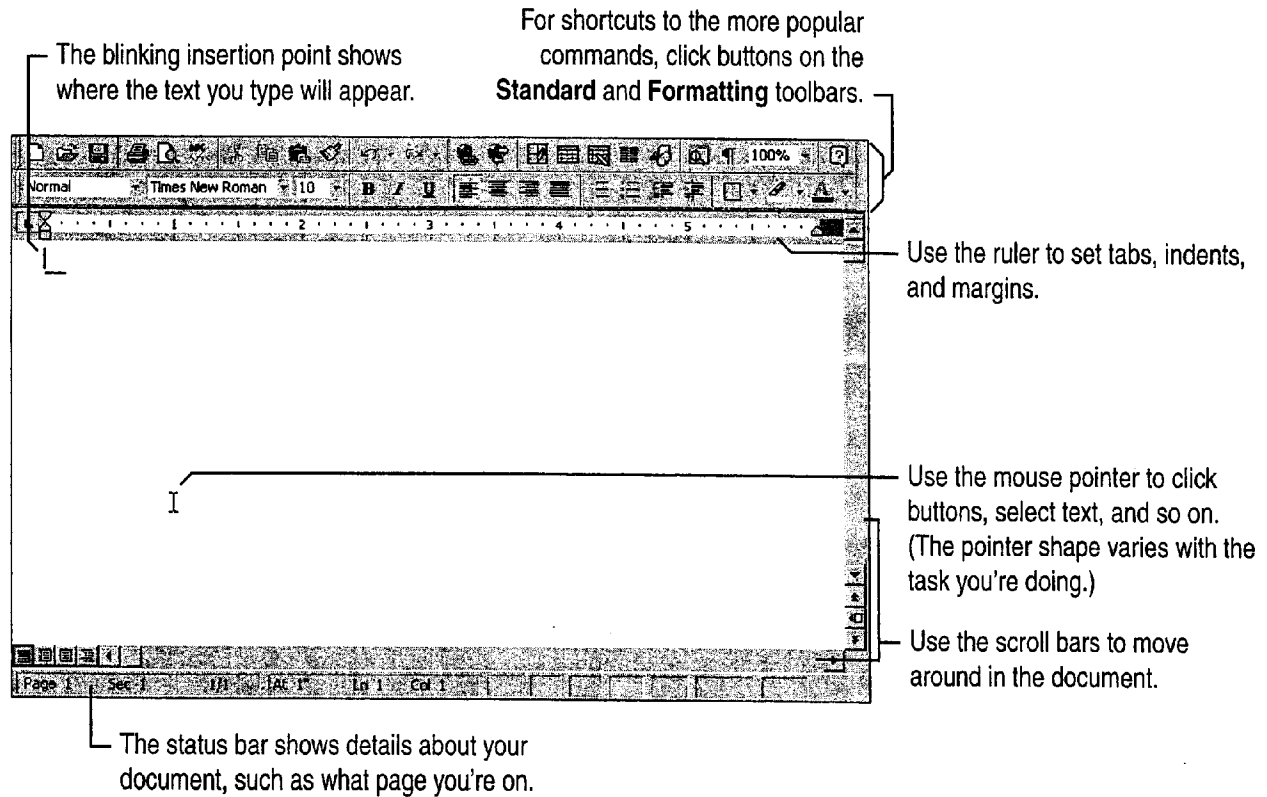


MS 113803

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.



**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).

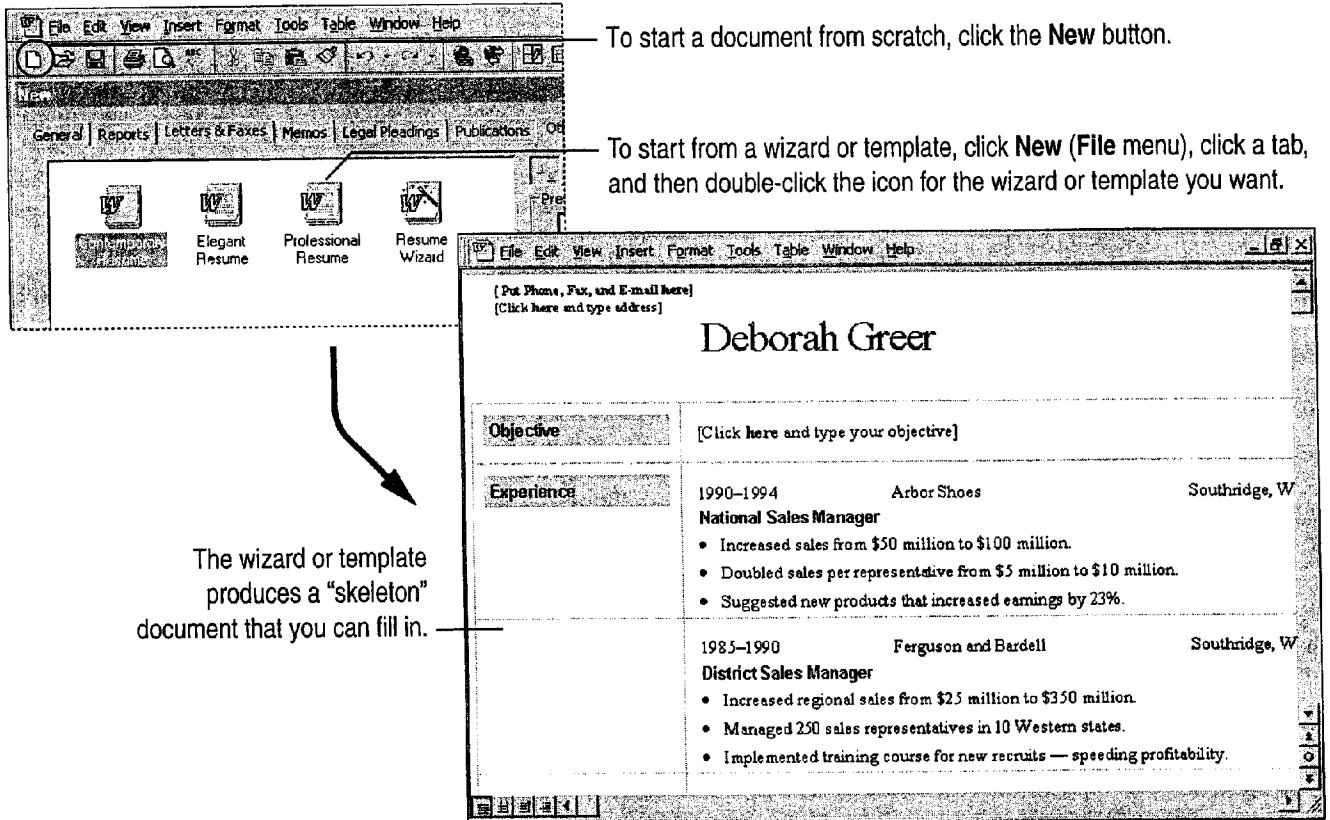
**About those ¶ symbols on the screen** Word uses such *nonprinting characters* to show the carriage returns, spaces, and tabs in your document. If you find them distracting, click the **Show/Hide ¶** button.



**Show/Hide ¶** button

# 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.



**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

**MS 113805**

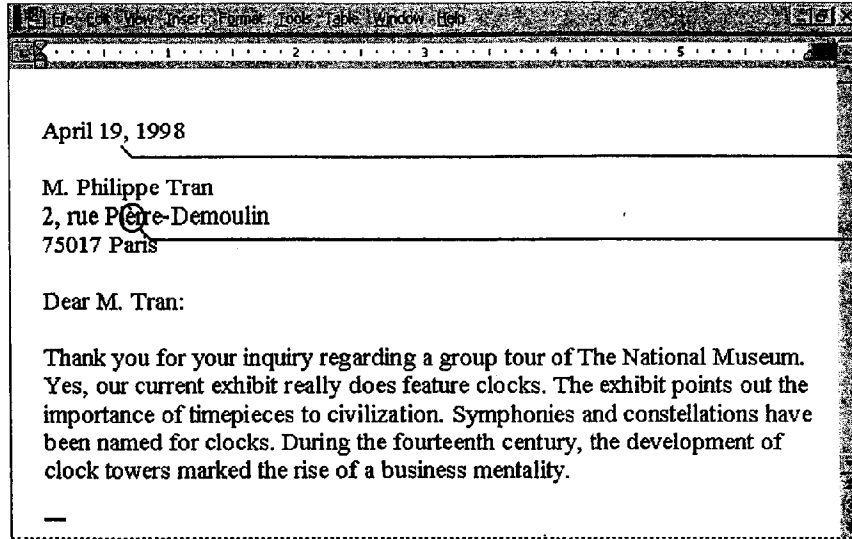


Part 1 Your First Day at the Office

# 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.



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).



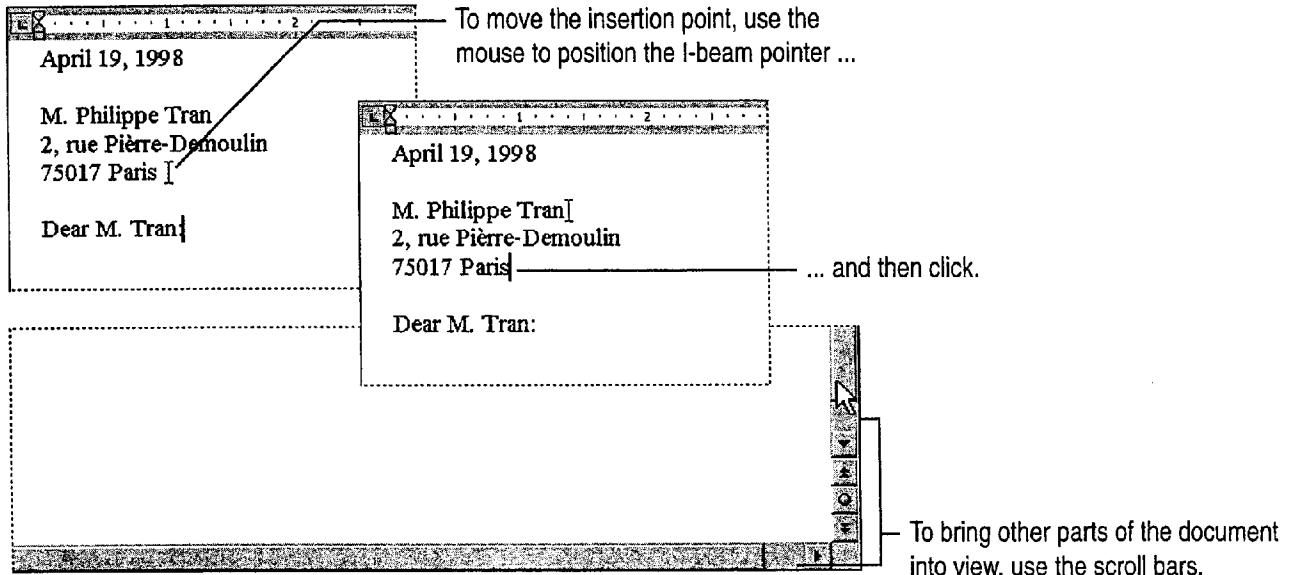
**Fix typos and insert symbols as you go** Click **AutoCorrect** (Tools menu) and make sure that on the **AutoCorrect** tab the **Replace text as you type** check box is selected. Scroll through the AutoCorrect list to see all of the typos and symbols that are fixed automatically.

