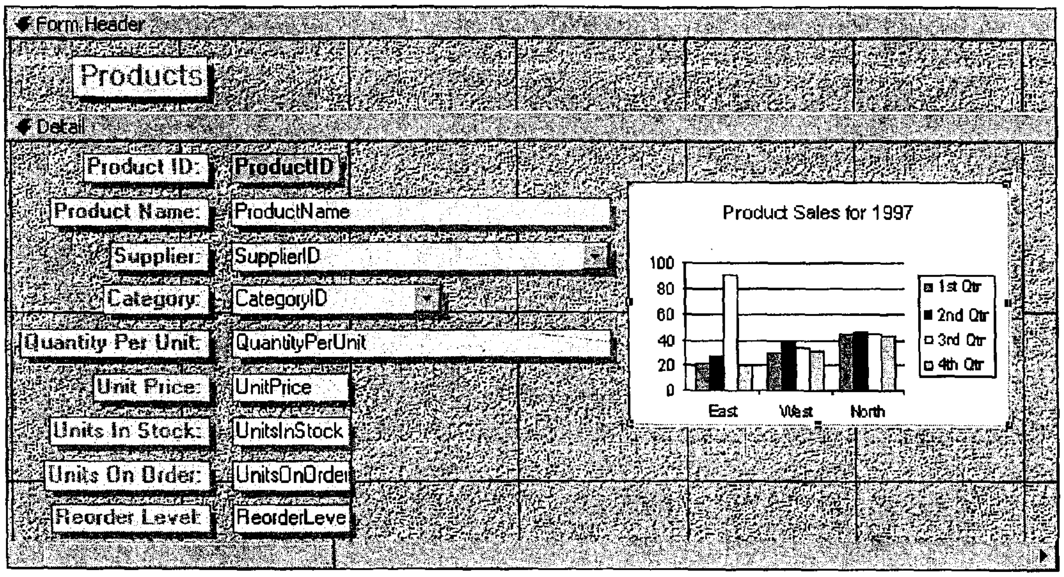
EXHIBIT 69 PART 3

Create the Chart and Design the Form

After you specify the size and location of the chart on the form, the Chart Wizard starts. Select **ProductName** and **ProductSales** from the Product Sales query in the database. Then, follow the instructions in the wizard to create the chart. When the wizard is finished, it automatically displays the form, with the chart, in form design view. While in this view, you can adjust the layout of the form by resizing and moving controls. For more information, see "Adjust the Form's Layout," page 500. When you're satisfied with the layout of the form, click **Form View** (**View** menu).

While in form design view, you can adjust the size and position of the chart and other controls on the form.



Want to make changes to your chart? If you're not already in form design view, click **Design View** (**View** menu). Double-click the chart to edit and format it. For more information, see "Customize the Look of a Chart," page 276.

Create a Chart Report

Use Microsoft Access to create a chart that retrieves information from many records in your database, instead of creating a link from the chart to the current record on a single form or report. For example, you can create a chart that displays annual sales for all products, which you can then add to a form or report. The information in this kind of chart is updated all at once, whenever you view the form or run the report.

Create a new chart report In the database window, on the **Reports** tab, click **New**. Select the table or query that contains the data to chart, double-click **Chart Wizard**, and then follow the instructions in the wizard.

To see the chart, preview the report When the Chart Wizard is finished, click the **Print Preview** button to see the report.


Print Preview button

Add the chart report to your application If you set up your database as an application, you can make the chart easy for users to access by adding it to your main switchboard. For more information, see "Turn Your Inventory Database into an Application," page 519.

Next Steps

To	See
Refine the layout of a chart	"Customize the Look of a Chart," page 276
Use a chart in another document	"Add a Chart to a Document or Presentation," page 266

MS 114014

Customize the Look of a Chart

Format the Items in a Chart

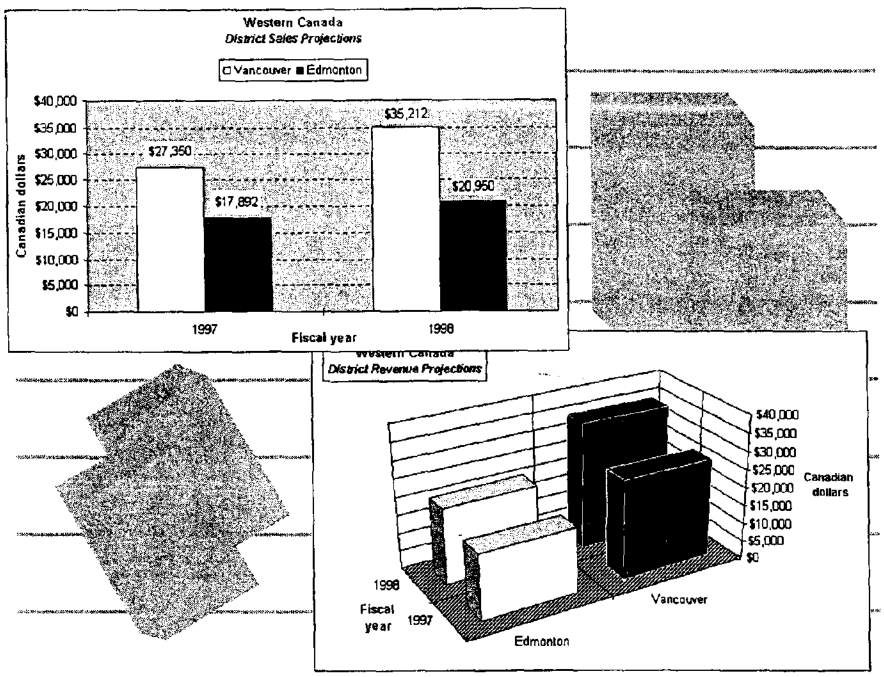
There are many ways you can format a chart to get the look you want. Each component of the chart has characteristics you can alter, such as color, pattern, line style, text or number appearance, and placement. To see a dialog box with the formatting options available for a chart component, double-click the component.

Key Features

Formatting Selected Chart Items

Formatting 3-D View

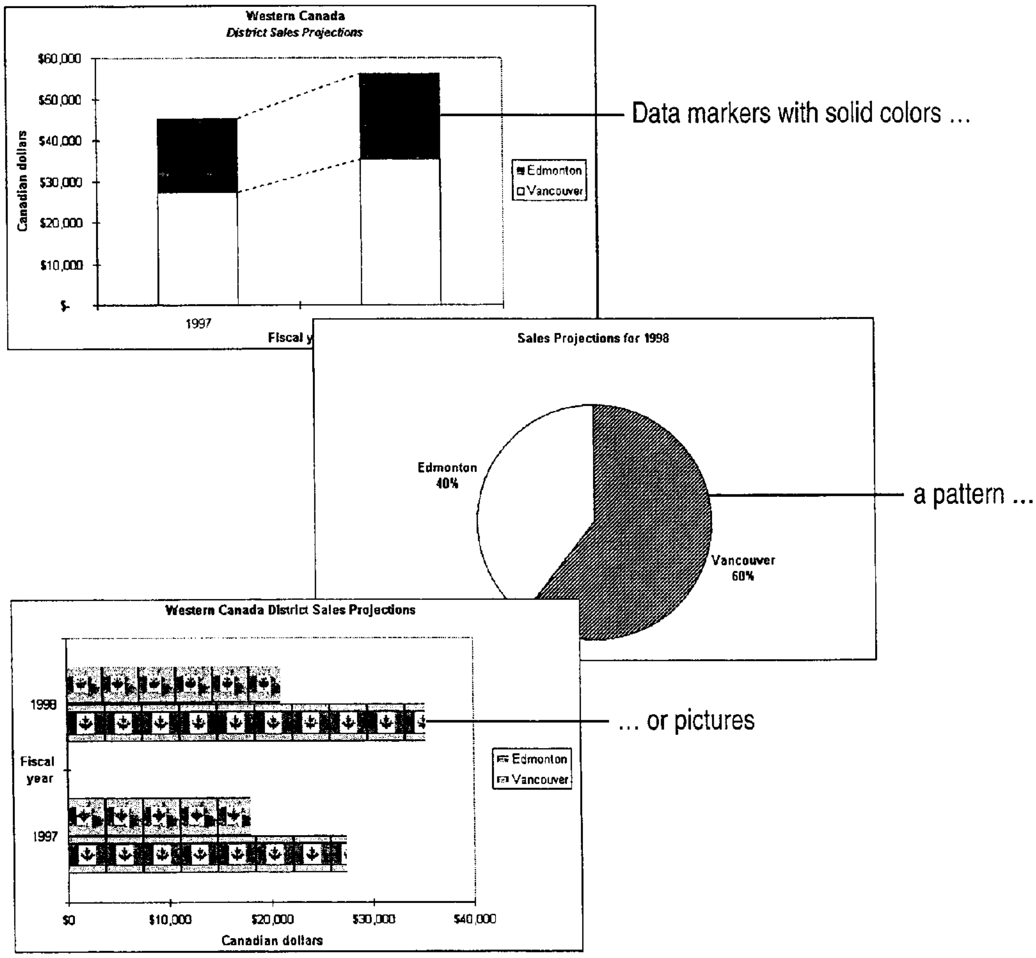
Charts with custom formatting



When you want to work with a chart make charting commands and toolbar buttons available: In Microsoft Word, Microsoft PowerPoint, or Microsoft Access, double-click the chart object. The border changes to a thick, patterned line when a chart is active. To work with a chart in Microsoft Excel, click an item on an inserted chart, or click a sheet tab to move to a chart sheet in a workbook. For more information, see "Create a Chart from Worksheet Data," page 260, "Add a Chart to a Document or Presentation," page 266, and "Create a Chart from a Database," page 272.

Change the Data Markers

The graphic elements that indicate numeric values in a chart, such as lines, bars, columns, and pie slices, are *data markers*. To change the colors and patterns for one data series, double-click one of the data markers and then make changes on the **Patterns** tab of the **Format Data Series** dialog box. To change only one marker, after selecting the series, click again to select the individual marker. Then double-click the marker to display the **Patterns** tab of the **Format Data Point** dialog box.



Important If you are using Microsoft Graph to create your chart, use the Microsoft Graph **Help** menu to find additional information.

MS 114016

Use both markers and lines The line and xy (scatter) chart types give you the option of displaying data markers connected by lines. When you double-click a data series, you can specify on the **Patterns** tab which one (or both) to display, and how you want them to look. For information on scatter charts, see "Display Scientific Data in a Chart," page 595.

Add picture markers For chart types in which data markers have a surface, such as column, area, and pie charts, double-click the data series or a single data marker where you want to use a picture. On the **Patterns** tab, click **Fill Effects**, click the **Picture** tab, and then click the **Select Picture** button to locate the picture file you want to use.

Emphasize one slice of a pie or doughnut chart Click the chart, then click the slice, and drag it away from the rest of the pie or doughnut.

Want to use a different kind of data marker? Change the chart type; for example, change columns to lines or pie slices. Click **Chart Type** (**Chart** menu), and then select the type you want.

Combine Two-Dimensional Chart Types on One Chart

You can mix chart types—for example, combine lines and columns in the same chart to show data clearly. Select an individual data series and apply a different chart type; only that series changes. You cannot combine three-dimensional charts with other chart types.

Want to know more? Look up **Getting Results - Customize a Chart** in Help.

Office Assistant button

MS 114017

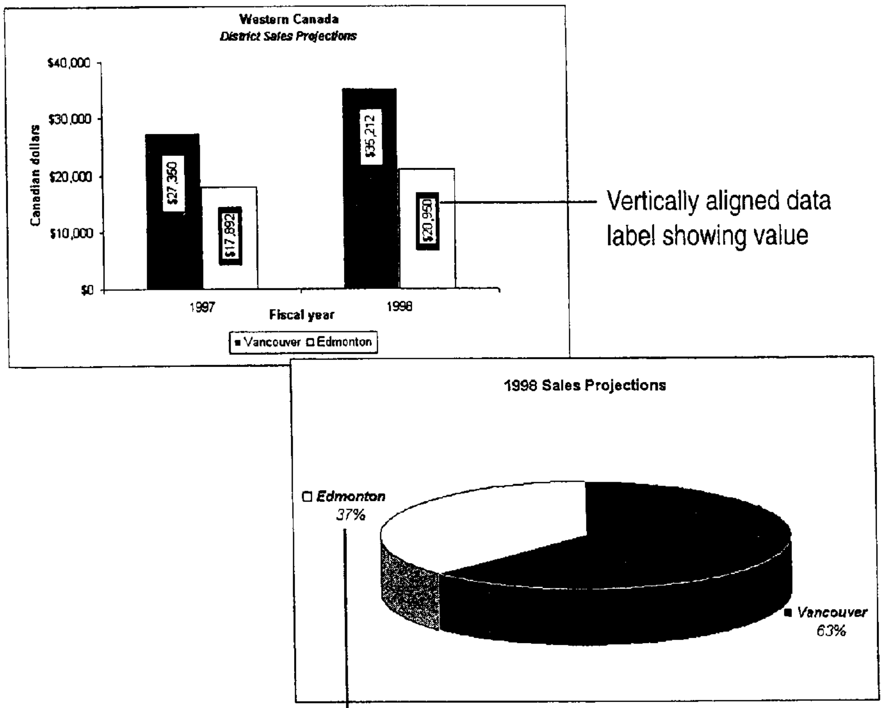
Label the Data Markers

Data labels are optional text or values, associated with data markers, that provide additional information. The information comes from the associated source data, for example, the value from the worksheet cell or the percentage of the whole that one marker represents.

Add data labels To add labels to all markers in a chart, click **Chart Options** (**Chart** menu), and then select options on the **Data Labels** tab. To add labels to a particular data series, select it and then click **Selected Data Series** (**Format** menu). (In Microsoft Graph, the command name is **Selected Object**.) Select the type of label you want. To add labels to only one data point, select the individual marker for that data point.

Modify data labels To change the font, number format, or other characteristics, double-click a label for a data series. The selections you make in the **Format Data Labels** dialog box apply to all labels for the series. To modify only one label, after selecting the labels for the series, click the individual label and then double-click it.

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



Vertically aligned data label showing value

Data label showing text and percentage, with varied font style and size

MS 114018

Edit data label text You can edit a data label by clicking it and then typing. However, this breaks the link between the label and the source data. If you want to restore the link, double-click the data marker (not the label itself) and then select the **Automatic Text** check box on the **Data Labels** tab.

Are data labels too long or awkwardly placed? You can move or rotate labels, or change the font. To move labels, select and drag them. Make other changes by double-clicking a label: Rotate labels by changing the alignment on the **Alignment** tab, and change the font on the **Font** tab.

Want to know more? Look up **Getting Results - Customize a Chart** in Help.

Office Assistant button

MS 114019

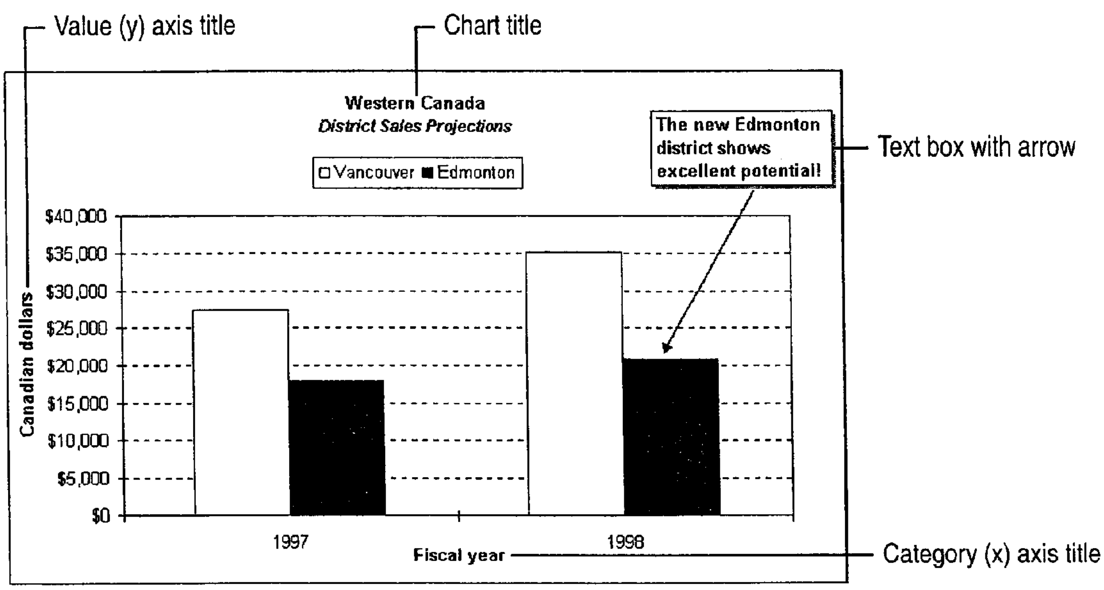
Title the Chart and Its Axes

To convey a chart's purpose and clarify the kind of data it shows, add titles. If you did not include titles when you created the chart, you can add them at any time.

Add titles Click **Chart Options** (**Chart** menu). On the **Titles** tab, type the titles you want. If you want a title to contain two lines, click the label after you add it to the chart and then press ENTER where you want the line break. You can select and format the two lines separately; for example, you can make the second line of text a smaller font size.

Modify titles To edit title text, click it. To change the format of a title, double-click its border and then make selections on the **Patterns**, **Font**, and **Alignment** tabs. You can move titles by dragging them, although their size is determined by the amount of text and by the font size.

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



Add an arrow or other graphic object Arrows are useful for pointing out important information or for connecting text to items in the chart. Ovals and rectangles can also add visual interest. Click **Drawing** (**View** menu, **Toolbars** submenu) to display a toolbar of buttons you can use to create arrows, rectangles, and other objects.

Add other text to a chart When you want to add explanatory text that is not attached to a chart item, create a text box. Click the **Text Box** button on the **Drawing** toolbar, drag to where you want the text box, and then start typing.

Text Box button

MS 114020

Format the Axes and Gridlines

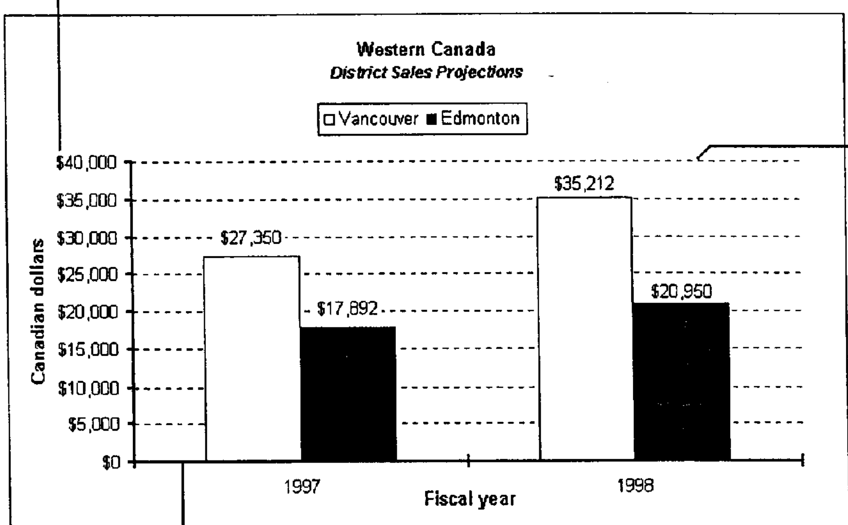
The *axes* show the range of values, the categories, or, for some 3-D charts, the data series in a chart. You can change the color, line pattern, tick marks, and labels of an axis. You can also adjust the *scale*, or range of values, shown along the axis. *Gridlines* extend from an axis across the plot area, and may be turned on or off. You can also format their color and line style.

Format an axis Double-click the axis to display the **Format Axis** dialog box. Then make the changes you want on the **Patterns**, **Scale**, **Font**, **Number**, and **Alignment** tabs. Axes are displayed by default, but if you want to hide them, click **None** on the **Patterns** tab.

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

Add and format gridlines Click **Chart Options** (**Chart** menu). On the **Gridlines** tab, specify the axes on which you want the gridlines to appear. To format a gridline, double-click it and then specify the look you want on the **Patterns** tab.

Tick-mark labels shown as currency along axis



Dotted gridlines

Axis and tick marks formatted with thick, solid line

MS 114021

Are the category axis labels too long? The labels automatically rotate to fit the chart. To make adjustments, double-click the axis to display the **Format Axis** dialog box. Adjust the rotation of the labels on the **Alignment** tab, or change the font size on the **Font** tab. You can also display fewer labels: On the **Scale** tab, adjust the number of categories displayed.

Add a secondary value axis When values for different data series vary widely, or when you have different types of values, such as price and volume, switch one or more data series to a secondary axis. Double-click the series, and then select the **Secondary axis** option on the **Axis** tab of the **Format Data Series** dialog box. Note that you cannot add a secondary axis to some chart types, including 3-D, bubble, and surface charts.

Want to know more? Look up **Getting Results - Customize a Chart** in Help.


Office Assistant button

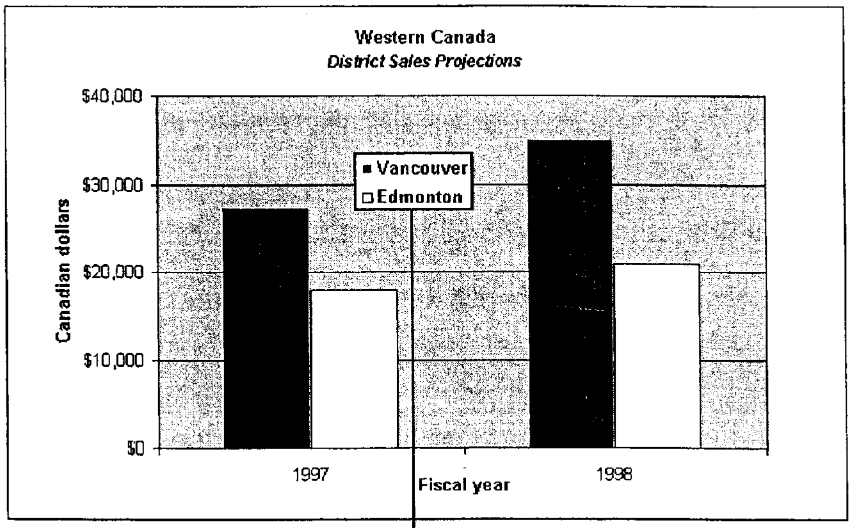
MS 114022

Format and Position the Legend

The *legend* in a chart identifies the data series. You can add a legend while creating the chart with the Chart Wizard, or add it later by clicking **Chart Options** (**Chart** menu) and then clicking the **Legend** tab. You can move the legend, change its shape and size, and format individual entries and keys within it. Changing an entry's color or pattern also changes the markers in the associated data series.

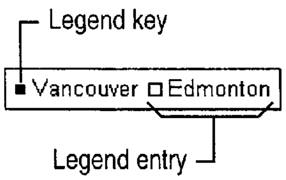
To work with the legend double-click the legend to display the **Format Legend** dialog box with the available formatting options. To move or resize the legend, just drag it. Dotted lines show the shape and placement of the legend as you drag it.

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



Legend placed over the plot area

Need to change an individual entry or key? After selecting the legend, click the entry or key, and then double-click it to display the available formatting options.

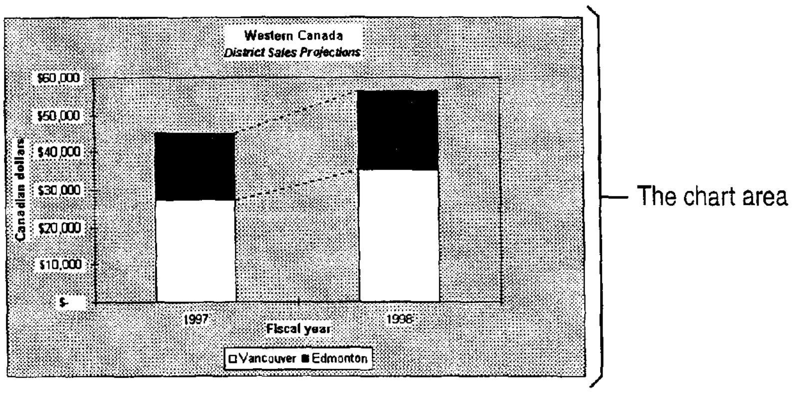


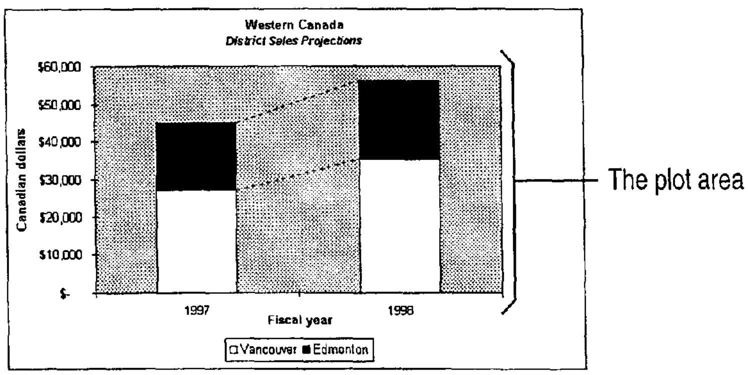
Position the legend automatically Instead of dragging, you can automatically place the legend at the top, bottom, right, left, or corner of the chart. Double-click the legend to display the **Format Legend** dialog box. On the **Placement** tab, select the position you want. Because automatic positioning sets the legend to the default size and adjusts the plot area accordingly, it's best to use this method to position the legend first and then to resize it and the plot area manually if necessary.

MS 114023

Format the Background and Size the Chart for Printing

There are two background areas in a chart that you can format with colors and patterns: the entire chart area, and the plot area, which is contained within the axes. When formatting the chart area, you can also change the font for the entire chart. Double-click the chart area to display the available formatting options. Then specify the changes you want on the **Patterns** and **Font** tabs. To format the plot area, double-click it and then select options on the **Patterns** tab.





Resize the plot area When you have moved the legend, or added a title or a text box, resizing the plot area can help make all the chart items fit together well. Select the plot area, and then drag until it's the size you want.

Apply fancy backgrounds Double-click the chart area or plot area to display available formatting options. On the **Patterns** tab, click the **Fills** button. The **Fill Effects** dialog box offers many possibilities, including gradient fills, textures, patterns, and even pictures.

Control an inserted chart's position on a worksheet You can control whether the chart is moved, sized, or both when worksheet cell widths and heights change. Change this setting by double-clicking the chart area and then clicking the **Properties** tab in the **Format Chart Area** dialog box.

MS 114024

Formatting a 3-D Chart

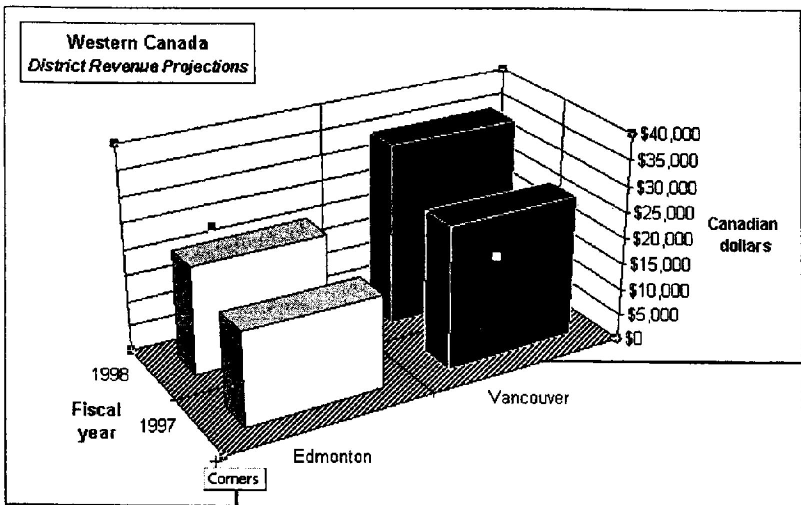
In addition to the chart formatting options discussed earlier in this topic, there are several more ways you can change the look of a 3-D chart.

When a 3-D chart has three axes you can adjust the rotation, elevation, and perspective. By doing so, you can find the best arrangement for clearly displaying the values and axes in the chart.

Change the rotation and elevation Click a corner, and then drag. To see outlines of the markers while you drag, hold down CONTROL.

For more formatting options click **3-D View** (**Chart** menu) to adjust the chart's perspective. To adjust the chart depth and the gaps between markers, double-click the data markers and then click the **Options** tab.

Change the color and pattern of the walls and floor The walls are formatted together as a unit. The floor is always opaque, unless you have rotated it to view the chart from below; in this case, the floor is transparent. Double-click a wall or the floor to make your formatting selections. You can apply patterns, gradient fills, textures, and even pictures to the walls and floor.



Floor formatted with color and pattern

Adjust elevation and rotation by dragging the corner.

Next Steps

To	See
Add a trendline or error bars to a chart	"Display Scientific Data in a Chart," page 595
Show a moving average on a chart	"Create a Sales Forecast," page 571

MS 114025

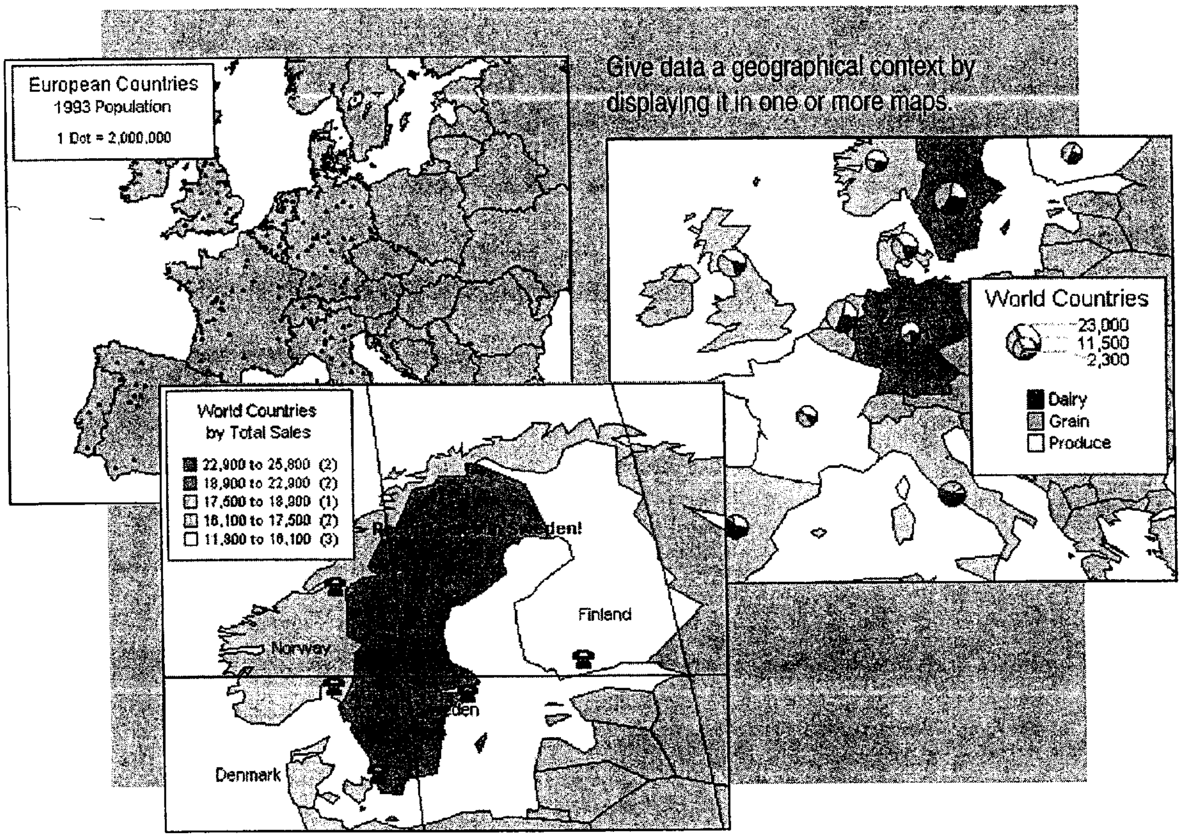
Display Data on a Map

Use Microsoft Map to Give Information a Geographical Context

When you work with data that is associated with geographic regions, the most meaningful way to display it may be on a map. Use Microsoft Map for appealing presentation and effective analysis and decision support. Plot your own data on one or more maps, or use demographic data provided with Microsoft Map. There are several display formats, a selection of maps to choose from, and features that you can add to maximize your maps' usefulness.

Key Features

Microsoft Map



You must have Microsoft Map installed before you begin creating a map. To install Microsoft Map, run Microsoft Excel Setup. For more information, see "Install and Start Microsoft Office," page 28.

MS 114026

Create the Map

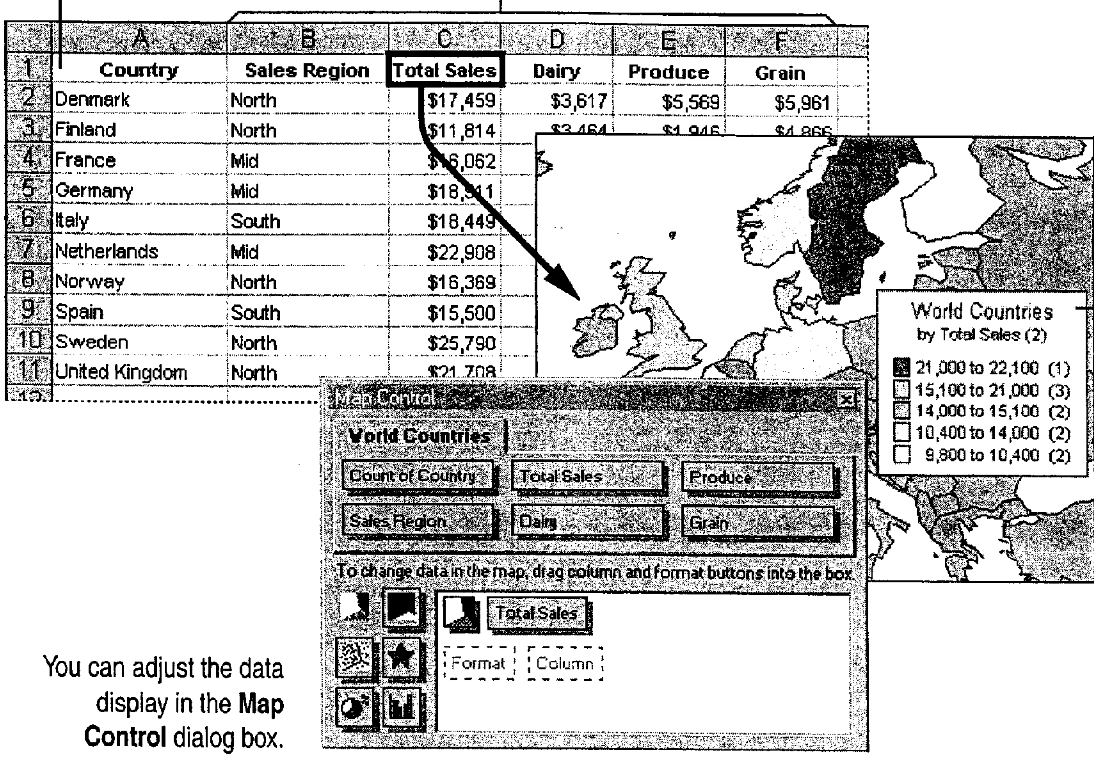
The first step in creating a map is selecting the data you want displayed. The selection must contain a column of data that identifies geographical regions, such as states or countries, as well as the columns of data you want to show on the map. You can display and hide these columns when you need to, as described in "Update, Add, or Remove Data," page 294.

Click the **Map** button. Drag on the worksheet to indicate the size and location of the map you want to create. After the map is created, you can modify it through the **Map Control** dialog box. For more information, see "Change the Data Display and Format," page 291 and "Add Emphasis and Detail," page 293.

Map button

Your map displays the geographical regions ...

... and one or more columns of data in the selection.



Double-click the legend to customize it.

You can adjust the data display in the **Map Control** dialog box.

MS 114027

ARENDI-DEFS00001737

Can't find the Microsoft Map toolbar buttons? Double-click the map to activate it on your worksheet and display the **Map** toolbar. When active, your map is surrounded by a thick border.

Microsoft Map checks for mismatched or misspelled geographical regions If some regions in your selection don't match Microsoft Map's geographical data, Microsoft Map displays a dialog box in which you can correct the information.

Don't have data yet? You can start working with Microsoft Map with no data selected. This displays a blank map, to which you can then add data. For more information on inserting data, see "Change the Data Display and Format," page 291.

Create a new map from an old one If you already have a map, you can create another by copying and pasting the existing one. After pasting, you can add data, change the way it's displayed, and make other modifications.

Get help while you use Microsoft Map Microsoft Map has Help you can use when working with your maps. With Microsoft Map active, click the commands on the **Help** menu to find the information you need.

What Maps Can You Use?

The following maps are installed with Microsoft Map:

- World Countries
- United States
- Canadian Provinces
- European Countries
- United Kingdom
- Australian States
- Mexican States

You can obtain additional maps to use with Microsoft Map. For more information, see Microsoft Map Help. To access this Help, Microsoft Map must be active.

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

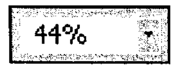
Office Assistant button

MS 114028

Change the Way You View the Map

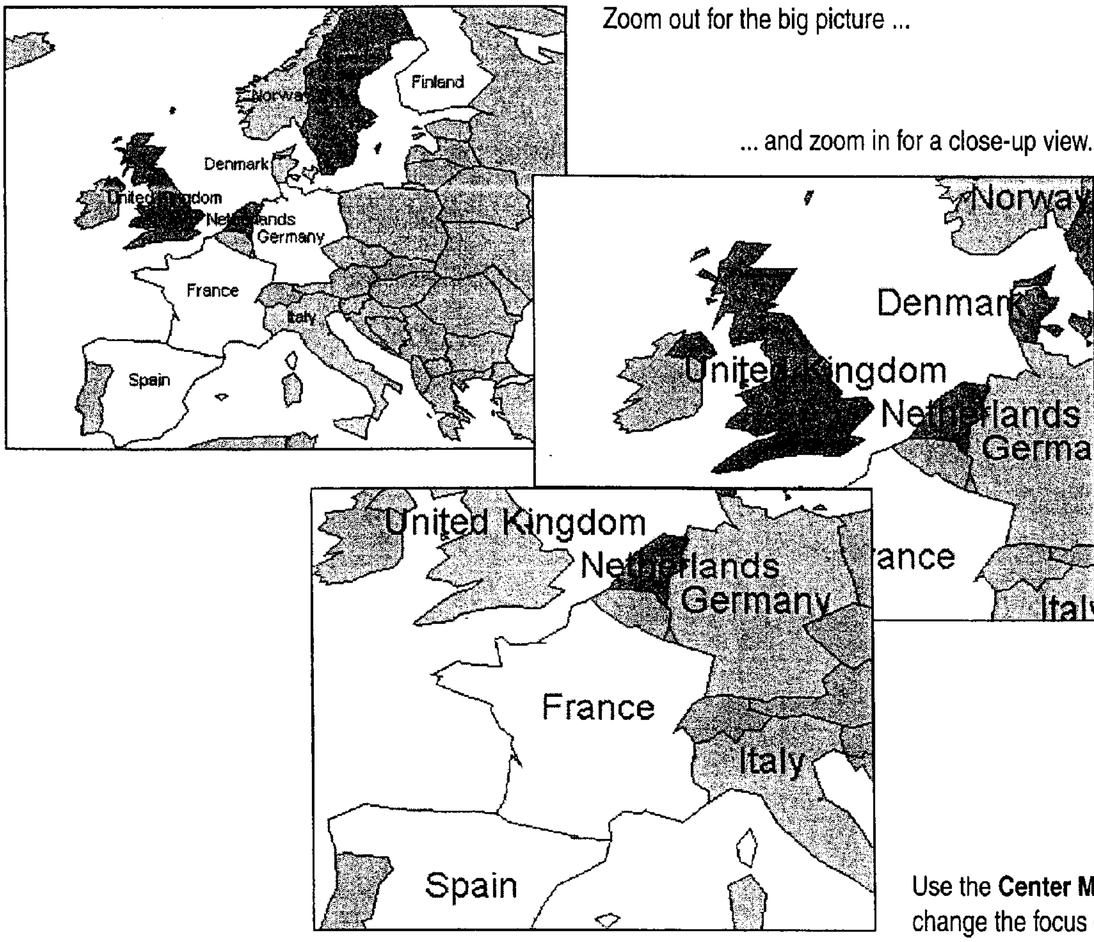
While you work, it's helpful to display precisely the area you need to see: Zoom in for more detail and zoom out to see the bigger picture. Adjust the area currently displayed in the window by panning.

Use the **Zoom** box on the **Map** toolbar to specify a zoom percentage while the map is selected. To specify a point on which you want the map centered, click the **Center Map** button.



Zoom box

Center Map button



Zoom out for the big picture ...

... and zoom in for a close-up view.

Use the **Center Map** button to change the focus of the map.

If You Have a Microsoft IntelliMouse Pointing Device...

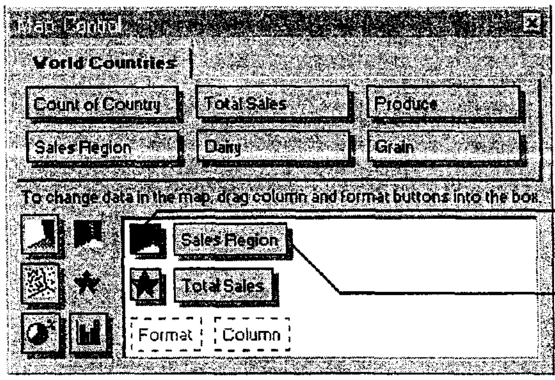
When a map is active, rotate the wheel to zoom in and out. Hold down the wheel button and move the mouse in any direction to pan the map.

MS 114029

Change the Data Display and Format

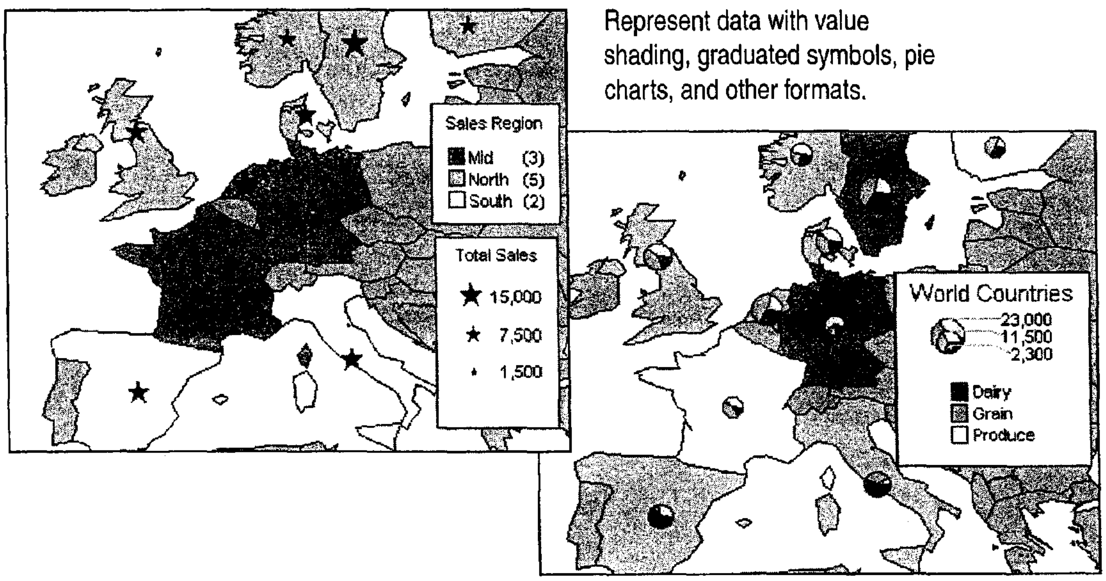
When you first create a map, the **Map Control** dialog box appears and your map is active. Each column of data in the selection appears as a button in the **Map Control** dialog box. The buttons in the lower-left corner of the dialog box represent available formats.

To add data, drag a format button into the box at the lower right, and then drag a column button beside it. To change formats, drag a different format button to a column button. Experiment to find the combination of data and formats that suits your purpose.



Drag the format you want into the box ...

... and then drag the data alongside the format.



Represent data with value shading, graduated symbols, pie charts, and other formats.

How do you display the Map Control dialog box when you need it? When you want to change the data displayed or its format, click the **Show/Hide Map Control** button on the **Map** toolbar. If you can't see the **Map** toolbar, double-click your map to activate it.

Show/Hide Map Control button

Not seeing the legend you want? Double-click the legend to change its default text and appearance. To display a compact legend, click the **Legend Options** tab and then select the **Use compact format** check box.

Add pie charts or column charts for more detail Use these charts to compare two or more columns of data, for example, individual product information for each region. You can display these chart types one at a time on your map.

Change the format of data To modify the way a column of worksheet data is displayed on the map, double-click its column button in the box inside the **Map Control** dialog box. Then make the formatting changes you want, such as changing the color or the number of value ranges to use in the legend.

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

Office Assistant button

Add Emphasis and Detail

There are several ways you can provide orientation, highlight specific data, or otherwise make your map more informative. One way is to show highways, cities, airports, lakes, or a combination of these. This information is provided with Microsoft Map. To add these features, click **Features** (**Map** menu), and select the ones you want.

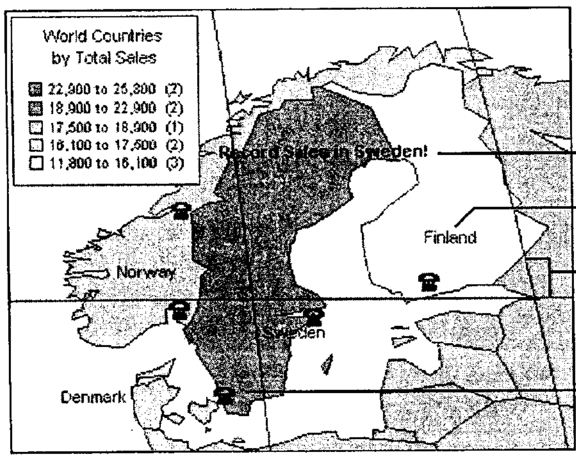
Display labels to identify countries, regions, or cities. Click the **Map Labels** button, select the options you want, and then click each point at which you want a label. To add a text box with a comment or explanation, click the **Add Text** button, and then type the text. Click the **Custom Pin Map** button to add custom labels or symbols to the map, identifying points of interest. To return to normal selection, click the **Select Objects** button.


Map Labels button


Add Text button


Custom Pin Map button


Select Objects button



Format and edit text and other map elements Double-click legends and symbols to display a dialog box in which you can make changes. Click to select a text box or title, and then double-click to display the dialog box. To edit the text in place, double-click the text. For more information on formatting and editing map elements, see Microsoft Map Help.

MS 114032

ARENDI-DEFS00001742

Update, Add, or Remove Data

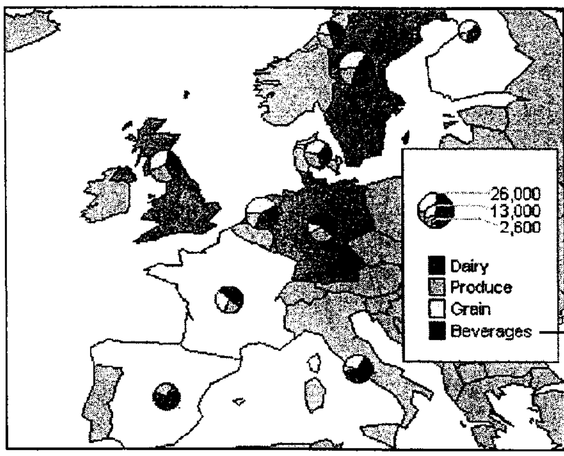
After you've created a map, you can adjust the data it displays. You might need to add more data than you initially plotted, change the source data you're working with, or import data from an external source. You can also hide data you no longer want displayed.

To add a column of data from the same source, click **Data** (**Insert** menu). To add data from an external source, click **External Data** (**Insert** menu). To hide data currently displayed, click the **Show/Hide Map Control** button. In the **Map Control** dialog box, drag the button representing the data you want to hide out of the dialog box. If you want to add the data again later, drag its column heading into the box beside a format button.

Show/Hide Map Control button

The Beverages column is added to the source data ...

A	B
Country	Beverages
Denmark	$2,312
Finland	$1,538
France	$6,222
Germany	$8,472
Italy	$3,464
Netherlands	$1,946
Norway	$4,866
Spain	$1,474
Sweden	$3,768
United Kingdom	$4,598



... and displayed in the updated map.

Select geographic regions along with new data When you add a column of data, select that column along with the column containing the geographic regions you originally used to create your map (the new data column must be contiguous with the geographic region column). By doing this, you provide the information Microsoft Map needs to plot the new data.

Refresh the map automatically when source data changes by clicking **Options** (**Tools** menu) and then clicking **Automatic** in the **Map Options** dialog box.

Want to add a row instead of a column? If you're adding a new row (such as another country's data) to the map, insert the row between existing rows.

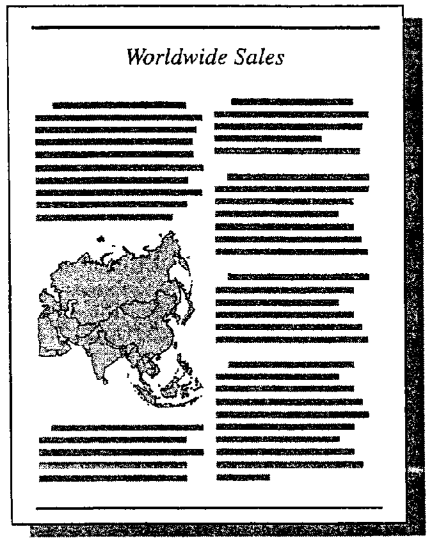
Want to know more? Look up **Getting Results - Map** in Help.

Office Assistant button

Insert the Map in Other Applications

After you've created a map, you can add it to documents in other applications by dragging and dropping across application windows or by using the **Copy** and **Paste** commands (**Edit** menu).

To insert a new map in another application, click **Object** (**Insert** menu) in the application where you want to insert the map, and select **Microsoft Map** from the list.



Add maps to documents, presentations, and database forms and reports.

Next Steps

To	See
Use map data from an outside source	Microsoft Map Help

MS 114034

PART 5

Create Informative and Entertaining Presentations

Contents

MS 114035

Create Audience Handouts and Speaker Notes

After you put your presentation together in PowerPoint, you needn't duplicate the effort in another application just to create supporting materials. Each slide in a presentation has a place called *notes page view* where you can type information to accompany your slides. The slides can even be turned into handouts automatically.

- Use handouts when you want to show only the content of the slides themselves, or when you want to squeeze more slides onto a page.
- Use notes pages when you want to include additional content beyond the slides themselves.

Key Features

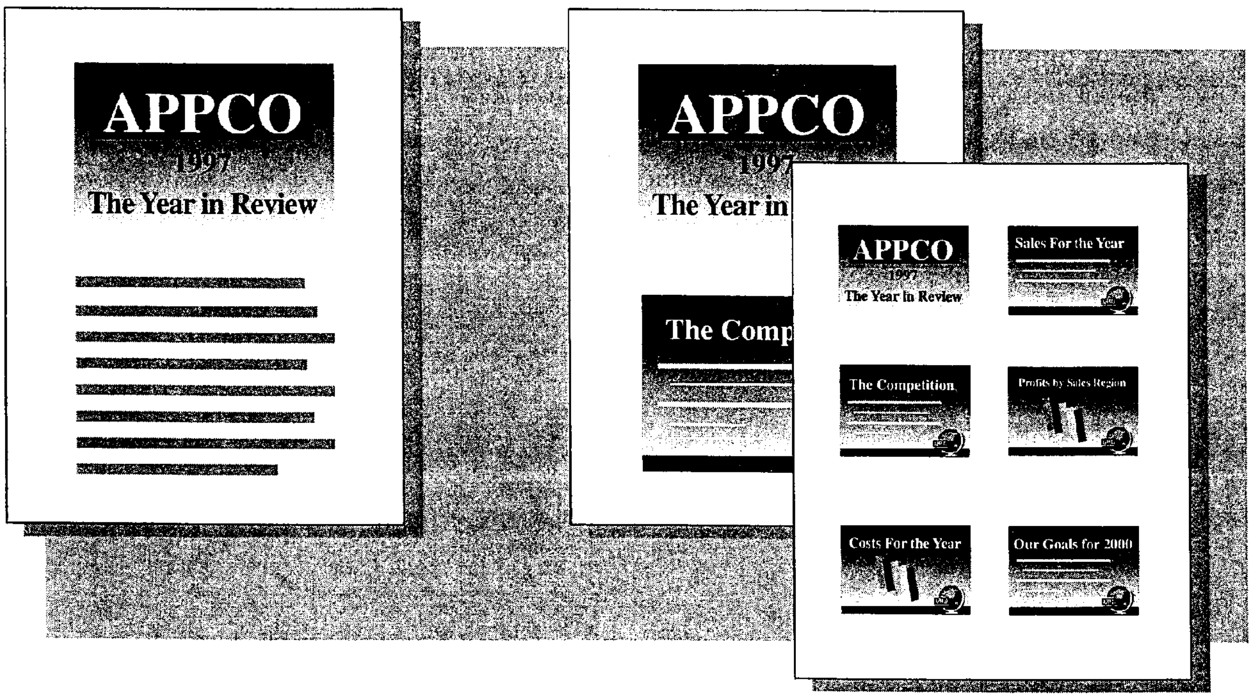
Handouts

Notes Page View

Write-Up

Speaker notes include slide images and text.

Handouts show slide images only.

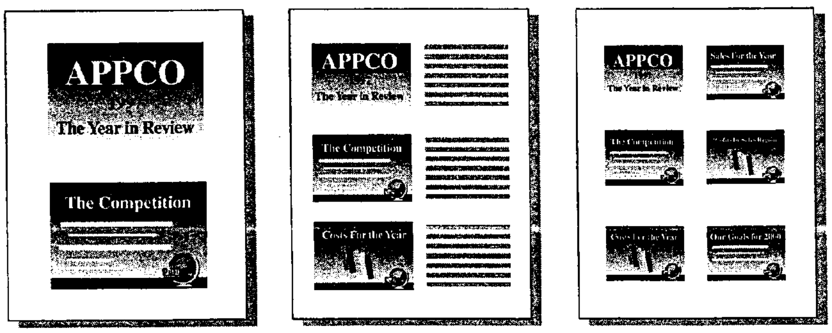


MS 114036

Create Audience Handouts

PowerPoint provides three built-in layouts for handouts, giving you several ways to put your presentation in the hands of the audience. When you print, select one of the **Handouts** options in the **Print what** list in the **Print** dialog box (**File** menu) to create paper versions of your slides.

Two slides per page Three slides per page Six slides per page



Share your notes? When making notes for yourself, your writing style can be as casual as you like. But if it makes sense to provide some of this information to the audience, you can employ a more formal writing style and print copies of your notes pages instead of using handouts.

Leave note-taking space on handouts Handouts that contain three slides per page include lines to the right of each slide for your audience to write their own notes during the presentation.

Add headers and footers When you print handouts and notes, you can add information such as page numbers and the date at the top and bottom of each page by clicking **Header and Footer** (**View** menu).

Handouts and Animated Slides

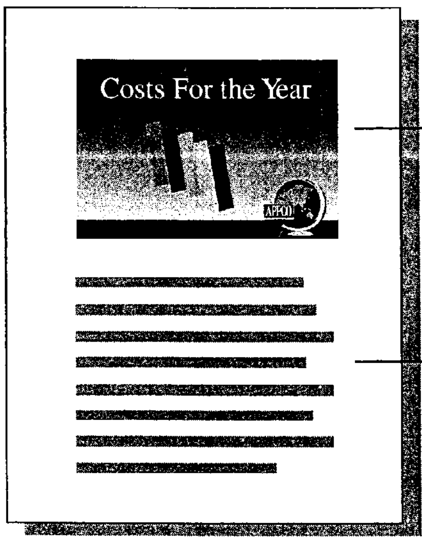
If your on-screen presentation uses *animated slides*, those on which items are revealed one at a time, you have a decision to make when you print your handouts. You can either print the animated slides showing each new bullet as a separate slide on your handouts, or just print the whole slide with all the bullets visible. If any slide in your presentation contains an animation, you can select the **Slides (with animations)** option when you print. For more information about animated slides, see "Prepare for an Electronic Presentation," page 304.

Create Speaker Notes

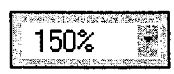
Sometimes a presenter needs to do a lot of talking to support the bulleted list on the slide, so keeping some notes handy is a good idea. Or if the presentation's creator and the presenter are different people, it's important for the creator to communicate ideas to the presenter.

To create speaker notes, switch to notes page view by clicking the **Notes Page** button. Just click in the box at the bottom of the screen and begin typing your notes.

Notes Page button



Get a closer look The **Zoom** box gets you up close to your work, no matter what view you're in. Just type or select the percentage you want.



Zoom box

Create and edit notes from other views You can type your notes without leaving slide view or slide sorter view. Click **Speaker Notes** (**View** menu) and type your notes.

Fit more notes on a page If you need more room for text, you can reposition and change the size of the slide image on the notes page by clicking the slide image and then dragging. Use the Notes Master to have your changes apply to all notes pages at once. Click **Master** (**View** menu) and then click **Notes Master**. For more information, see "Apply Master Formatting," page 322.

MS 114038

ARENDI-DEFS00001748

Setting Default Print Options

Usually when you click the **Print** button, you print slides. If you'd prefer that something else, such as three-per-page handouts, be the default for a particular presentation, click **Options** (**Tools** menu). On the **Print** tab, select the options you want.

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

Office Assistant button

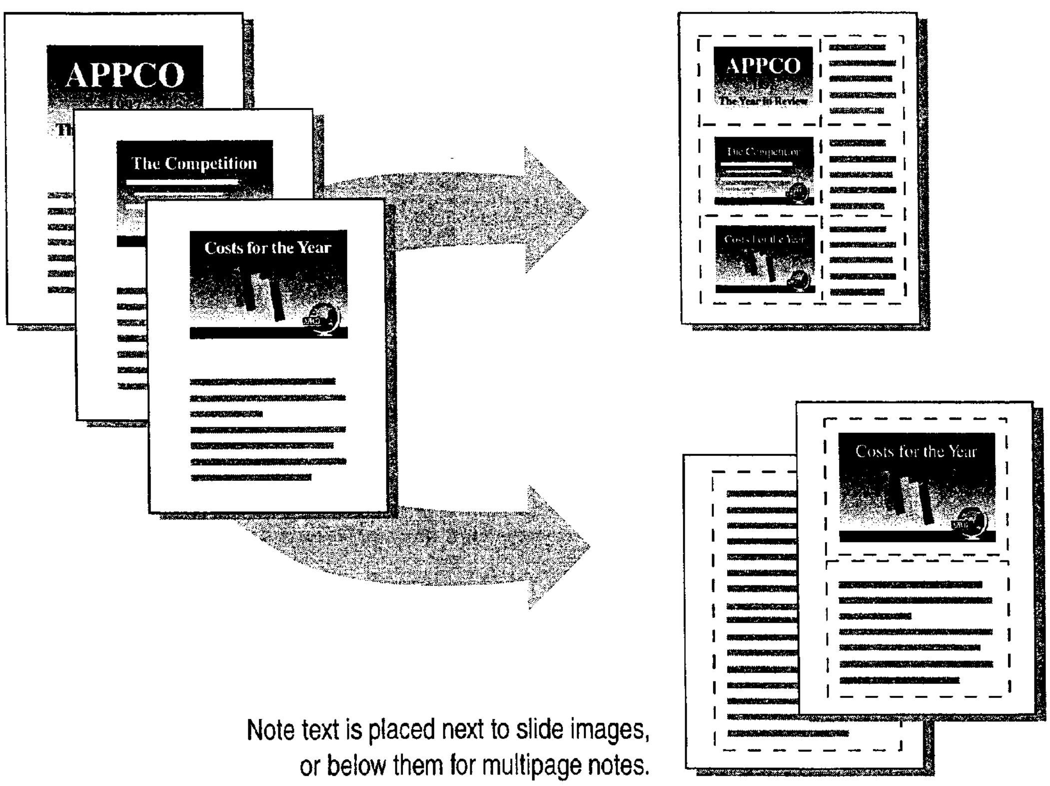
MS 114039

Does Your Audience Need a Book?

Suppose you need to provide your audience with more than just printouts of your slides—for example, comb-bound training books, seminar notebooks, or other reference materials. Click **Microsoft Word** (**File** menu, **Send To** submenu) to export your slides and notes to Word, where they can become the starting point for a more comprehensive handout.

- After transferring slide images and notes to Word, you can use Word features to enhance the appearance, add an index and table of contents, and so on.
- If you want, you can create a link from slide images transferred to Word for Windows to the original slides in PowerPoint. Then, if you make changes to a slide in the presentation, those changes are automatically reflected in the linked slide image in Word.
- The note text associated with each slide is also transferred to Word for Windows from PowerPoint, but it is not linked to the original text, so you can freely edit it, add to it, and format it in Word.