**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.

MS 113806

## 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.



**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

Part 1 Your First Day at the Office

**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

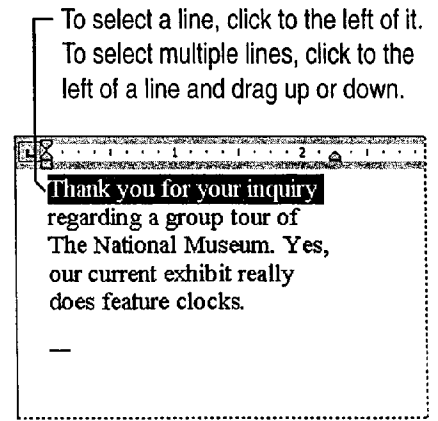
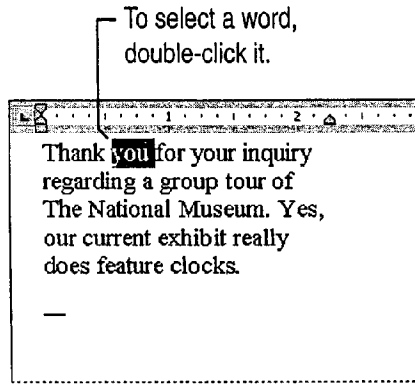
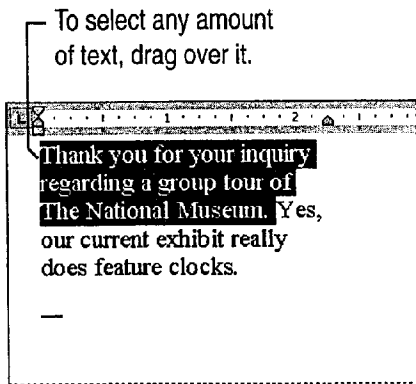


**Want to know more?** Look up **Getting Results - First Document** in Help.

**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.

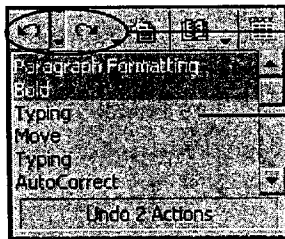


**Want to select just part of a word?** You need to turn off automatic word selection. Click **Options** (Tools menu). On the **Edit** tab, make sure that the **When selecting, automatically select entire word** check box is cleared.

**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.

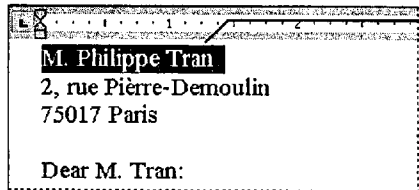
MS 113809

Part 1 Your First Day at the Office

# Insert and Delete Text

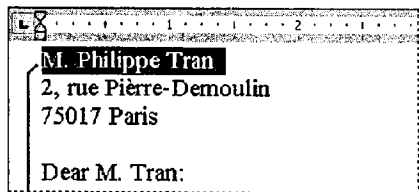
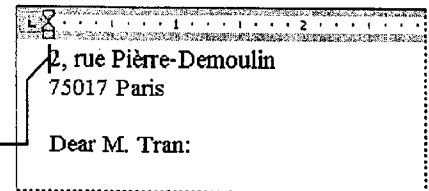
**Insert text** If you've already practiced moving the insertion point, you know how to insert text: Just click where you want to start inserting, and then type the new text.

**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 "overtyping" unwanted text, and then double-click **OVR** again to continue inserting text.

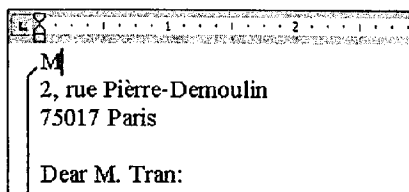


To delete text in bulk, select the text, click the **Cut** button ...

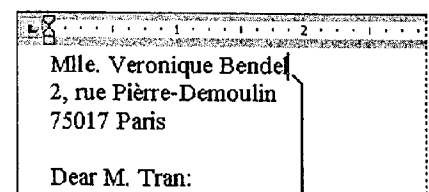
... and then watch the text disappear.



If you plan to replace the text you're deleting, first select the text ...



... and then start typing. The selected text disappears, and Word starts inserting the new text.



Continue typing the replacement text.

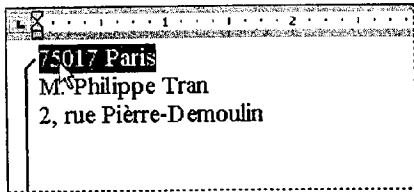


**Does typing not overwrite the selection?** If you select text and start typing, but the selected text doesn't disappear, click **Options** (**Tools** menu). On the **Edit** tab, click **Typing replaces selection**.

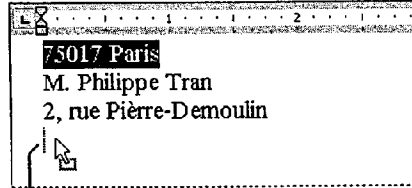
**Want to delete one word at a time?** Press **CONTROL+BACKSPACE** to delete the word to the left of the insertion point, or press **CONTROL+DELETE** to delete the word to the right.

# Move and Copy Text

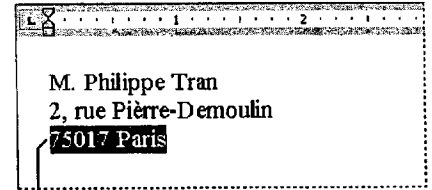
The easiest way to move or copy text a short distance is drag-and-drop editing.



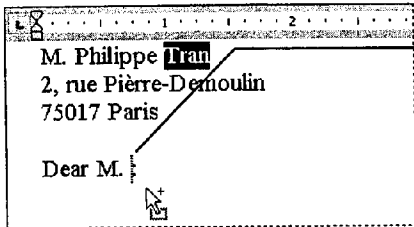
To move text, select the text, point to it, hold down the mouse button ...



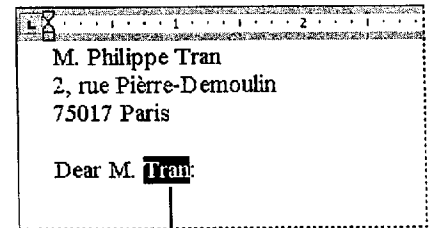
... drag the dotted pointer to the new location ...



... 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.

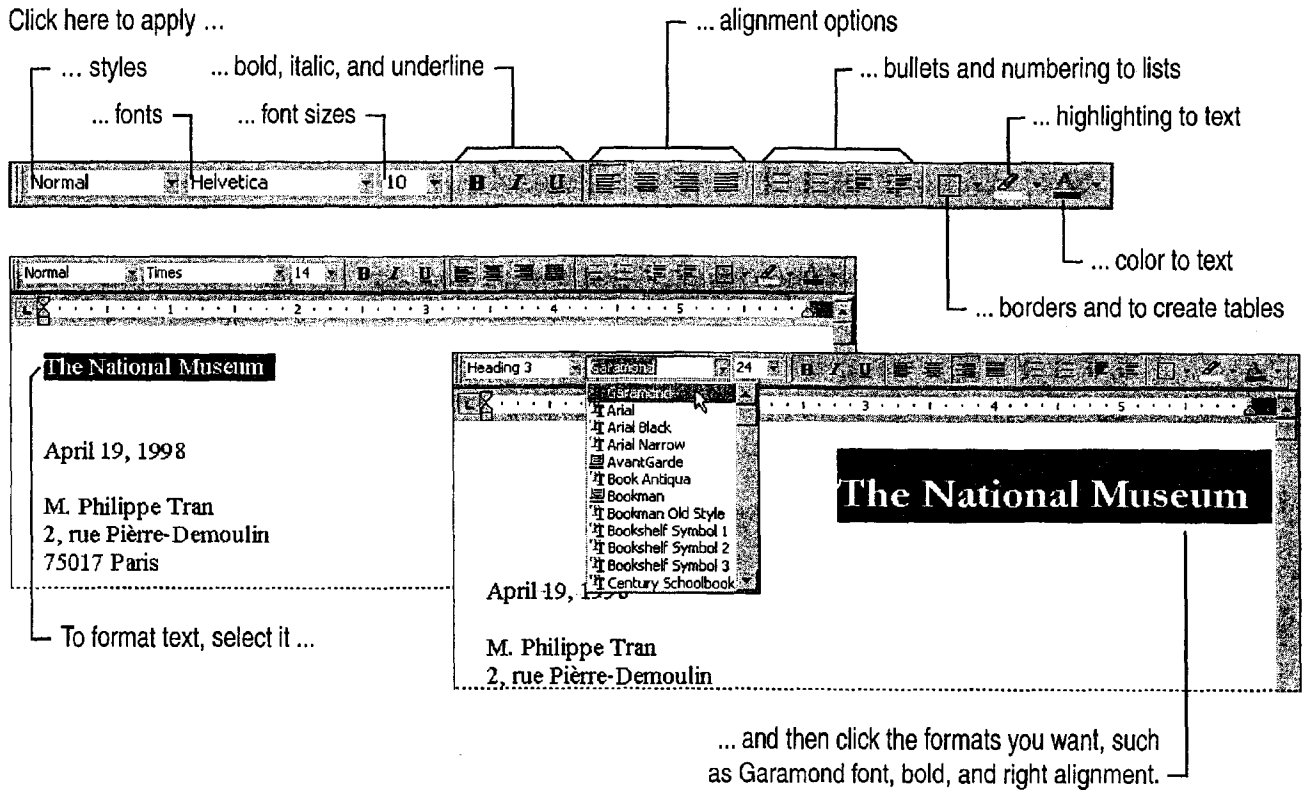


Office Assistant button

Part 1 Your First Day at the Office

# 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.



**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

### **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**

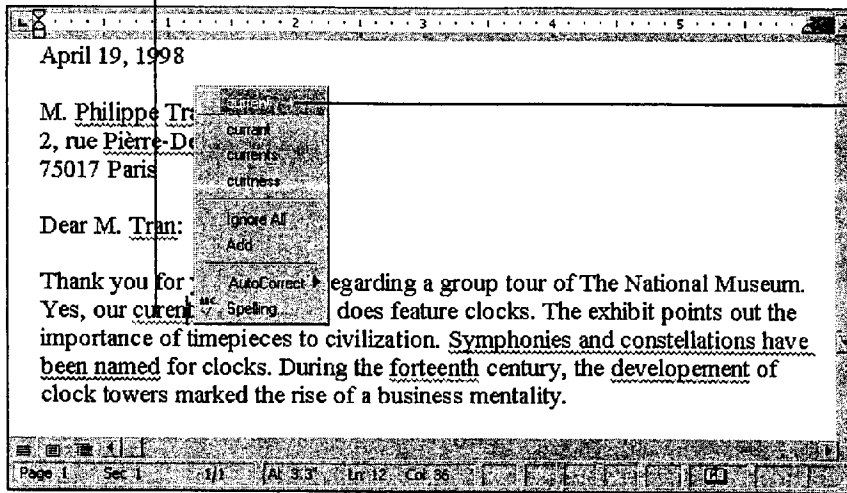


## Part 1 Your First Day at the Office

## 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

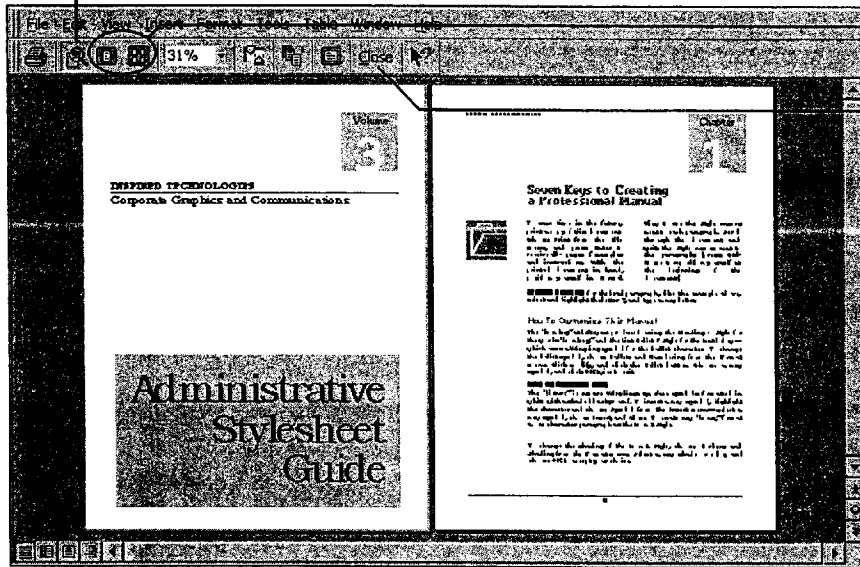
# Save, Preview, and Print a Document

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

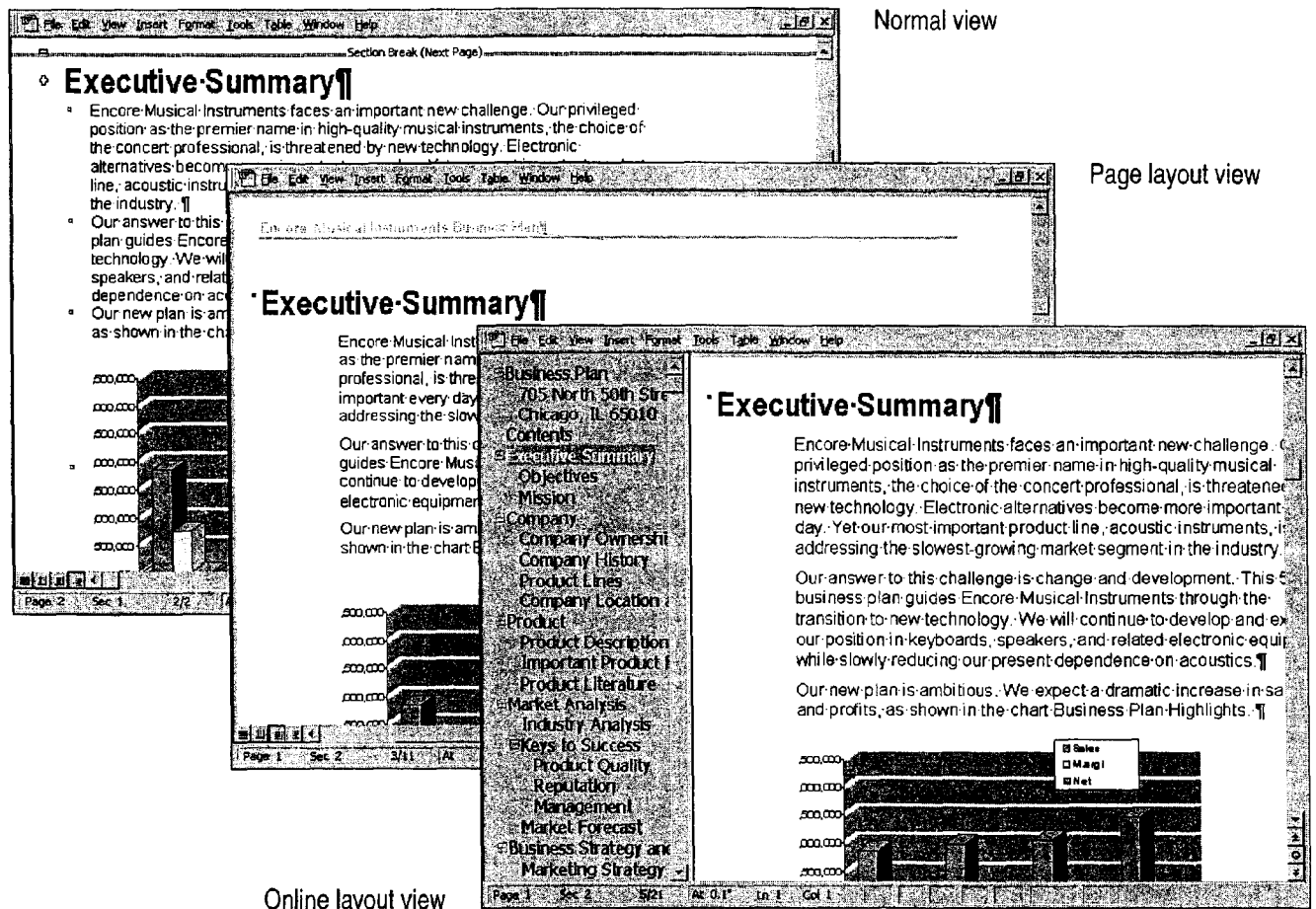
# Change Your View of the Document

**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.

**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.

**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)**.

**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.



## 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

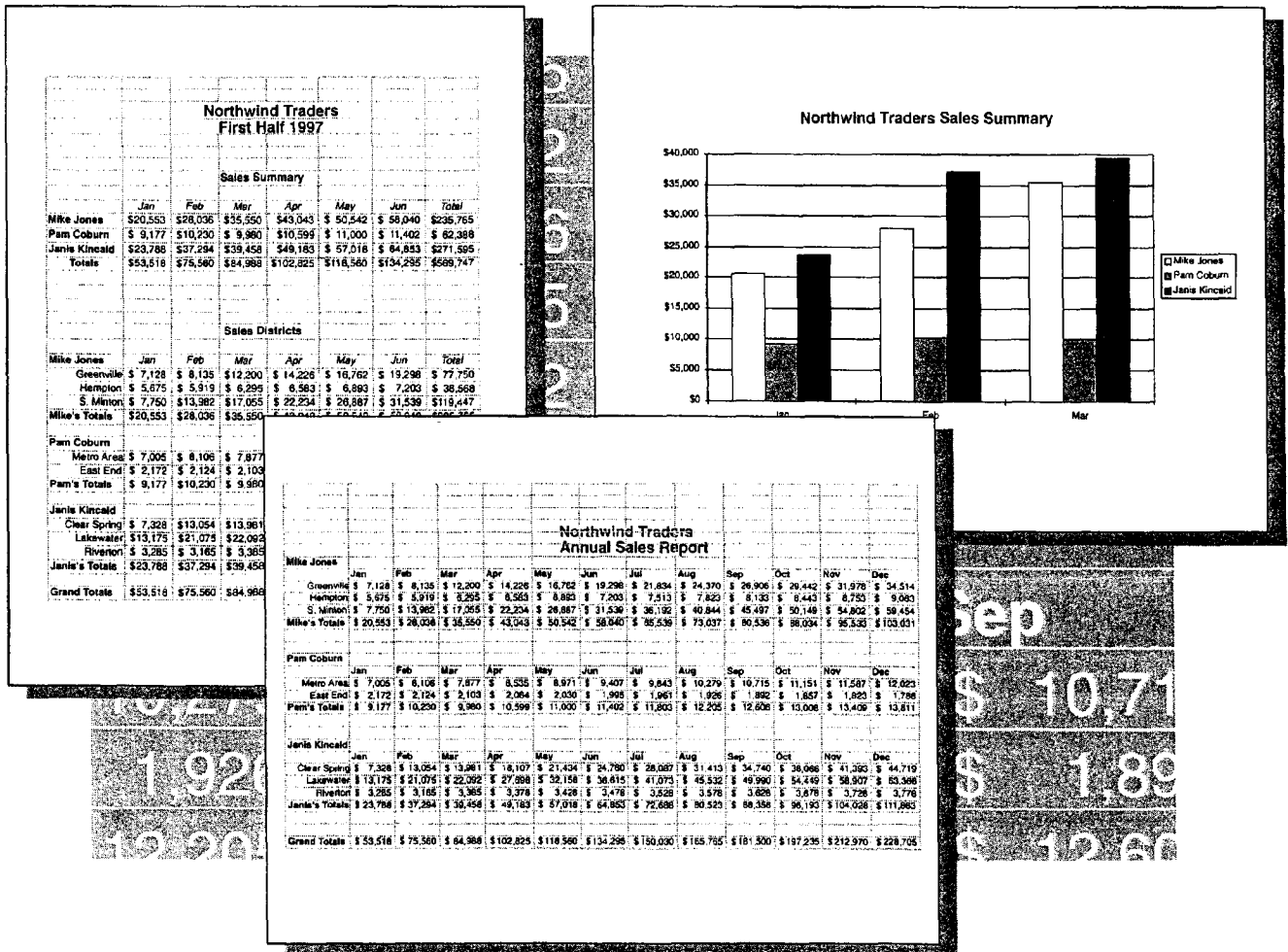
**MS 113817**

# 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.

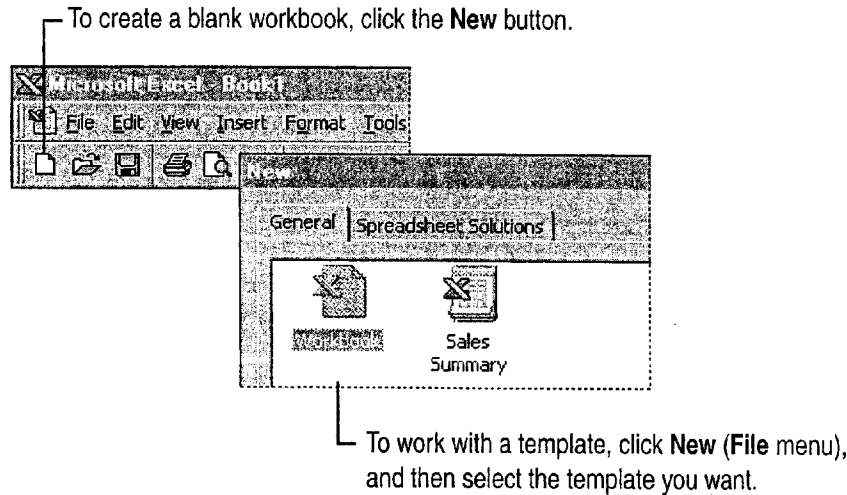
Printed sheets from a Microsoft Excel workbook





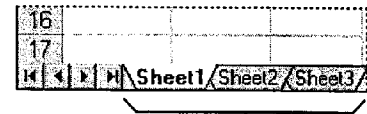
# Create a Workbook File

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.



### 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.



Each worksheet in a workbook has a named tab.

**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.



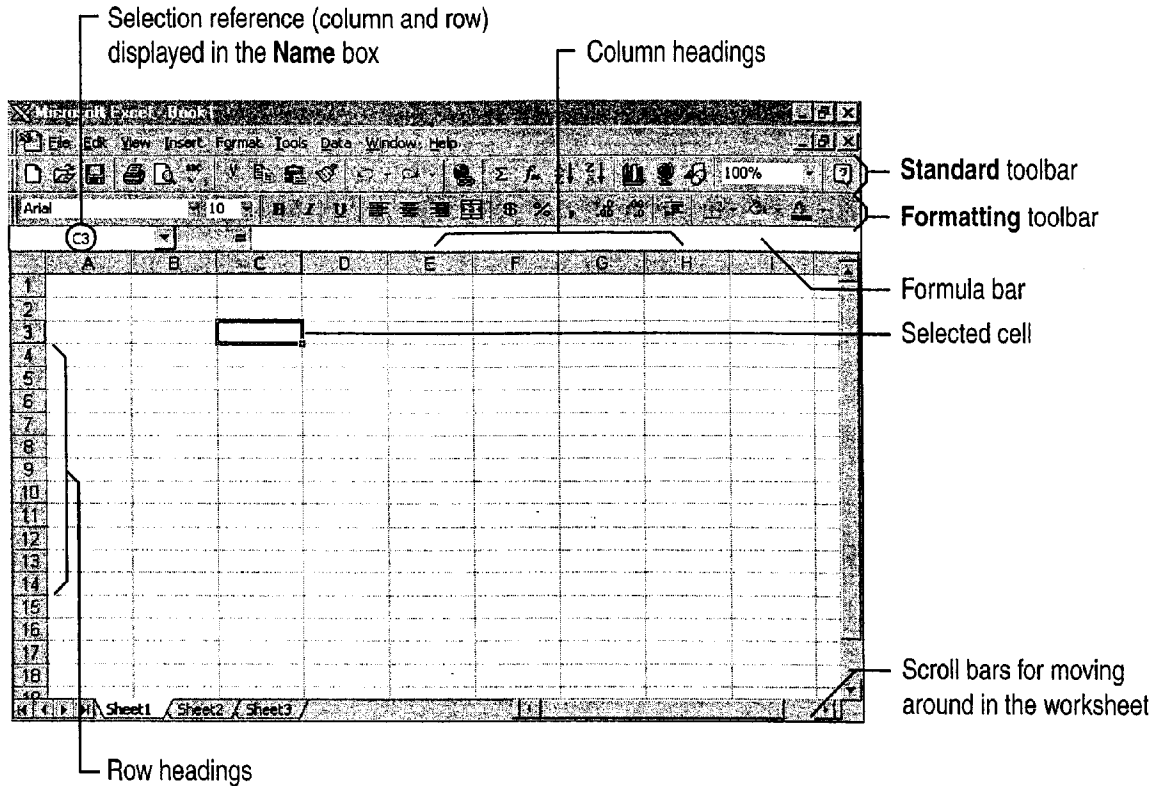
Office Assistant button

**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.



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	

**MS 113821**



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**

# 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

Part 1 Your First Day at the Office

# 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.

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

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

... and then make the change.

			91891	
--	--	--	-------	--