When you export your PowerPoint notes pages ... ... the contents appear in Word tables.



Note text is placed next to slide images, or below them for multipage notes.

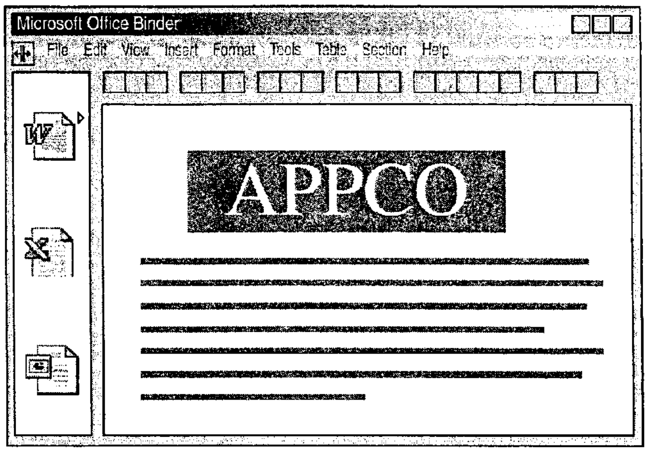
The Handout Binder

If you need handouts that include multiple pages of output from more than one application, the Office Binder may be the best tool to use. The Office Binder is an application supplied with Office that you can use to group documents you create with Office applications.

For example, suppose you want to print several worksheets and charts from Microsoft Excel and a couple of reports from Word, and then combine them into a single package to distribute to your audience. Instead of separately printing everything and then collating by hand, use the Office Binder to assemble exactly what you need, and then print the whole set at once. It's also a handy way to keep related files together in one place.

For more information, see "Use Office Applications Together," page 169.

Combine Microsoft Excel, Word, and PowerPoint documents with the Office Binder.



Next Steps

To	See
Format a report in Word	"Make Your Word Document Look Great," page 127
Print your slides	"Create Your First PowerPoint Presentation," page 92
Create links to objects or insert objects	"Use Office Applications Together," page 169

MS 114041

Prepare for an Electronic Presentation

You are preparing to give an important presentation electronically, using a computer instead of a slide projector. You also have several possibilities to plan for. You may need to display detailed data from Microsoft Excel. Your audience may have a reputation for asking tough questions. And, you might have the option of using a multimedia computer, so you want to add some multimedia dazzle, just in case. You can easily handle these contingencies when you use PowerPoint to prepare an electronic presentation.

Key Features

Animations

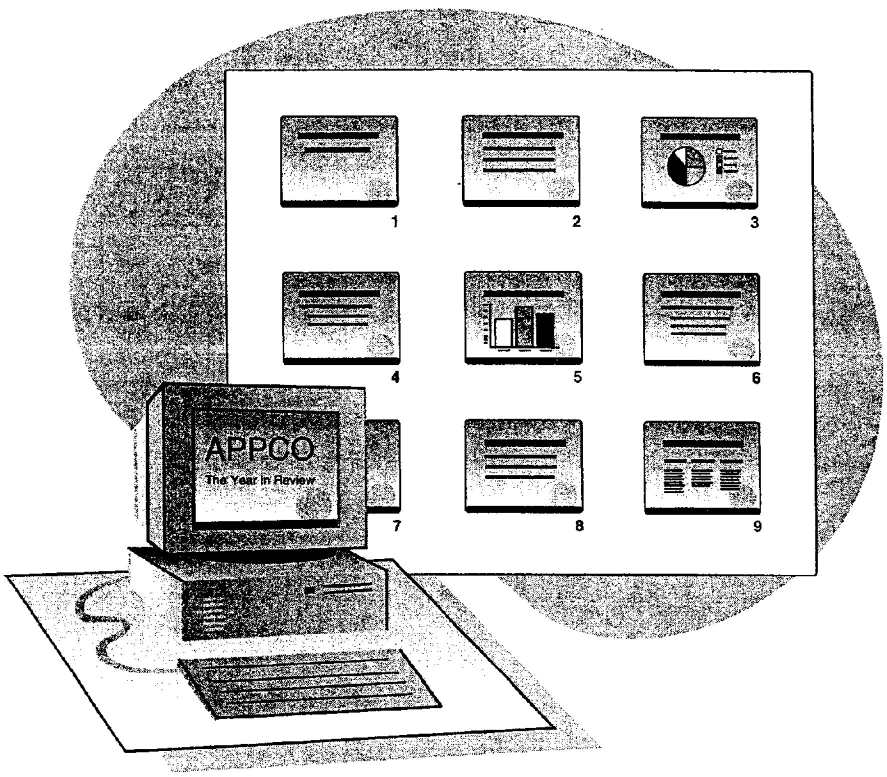
Slide Transitions

Custom Shows

Slide Meter

There are several advantages to giving an electronic presentation:

- You can make changes right up to the last minute.
- Slide transitions and animations provide more control over pacing.
- Text and graphic animations capture attention and help illustrate your point to the audience.
- You can use multimedia effects such as sound and video to best advantage.



MS 114042

ARENDI-DEFS00001752

Prepare Animations and Slide Transitions

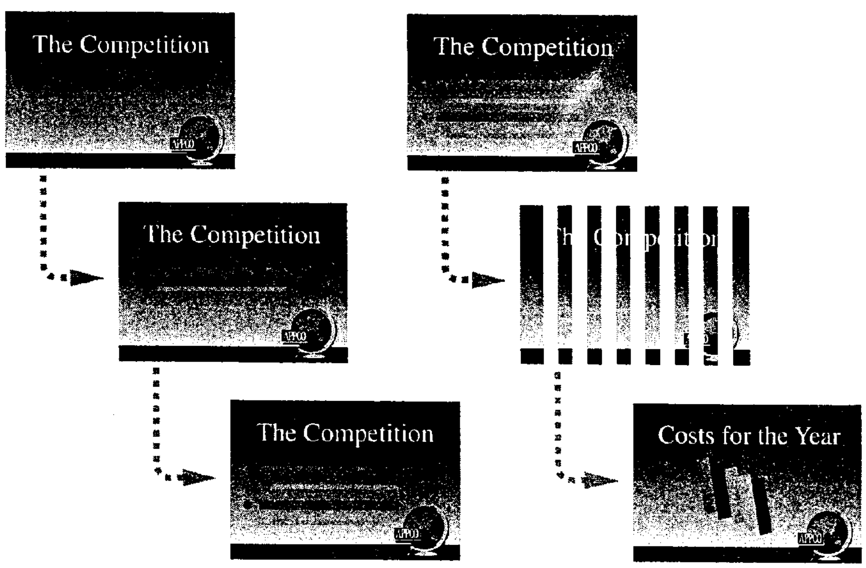
If you'd like to keep your audience from reading ahead of you while you're still making a point related to the previous item on your slide, you can create *animations*. When you use animations, each time you click the mouse, another item on your slide (either text or a graphic) appears. This is also known as "progressive disclosure." Use the **Preset Animation** and **Custom Animation** commands (**Slide Show** menu) to apply animations to selected items on a slide.

When you move to the next item in an animation, previously displayed items can be dimmed, hidden, or changed to a different color. You can set text items, including bullets and titles, to animate one character, one word, or one paragraph at a time. In addition, you can create more than one animation per slide, and determine the order in which they are activated.

You can also add special *transitions* between slides, by clicking **Slide Transition** (**Slide Show** menu). Advancing to the next slide automatically activates any transition effects you apply (which can include sound effects).

Control what the audience sees with animations.

Use transitions to fade between slides.



MS 114043

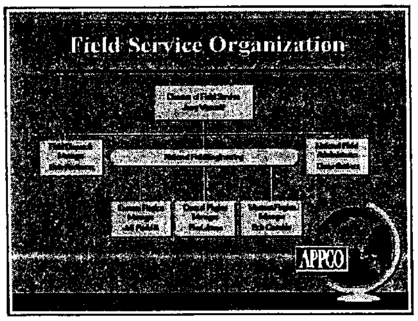
Use buttons to apply animation effects Buttons on the **Animation Effects** toolbar can help you quickly apply animations to items on your slides. To display the **Animation Effects** toolbar, click **Toolbars** (**View** menu), and then click **Animation Effects**.

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

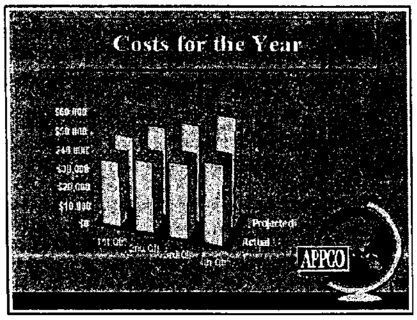
Office Assistant button

Be Prepared with Hidden Slides

When you prepare your presentation, you want to anticipate any difficult questions that might come up and have slides ready to answer them. If your slides contain information that you'd rather not discuss unless absolutely necessary, use the **Hide Slide** command (**Slide Show** menu) to hide them. During your presentation, you can display or skip these hidden slides at your discretion.



10



In slide sorter view, a crossed-out slide number indicates a hidden slide.

Use handouts to provide information in hidden slides If you have information that you don't need to discuss, but want to provide to your audience in a handout, you can include the information on hidden slides and print it, but skip it during the presentation.

Use hidden slides to add notes pages If you use the **Notes Page** command (**View** menu) to produce your audience handouts, but you need more than one page of notes for a particular slide, copy your slide and paste a duplicate slide after it. Then hide the new slide, switch to notes page view, delete the slide image, and continue typing in your notes. For more information, see "Create Audience Handouts and Speaker Notes," page 298.

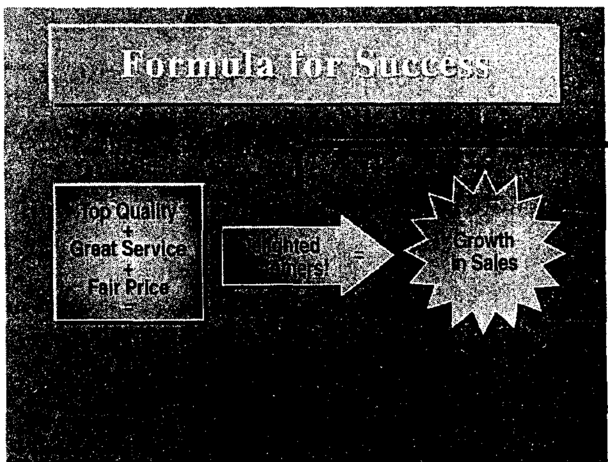
Hide Slide button (**Slide Sorter** toolbar)

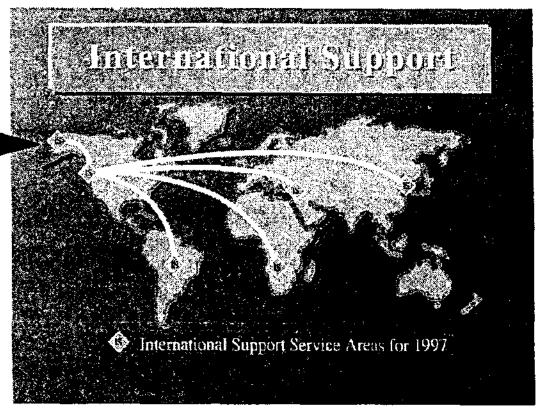
Branch to Other Locations

Need to change your presentation on the spot to suit a particular audience, or to respond to an unplanned question or line of discussion? Your presentation need not be limited to a single linear path. You can set up ways to branch from one slide to other slides, or to run other applications to display supporting data. To anticipate the needs of different audiences, you can also build contingency plans into your presentations.

Click **Action Settings** (**Slide Show** menu) to assign an action that occurs to any selected item when that item is clicked. Click **Action Buttons** (**Slide Show** menu) to create special items that have preassigned action settings, such as activating the next or previous slide, or playing a sound.

Click an object to jump to a particular slide ...





	A	B	C
1	*in millions*	***1998 projections***	
2	**Division**	**Sales**	**Profits**
3	Development	3,820	17
4	Support	3,577	148
5	Training	1,234	134
6	**Total**	8,631	299

... or to start another application.

Branch to hidden slides Perhaps a particular slide in your presentation could raise a question you don't want to address unless specifically asked. You can place an item on the slide that, when clicked, jumps to a hidden slide containing information that addresses the question. With the item selected, click **Action Settings** to specify the slide you want to display. For more information, see "Be Prepared with Hidden Slides," page 307.

Create Web pages

A World Wide Web site is a type of interactive presentation that you can create by using PowerPoint. For more information, see "Create a Web Presentation with PowerPoint," page 452.

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

Office Assistant button

MS 114047

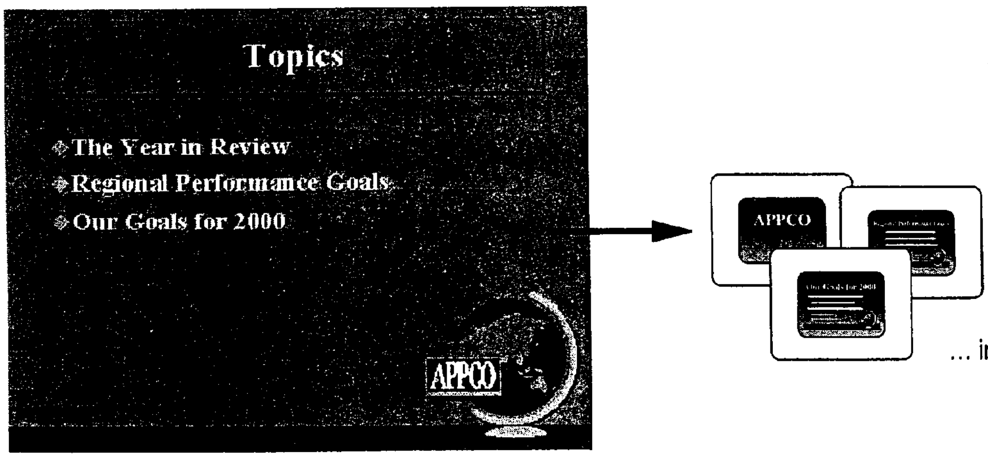
Organize Your Presentation

Suppose you are preparing a presentation that covers one or more subject areas. Or perhaps you need to customize your presentation for multiple presenters. Whatever your requirements, you want your slide show to run as smoothly as possible. To do this, you need to simplify and organize your material so that it can be presented for multiple purposes.

Create mini-presentations from a master presentation A *custom show* is a group of selected slides to which you assign a name for easy reference. You define them by clicking **Custom Shows** (**Slide Show** menu). For example, within a master presentation you can create separate custom shows for sales, product development, and executive management. To run a custom show, select its name in the **Custom Shows** dialog box and then click **Show**.

Turn a slide into a presentation When you create and organize your presentation, you might find that particular slides include too much information. Each bulleted item on the slide has its own bullets and the slide is getting too complicated. To simplify your presentation, if you run out of room on a slide, click **Expand Slide** (**Tools** menu) to create a new set of slides from the current slide. Each bulleted item on the expanded slide becomes a new slide.

If you find that there is too much information in a single slide to cover at one time, you can transform each bulleted item ...



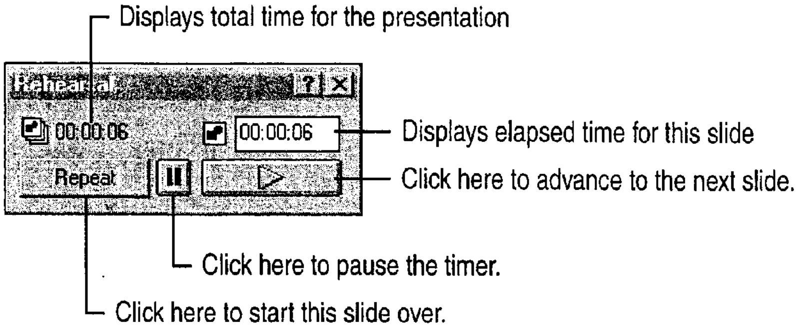
... into its own slide.

MS 114048

Time and Rehearse Your Presentation

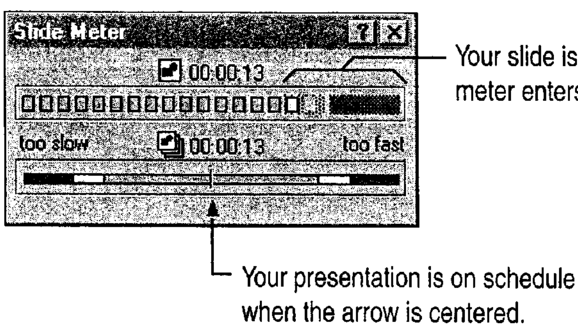
After you prepare your presentation, you want to make sure that you're ready to go and that everything works correctly.

First, do a "dress rehearsal" of your presentation with the **Rehearsal** dialog box displayed. Each time you advance to the next slide, the amount of time the slide was displayed is recorded. After you run through your presentation, PowerPoint asks if you want to keep the timings and display them in slide sorter view. While in this view, you can see if you have too much or too little material, and make the necessary adjustments. Click **Rehearse Timings** (**Slide Show** menu).



Time your presentation with the Slide Meter When you rehearse a presentation, use the Slide Meter to keep track of how you're doing compared to the slide timings you originally entered for each slide. While the slide show is running, right-click, and then click **Slide Meter** on the shortcut menu.

Rehearse Timings button (**Slide Sorter** toolbar)

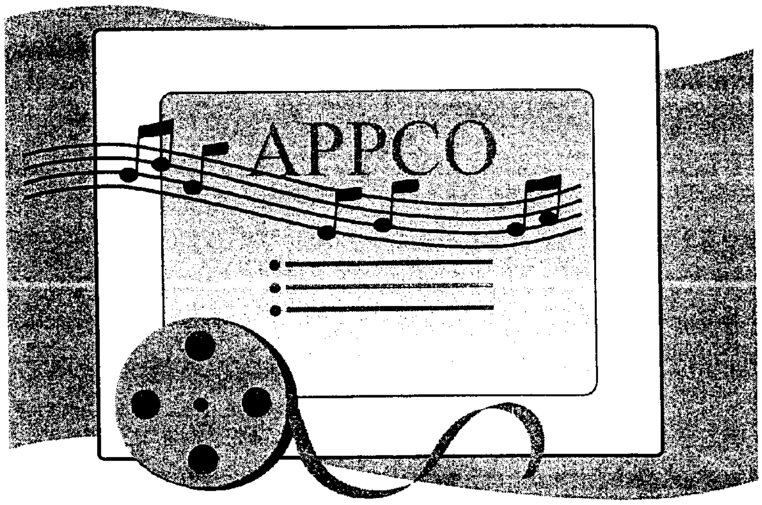


MS 114049

ARENDI-DEFS00001759

Add Multimedia Effects

You're excited about presenting on a multimedia computer, and you've got some ideas: You want to add a movie clip for some comic relief, and you want to add a sound effect to a slide that plays only if you click an item on that slide. During breaks, you'd also like to play tracks from a music CD.



You can create special slides that play sounds when activated.

Insert a media clip Add interest by inserting a movie or sound clip in your presentation. Click **Sounds and Movies** (**Insert** menu), and then click a command on the submenu.

Play tracks from a music CD Click **Sounds and Movies,** and then click **Play CD Audio Track** to display the **Play Options** dialog box. You can play one or more contiguous tracks from a music CD loaded into your computer's CD-ROM drive.

Control playback Click **Custom Animation** (**Slide Show** menu). On the **Play Settings** tab, you can specify when to play media clips or CD tracks. For example, you can have a media clip or CD track play only when you click on an item, as soon as the slide is displayed, or during any step of an animation.

MS 114050

ARENDI-DEFS00001760

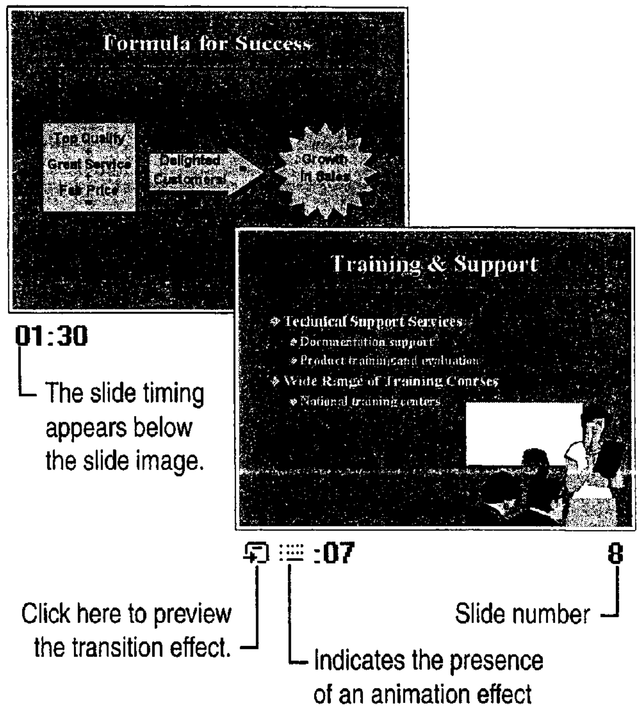
Use Slide Sorter View

You can apply animation and transition effects, and set slide timing by using buttons on the **Slide Sorter** toolbar. This toolbar appears automatically when you switch to slide sorter view. Icons appear below slide images if effects have been applied.

Animations Select a slide or slides and apply animation effects to items on the slide.

Transitions Select a slide or slides, apply transition effects, and specify the display time in seconds.

Slide timing Click the **Rehearse Timings** button to start a slide show and record the display time for each slide.



Next Steps

To	See
Take your electronic presentation on the road	"Give an Electronic Presentation," page 314

MS 114051

Give an Electronic Presentation

Use the Most Sophisticated "Slide Projector" Available: Your Computer

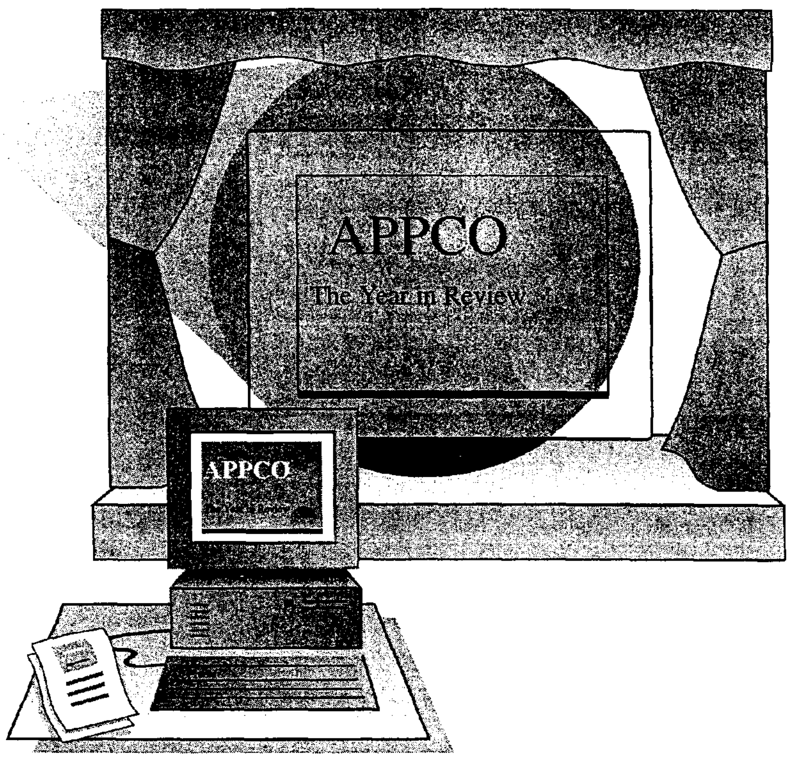
You've spent a lot of time putting together a great electronic presentation, and now it's time to actually make it happen. You've anticipated the needs of the audience and the questions that might arise. Now you want everything to run smoothly.

Giving an out-of-town presentation? If you're giving a presentation while on the road, use the Pack and Go Wizard to make sure you bring what you need. Click **Pack and Go** (**File** menu), and then follow the instructions in the wizard.

Make the most of your presentation Use PowerPoint features such as Slide Navigator and Meeting Minder.

Key Features

- Slide Navigator
- Meeting Minder



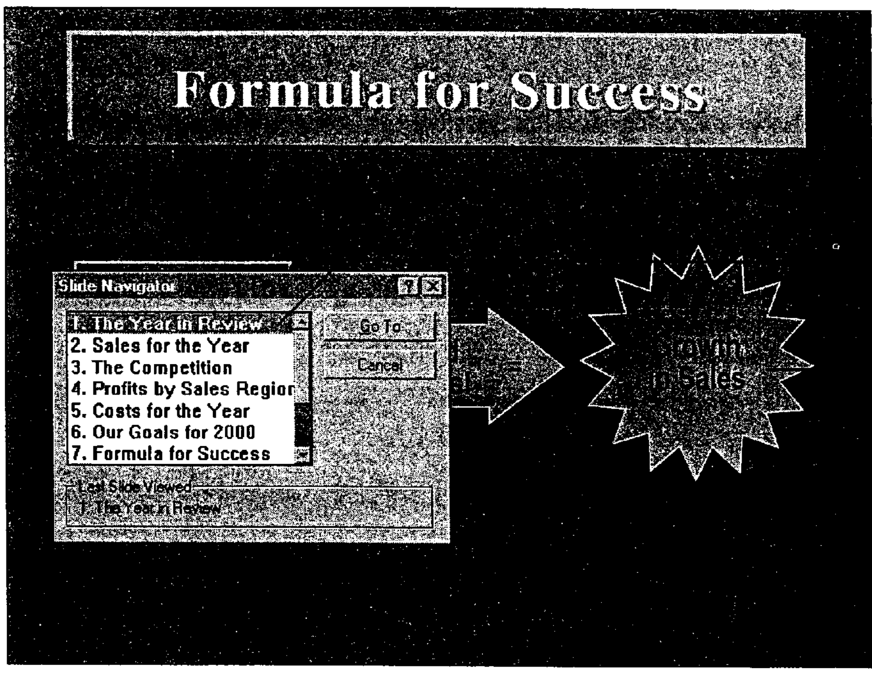
MS 114052

ARENDI-DEFS00001762

Master the Element of Surprise

Jump to previous slides quickly If somebody asks a question about a previous slide during your presentation, you need to find it without losing your place. When this happens, use Slide Navigator to move directly to the slide. While your presentation is in progress, right-click anywhere, and then click **Slide Navigator** (**Go To** menu).

Display hidden slides Suppose you are presenting a series of slides containing critical news. Following these slides are hidden slides with background information that you'd rather not present unless necessary. But during your presentation, somebody asks a question that can only be answered by one of your hidden slides. Using Slide Navigator, you display a hidden slide by selecting the title of that slide from the list. Hidden slides are indicated by parentheses around the slide number in the **Slide Navigator** dialog box.



Select a slide to display.

Click objects to play attached special effects.

MS 114053

ARENDI-DEFS00001763

Want to add special effects? To add a special effect to an object placed on a slide, select the object, and then click **Action Settings** (**Slide Show** menu). To play the special effect, click the object. For example, you can click an object to play a sound effect.

Check your notes You can refer to your notes, or add to them, without ever leaving your slide show. Right-click anywhere during the slide show, and then click **Speaker Notes**.

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

Office Assistant button

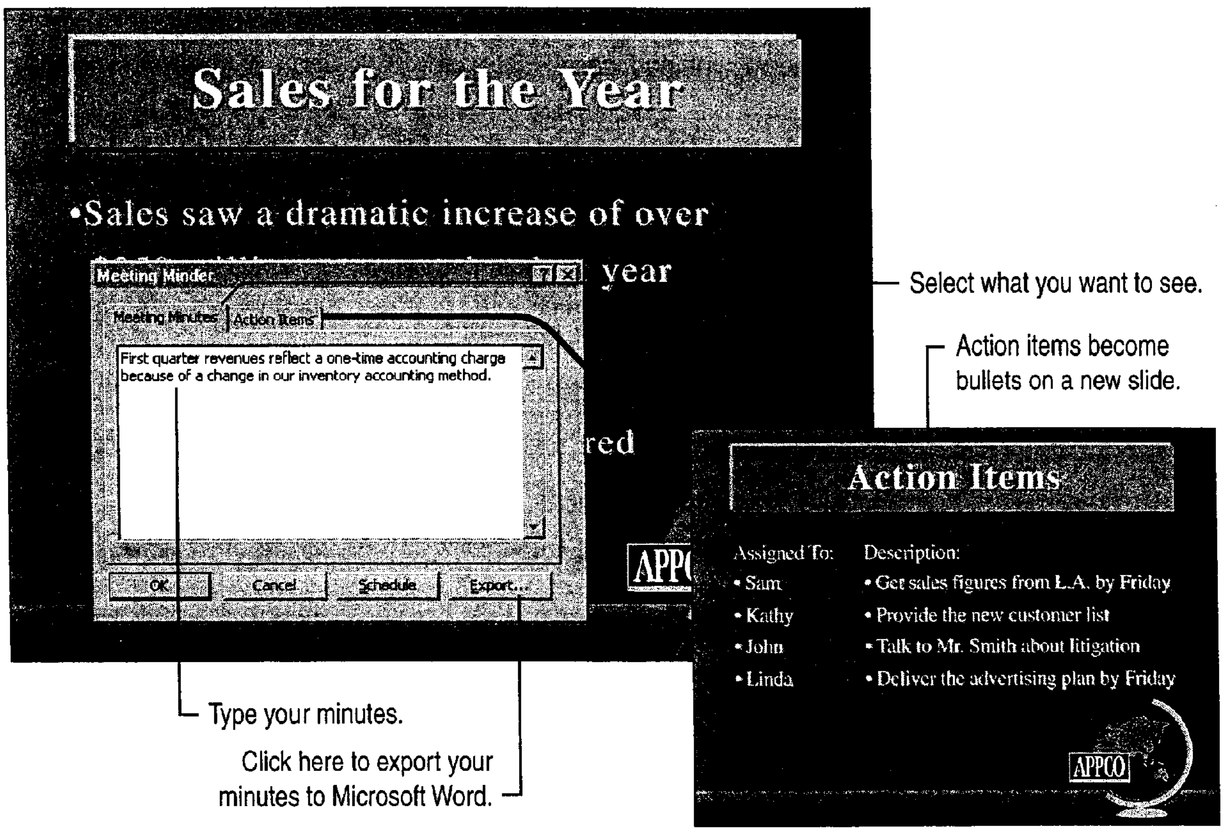
MS 114054

Take Notes and Track Action Items on Screen

You want to keep track of good ideas that come up during your presentation. You also want the audience to know you are interested in their comments. While the presentation is in progress, you can record "meeting minutes." Right-click anywhere during the slide show, and then click **Meeting Minder**.