	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				

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**

Part I Your First Day at the Office

# 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					
		X ✓ =					
		=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	102925	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.

**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.

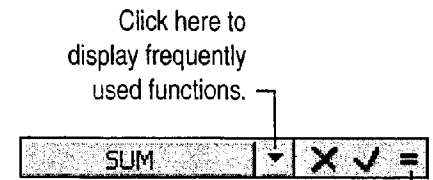
### Use Natural Language Formulas

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.



Paste Function button



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



**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.

	Jan	Feb	Mar	Apr	May
Mike Jones	\$ 20,553	\$ 28,036	\$ 35,550	\$ 43,043	\$ 50,542
Pam Coburn	\$ 9,177	\$ 10,230	\$ 9,980	\$ 10,599	\$ 11,000
Janis Kincaid	\$ 23,788	\$ 37,294	\$ 39,458	\$ 49,183	\$ 57,018
<b>Totals</b>	\$ 53,518	\$ 75,560	\$ 84,988	\$ 102,825	\$ 118,560



**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**).



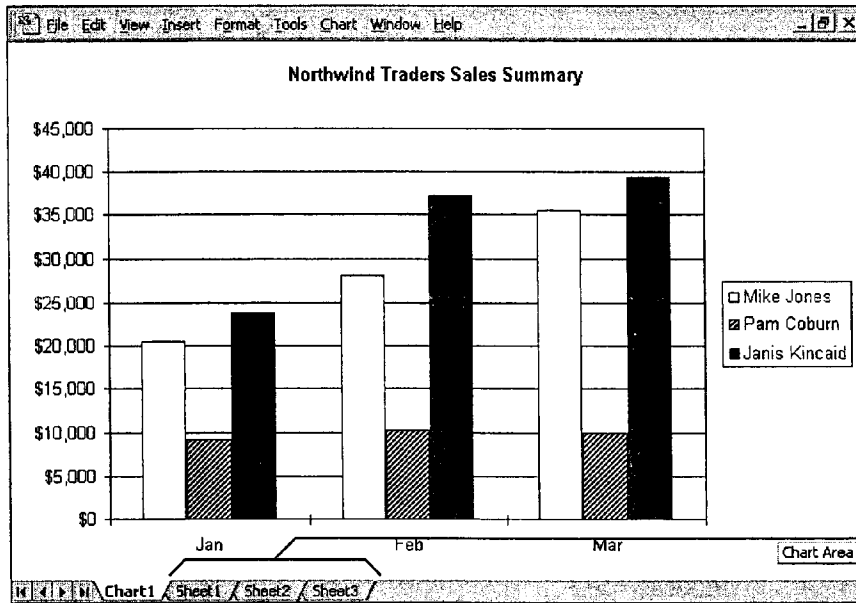
Double-click to fit the column to the data.

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



# 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.

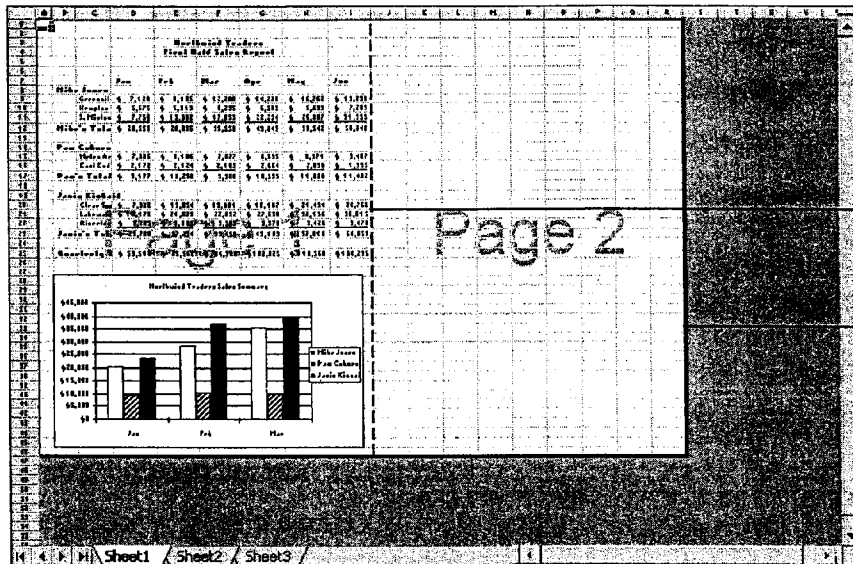
**MS 113829**

Part 1 Your First Day at the Office

# 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

# 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



**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

Part 1 Your First Day at the Office

# 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	<b>Northwind Traders</b>					
2	<b>Employee Sales, 1st Quarter 1997</b>					
3						
4	<b>Country</b>	<b>Last</b>	<b>First</b>	<b>Shipped Date</b>	<b>Order ID</b>	<b>Sale Amount</b>
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	<b>Northwind Traders</b>					
2	<b>Employee Sales, 1st Quarter 1997</b>					
3						
4	<b>Country</b>	<b>Last</b>	<b>First</b>	<b>Shipped Date</b>	<b>Order ID</b>	<b>Sale Amount</b>
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

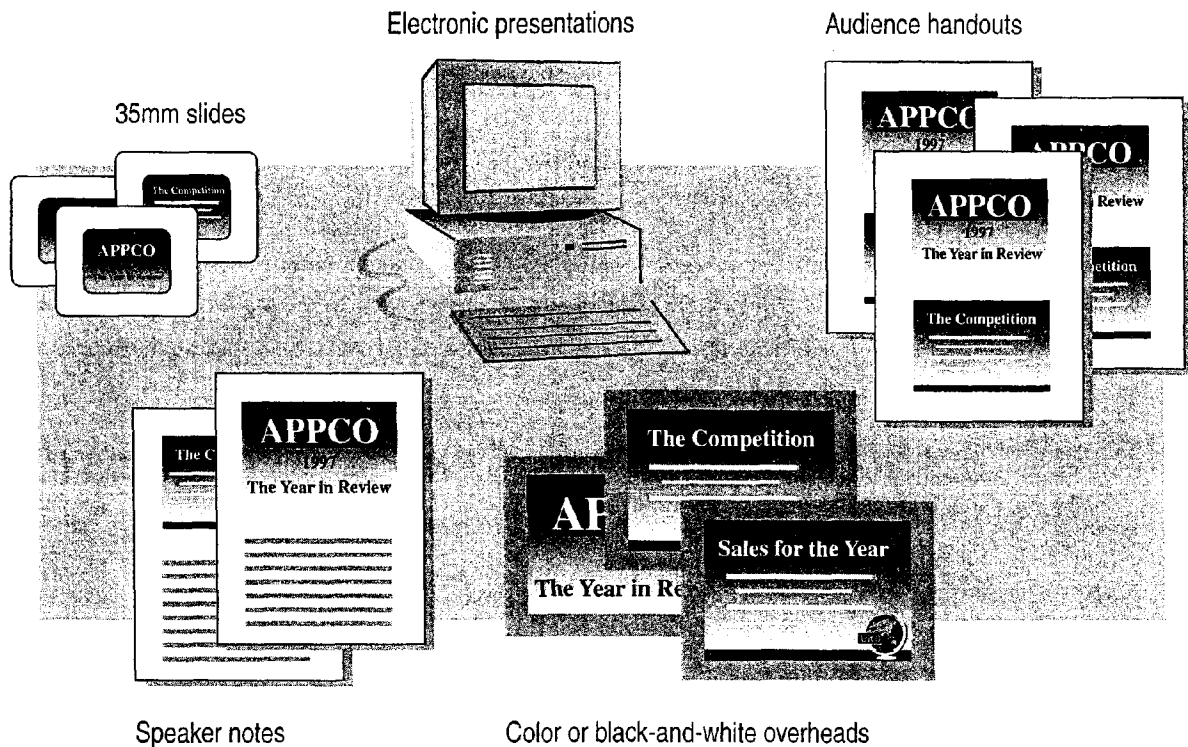
To	See
Create charts that display your data graphically on the worksheet or on separate sheets	“Create a Chart from Worksheet Data,” page 260

**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.

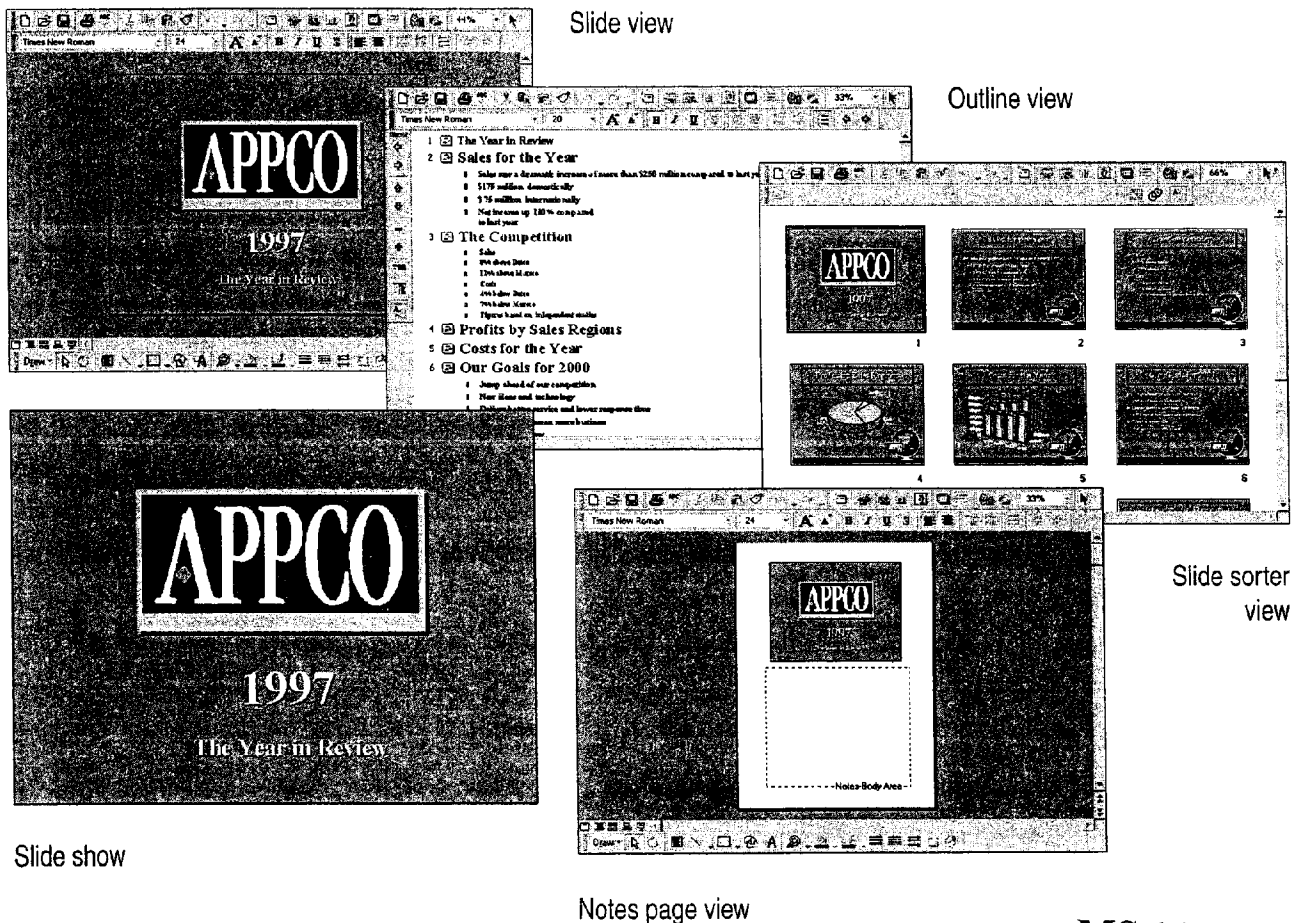




# Getting Around in PowerPoint

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.



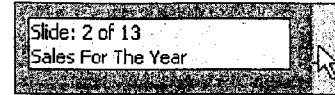
MS 113835



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.



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



**Office Assistant** button

**MS 113836**

# 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

Part 1 Your First Day at the Office

**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.

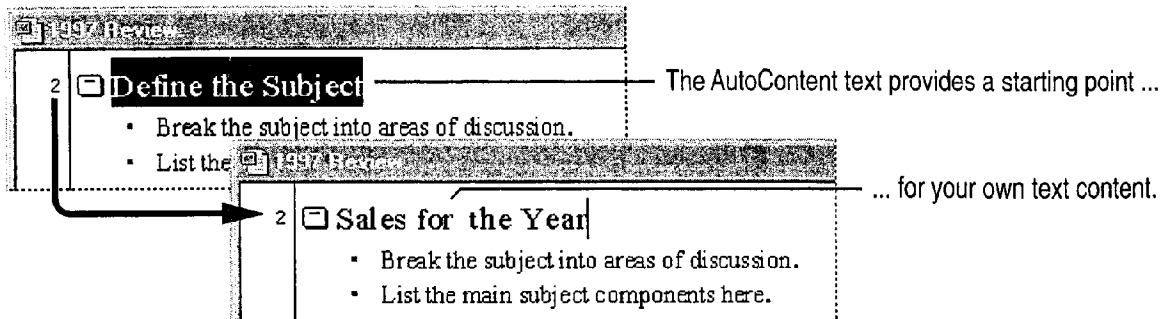


**Office Assistant** button

**MS 113838**

## 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.



### 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.

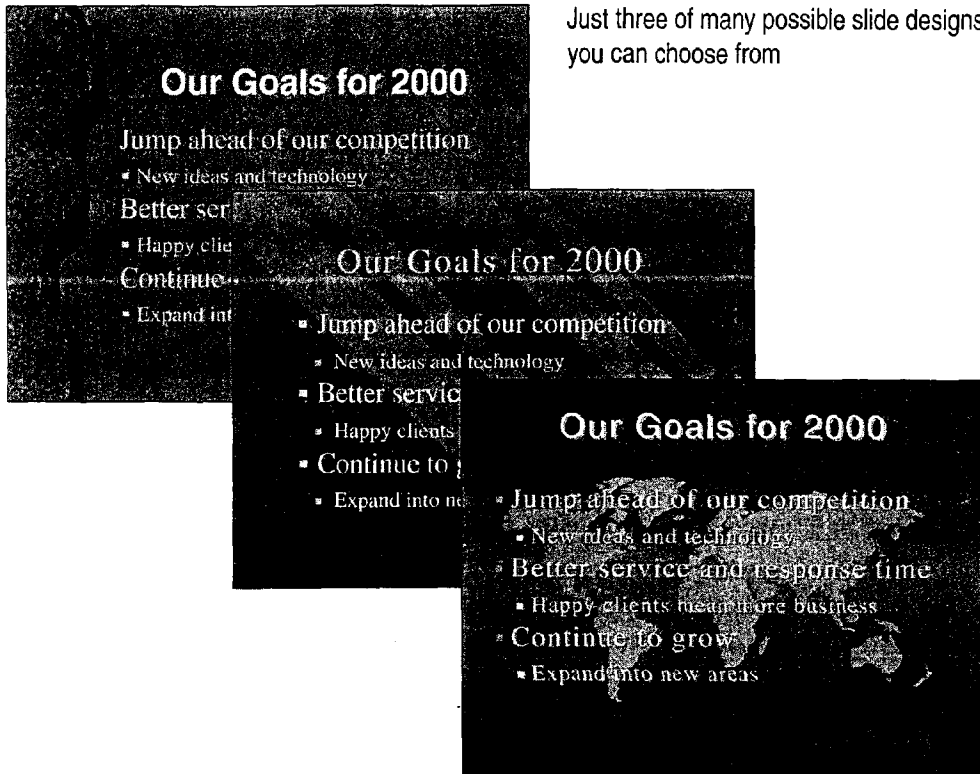
**Insert special characters** You can insert special characters such as em dashes, true fractions, and letters with diacritical marks (such as umlauts, cedillas, and so on) by clicking **Symbol** (Insert menu).