Perhaps people in the audience will volunteer to do things and get back to you with the results. Track these action items by using the **Action Item** tab in the **Meeting Minder** dialog box. Any action items you type are automatically displayed on a new slide inserted at the end of the presentation.

After the presentation, you can view and export your minutes and action items by clicking **Meeting Minder** (**Tools** menu).



MS 114055

Draw attention to important facts Just as a coach diagrams a key play on the blackboard, you can use the PowerPoint Pen feature to draw on your slides to focus attention on important facts and figures. Don't worry about marking up your slides; Pen drawings are only temporary. Right-click while a slide show is running and click **Pen**.

Post action items to Outlook After you type action items in Meeting Minder, click **Export** to send them to Microsoft Outlook, where they are posted as unread items in the Tasks and Calendar modules. For more information, see "Your First Outlook Session," page 113.

Schedule another meeting with Outlook The **Schedule** button in the Meeting Minder starts Outlook, which you can use to schedule the next meeting before you adjourn.

Want to give your presentation to a widespread audience? Use the presentation conferencing features available in PowerPoint to run your presentation simultaneously on one or more remote computers while controlling the presentation from another computer. For more information, see "Give a Presentation on a Remote Computer," page 338.

Next Steps

To	See
Create a report in Microsoft Word based on your presentation	"Transfer Information Between PowerPoint and Other Applications," page 327

Customize the Appearance of Your Presentation

You want your presentation to have a distinctive appearance that works well for the type of material you need to present and communicates your points to your audience. Perhaps you want to create a presentation that you can use repeatedly as the basis for other presentations with a common theme. PowerPoint content templates, presentation designs, and masters can help you create an effective presentation that you can use once or many times.

- *Content templates* are predesigned presentations that include formatted masters plus slides that contain formatting, text, and graphics that you can use as a starting point for your own content.
- *Presentation designs* are sets of predesigned master formats and graphics that you can apply to any presentation. They change the appearance, but not the content, of your slides and notes.
- *Masters* are special views in which you can add repeated elements and define the general appearance of all slides and pages at once. Use masters when you want your presentation to have a consistent look.

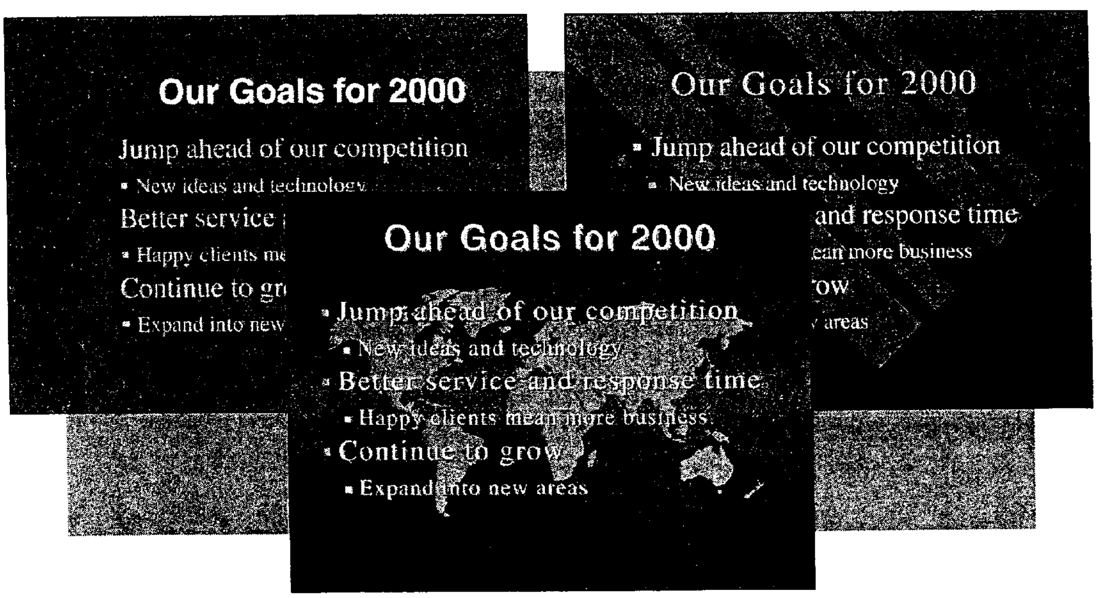
Key Features

Content Templates

Presentation Designs

Masters

Change the appearance of your presentation to suit different audiences.



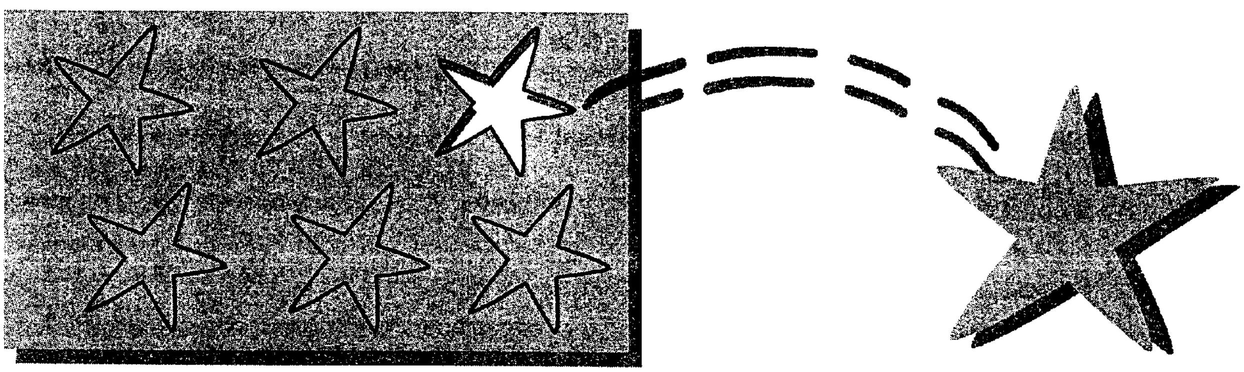
MS 114057

Save Time with Templates

If you want, you can start from scratch with a blank presentation. But the advantage of using templates, besides saving time, is that the way in which fonts, colors, and layout work together has been carefully considered for you. Templates are professionally designed presentations that you can use as the basis for your own presentations. PowerPoint uses two kinds: content templates and presentation designs.

Content templates are like cookie-cutter presentations that give you a head start with content and organization, as well as with formatting and design.

Presentation designs are templates that include master elements and formatting, but no slides. You can apply presentation designs to any presentation without changing the existing content of slides or notes. Only the content and appearance of the masters are changed, in turn determining the default appearance of the rest of the presentation.



No color? If you are limited to black-and-white output, each of the PowerPoint presentation designs can be optimized for black-and-white printing. For more information, see "Quickly Prepare a Black-and-White Presentation," page 324.

Save your presentation as a template Click **Save** (**File** menu), and then select **Presentation Templates** from the **Save as type** list. To save a template as a presentation design, delete all the slides in slide sorter view, so that only the content and design of the masters remain. Click **Save As** (**File** menu), and then select **Presentation Templates** from the **Save as type** list.

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

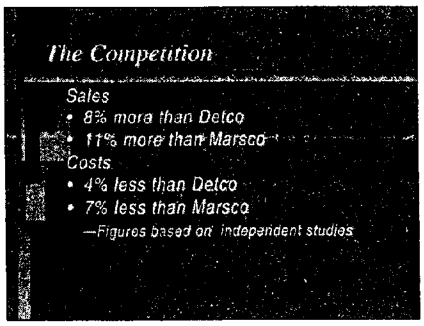
Office Assistant button

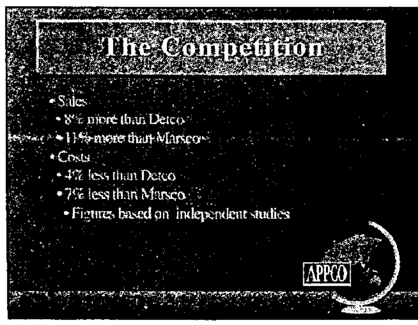
Determine the Overall Appearance of Your Presentation

Presentation designs are presentations with formatting and graphic elements in master views only. Click **Apply Design** (**Format** menu) to determine most of the formatting in your presentation.

If you are working on an individual slide and you like what you see, you can change all the slides in that presentation at once without applying a presentation design or changing to the master view. Use the **Apply to All** button that appears in applicable dialog boxes.

When you apply a presentation design ...





... formatting and master items change ...

... leaving the content of slides unchanged.

Customize individual slides The overall appearance that you choose for your presentation might not be the best way to present the information on every slide. You can make changes to a slide by using the commands on the **Format** menu to override the master formatting for that slide.

Add headers and footers Use headers and footers to include information (such as the date or your company's name) that you would like to appear on all slides or pages. Click **Header and Footer** (**View** menu).

Use multiple color schemes Each presentation design includes a number of different color schemes that you can use. You can also create your own. To apply or change a color scheme, click **Slide Color Scheme** (**Format** menu). Notes pages have separate color schemes that you control by using the **Notes Color Scheme** command (**Format** menu), which appears when notes page view is active.

MS 114059

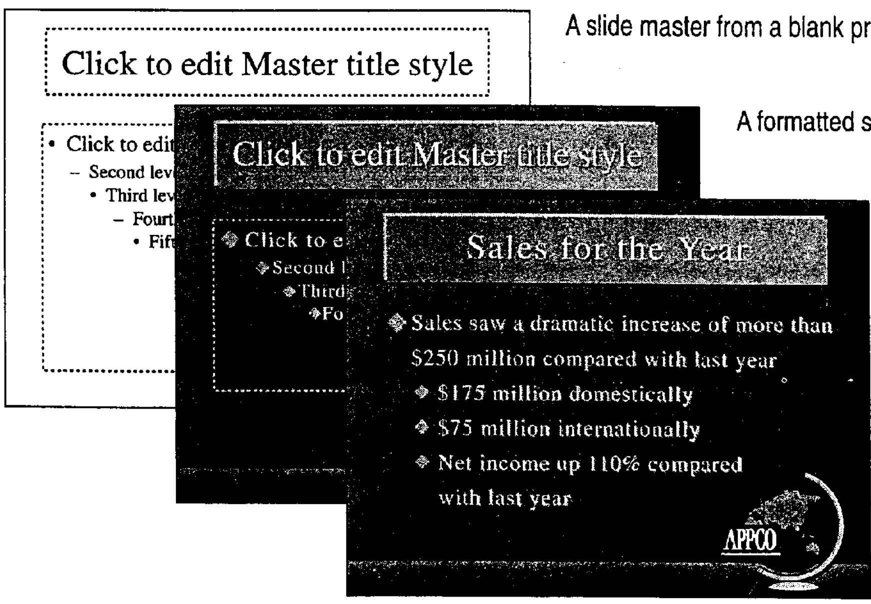
Apply Master Formatting

Using the **Master** command (**View** menu), you can determine the default appearance for each key component in a presentation: slides, notes pages, and audience handouts. For slides, there are two masters. The *Title Master* determines the appearance of special title slides that you can create and use at the beginning of a presentation or wherever you want to set off distinct sections. The *Slide Master* controls the appearance of all other slides in your presentation.

To create a Title Master, click **Slide Master** (**View** menu, **Master** submenu). Then, with the Slide Master open, click **New Title Master** (**Insert** menu).

The text and graphics you include on the masters will appear on every slide or page. When you format a master, all other slides or pages automatically display the same formats.

- Use **Format** menu commands to change the design of masters.
- Use drawing tools or **Insert** menu commands to add graphic elements to masters.



A slide master from a blank presentation

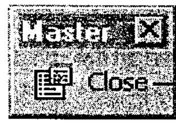
A formatted slide master

Master formatting applied to a slide

Graphics on the master also appear on all slides.

Want to change the master format? What if you don't want background items that appear on the Slide Master (such as your company's name and logo) to appear on one of the slides? While the slide is displayed, click **Background** (**Format** menu), and select the **Omit background objects from master** check box. You can also override the master format by manually changing individual slide or page formatting.

Want to return to slide view? When you enter a master view, the **Master** toolbar appears automatically. Click the **Close** button to return to slide view.



Click here to return to slide view.

Add Graphics to Your Presentation

PowerPoint includes many tools to help you create visual content for your presentations. If the **Drawing** toolbar isn't already visible, click **Drawing** (**View** menu, **Toolbars** submenu) to display it. You can use the **Drawing** toolbar to create and format your own drawing objects. You can also import graphics created with other programs by using commands on the **Picture** submenu (**Insert** menu).

For more information, see "Get Your Point Across with Graphics," page 159.

Next Steps

To	See
Add graphics	"Get Your Point Across with Graphics," page 159
Add effects especially designed for electronic presentations	"Prepare for an Electronic Presentation," page 304

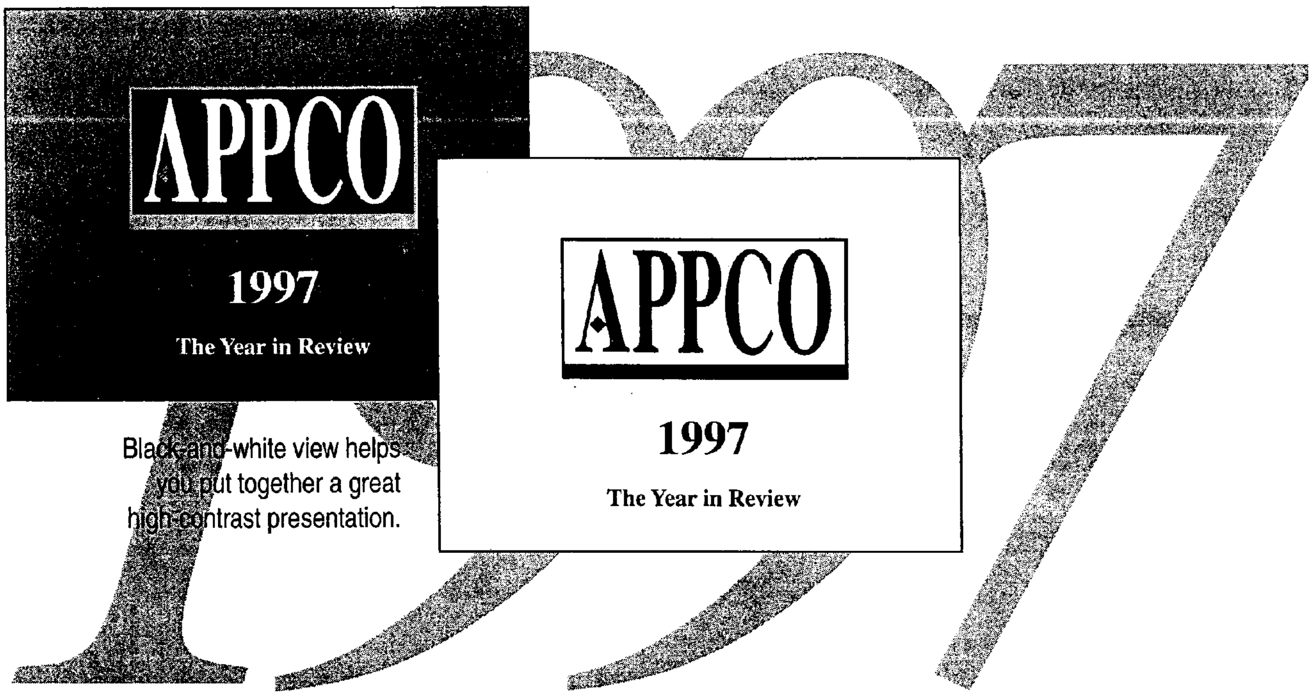
Quickly Prepare a Black-and-White Presentation

Black-and-white overheads and good old paper are still the presentation media of choice for many people. But perhaps your presentation must do double duty by being great black-and-white overheads while still looking good in color later. You can use black-and-white view to help optimize your presentation so that it works well both ways.

Key Features

Black-and-White View

Slide Color Scheme



Black-and-white view helps you put together a great high-contrast presentation.

Guidelines for Using Color Presentations in Black and White

- Use the **Black and White** button to see a color presentation in black and white.
- Control how individual items on slides look when printed. In black-and-white view, select an object, right-click, and then click **Black and White** on the shortcut menu. Select an option to modify the way the selected item prints in black and white without permanently changing it.

Black and White button

MS 114062

Other views in black and white You can also use the **Black and White** button while in notes page view or slide sorter view to see how your slides will look when printed.

Print in pure black and white The dialog box for the **Print** command (**File** menu) contains the **Pure black and white** option, which converts all grays to black or white for printing.

Change the color scheme Use **Slide Color Scheme** (**Format** menu) to change to a different color scheme, change to a black-and-white scheme, or modify colors within a color scheme if you want to make more lasting adjustments to your presentation.

Click the Print button If you click the **Print** button while in black-and-white view, PowerPoint prints the presentation as it appears on the screen in black-and-white view.

Print button

The Slide Miniature Window

The Slide Miniature window appears automatically when you're in black-and-white view. If the Slide Miniature window is not visible, click **Slide Miniature** (**View** menu) to display it. When you're working in black-and-white view, the Slide Miniature window displays a thumbnail image of the slide in color. When you switch out of black-and-white view, the Slide Miniature window displays the slide in black and white.

Want to know more? Look up **Getting Results - Black and White** in Help.

Office Assistant button

Give a Great Presentation on Paper

Paper is still a good way to share information for meetings and small presentations. Along with its black-and-white features, PowerPoint has graphic design and output muscle that helps create great-looking printed handouts for your audience.

- Print 1, 2, 3, or 6 slides per page.
- Print one slide per page with notes or a blank note-taking area.
- Export your notes and graphic images of slides to Word, in which you can edit and format using all of the features in Word.
- Export the text of slides as an outline to Word, and use it to create an expanded report.

For more information on printing options, see "Create Audience Handouts and Speaker Notes," page 298. For more information on exporting your presentation, see "Transfer Information Between PowerPoint and Other Applications," page 327.

Next Steps

To	See
Create printed handouts	"Create Audience Handouts and Speaker Notes," page 298
Add graphics	"Get Your Point Across with Graphics," page 159

MS 114064

Transfer Information Between PowerPoint and Other Applications

Save the Time of Retyping

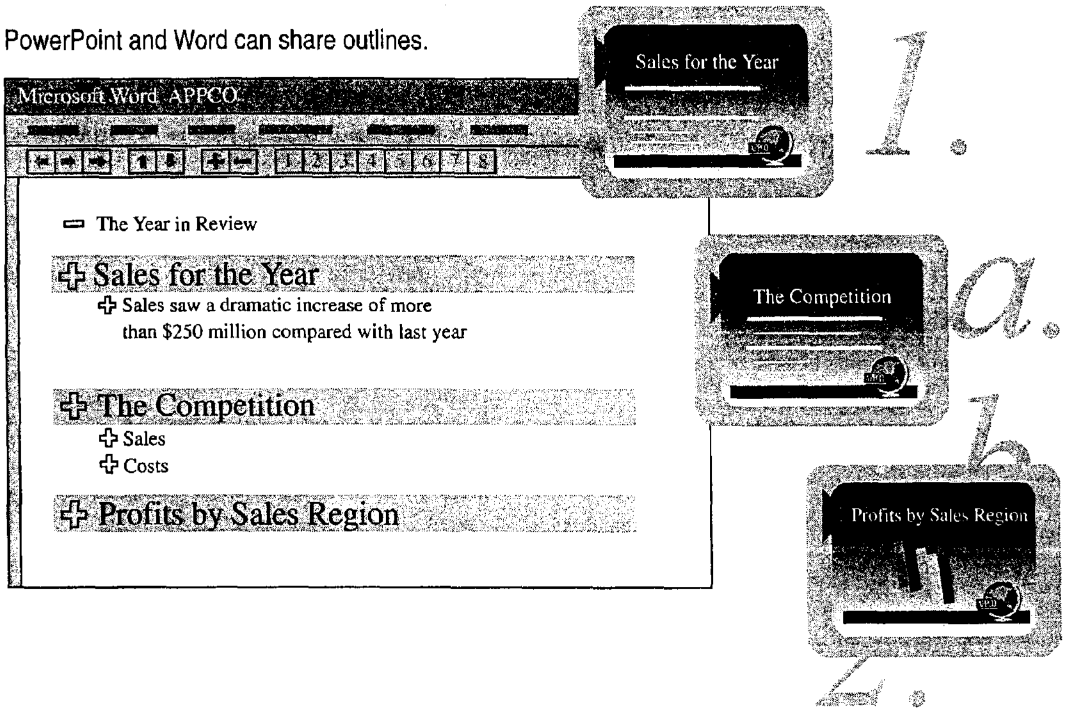
You need to prepare slides to accompany a report. Or, perhaps you need to prepare a report to accompany a presentation. You can accomplish these tasks easily by exchanging outlines between PowerPoint and Microsoft Word.

In addition to Word documents, PowerPoint also reads many other file formats, including Microsoft Write, Harvard Graphics 2.3 and 3.0, Freelance Graphics for MS-DOS®, Freelance Graphics 1.0-2.1 for Windows, Rich Text Format, and plain text.

Key Features

- Slides from Outline command
- Open command
- Send To command
- AutoFormat command

PowerPoint and Word can share outlines.



MS 114065

Insert a Word Outline

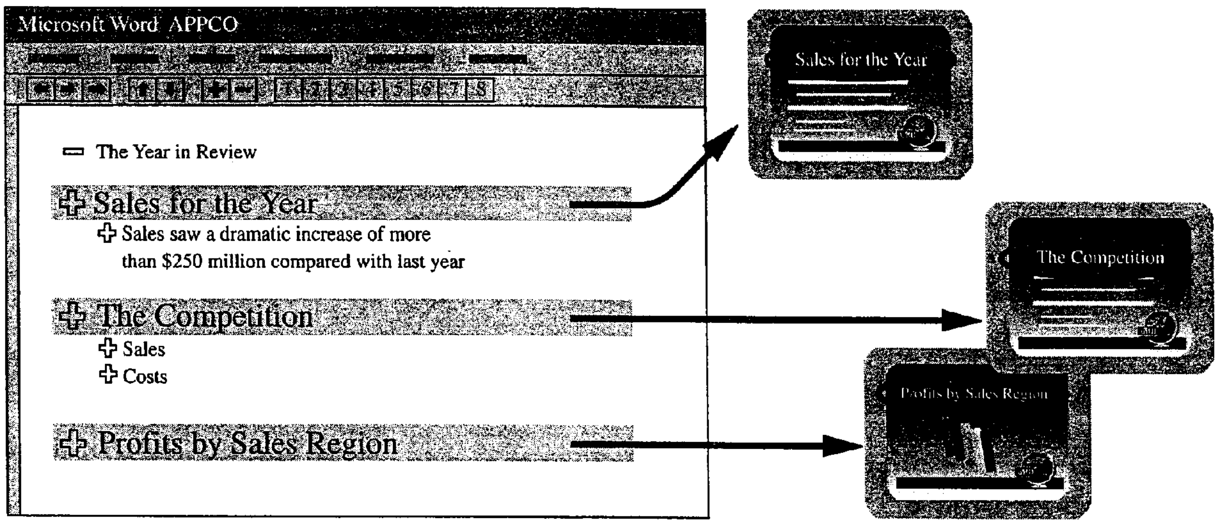
When you use an outline from Word, PowerPoint picks up the outline structure from the following formatting elements in Word:

- Styles—Heading 1 becomes the slide title, Heading 2 becomes the first level of text, and so on, up to five levels of subhead text. When you import an outline, levels six and below are all imported as level five text in PowerPoint. Only heading styles are used to create slides; additional body text is ignored.
- Paragraph indents—if your outline includes only regular text (that is, if no styles, such as headings, have been applied)
- Tabs—at the beginning of paragraphs in plain text files

While working in PowerPoint, you can insert outlines from Word or another application into your presentation by clicking **Slides from Outline (Insert** menu).

When you insert the contents of a Word document in a PowerPoint presentation ...

... slides are created using the outline structure.



MS 114066

Import an entire presentation Create a new presentation from an outline in any file format that PowerPoint reads. Click **Open** (**File** menu), and select **Outlines** in the **Files of type** list.

Create headings quickly with AutoFormat If the Word document you are using isn't formatted or doesn't use standard heading styles, click the **AutoFormat** button in Word to apply standard styles to the whole document before you import it. PowerPoint can then use these styles to create slides.

AutoFormat button (Word)

Insert slides from other presentations While working in one presentation, you can insert individual slides from other presentations (or another application) by clicking **Slides from Files** (**Insert** menu).

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

Office Assistant button

MS 114067

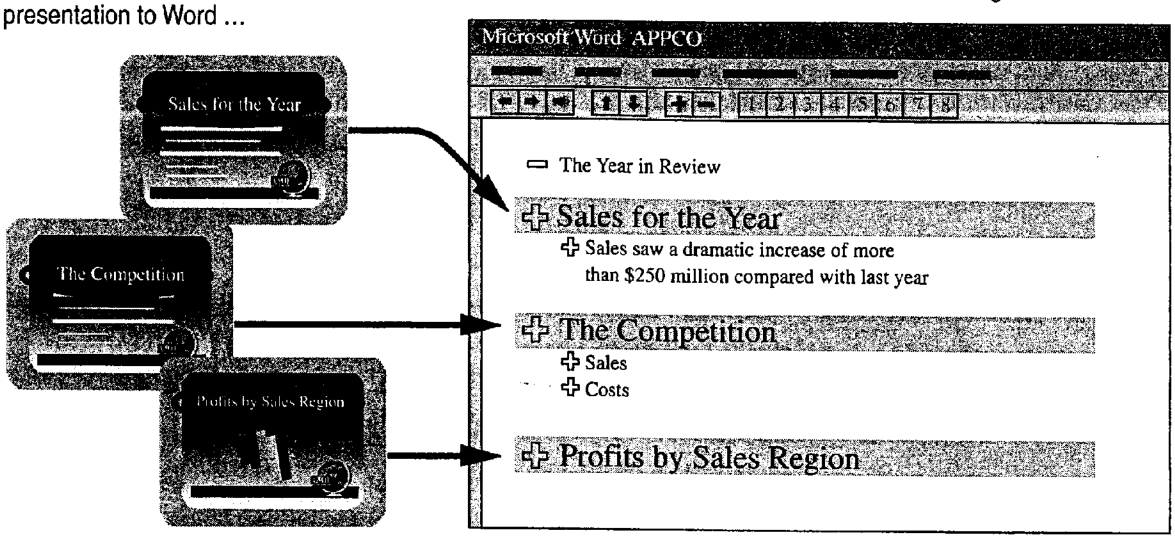
Export a Presentation to Word

If you need to prepare a report based on a presentation, you can export your presentation to Word by clicking **Microsoft Word** (**File** menu, **Send To** submenu). This command lets you:

- Export an entire presentation with slide images and the contents of notes pages.
- Export only slide images with adjacent blank lines for notes.
- Export the presentation outline only.

When you export a PowerPoint presentation to Word ...

... each slide title in PowerPoint becomes a Heading 1 in Word.



MS 114068

Create Presentations for the Web

PowerPoint provides tools that make it easy to create presentations that you can publish to the World Wide Web, the most widely used portion of the Internet. You can use PowerPoint to:

- Create new presentations designed specifically for the Web by using the AutoContent Wizard.
- Export existing presentations to Hypertext Markup Language (HTML) format, the language in which documents are published on the Web.

For more information, see "Create a Web Presentation with PowerPoint," page 452.

Next Steps

To	See
Format your presentation	"Customize the Appearance of Your Presentation," page 319
Export slide images and text to Word	"Create Audience Handouts and Speaker Notes," page 298

MS 114069

Create a Self-Running Presentation

Your company has an exhibit at a trade show. Chances are, your salespeople won't have time to talk personally with every potential customer. With a *self-running presentation*, you can get your message to more people.

A self-running presentation runs in an unattended setting, such as a museum display, point-of-sale display, trade-show booth, or information desk. In an *interactive* self-running presentation, viewers advance slides at their own pace, by using the mouse or keyboard. In an *automatic* self-running presentation, the presentation advances based on the timing you set for each slide. Automatic presentations work best when each slide contains very concise subject matter.

Key Features

Slide Timing

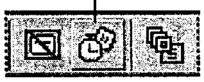
Slide Show Looping

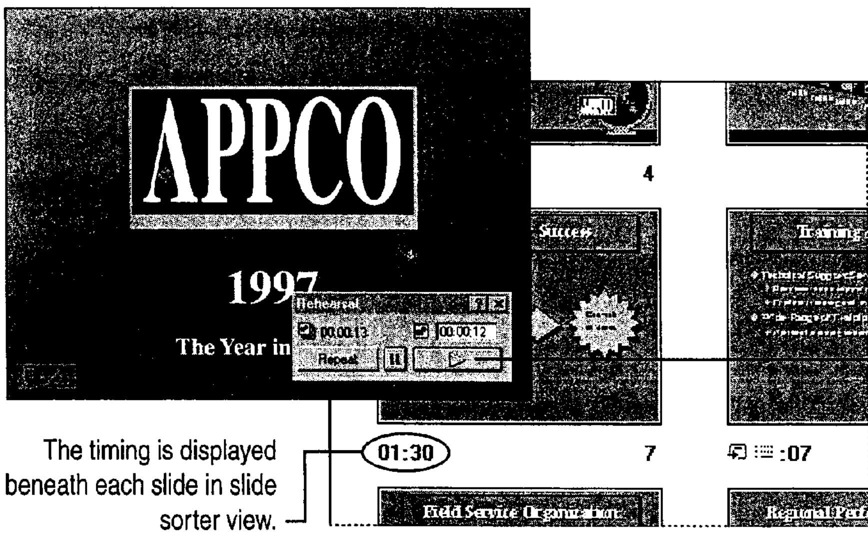
MS 114070

Set the Timing for Each Slide

After you create the presentation, the first step in making it self-running is to specify the amount of time each slide is visible. This procedure is essential if your presentation runs automatically, and it can be a useful feature for interactive presentations as well, to prevent your presentation from getting "stuck" on one slide. Run through your presentation slide by slide, being sure to allow plenty of time to read each slide.

In slide sorter view, click the **Rehearse Timings** button on the **Slide Sorter** toolbar.





When you click the **Advance** button, PowerPoint records the amount of time the slide was displayed on the screen.

The timing is displayed beneath each slide in slide sorter view.

No waiting Instead of waiting for the time to elapse for each slide, you can select the time counter above the **Advance** button in the **Rehearsal** dialog box and type the amount of time you want.

No waiting, part II You can also apply slide timings by selecting a slide in slide view or slide sorter view, clicking **Slide Transition** (**Slide Show** menu), and typing the amount of time you want in the **Seconds** box.

MS 114071

Create Presentations for the World Wide Web

One way of thinking about the Web is that it comprises thousands of interactive self-running presentations. You can create your own "Internet presentations" by using PowerPoint. For more information, see "Create a Web Presentation with PowerPoint," page 452.