MS 113839

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.



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



Office Assistant button

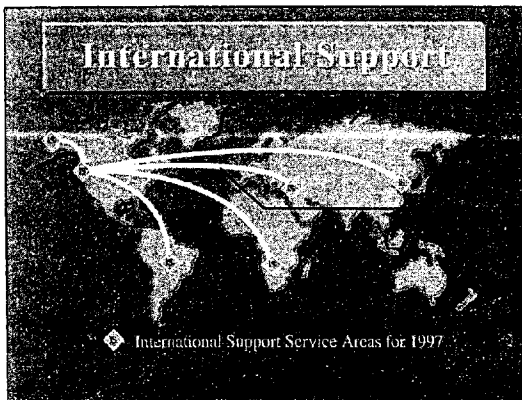
MS 113840

## 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.

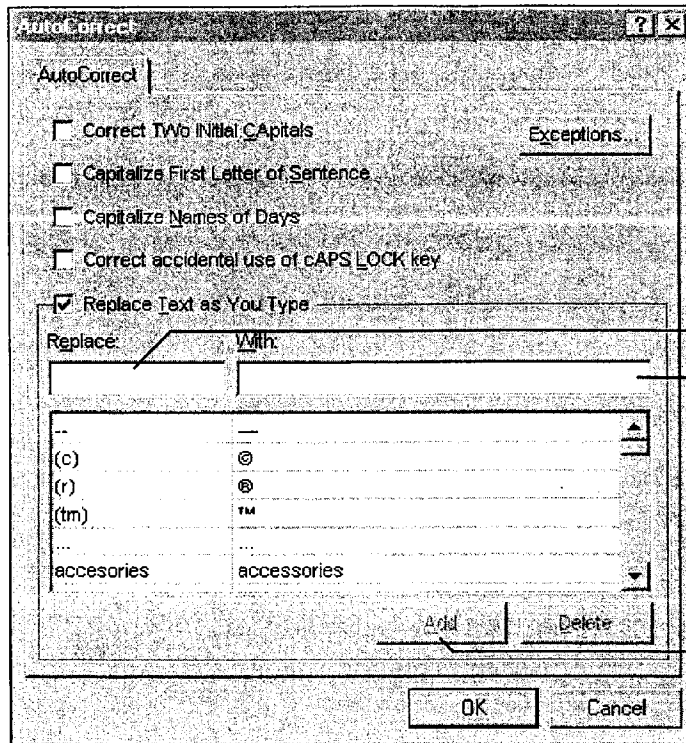
**MS 113841**

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





**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.

**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.



Slide Show button



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.

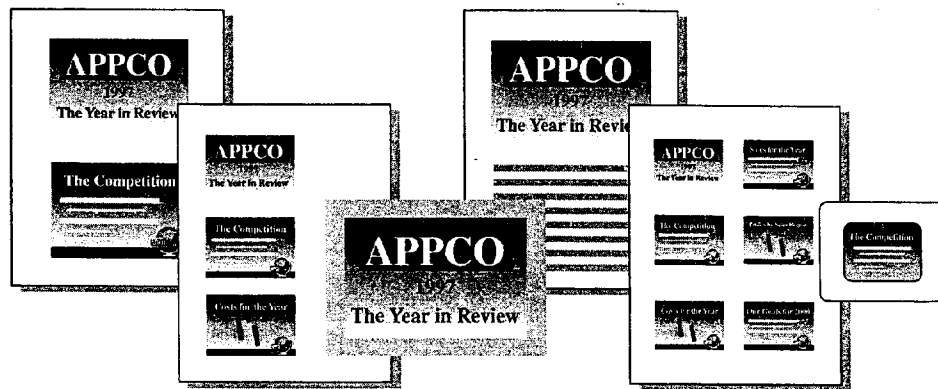
**Continue working while you print** Click **Options**. On the **Print** tab, select the **Background printing** option.

**Create custom handouts** The Write-Up feature exports your presentation, including slide images and notes, to Microsoft Word, where you can

Choose from a variety of output options.

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.



MS 113844

## Next Steps

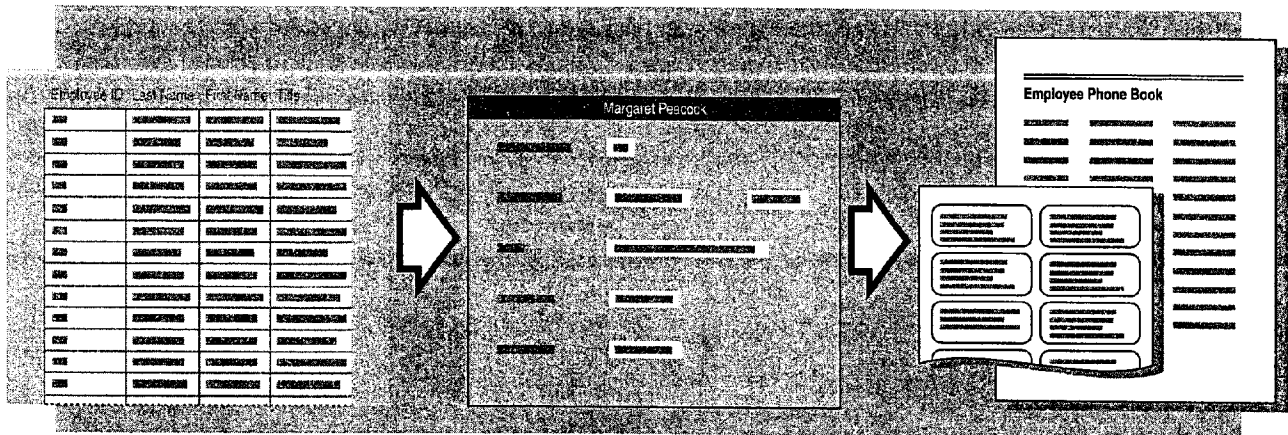
To	See
Produce handouts and other printed materials	“Create Audience Handouts and Speaker Notes,” page 298
Create a presentation you can display on a computer	“Prepare for an Electronic Presentation,” page 304
Add graphics	“Get Your Point Across with Graphics,” page 159
Change the design	“Customize the 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	Address
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. Capit
3	Leverling	Janet	Sales Representative	30-Aug-63	01-Apr-92	722 Moss Ba
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 Hi
6	Suyama	Michael	Sales Representative	02-Jul-63	17-Oct-93	Coventry Hou
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 A
9	Dodsworth	Anne	Sales Representative	27-Jan-66	15-Nov-94	7 Houndstoc
(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

Part 1 Your First Day at the Office

### 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	Sales Name
10000	FRANS	2	Franchi S.p.A.
10001	MEREP	4	Mere Pallarde
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 Date
5	Buchanan	Steven	Sales Manager	Mr.	04-Mar-55	17-Oct-01
8	Callahan	Laura	Inside Sales Coordinator	Ms.	09-Jan-58	05-Mar-01
1	Davolio	Nancy	Sales Representative	Ms.	08-Dec-48	01-Mar-01
9	Dodsworth	Anne	Sales Representative	Ms.	27-Jan-66	15-Nov-01
2	Fuller	Andrew	Vice President, Sales	Dr.	19-Feb-52	14-Aug-01
7	King	Robert	Sales Representative	Mr.	29-May-60	02-Jan-01
3	Leverling	Janet	Sales Representative	Ms.	30-Aug-63	01-Apr-01
4	Peacock	Margaret	Sales Representative	Mrs.	19-Sep-37	03-Mar-01
6	Suyama	Michael	Sales Representative	Mr.	02-Jul-63	17-Oct-01



**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



Part 1 Your First Day at the Office

# 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-Oct-83
8	Callahan	Laura	Inside Sales Coordinator	Ms.	09-Jan-58	05-Mar-88
1	Davolio	Nancy	Sales Representative	Ms.	08-Dec-48	01-Mar-80
9	Dodsworth	Anne	Sales Representative	Ms.	27-Jan-66	15-Nov-87
2	Fuller	Andrew	Vice President, Sales	Dr.	19-Feb-52	14-Aug-92
7	King	Robert	Sales Representative	Mr.	29-May-60	02-Jan-89
3	Leverling	Janet	Sales Representative	Ms.	30-Aug-63	01-Apr-89
4	Peacock	Margaret	Sales Representative	Mrs.	19-Sep-37	03-Mar-80
6	Suyama	Michael	Sales Representative	Mr.	02-Jul-63	17-Oct-83

Record: 12 of 6 (Filtered)

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

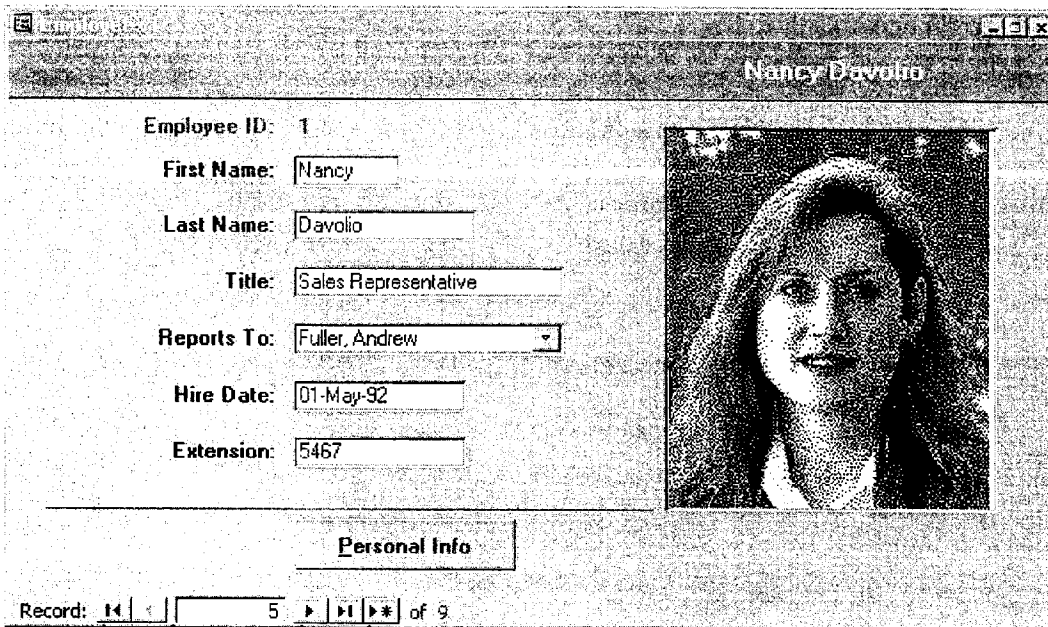
Looking at information in tables with many fields, such as the Employees table, can be difficult. You can create a *form* to review individual records that displays only the fields you want to see.