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

Office Assistant button

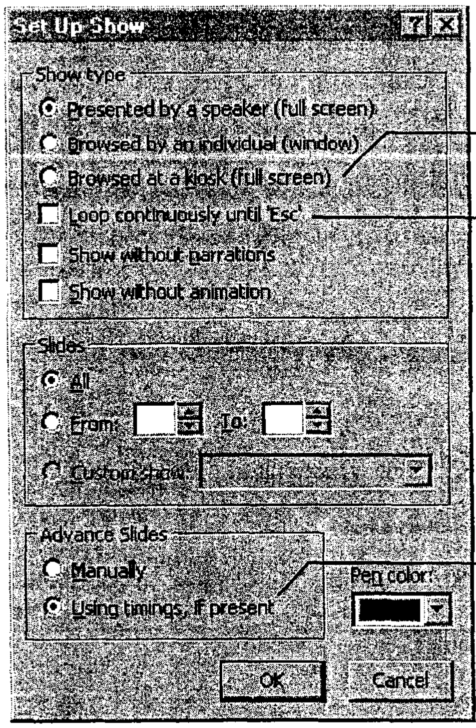
MS 114072

Set Up the Presentation to Run Unattended

Click **Set Up Show** (**Slide Show** menu) to display the **Set Up Show** dialog box. Select the **Loop continuously until ESC** check box to avoid restarting the presentation after every showing, and then click **Using timings** so that the slides advance automatically. The **Browsed at a kiosk (full screen)** option also loops the presentation, and it restricts viewers from making changes.

Click **OK** to save the settings. When you are satisfied with the results, save your presentation.

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



Click here to keep the presentation running and restrict viewers from making changes.

Click here to keep the presentation running until you press the ESC key.

Click here to have the slides advance automatically, using the timings set in the **Rehearsal** dialog box.

Make it easy for your viewers to navigate You can place large interactive "Next" and "Previous" arrows or buttons on each slide. For more information, see "Branch to Other Locations," page 308.

Create a Self-Starting Presentation File

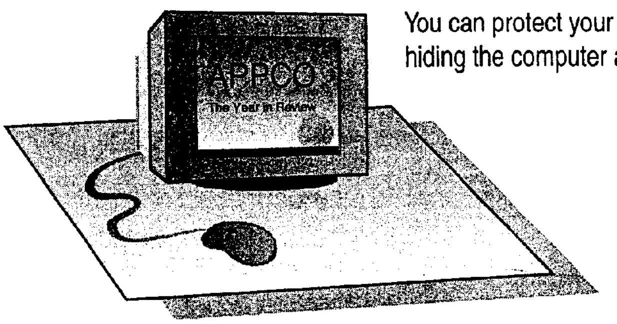
You can save your presentation in a special file format that starts PowerPoint and runs the slide show automatically. Click **Save As** (**File** menu). In the **Save as type** list, click **AutoRun Presentation**. Now when you double-click the presentation icon, the slide show starts immediately.

MS 114073

Help Your Presentation Run Smoothly

An automatic self-running presentation runs independent of audience control, so you can literally hide the keyboard and mouse to minimize the potential of someone interrupting the show.

An interactive self-running presentation is inherently riskier, because you must allow audience access to a mouse or keyboard. You run the risk of someone stopping the presentation, or even rebooting the computer! It helps if you provide only a mouse, which the viewer clicks to advance slides. To help make this arrangement even more secure, click **Options** (**Tools** menu). On the **View** tab, make sure that the first two options in the **Slide Show** group are cleared. This disables features that allow viewers mouse access to slide show controls.



You can protect your presentation by hiding the computer and keyboard.

Focused clicking You can create interactive buttons to advance slides. First, click **Slide Transition** (**Slide Show** menu) and clear the check boxes in the **Advance** box. Then create interactive "Next" and "Previous" buttons on each slide. For more information, see "Branch to Other Locations," page 308.

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

Office Assistant button

MS 114074

About PowerPoint Viewer

If you need to run a presentation on a computer that does not have PowerPoint installed, you can use PowerPoint Viewer, an application specifically designed to display presentations created with PowerPoint.

PowerPoint Viewer:

- Can be freely distributed.
- Takes less hard disk space than PowerPoint.
- Can be automatically added to a "traveling" presentation using the **Pack and Go** command (**File** menu).
- Can be used as a World Wide Web "helper" application.

Note that some advanced features and effects of PowerPoint do not work with PowerPoint Viewer. For information on features and on where to get the PowerPoint Viewer, visit the PowerPoint Web site at http://www.microsoft.com/powerpoint

Next Steps

To	See
Add multimedia elements and interactive buttons to your presentation	"Prepare for an Electronic Presentation," page 304

MS 114075

Give a Presentation on a Remote Computer

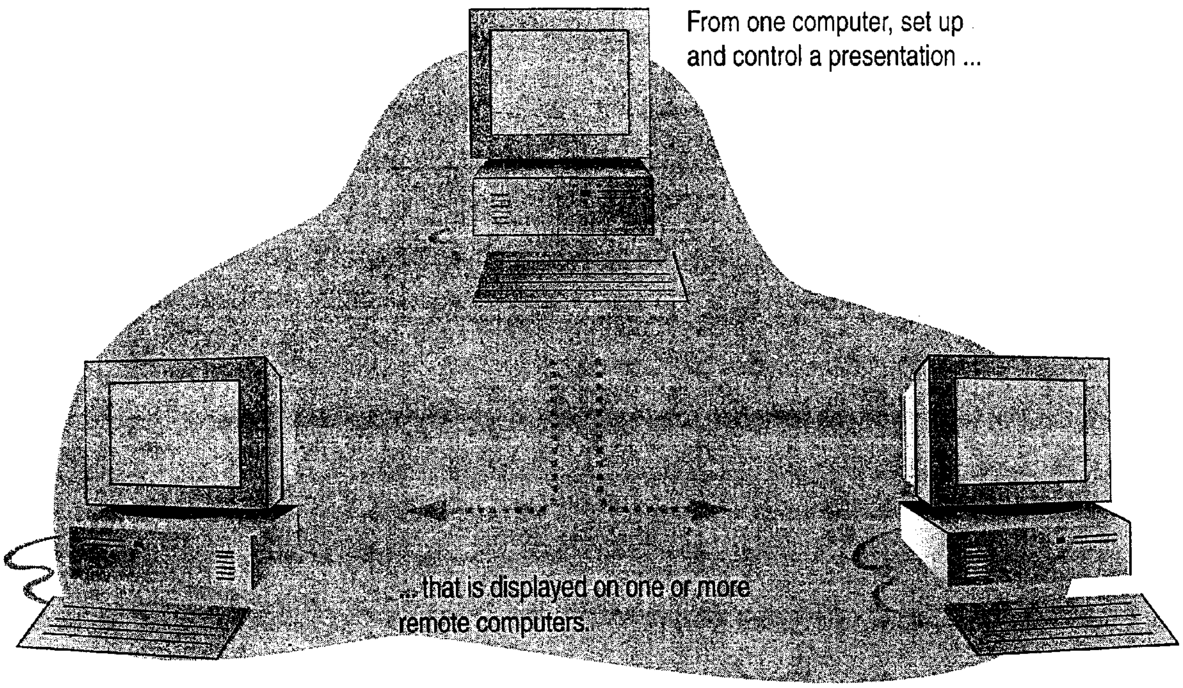
Use Two or More Connected Computers to Give an Electronic Presentation

You can use *presentation conferencing* to run an electronic presentation simultaneously on one or more remote computers while controlling the presentation with your computer. These computers can be connected by a network, the Internet, or a modem.

Key Features

- Presentation Conferencing
- Viewing on Two Screens

Presentation conferencing is useful when you want to augment your conference call with visuals, or if you have a conference room computer with a large-screen or projection monitor and you want to use a different computer (such as a laptop) to control your presentation behind the scenes. You may also want to use presentation conferencing when your audience is spread out over a wide geographic area, or if you don't have access to a large-screen monitor or projection system for giving electronic presentations but you can connect to several desktop computers.



MS 114076

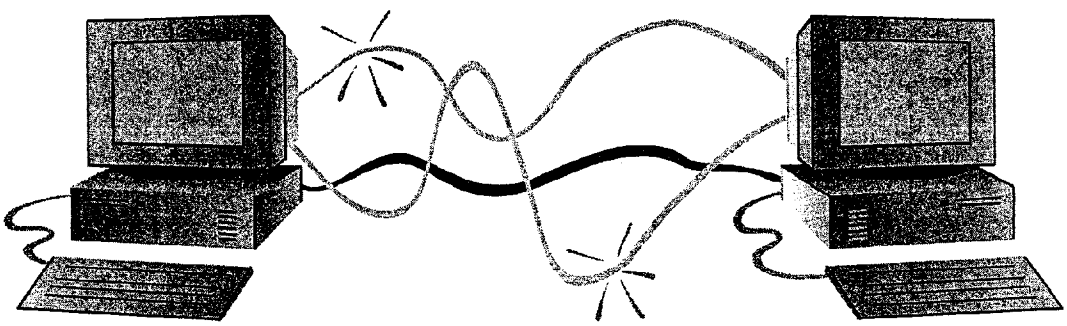
Set Up a Presentation Conference

You can use the Presentation Conference Wizard to set up a conference, or to connect to a conference as an audience member.

To set up a conference, click **Presentation Conference** (**Tools** menu), and then follow the instructions in the wizard. You can require that all participants join the conference at the same time, or you can allow others to join the conference at any time, as long as at least one connection is made in advance.

When you set up a conference, you need to supply the address of each computer to which you want to connect. The easiest way to obtain these addresses is to collect them from each participant in advance. To find out your computer's address, click **Presentation Conference**, and then click **Audience**. Click the **Next** button, and then click the option corresponding to the type of connection you will use. When you click the **Next** button, the Presentation Conference Wizard displays the computer's address.

To connect to a conference as an audience member, click **Presentation Conference**, and then follow the instructions in the wizard.



MS 114077

Set up a conference call When presenting to a group of individuals with computers connected by a local area network (LAN), first set up a standard telephone conference call to facilitate voice communication during your presentation.

Control Your Presentation Conference from Behind the Scenes

When you set up your presentation, use the tools offered by the Presentation Conference Wizard to make your presentation run smoothly from behind the scenes. When you give your presentation, these tools remain visible to you on the controlling computer, but are not shown to the audience.

- Use Meeting Minder to record meeting minutes and enter action items.
- Use Slide Navigator to jump directly to specific slides.
- Use Slide Meter to keep your presentation on schedule.

For more information on these tools, see "Prepare for an Electronic Presentation," page 304.

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

Office Assistant button

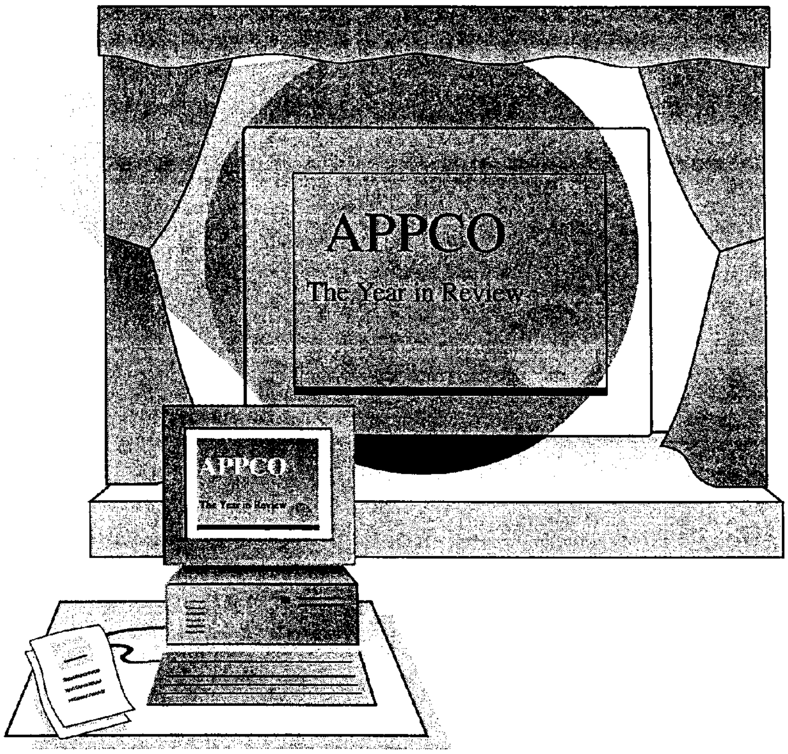
MS 114078

Connect to a Single Computer Using a Null Modem Cable

If you want to control a large computer-based presentation system from a smaller, more portable system such as a laptop, connect your laptop to the larger computer with a null modem cable.

If you have access to a conference room equipped with a computer and large-screen monitor, set up your presentation on your laptop, click **View on Two Screens** (**Slide Show** menu), and then set up the laptop as the presenter's computer. Using a null modem cable, connect your laptop to the large computer (which must have PowerPoint 97 installed) in the conference room. On this large computer, click **View on Two Screens**. Specify this computer as the one the audience will see.

After you establish a null modem cable connection, you can use the same behind-the-scenes controls available to you during a presentation conference. For more information on presentation conferencing, see "Control Your Presentation Conference from Behind the Scenes," earlier in this topic.



MS 114079

Next Steps

To	See
Create an electronic presentation	"Prepare for an Electronic Presentation," page 304
Run an electronic presentation	"Give an Electronic Presentation," page 314

MS 114080

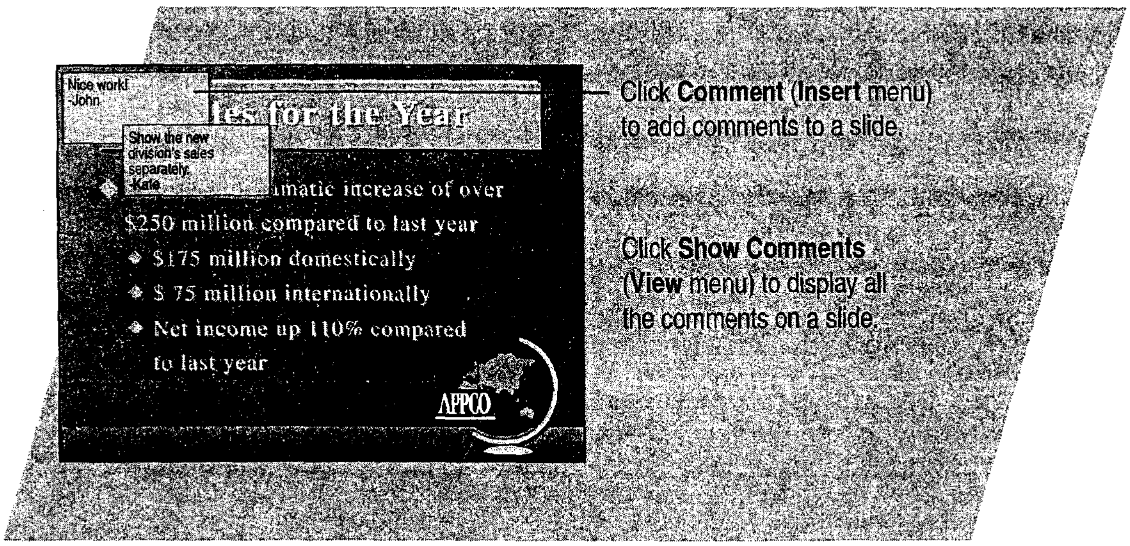
Add Comments to a PowerPoint Presentation

If a co-worker asks you to review an important presentation, PowerPoint makes it easy to add your comments directly to each slide. To do so, just click **Comment** (**Insert** menu). Any comments you add to a slide will appear on an electronic "note" that looks very much like the sticky notes you use when reviewing print documents.

Key Features

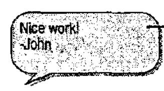
Comments

If you are preparing a presentation and want to view comments that other reviewers have made, click **Show Comments** (**View** menu). After you review the comments, click **Hide Comments** (**View** menu).



Send your presentation to several reviewers at once While working in PowerPoint, you can use e-mail messages to distribute your presentation to multiple reviewers. Click **Send To** (**File** menu), and then click **Mail Recipient** or **Routing Recipient**. For more information, see "Distribute Documents Online," page 396.

Shape your comments You can transform the appearance of a selected comment by using one of the many built-in drawing shapes available. On the **Draw** toolbar, click **Draw**, and then click one of the commands on the **Change Autoshape** submenu.



Select a comment and click **Change AutoShape** (**Draw** menu) for a different look.

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

Office Assistant button

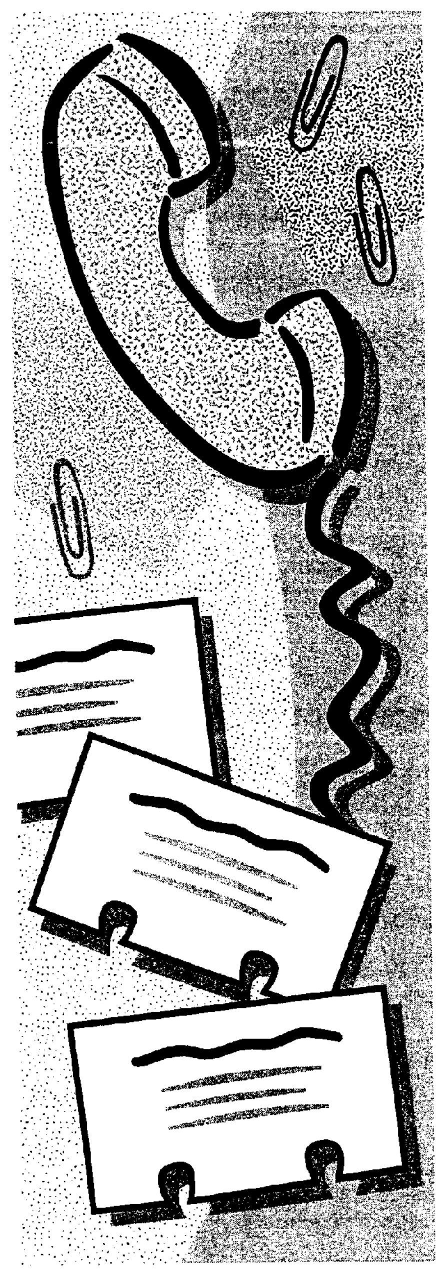
MS 114081

ARENDI-DEFS00001791

PART 6

Keep Track of Contacts

Contents



MS 114082

Where Should You Store Your Contact Information?

You can use Microsoft Outlook, Microsoft Excel, or Microsoft Access to set up and maintain information about your customer contacts, and you can move information between applications easily. If you've started your contact list in Microsoft Word, you'll benefit by moving the list to one of these three applications. (To store your data in Microsoft Access, you'll need either Microsoft Office, Professional Edition or an individual copy of Microsoft Access.)

Use the table on this page to decide which application best fits your needs. See the topics in the rest of this part of the book for more information on how each application lends itself to contact management.

Should you use?	Ask yourself ...	If yes, consider that ...
Microsoft Outlook	Do you have several types of contacts? Do you want to track multiple phone numbers and other points of reference for these contacts? Do you plan to use your list not only as a business card file, but also as a place from which to send e-mail or assign tasks?	Outlook lets you organize and keep track of your contact list easily. You can store as much information about each contact as you need, and you can look at your contact list in several different ways, depending on the information you want. Outlook provides categories for information, but you can also customize those categories.
Microsoft Excel	Do you need to set up custom categories or analyze the data associated with your contact list?	In Microsoft Excel, you can organize your data and display it in ways that allow you to analyze it. You can assign column headings and then rearrange the columns or display a partial set of columns.
	Do you need to be able to search and filter your contact list?	Each worksheet tab in Microsoft Excel stores up to 65,535 contact entries. You can search through your list, or filter it to display the contacts that match criteria you specify.
Microsoft Access	Is your contact list very large, or part of a larger multiuser database?	In Microsoft Access, many users can work in a database simultaneously. If your contact information feeds into sales quotes, packing lists, invoices, or other database applications, your department or company might want to make a multiuser Microsoft Access database the central focus for these activities.
	Do you need to print reports based on specific sets of contact information?	With Microsoft Access, you can easily create reports that make your data meaningful.

Can I Move My Contact Data to Another Application?

You can move data easily among any of the Office applications, even if your data originates on a mainframe computer at corporate headquarters. You can export a list stored in any Office application, including Word, to any other Office application, in addition to copying and pasting data between applications. You can automatically create *delimited text files* that make it easy to import (read) a list from one Office application into another. A delimited text file preserves information about how your data is organized when you move the data to another application.

Commas separate (delimit) the categories (columns) of information in each line of your list.

```
Borinski,Morris,Reggie's Wine and Cheese,208-555-9877
Dubois,Marie,Parisian Specialties,312-555-7002
Kumar,Hari,Seven Seas Imports,71-555-1717
Langford,Archibald,Richmond Sugar,71-555-1881
Martinez,Roberto,Silver Screen Food Gems,406-555-7699
```

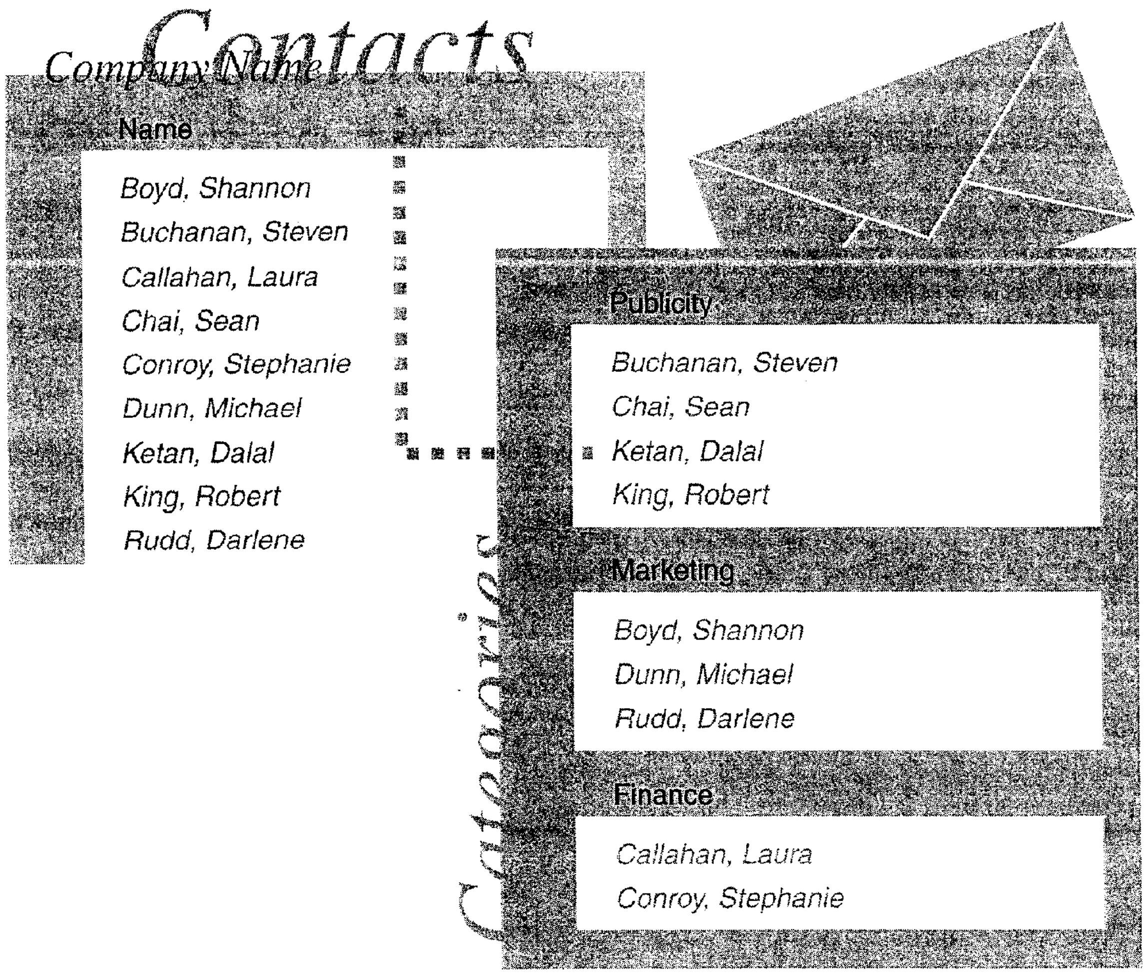
With	You can read data in from ...	And you can move data out by ...
Microsoft Word	A delimited text file to a table.	Writing a table or other text to a delimited text file.
Microsoft Outlook	Microsoft Schedule+ 1.0 and 7.0 files, or from Microsoft Mail by using the Import and Export Wizard. You can also use the wizard to import comma- or tab-delimited information from other desktop PIMs.	Writing all or part of the contact information to a text file or .rtf file, or to another Outlook format.
Microsoft Excel	A delimited text file to a worksheet. The Text Import Wizard lets you specify how to set up the list. A dBASE .dbf file directly to a worksheet.	Exporting a list to a space-delimited, tab-delimited, or comma-delimited text format.
	External sources in any of the supported formats. Use Microsoft Query, a Microsoft Excel add-in that supports most popular database formats.	Creating and saving tables in any of the supported database formats.
Microsoft Access	A delimited text file to a new or existing database, by using the Text Import Wizard. A Microsoft Excel list to a new database, by using the **Convert to MS Access** command. External sources in any of the supported formats.	Outputting to a Microsoft Excel workbook file, a delimited text file, or a file in any supported database format.

Manage Contacts with Outlook

In planning this year's conference for your company, Inspired Technologies, you've created an extensive contact list. Outlook makes it easy to find the information you need, regardless of how many contacts you have.

Key Features

AutoDial



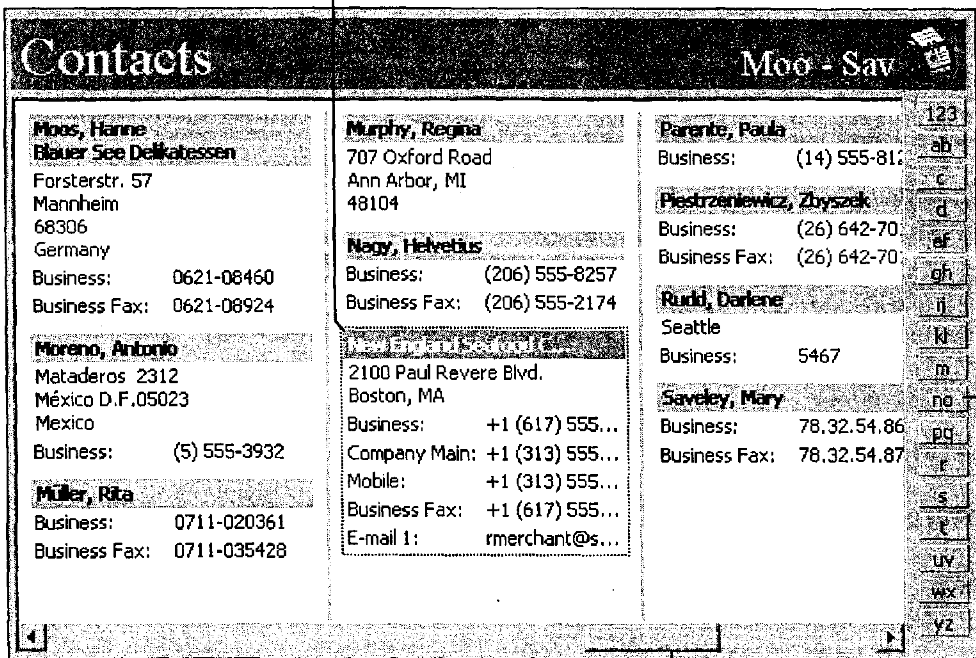
Need to create a contact? For information on creating a contact, see "Your First Outlook Session," page 113.

Find a Contact Quickly

You want to telephone a potential vendor, New England Seafood Company. You can quickly locate the contact by clicking a letter or scrolling through Contacts.

You can file a contact by last name, company name, or both.

Double-click the address head to open the contact.



Click here to jump to contact names beginning with the letter N.

You can also use the scroll bar to move through the Contacts folder.

Use the keyboard to locate a contact In address cards view, type the name of the contact as it appears in the contact list. Outlook locates the contact and highlights it.

Need to remember more than just a name and phone number? You can add notes to a contact for future reference. Or click **File**, **Item**, or **Object** (**Insert** menu) to attach a document, Outlook item, or graphic to the contact.

Send contact information in an e-mail message If you want to share a contact with someone else, select the contact and then click **Forward** (**Contact** menu).

MS 114086

Different Ways to View Your Contacts

Contacts are displayed in address card format by default. You can change the display by selecting from the **Current view** box.

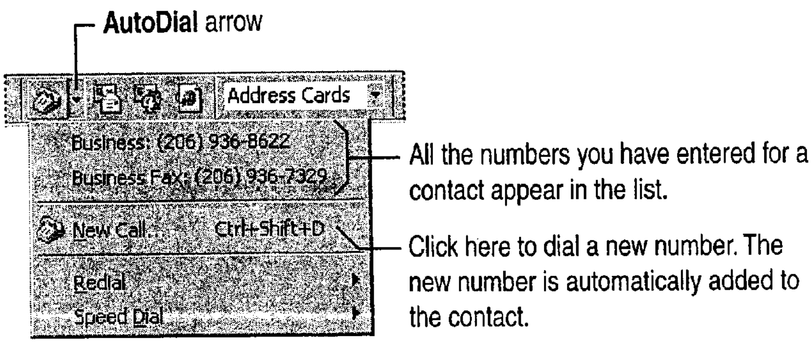
You can also customize the display by setting options for sorting, filtering, and grouping information. For more information, see "Customize the Way You Display Information," page 366.

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

Office Assistant button

Use Outlook to Call Your Contact

Now that you've located your contact, you're ready to place the call. If you have a modem installed, Outlook can dial the number for you. Click the **AutoDial** arrow, and then select the number you want from the list.



Use Outlook to dial a frequently called number To add a number to the speed-dial list, click **New Call** (**Tools** menu, **Dial** submenu). Then, when you're ready to call, click **Speed Dial** (**Tools** menu, **Dial** submenu) to select the number.

Keep a record of the conversation Click **Create new Journal Entry when starting call** in the **New Call** dialog box to add the conversation to the Journal. For information on recording journal entries, see "Your First Outlook Session," page 113.