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.

**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.

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



Undo button



Delete Record button

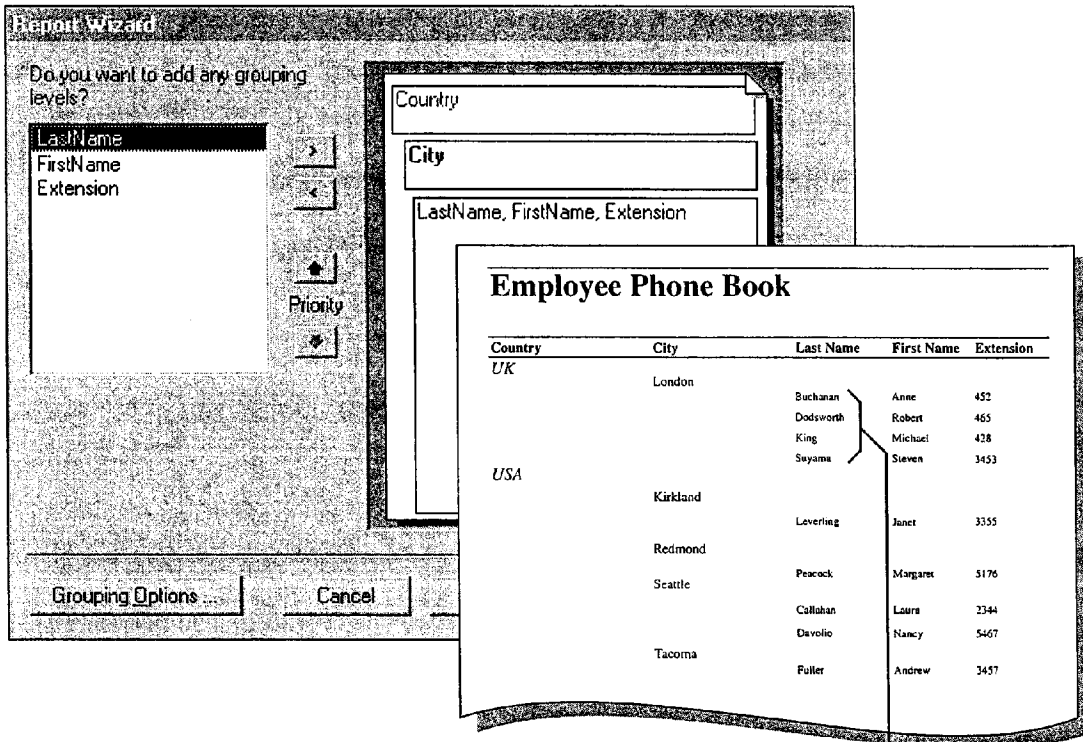
**MS 113852**

# 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



## 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.

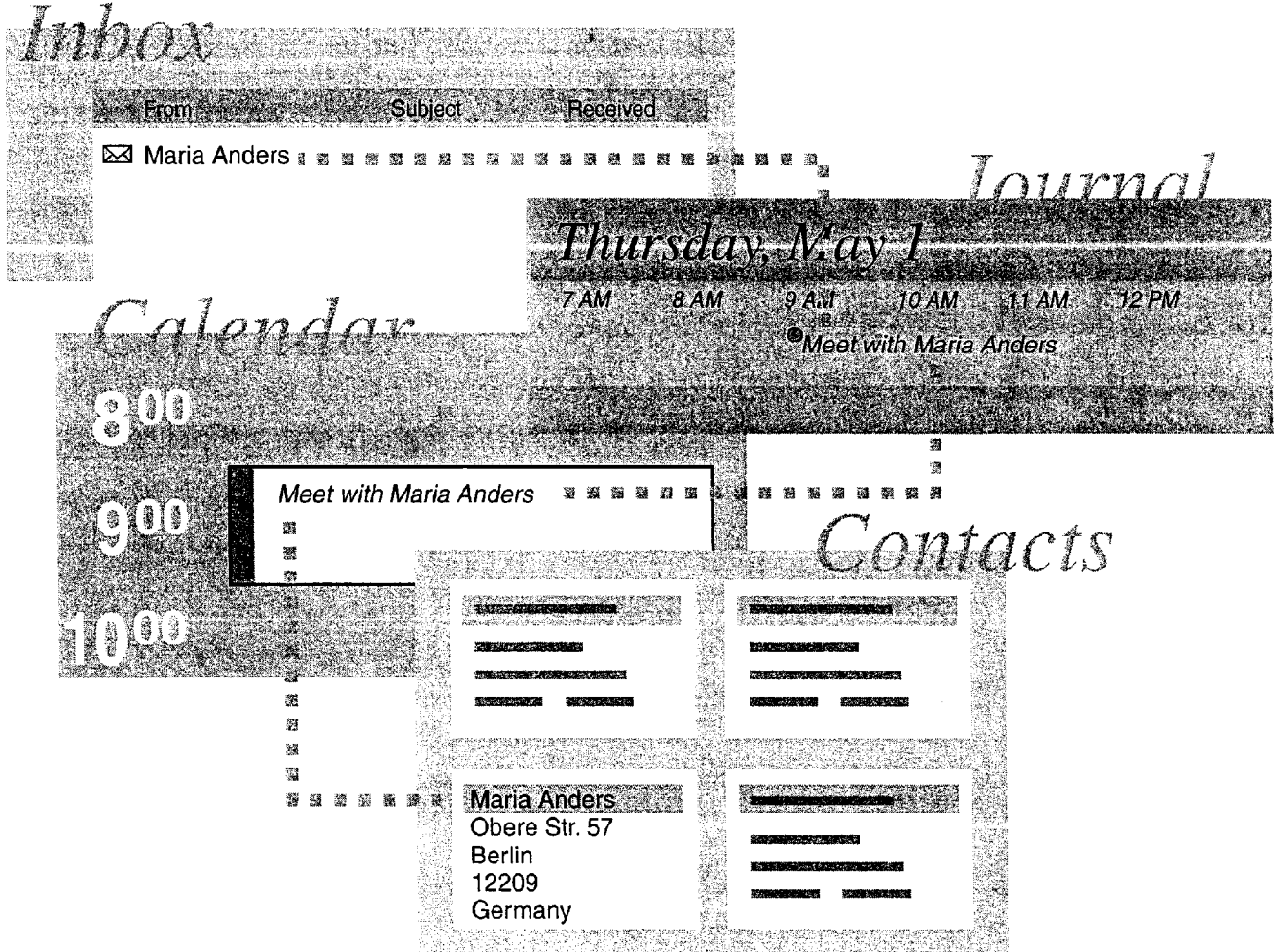
## Next Steps

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.



MS 113855

Part 1 Your First Day at the Office

# 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

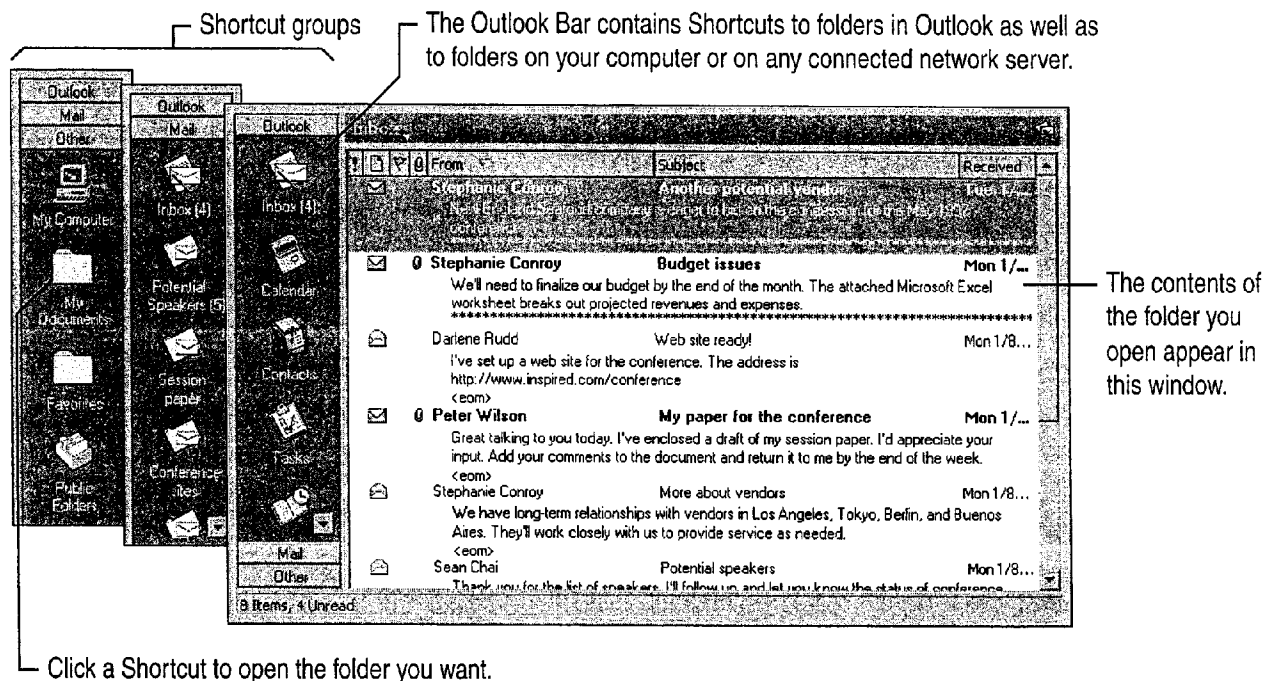


# What's on the Screen?

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.