MS 114088

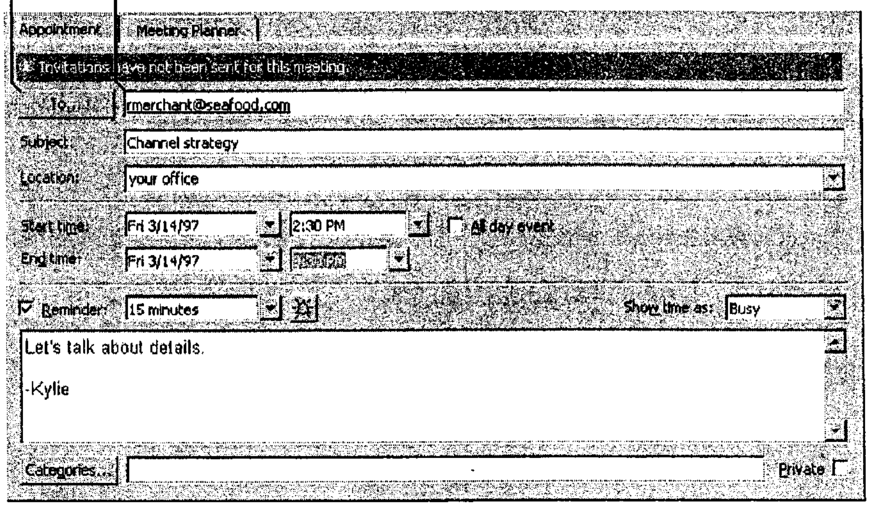
Organize a Meeting with the Contact

In your phone conversation you confirmed that New England Seafood has enough resources to supply the conference. You agree to meet next Friday to continue your discussion. If your contact has e-mail, you can schedule the appointment in the Calendar and send an e-mail message to the contact at the same time.

To set up the meeting, open the contact and then click **New Meeting with Contact** (**Contact** menu).

Click here to invite others to the meeting.

The contact's e-mail address is automatically entered. If there isn't an e-mail address in the contact information, the name of the contact is used.



Bring your notes to the meeting In the contact, click **Print** (**File** menu) to print the contact, notes, and attachments. For more information on printing, see "Customize the Way You Display Information," page 366.

Next Steps

To	See
Create mailing labels from your contacts	"Create a Mailing," page 206
Plan a meeting	"Set Up a Meeting," page 117

Create a Business Contact List in Microsoft Excel

Organize Names and Addresses

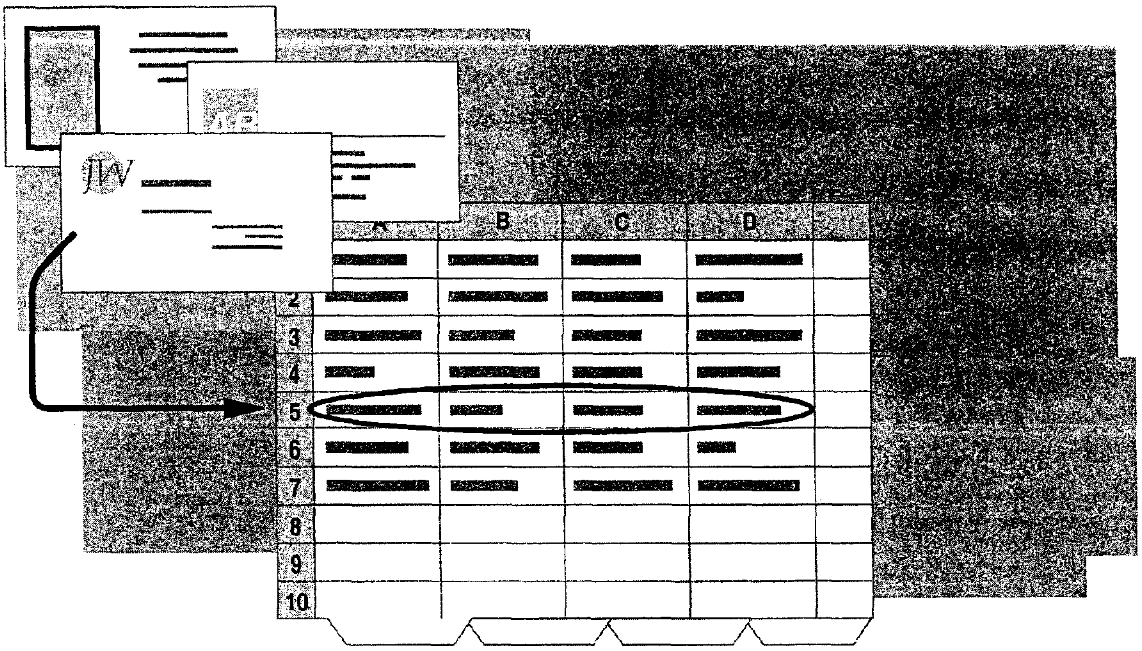
Microsoft Excel can help manage your expanding collection of customer contact information. After it has been entered in a list on a worksheet, your contact information is always at your fingertips. In a mouse click or two, you can zero in on the customers you need to call. You can use the techniques described here to organize other similar lists for ready access.

Key Features

AutoComplete

Sort

AutoFilter

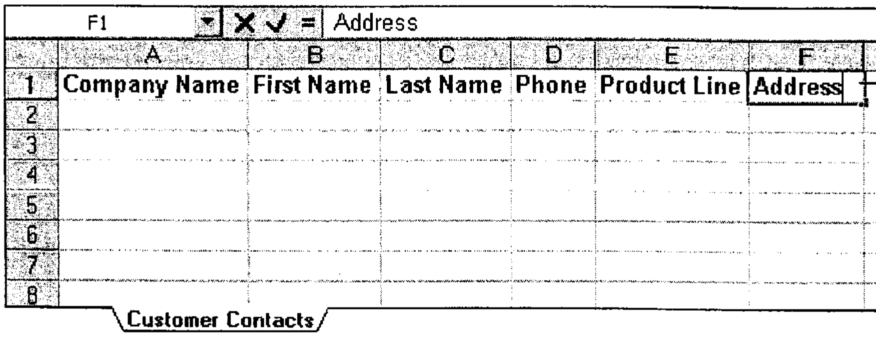


MS 114090

What Should Your List Contain?

Beyond name, address, and phone number, what do you want to know when you look up a contact? Think about how you organize your contact information now: By location? Size or type of account? Company name or contact name?

Assign a category for each item of information you want to keep. Each category of information has its own column. Each row contains all the information for a single contact.



Type column headings to label your categories, and then format the headings.

Do you already have some names and addresses in a file? Microsoft Excel can read your text file. Click **Open** (**File** menu). In the **Files of type** box, select **Text Files.**

Keep your column headings visible on the screen Position the pointer in column A directly below the headings, then click **Freeze Panes** (**Window** menu) to keep the heading row at the top of the window while you enter and scroll through the rows of data.

MS 114091

Guidelines for Creating a Contact List

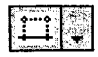
Label the columns with your categories Enter one contact per row. The order of the columns isn't important—you can easily rearrange them or add more categories later.

Want to find people by their surnames? Put first and last names in separate columns.

Make the column headings stand out Format them as bold, underlined, or a different color. From differently formatted headings, Microsoft Excel can detect that you're creating a list and can help you manage its contents.

Bold button

Avoid blank lines, lines of dashes, and extra spaces The automatic list-detection feature looks for contiguous ranges of cells containing data to determine the boundaries of your list. Use borders if you want to separate the column headings from the data. Use the alignment buttons to position text within cells.



Borders button

Alignment buttons

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

Office Assistant button

Enter Your Contact Information

Now that you have set up your list, type the data for each contact under the headings you've established. Use the same formatting for all of your entries; just remember to make them different from the headings. When you need to make the same entry many times in the same column, Microsoft Excel learns what you want to type. AutoComplete finishes the entry for you—you only need to type a letter or two. Microsoft Excel also corrects typos automatically.

Company Name	First Name	Last Name	Phone	Product Line
Richmond Sugar	Archibald	Langford	(710) 555-1181	Confections
Silver Screen Food Gems	Roberto	Martinez	(406) 555-7699	Confections
Parisian Specialties	Marie	Dubois	(312) 555-7002	Seafood
Reggie's Wine and Cheese	Morris	Borinski	(208) 555-9877	Beverages
Seven Seas Imports	Hari	Kumar	(710) 555-1717	

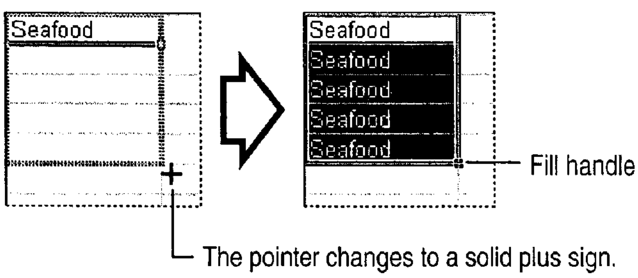
Beverages
Confections
Seafood

Customer Contacts

Click a cell, and then press ALT+DOWN ARROW to pick from a list of your previous entries.

Don't worry about typing your contact entries in a particular order You can reorder them by clicking **Sort** (**Data** menu).

Want to repeat an entry down a column? Select the entry and drag the fill handle down the column.



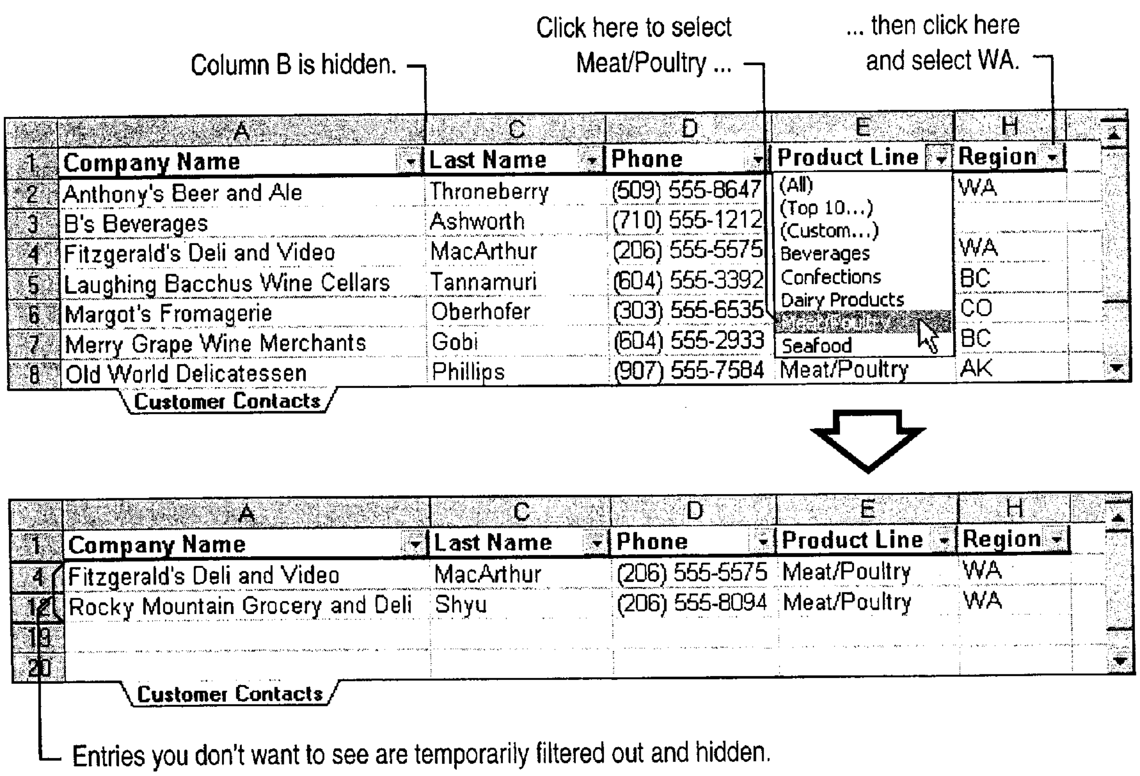
Zero In on the Contacts You Want

After your data is entered, you're ready to work with it. You can make this easier by hiding columns when you don't need them. Select the columns, and then click **Hide** (**Format** menu, **Row** submenu).

You can also alphabetize by any column. Just click a cell in the column, and then click the **Sort Ascending** button.

Sort Ascending button

You can filter the data to see only what you need. For example, you can see just the contacts who buy a particular product in a particular state. Click **AutoFilter** (**Data** menu, **Filter** submenu).

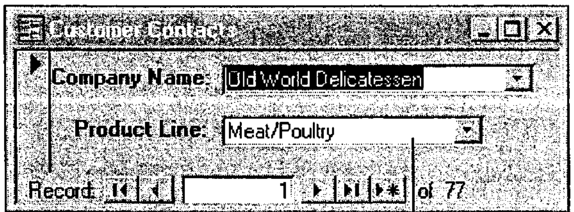


MS 114094

Use Microsoft Access Forms to Enter Contacts

If you have Microsoft Access, you can create a custom form that makes it easy to enter and update your Microsoft Excel contact information. When you fill in the blanks in your form, the information is transferred to your Microsoft Excel worksheet.

You can easily specify the layout and appearance of the form, even reproduce familiar paper forms. Plus, using a Microsoft Access form can help you enter data correctly—you can specify the format for particular types of information.



A form can ensure that you enter only valid product names.

For more information, look up **Getting Results - Business List** in Help.

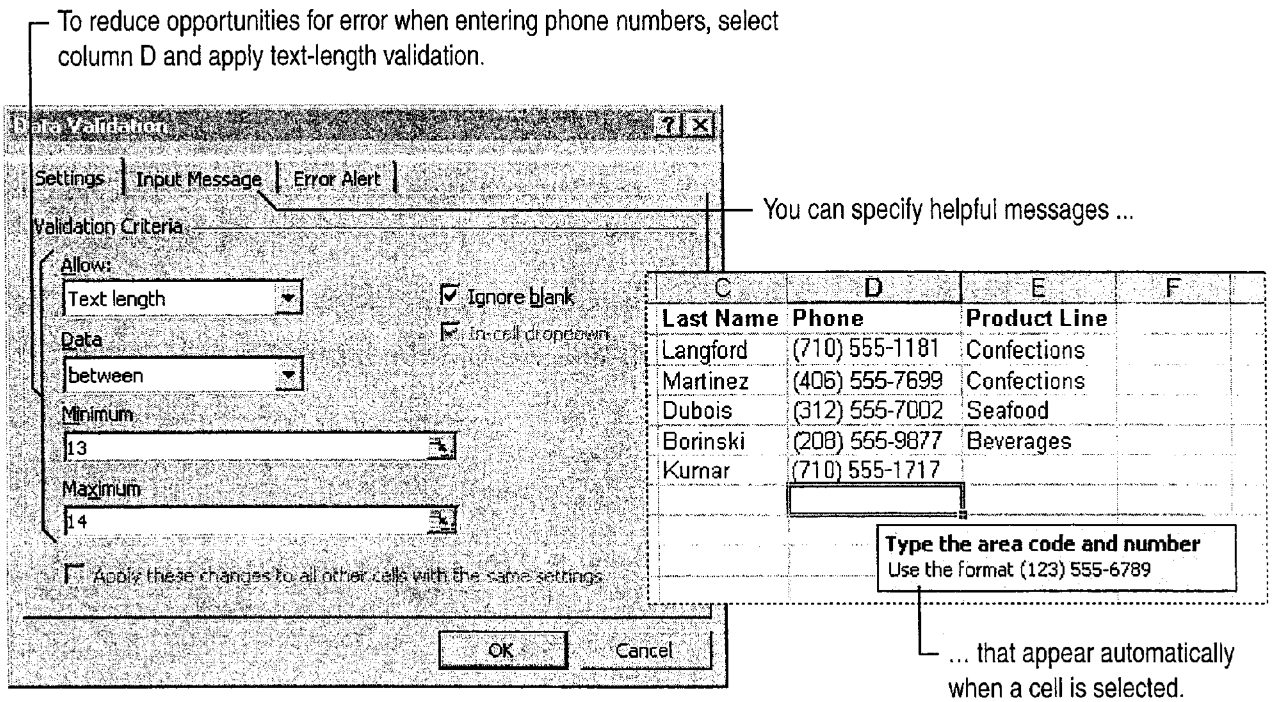
MS 114095

Validate Your Data as You Enter It

You can use the **Validation** command (**Data** menu) to help improve the speed and accuracy of data entry. With validation, you can:

- Restrict entries to specified ranges, including whole and decimal numbers, times, and dates.
- Display within cells drop-down lists of possible entries that you provide.
- Limit the number of characters in cells.
- Display helpful messages automatically when cells are selected, or display error messages when improper entries are made.

All these capabilities can be implemented directly on the worksheet, without programming.



Next Steps

To	See
Gather statistics about your contacts	"Create a Sales Summary," page 563
Send a mailing to your contacts	"Create a Mailing," page 206

MS 114096

Track Your Business Contacts in Microsoft Access

Use a Database to Organize Business Contact Information

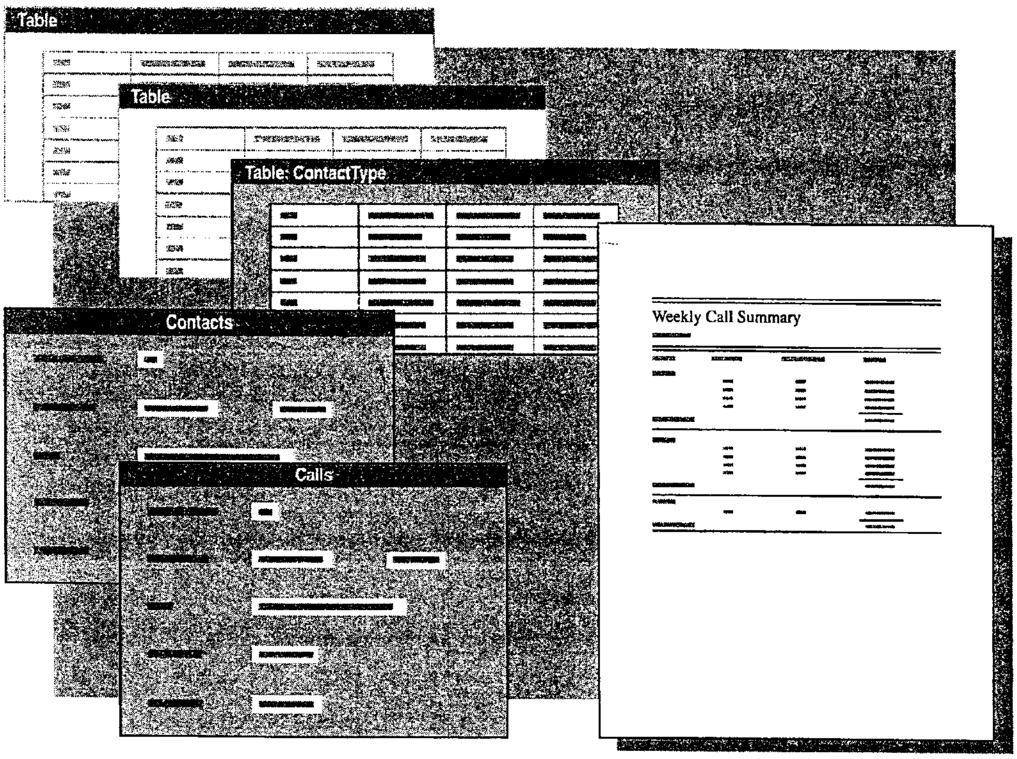
If your business depends on keeping in contact with customers by phone, you probably want to keep records of important calls handy, as well as the names and addresses of regular customers. The Microsoft Access Database Wizard can help you create a database to organize your contact information. After you enter information into this database, you can quickly find details about contacts and create summaries of contact information, phone calls, and follow-up activities.

Key Features

Database Wizard

Forms

Filtering by Form



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

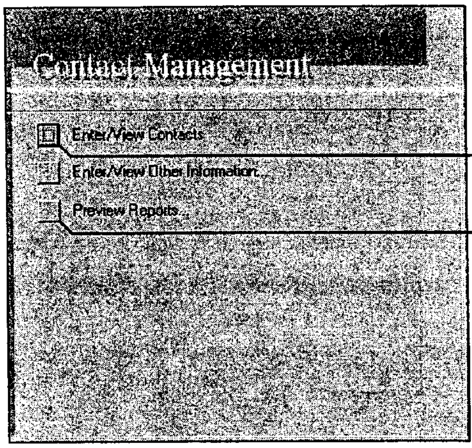
MS 114097

Create a Contact Management Database

In the database window, click **New Database** (**File** menu). On the **Databases** tab, double-click **Contact Management** to start the Database Wizard. Follow the instructions in the wizard. The Database Wizard creates the tables, forms, reports, and modules you need to maintain a contact management database.

The Database Wizard also creates a *switchboard*, a form that makes it easy to navigate in and customize your database.

You see the Contact Management switchboard whenever you open your contact management database.



Click here to categorize your contacts.

Click here to look at weekly call summaries, an alphabetized phone list, and other reports.

Quickly create your own database entries When the Database Wizard creates your contact management database, have the wizard include sample data so that you can see the type of information you can add to your own database. Then replace the sample entries with your own data.

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

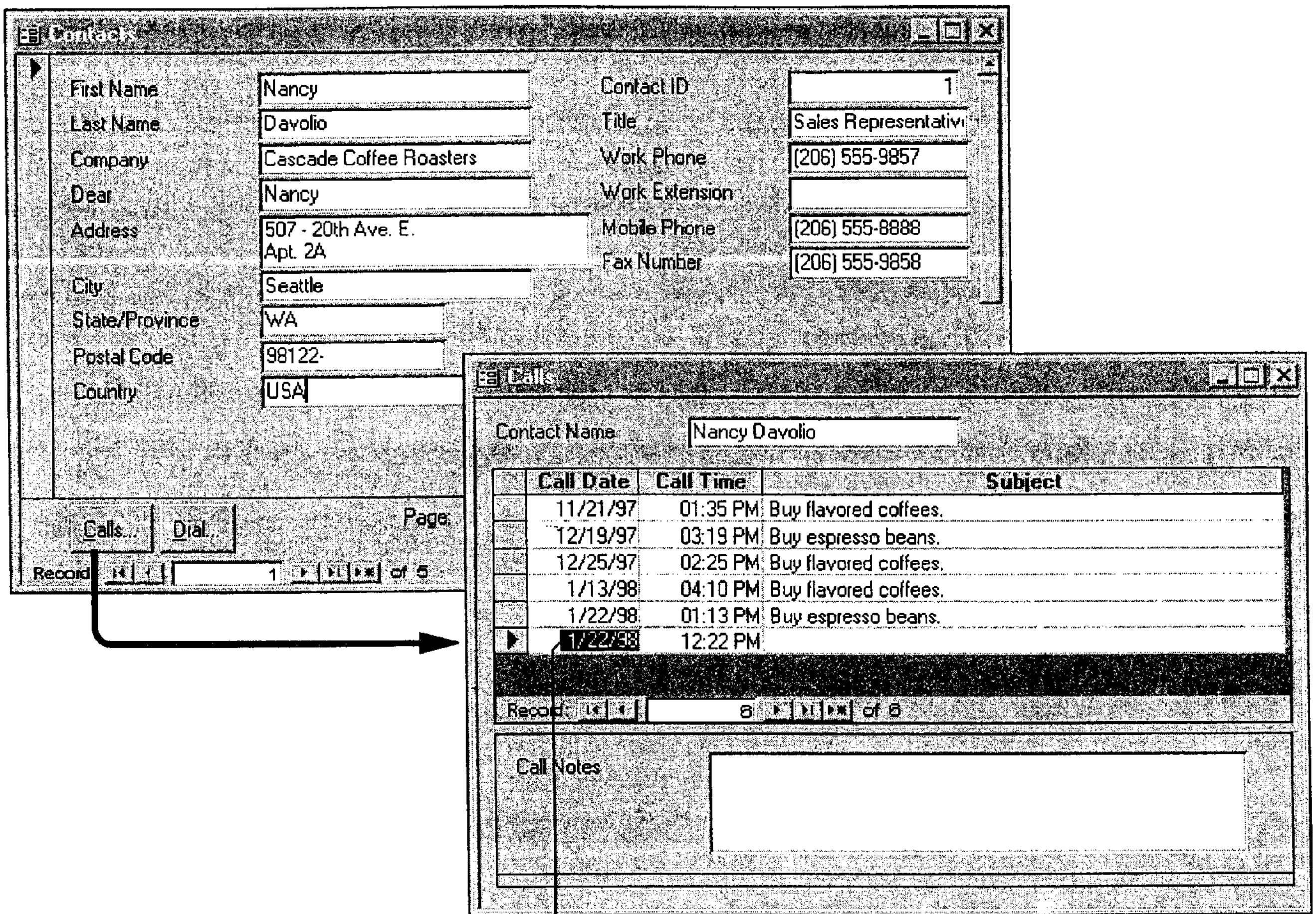
Office Assistant button

MS 114098

Type Your Contact Information

Use the Contacts form to type information about your contacts and to look up phone numbers. On the switchboard, click **Enter/View Contacts**. Then, after you talk to your contacts, you can enter information about each call on the Calls form.

When you type details on the forms, Microsoft Access stores them for you.



Click the **Calls** button to open the Calls form. The Calls form automatically starts each new entry with the current date and time.

Want to include information about contacts that's stored elsewhere? You can copy or import contact data from other Office applications, database applications, or from text files. For more information, see "Where Should You Store Your Contact Information?" page 346.

View summaries of the information you enter To view reports that summarize information that you've entered in your database, click **Preview Reports** on the **Contact Management** switchboard.

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

Office Assistant button

MS 114100

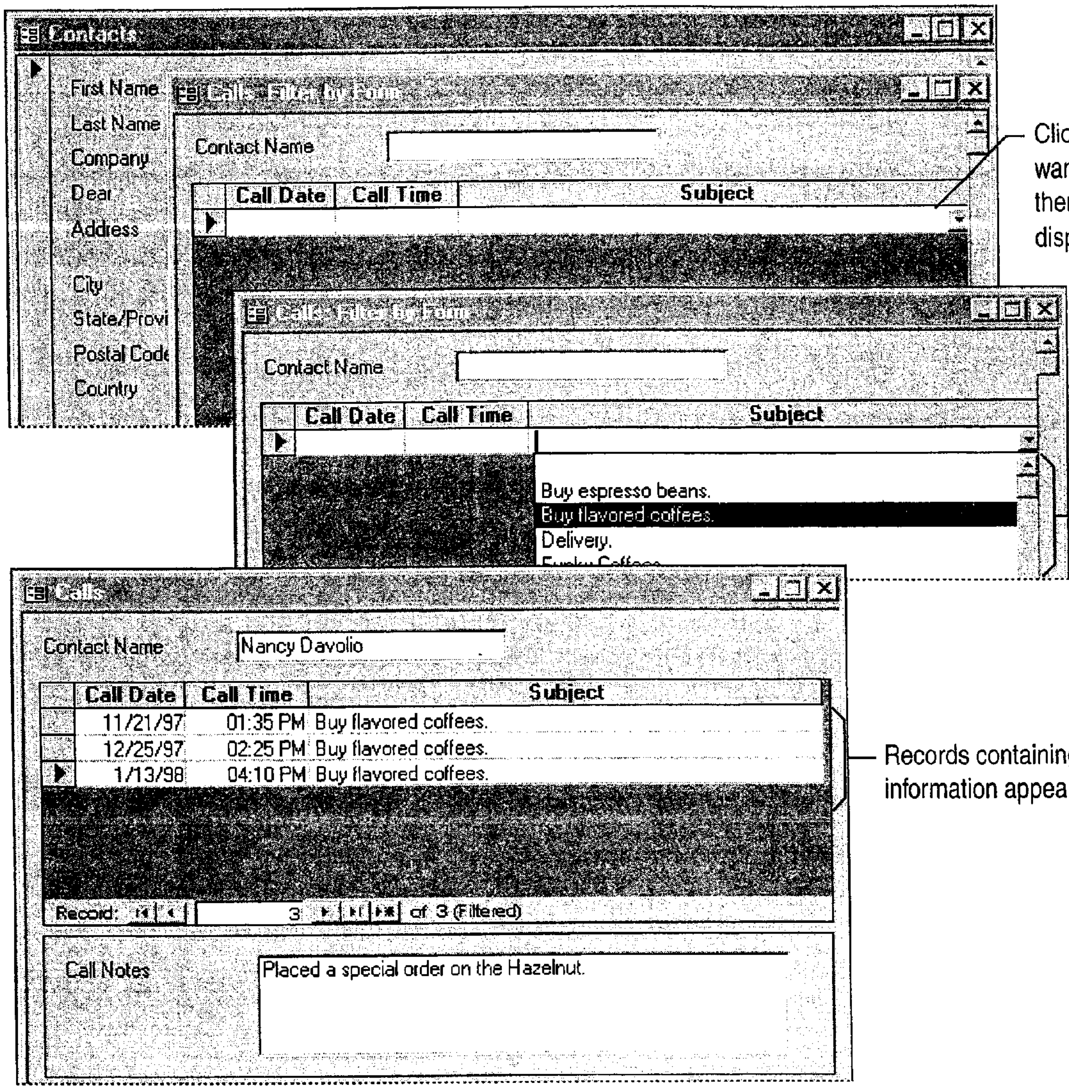
Get Critical Contact Information Fast

After you enter your data, you're in a good position to find information fast. Filtering by form lets you find information about phone calls to a particular contact on a particular subject.

Click the **Calls** button on the Contacts form to review the records of phone calls with your contact. Click the **Filter by Form** button, and then specify the type of information you want to find.

Filter by Form button

Apply Filter button



Click the column you want to search in, and then click the arrow to display the list.

Select the item you want to search for from the list, and then click the **Apply Filter** button.

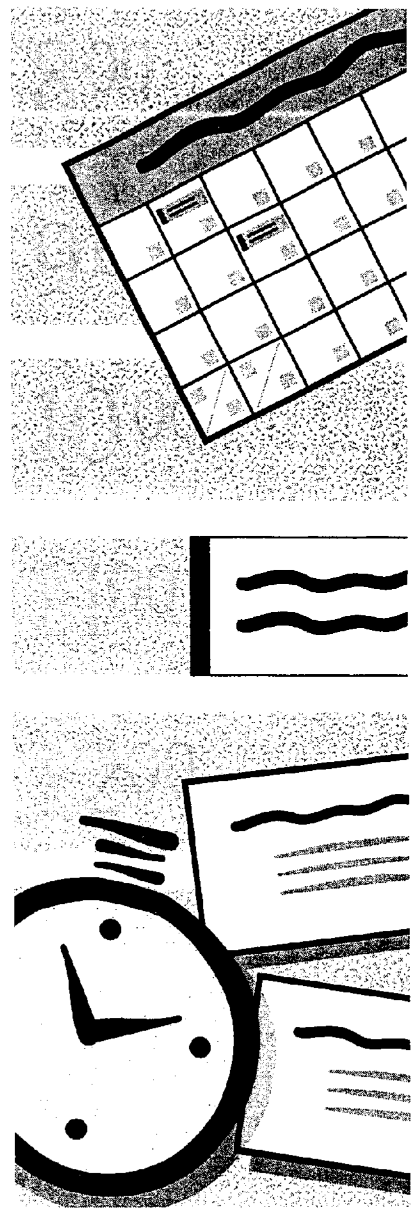
Records containing the selected information appear on the Calls form.

MS 114101

PART 7

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

Contents



Customize the Way You Display Information

In Outlook, you can change the way you look at information by changing the *view*. Each view groups, filters, and sorts the information in a different way. Every folder in Outlook has a default view and a set of alternate views. If a view doesn't display the information you want, you can select another view, modify the current view, or create a new view.

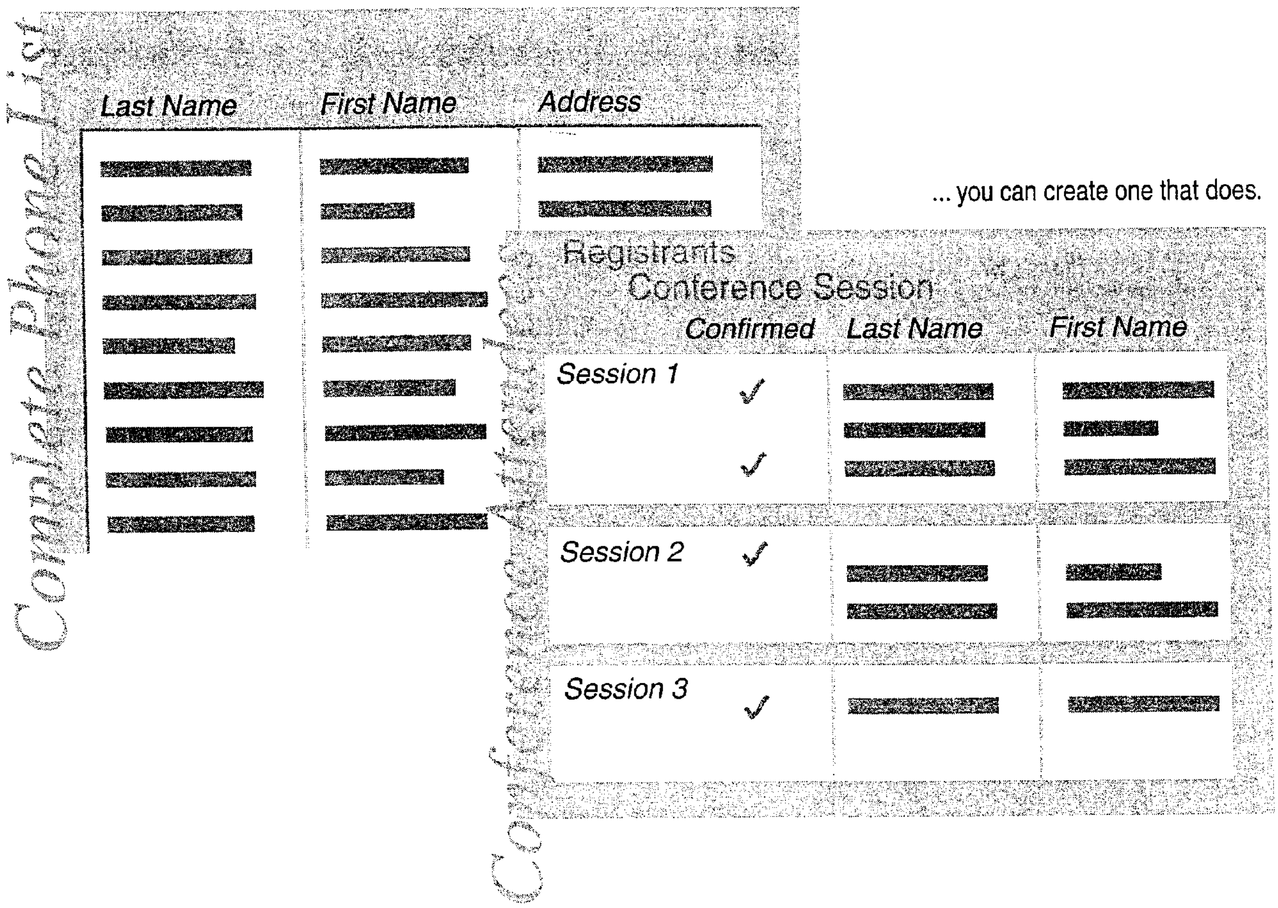
For example, perhaps you need a list of people registered for a conference you're planning. The Contacts folder contains contacts for conference speakers, vendors, and co-workers, as well as the attendees. You can create a view that gives you exactly the information you need.

Key Features

- Views
- Filtering
- Grouping
- Sorting

If the standard view doesn't show the information you need ...

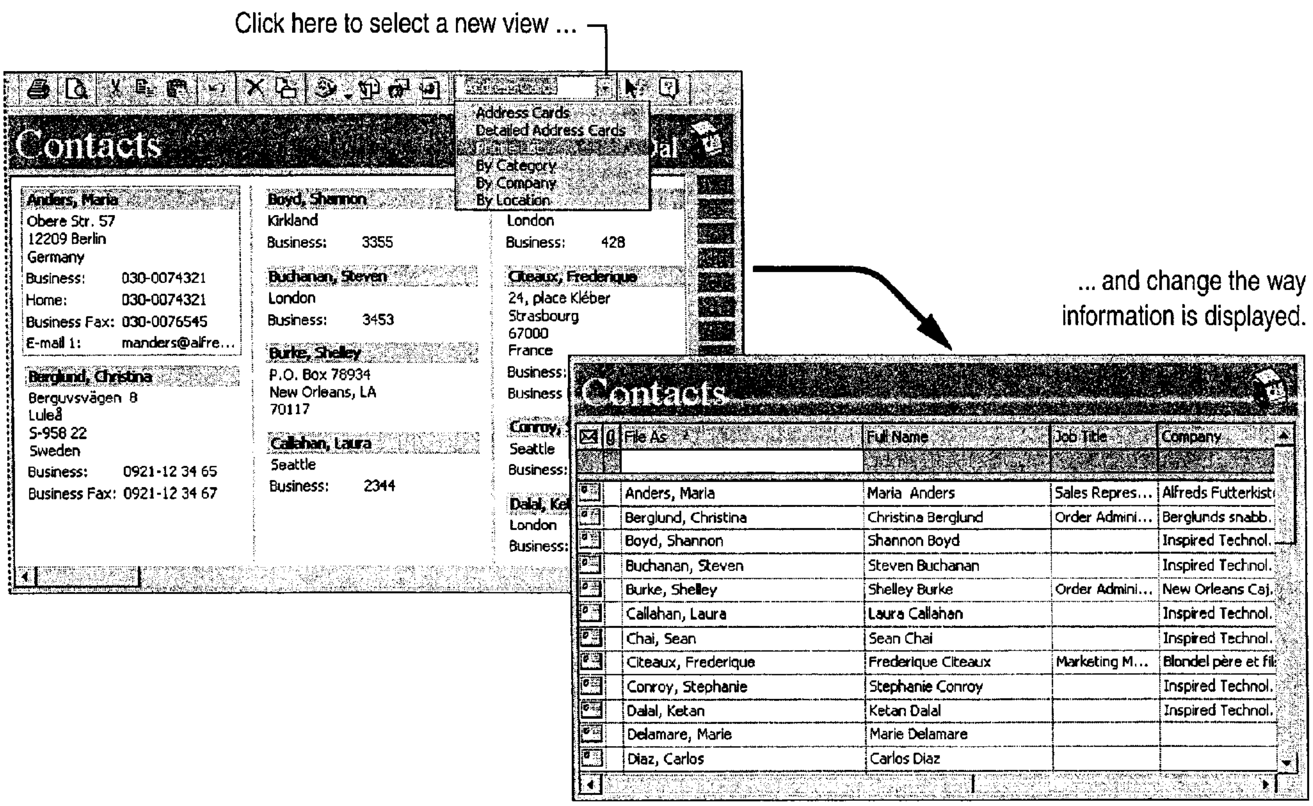
... you can create one that does.



MS 114103

Select a Different View

In the **Current view** box, change the view so you can see your contacts in a table.



MS 114104

Rearrange a View

You can change the order in which information appears in the view by dragging the column headings to new positions. If there's information in the view that you don't need, you can hide it temporarily by dragging its column heading.

Use the double-arrow marker to position the column heading.

To hide information you don't need, drag the column heading away until an X appears through it.

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

Office Assistant button

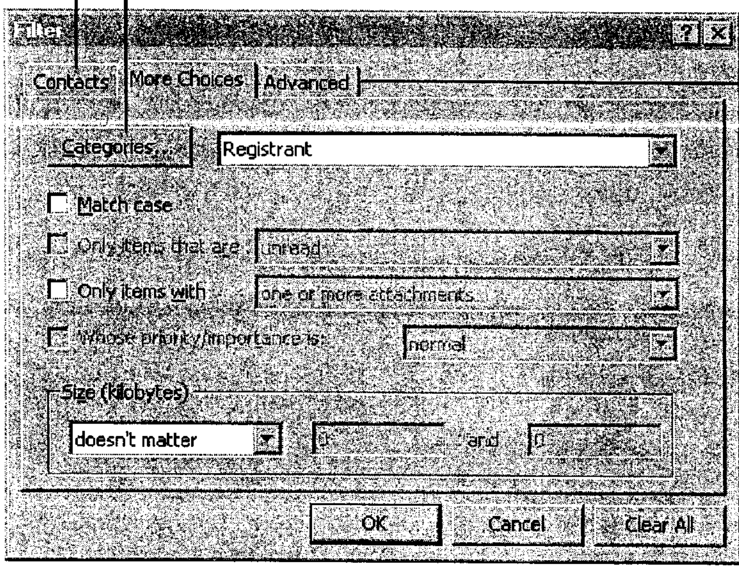
Filter the Information

Your view still shows all the contacts in your folder. To see only the conference attendees, you need to *filter* the list. When you apply a filter, you see only information that meets conditions that you specify.

Click **Filter** (**View** menu) to set criteria for the filter.

This tab changes to reflect the current folder.

Click here to see only the information assigned to a specific category.



Click here to define additional filter criteria.

Use categories to locate related items A category is a word or phrase that you can assign any item to in Outlook. With categories, you can track items without putting them in separate folders. For example, you could assign contacts to a category called "Registrant" and then use the category as a filter criterion. Click **Categories** (**Edit** menu) to assign a category to an item.

Want to see all the items in the folder again? Click **Filter** (**View** menu), and then click **Clear All**.

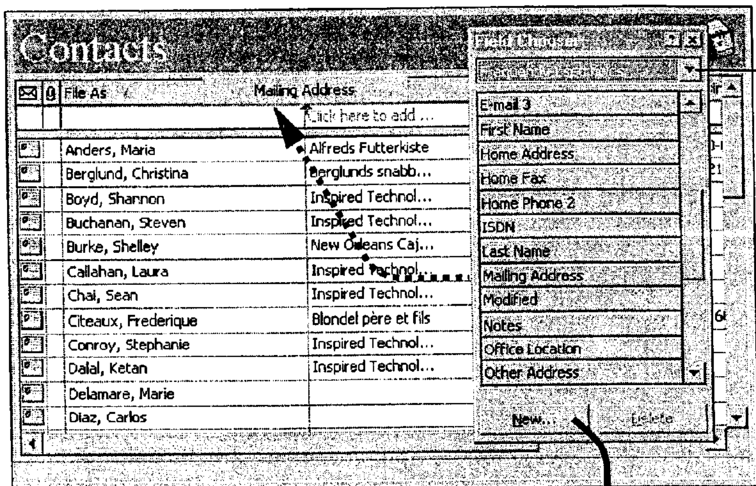
MS 114106

Add Information to the View

You can add your own data to make the view more useful. For example, you might want to know whether a contact is confirmed for the conference, and which sessions he or she plans to attend. Click **Field Chooser** (**View** menu) to add information.

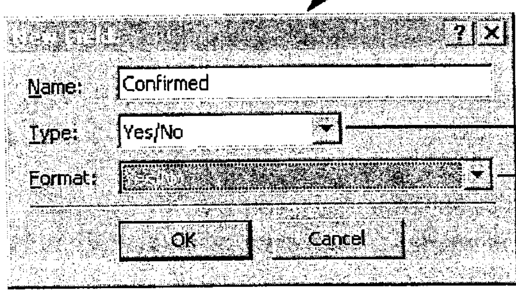
Field Chooser

Drag a column heading from the **Field Chooser** to add more information to the view.



After you define the fields you want to use, select **User-defined fields** to see them and add them to your view.

Click **New** to add custom fields to your view.



Use the arrows in the **Type** and **Format** boxes to select the field's parameters.

Is the column too narrow? Widen it to fit the column heading by right-clicking the column heading and then clicking **Best Fit.** To set the column to a fixed width, right-click the column heading and then click **Format Columns**.

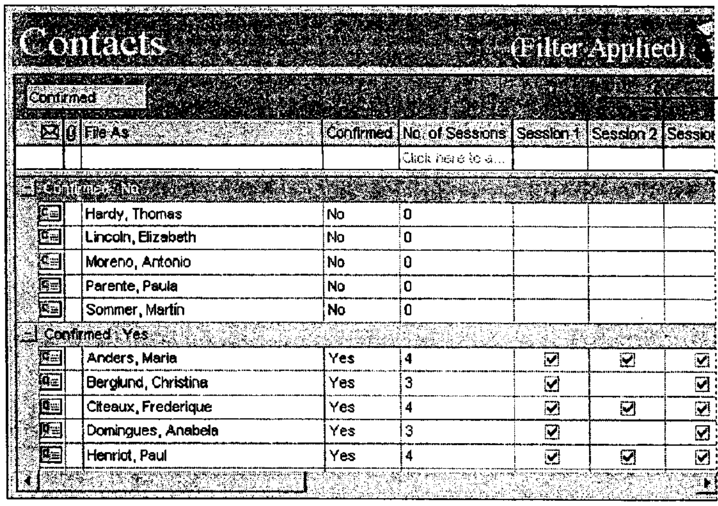
MS 114107

Group Information in the View

You can use a view to do more than display information: A view can help you highlight the most important information, and see how information is related. For example, suppose you want to identify the people who have not yet confirmed their conference reservations. For those who have confirmed, you want to know how many conference sessions each plans to attend.

Click the **Group By Box** button to arrange and rearrange the information in your view by one or more column headings.

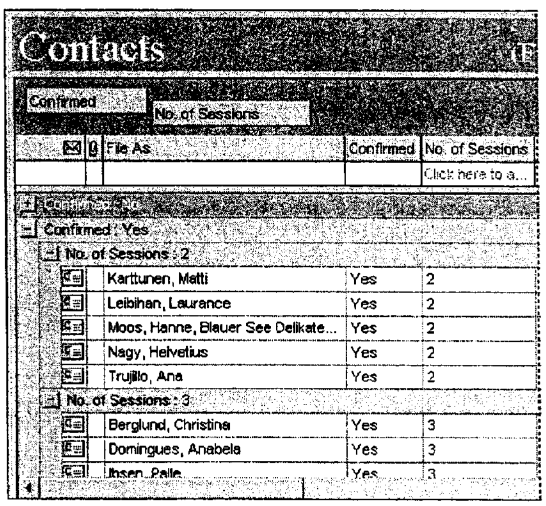
Group By Box button



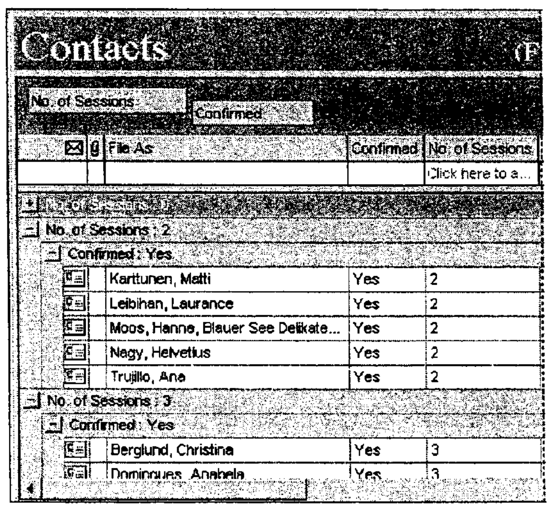
When you drag a column heading into the **Group By** box ...

... the information is instantly grouped by that column heading.

You can group by multiple categories.



You can change the grouping order by changing the order of the column headings in the **Group By** box.

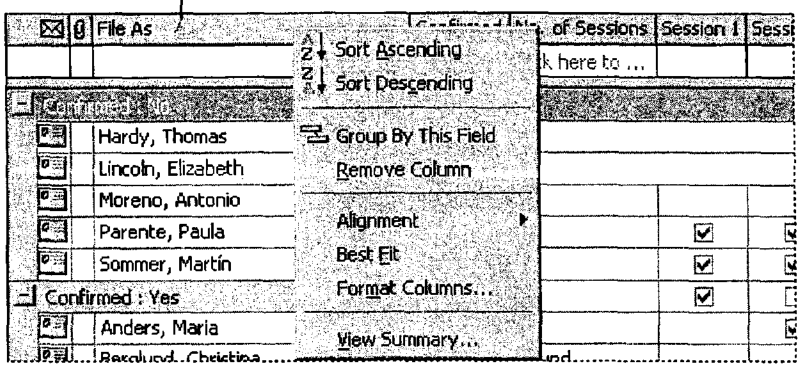


Want to remove criteria from the grouping order? Just drag the column heading out of the **Group By** box.

Sorting Information

You can also *sort* information to change the order in which it appears. To apply a sort, right-click the column heading and then click **Sort Ascending** or **Sort Descending**.

The arrow indicates the direction of the sort.



To cancel a sort, click **Sort** (**View** menu) and then click **Clear All**.

MS 114109

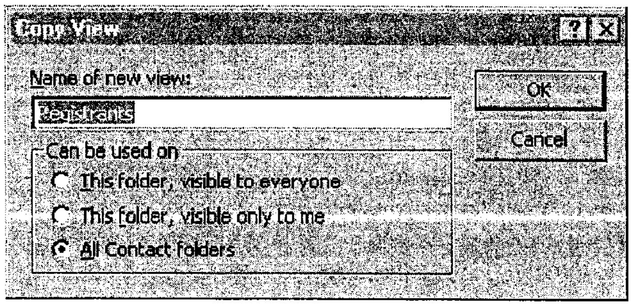
Save the View

Now that you have customized the view, save it so that you can use it again.

To save a custom view, type a name for the view in the **Current View** box. Then press ENTER.

Current View box

Use the **Copy View** dialog box to confirm the name and to set options for using the view.



Reuse the view you created To use the view again, click the **Current View** arrow and then select the name of the view.

Want to create a view from scratch? Click **Define Views** (**View** menu).

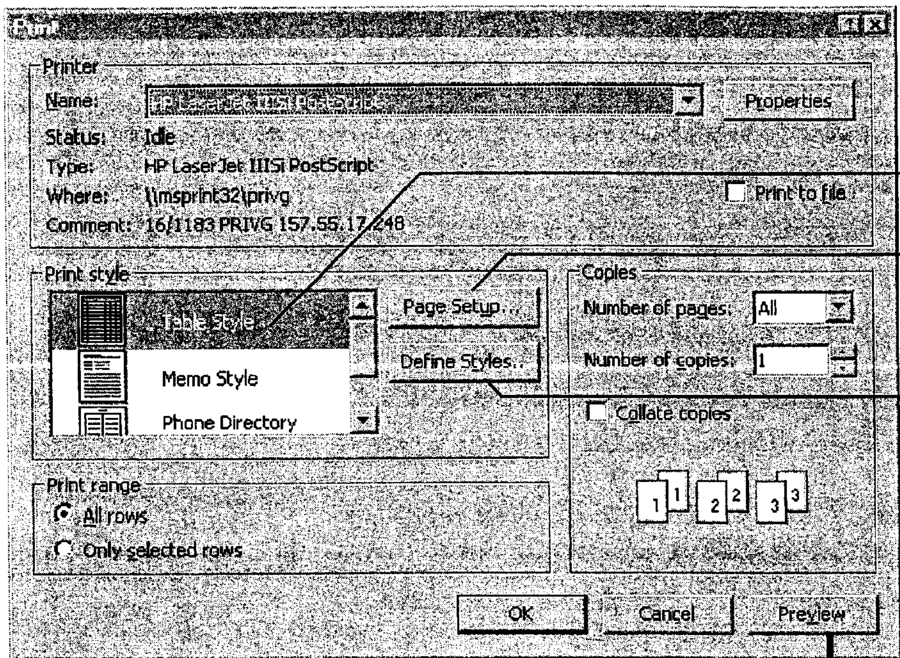
Want to know more? Look up **Getting Results - Custom Views** in Help.

Office Assistant button

MS 114110

Print the View

You want to print the view you created, so you can use it during the conference registration. To print the information in your view, click **Print (File** menu).



Select **Table Style** to print the view as it appears.

Click here to set options for the format, paper, and header/footer for each print style.

Click here to edit, copy, and reset print styles.

File As	Confir	No. of Ses	Sessi	Sessi	Sessi	Sessi
Confirmed : No						
No. of Sessions : 0						
Hardy, Thomas	No	0				
Lincoln, Elizabeth	No	0				
Moreno, Antonio	No	0				
Parente, Paula	No	0				
Sommer, Martín	No	0				
Confirmed : Yes						
No. of Sessions : 2						
Kartlunen, Matti	Yes	2			☑	☑
Lebihan, Laurence	Yes	2	☑	☑		
Moos, Hanne	Yes	2	☑	☑		
Nagy, Helvetius	Yes	2	☑	☐	☐	☑
Trujillo, Ana	Yes	2		☑	☑	
No. of Sessions : 3						
Berglund, Christina	Yes	3	☑		☑	☑
Domingues, Anabela	Yes	3	☑		☑	☑
Ibsen, Palle	Yes	3	☑	☑	☑	
Kabionski, Karl	Yes	3	☑	☑		☑
Piestrzeniewicz, Zbyszek	Yes	3	☑	☑		☑
Saveley, Mary	Yes	3		☑	☑	☑
No. of Sessions : 4						

Click **Preview** to see how the information will look when printed.

Want to print a single contact in your view? Double-click the contact to open it, and then click the **Print** button.

MS 114111

Next Steps

To	See
Share information with others	"Use Outlook to Share Folders," page 433
Work with other Office applications	"Use Office Applications Together," page 169

MS 114112

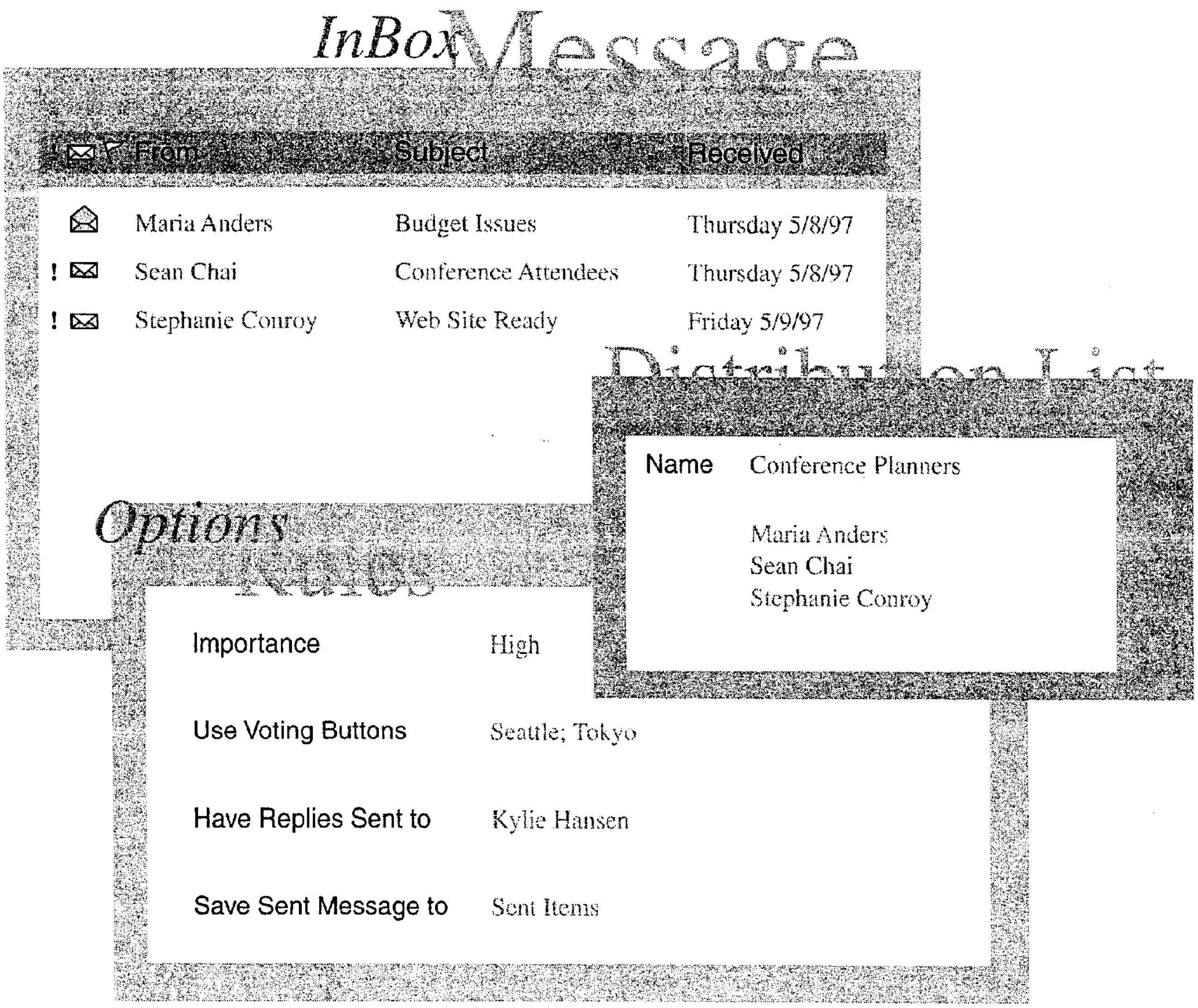
Organize E-mail

It's the start of a busy week. You're planning a conference for your company, Inspired Technologies, and you're overloaded with e-mail messages from co-workers, vendors, speakers, and others. You can use Outlook to organize your incoming messages and make it easy to send e-mail.

Key Features

Inbox

Message Flag

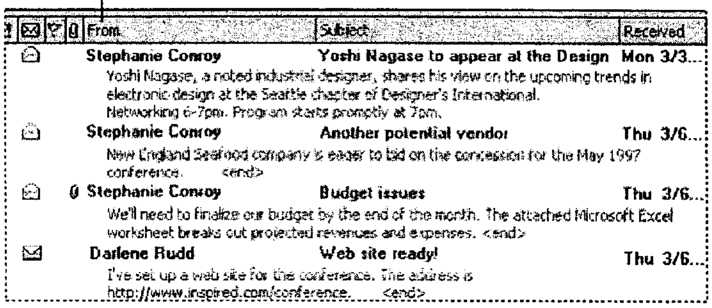


MS 114113

Organize the Inbox

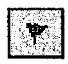
You can organize the messages in the Inbox quickly by sorting them. For example, to sort your messages in alphabetical order by sender, you can click **From** in the column heading row.

Click here to sort messages in ascending order by sender. Click again to sort messages in descending order.



Change the way information is displayed Select a different view from the **Current view** box. For more information, see "Customize the Way You Display Information," page 366.

Mark a message for follow-up To add a visual prompt to a message, click the **Message Flag** button in the message. You can also flag messages that you send. For example, you can add a flag to let the recipient know that you need a response to your message by a specified date.



Message Flag button

Turn a message into a task Just drag the message to Tasks. For more information, see "Your First Outlook Session," page 113.

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

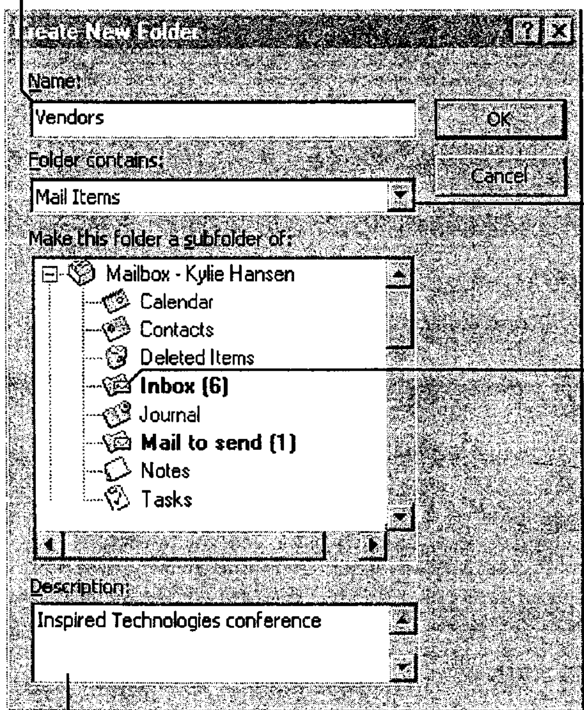
Office Assistant button

MS 114114

Create Mail Folders to Organize E-mail

There are some messages that you'd like to keep. Instead of letting them clutter the Inbox, you can make them easier to find by storing them in folders you create. For example, you can store messages from and about conference vendors in a separate folder. Click **Create Subfolder** (**File** menu, **Folder** submenu) to create a mail folder.

Enter the name of the folder here.



Click here to select the type of folder you want to create.

Click here to create a mail folder that's a subfolder of the Inbox.

You can add details, such as a description of the folder.

Open a folder from the Outlook Bar After you create a folder, click **Folder List** to display the folder list. Drag the folder to a group on the **Outlook Bar** to create a shortcut to the folder.