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**

Part 1 Your First Day at the Office

# 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.



**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).

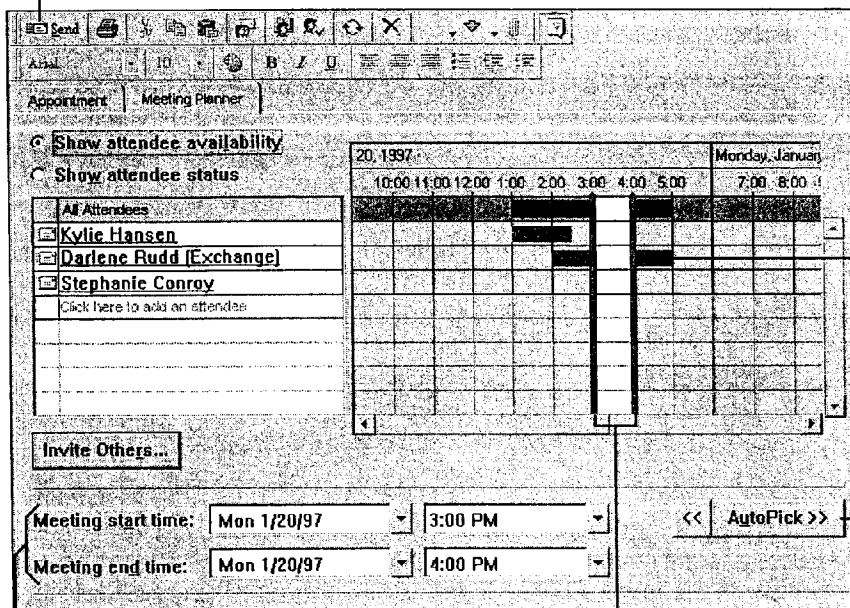
**Add new information** The **New** button changes to reflect the current folder group. Click the **New** arrow to create an item, folder, or document from anywhere in Outlook.

# 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

# 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.

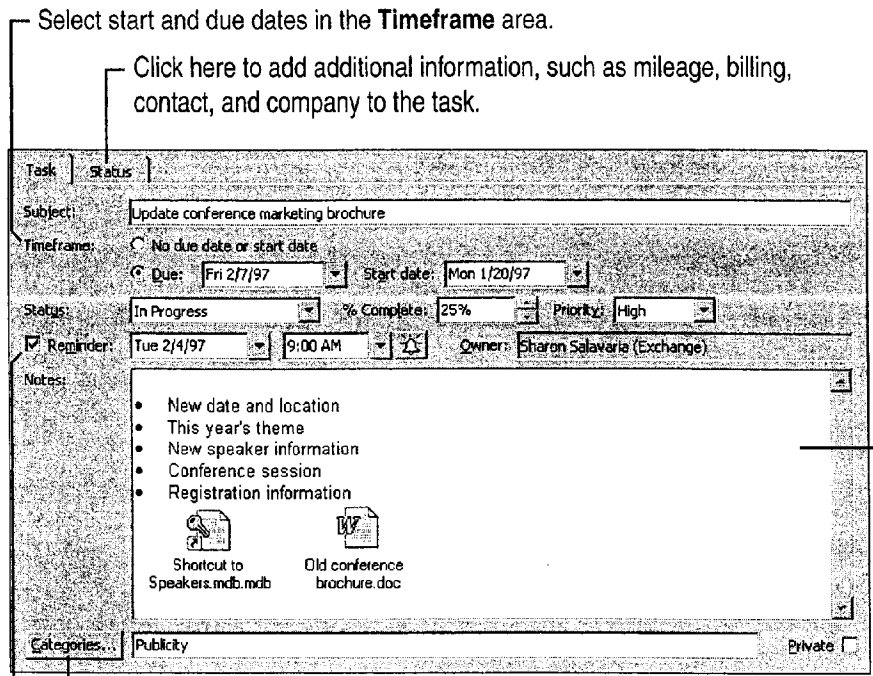
**MS 113861**

Part 1 Your First Day at the Office

# 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.



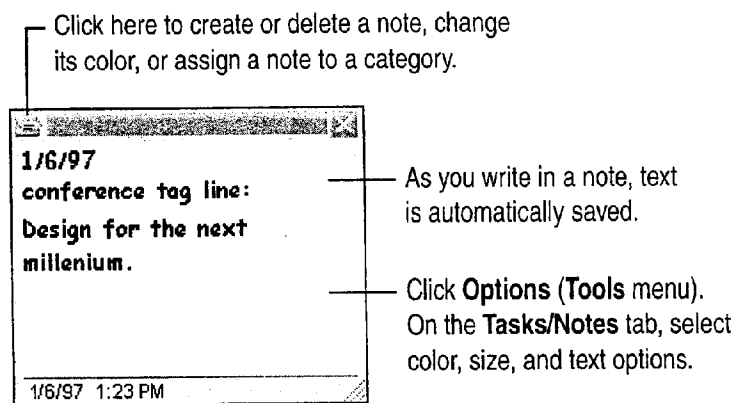
Office Assistant button

**MS 113864**

## 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**.



**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.

**MS 113865**

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.

**Find - Any Items: Containing seafood**

Look for: Any type of Outlook item In: Mailbox - Kylie Hansen

Search for the word(s): seafood In: frequently-used fields

From: Sent To:

Title: anytime

**Folders:**

- Mailbox - Kylie Hansen
- Calendar
- Contacts
- Deleted Items
- Inbox (6)
- Journal
- Mail to send (1)
- Notes
- Tasks

Search subfolders

Searching in 1 folder:  
Mailbox - Kylie Hansen

From	Subject
Kylie Hansen	Cooper, Charlotte -
Stephanie Conroy	Another potential ver



**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)**.

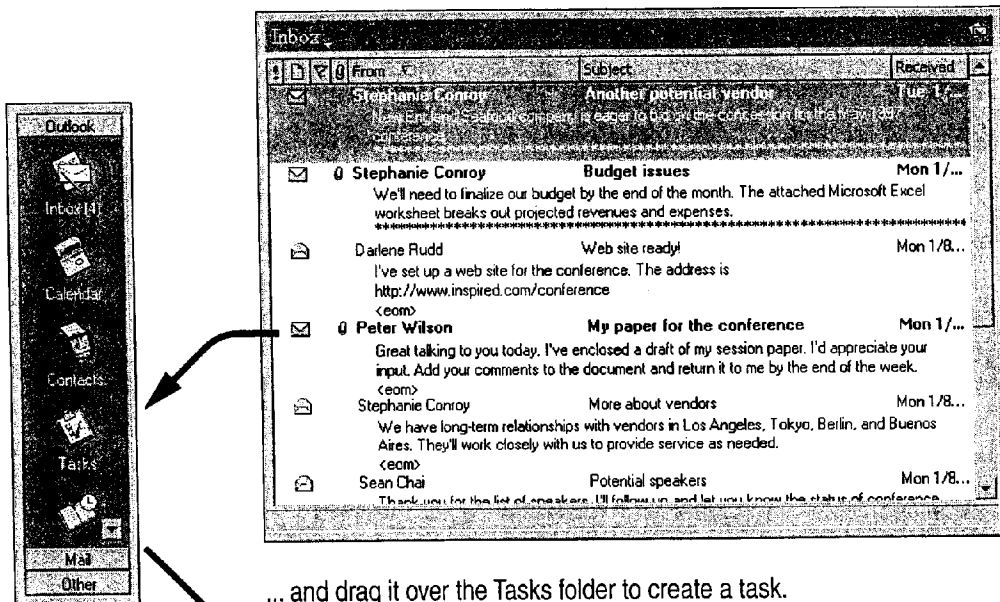
**MS 113866**

# 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.

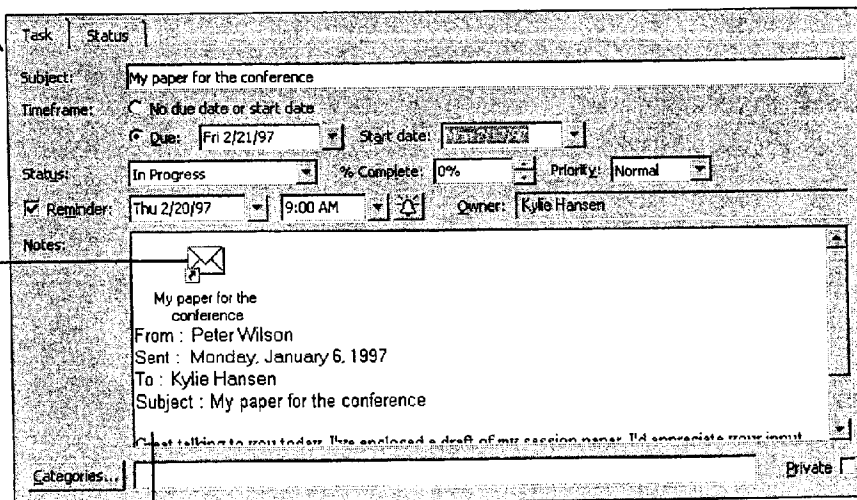
For example, suppose you receive an e-mail message asking you to review an attached conference paper. You want to add this job to your task list. Simply drag the message to the Tasks folder, and Outlook does the rest.

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



# 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.

The collage features several document pages:

- INSPIRED TECHNOLOGIES**: Corporate Graphics and Communications. Includes a header with "Volume 2" and "Chapter 1".
- Administrative Stylesheet Guide**: A large, bold title.
- DESIGN CUSTOMIZATION**: A page titled "Seven Keys to Creating a Professional Manual" with a drop cap 'T' and a list of icons.
- BITS, BYTES & CHIPS**: A brochure template with a list of instructions and a world map graphic.

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.

Part 1 Your First Day at the Office

# 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.

INSPIRED TECHNOLOGIES  
Corporate Graphics and Communications

Volume

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.

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

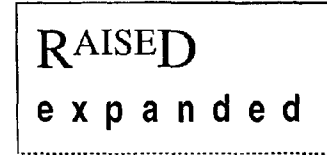




**Want to change your day-to-day font?** Click **Font** (**Format** menu), select your favorite font, click **Default**, and then click **Yes**. (Default fonts are stored in each individual template, so the default can be different for each template.)

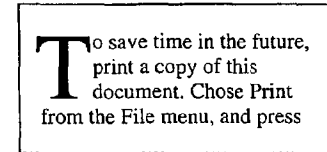
**How do you change character spacing?** If you want to fine-tune the horizontal or vertical spacing of text, click **Font**. On the **Character Spacing** tab, use the **Scale**, **Spacing**, **Position**, and **Kerning** options.

**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.



Examples of character spacing

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



Drop cap



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



Office Assistant button

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.

Indents 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.