Folder List button

MS 114115

Automate Mail Management

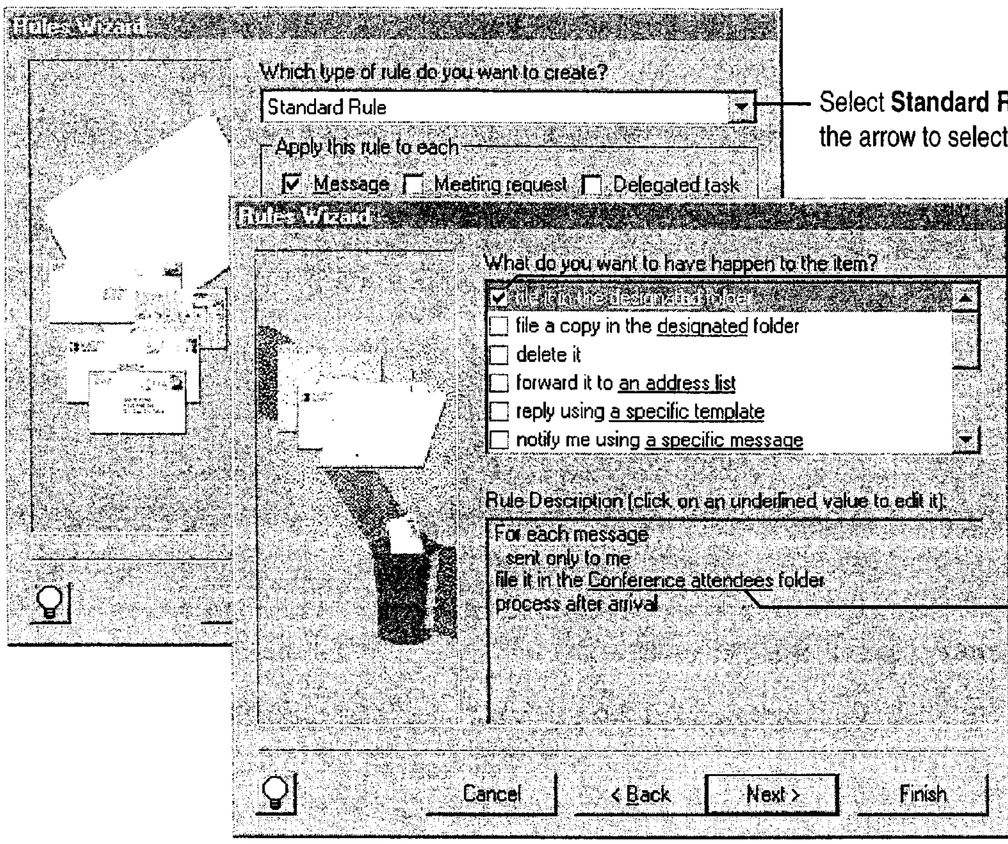
You have requested that conference attendees who register by e-mail include "Inspired Technologies conference" in the subject line. Now you can add a *rule*, an automated instruction, to move registration e-mail to a separate folder so that the messages won't be added to and possibly misplaced in your Inbox.

Important The Rules Wizard is located on the Outlook Web site. It does not ship with Outlook. To download it, go to:

http://www.microsoft.com/outlook/

Click **Rules Wizard** (**Tools** menu), and then click **New**. Select **Standard Rule** from the list, and then follow the instructions in the wizard.

You can use the Rules Wizard to help you manage messages, meeting requests, and tasks.



Select **Standard Rule** to create a rule, or click the arrow to select a "fill-in-the-blank" rule.

Select the check boxes for the rule options you want ...

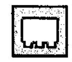
... then click the underlined text to finish defining the rule.

Let Outlook help you set up a rule Use a "fill-in-the-blank" rule instead of starting from scratch. Click **Rules Wizard** (**Tools** menu), click **New**, and then select rules from the list.

MS 114116

Create a Personal Distribution List

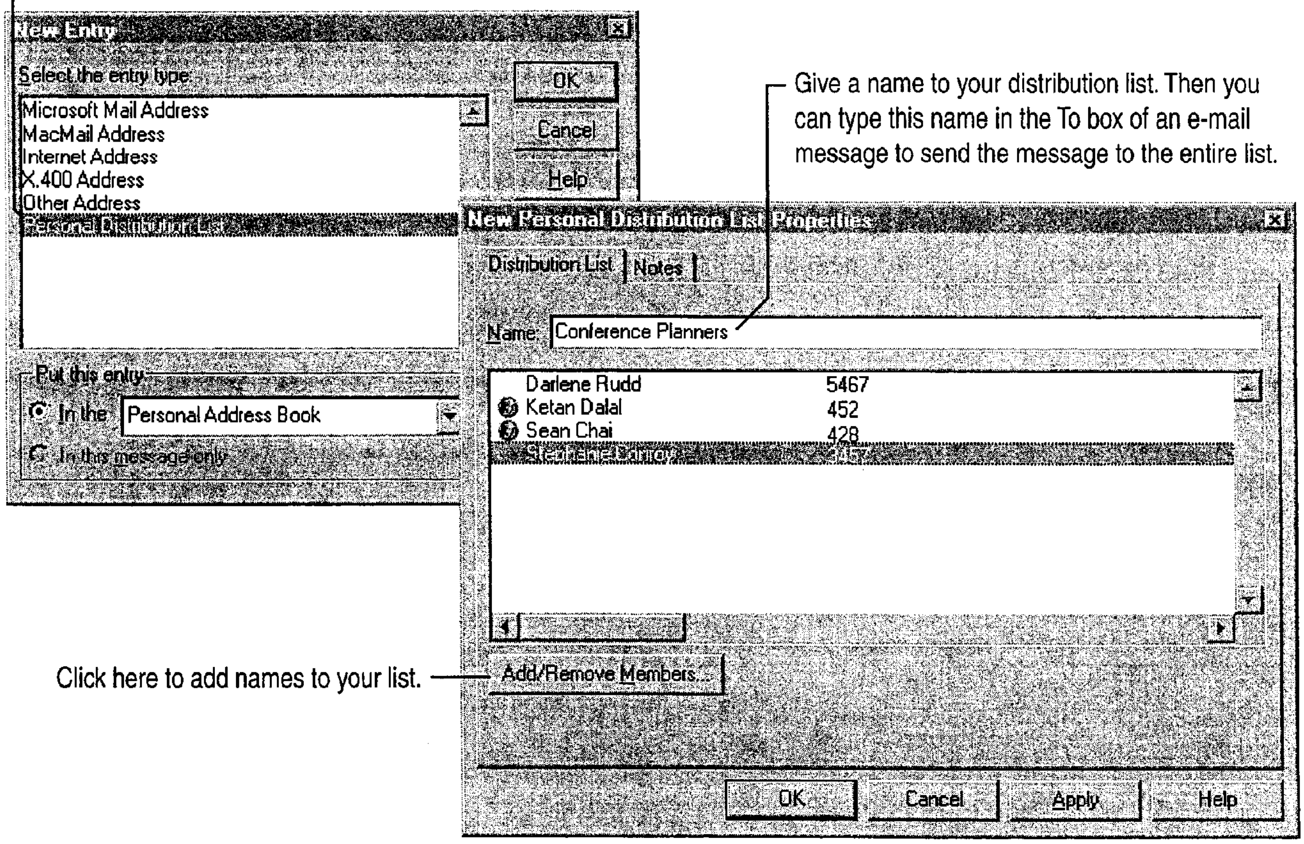
You send e-mail messages regularly to your department to update them about the conference. Instead of typing the same names every time you send e-mail, you can create a *personal distribution list* that contains the names of everyone in the group. To send mail easily to a group, click **Address Book** (**Tools** menu), and then click **New Entry**.



New Entry button

Click here to create a new distribution list.

Give a name to your distribution list. Then you can type this name in the To box of an e-mail message to send the message to the entire list.



Click here to add names to your list.

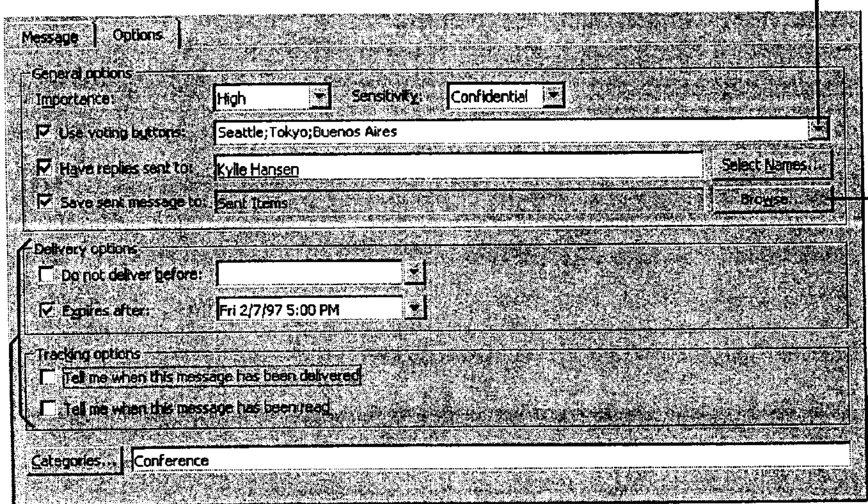
? **Want to know more?** Look up **Getting Results - Mail** in Help.

Office Assistant button

Use E-mail to Get Opinions

You've narrowed down the conference location to three possible sites. To get your team's input on which site is best, you can use e-mail to get their votes on the choices. Click the **Options** tab in a new e-mail message to set voting options.

Click here to select voting options, or type your own, separated by semicolons.



Click here to save the message to a folder other than Sent Items.

Set tracking and delivery options here.

Track the result of the vote Open the original message, which is stored in the Sent Items folder by default, and then click the **Tracking** tab to see the responses.

Next Steps

To	See
Manage e-mail when you're out of the office	"Use Outlook to Share Folders," page 433
Use a Microsoft Word template as your e-mail editor	"Distribute Documents Online," page 396

MS 114118

Add Activities to the Calendar

Working on the conference for Inspired Technologies is keeping you busy. However, you also need to plan time to take care of other projects and personal errands, as well as to keep track of holidays, seminars, and periods when you won't be in the office. You can use the Calendar to organize your time and to remind you of upcoming activities.

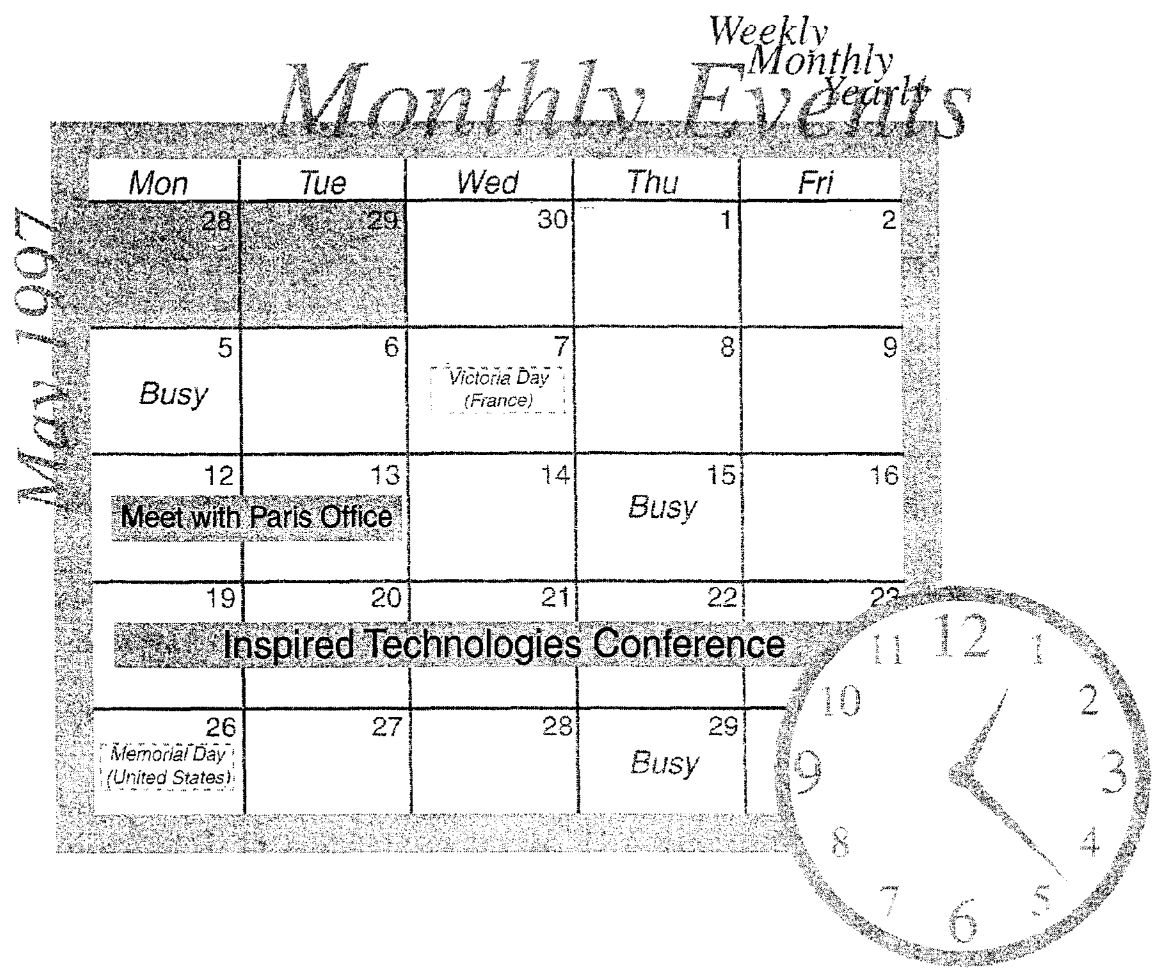
- Create an *appointment* when you want to set aside time in the Calendar for an activity that doesn't involve anyone else. To organize a meeting with other people, see "Set Up a Meeting," page 117.
- Add an *event* to represent a holiday, birthday, or activity that lasts for a day or more.

Key Features

Appointments

Events

TaskPad



MS 114119

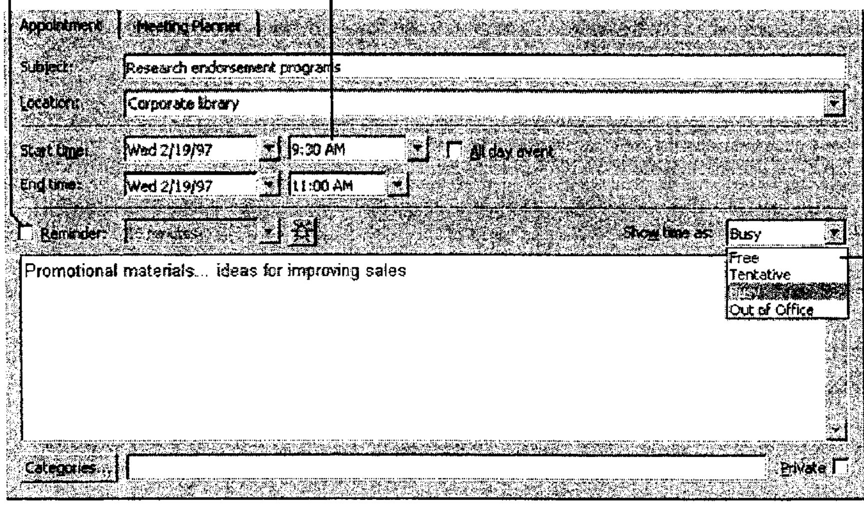
ARENDI-DEFS00001829

Schedule an Appointment

You need to schedule time to run an errand. To create an appointment for this activity, click the **New** arrow and then click **Appointment**.

Click here to be prompted for the appointment.

Type a date and time for the appointment, or click the arrows to select a date and time.



Use this list to specify how you want the appointment labeled in the Calendar.

Set up a recurring appointment Click **New Recurring Appointment** (**Calendar** menu). If you want to turn a one-time appointment into a recurring appointment, double-click the appointment to open it and then click **Edit Pattern** (**Appointment** menu).

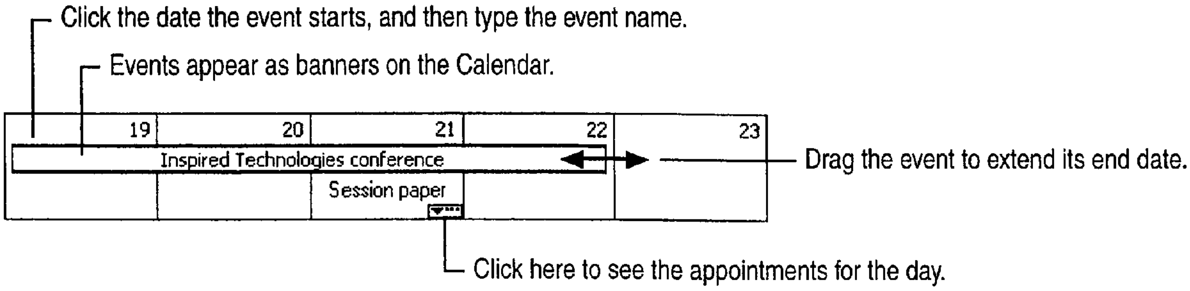
Don't remember when you made that appointment for? Click **Find** (**Tools** menu).

Turn an appointment into a meeting Open the appointment, and then click **New Meeting Request** (**Appointment** menu).

MS 114120

Mark an Event

Add the conference to the Calendar. Click **Month** (**View** menu) to view the Calendar by month, and then start typing.



Add holidays to the Calendar Click **Options** (**Tools** menu). On the **Calendar** tab, click **Add Holidays** to add holidays from one or more countries to the Calendar.

Change the way you display information Select a view in the **Current view** list to change to another view in the Calendar. For more information on views, see "Customize the Way You Display Information," page 366.

Take Care of the Calendar While You're Away

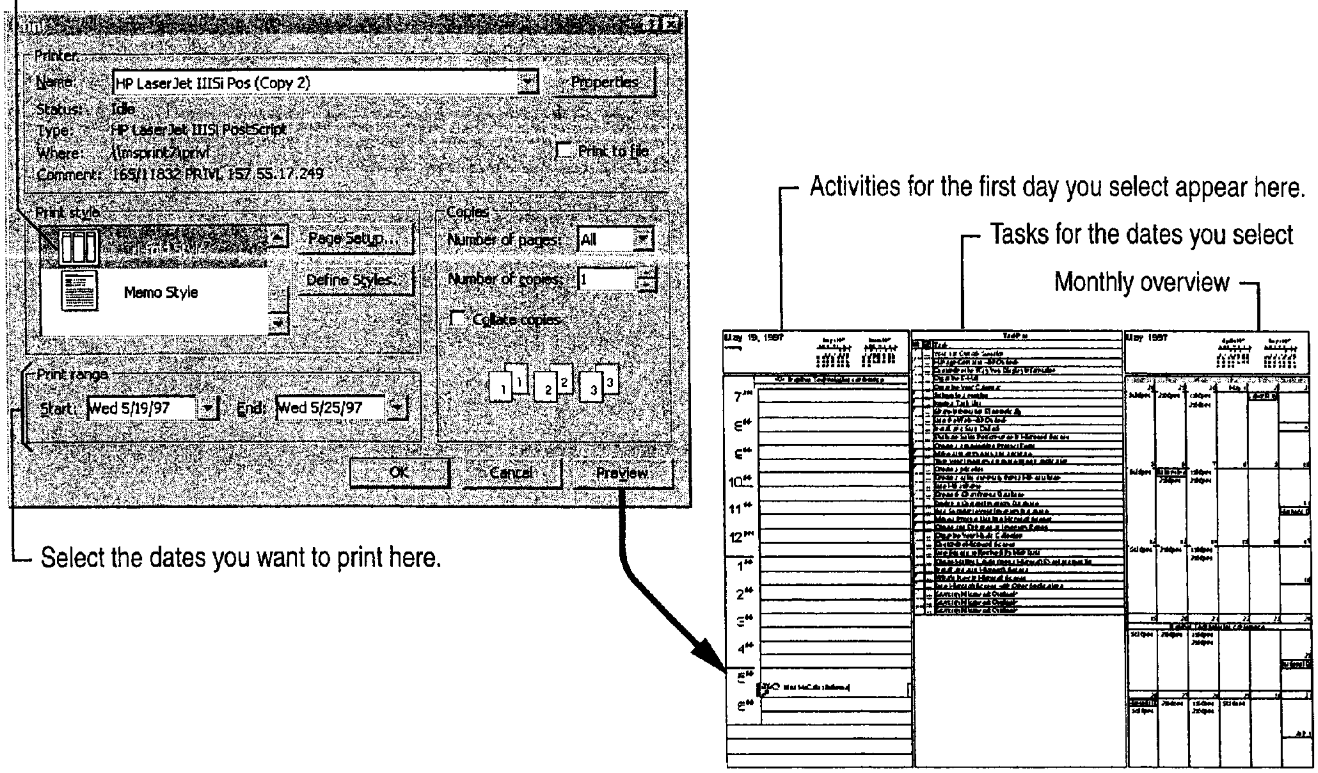
If you're going out of town, you can let someone else create appointments and update the calendar in your absence. Open the conference calendar, and then click **Options** (**Tools** menu). On the **Delegates** tab, click **Add** to assign permissions for the folder to someone else.

MS 114121

Print the Calendar

You want to print the Calendar for the week of the conference so that you can take with you a record of your activities for that week. In the **Current view** list, select **Day/Week/Month**. Then click **Print** (**File** menu).

Select **Tri-fold Style** to get an overview of activities for a range of dates.



Select the dates you want to print here.

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

Office Assistant button

MS 114122

Add Activities to the Calendar

The task list that you create in Tasks appears in a TaskPad in the Calendar. To see the TaskPad, click **Day/Week/Month** in the **Current view** list, and then click **Day** or **Week** (**View** menu).

Views that you create in Tasks do not appear in the Calendar. Click **TaskPad View** (**View** menu) to filter the tasks that appear in the TaskPad. Click **TaskPad Settings** (**View** menu) to customize the way tasks appear in the TaskPad.

Next Steps

To	See
Plan a meeting	"Your First Outlook Session," page 113
Send or accept a meeting request	"Confirm a Meeting," page 387
Use the Calendar for group scheduling	"Use Outlook to Share Folders," page 433
Learn more about tasks	"Keep a Task List," page 391

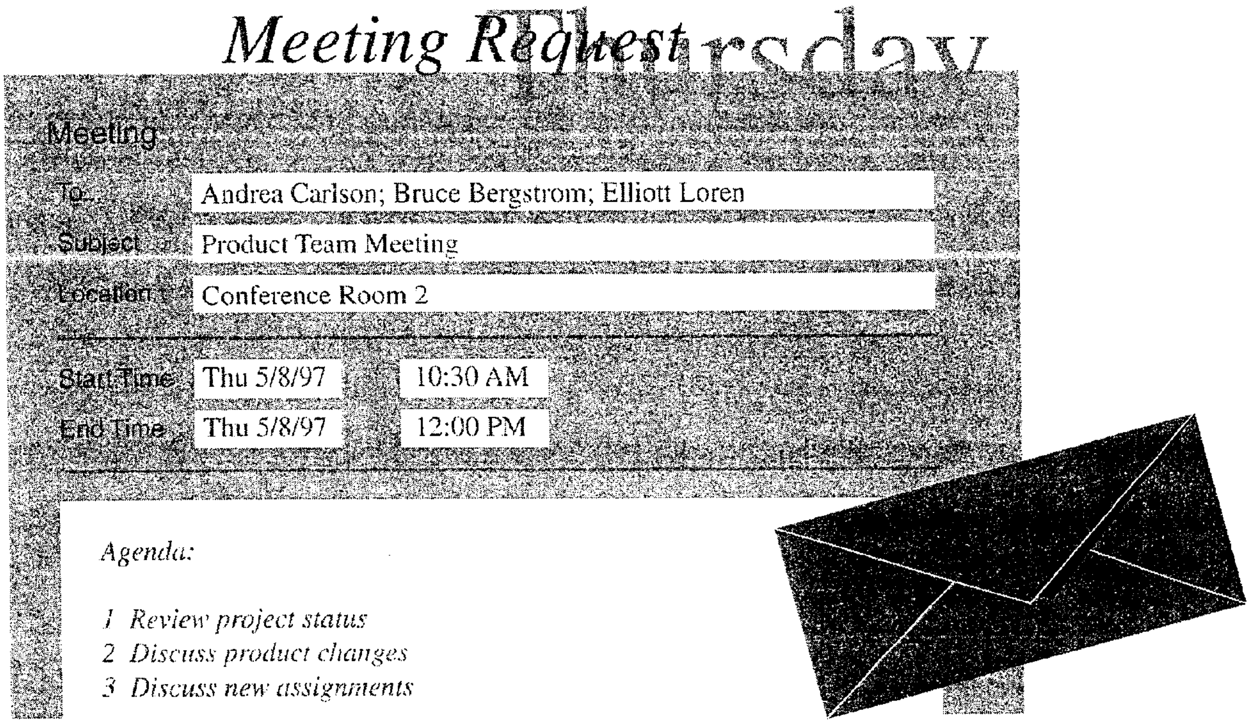
MS 114123

Confirm a Meeting

You've set up a meeting with the speakers for the conference you're planning for Inspired Technologies. You want to confirm the attendees so you can finalize the agenda. In Outlook, after you invite others to a meeting, you can track their responses.

Key Features

Meeting Planner



To schedule meetings, you need Microsoft Exchange or a compatible electronic mail system.

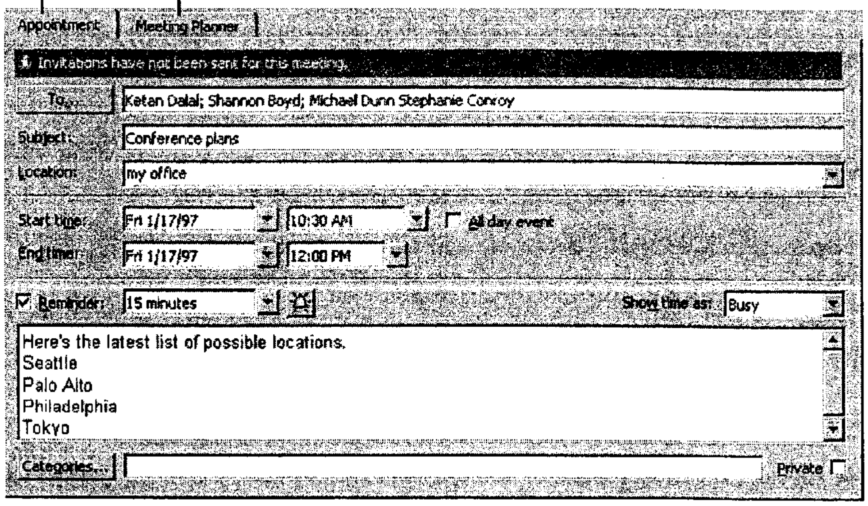
MS 114124

Track Meeting Responses

After you send a meeting request, the meeting appears in the Calendar. You can open the Calendar item to track responses.

Outlook tallies the responses to the meeting request on the **Appointment** tab.

Click **Meeting Planner** to see the response from each invitee.



Accept the invitation When you send someone a meeting request, a message appears in that person's Inbox with a meeting request symbol. They can accept, tentatively accept, or decline the request. If they accept, the meeting appears as an item on their calendar.

Meeting request symbol

Create a recurring meeting Click **New Recurring Meeting** (**Calendar** menu) to schedule a meeting regularly.

Cancel a meeting Open the meeting, and then click **Delete** (**File** menu).

Reschedule a meeting If you have to change a meeting, open the meeting and then change the date and/or time. You can type an explanation for the change in the text box. Then click the **Send** button to notify the attendees.

Send button

MS 114125

ARENDI-DEFS00001835

Send a Meeting Request Over the Internet

You can send meeting requests and receive responses over the Internet. Just type the Internet address in the **Meeting Planner** when you set up the meeting. If both you and the invitee are using Microsoft Exchange, you can see available times in the **Meeting Planner**.

If the Internet invitees use Outlook or Schedule+, the meeting appears in their calendars when they accept it.

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

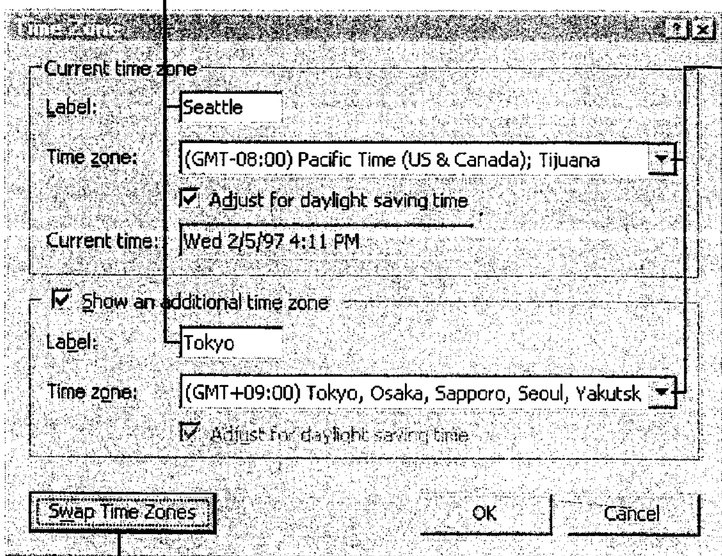
Office Assistant button

MS 114126

Schedule a Conference Call

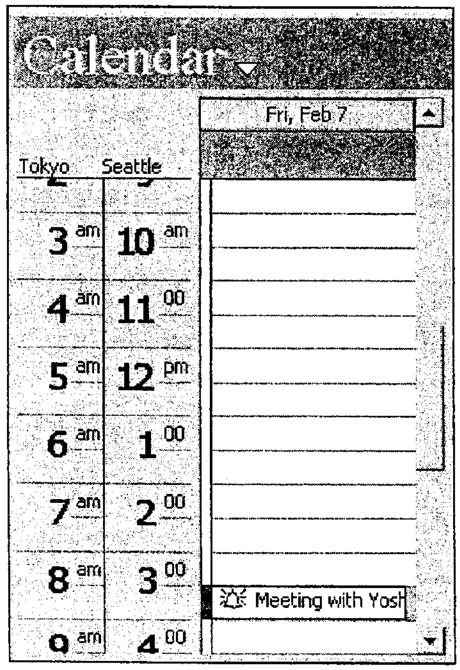
One of the speakers is in Tokyo. You decide to schedule a conference call to include him in the meeting. You can set up the Calendar to display more than one time zone so that you can plan the best time to call. Click **Options** (**Tools** menu). On the **Calendar** tab, click **Time Zone.** In the **Time Zone** dialog box, select the **Show an additional time zone** check box.

Type the label names you want to appear in the Calendar here.



Click here to display a list of time zones.

To display both time zones in the Calendar, click **Day/Week/Month** from the **Current view** list, and then click **Day**.



Click here to change the order in which the time zones appear in the Calendar. When you swap the time zones here, you also change the time zone for all of your Windows-based programs.

Next Steps

To	See
Print information in the Calendar	"Add Activities to the Calendar," page 382
Use the Journal to keep a record of meetings, e-mail messages, and appointments	"Your First Outlook Session," page 113

Keep a Task List

The conference you're planning has a number of tasks associated with it. You're responsible for defining the tasks and assigning them to members of your team. Outlook gives you the flexibility to organize and share tasks with others.

Key Features

Delegating Tasks

Thursday, May 8th

	Subject	Status	Due Date
	Click here to add new task		
!	Write Monthly Report	In Progress	Thu 5/8/97
	Discuss new contract with Philip	Waiting	None
!	Sales Meeting	In Progress	Fri 5/9/97
	Weekly project team meeting	Not Started	Fri 5/9/97
	Organize e-mail	Not Started	None

MS 114128

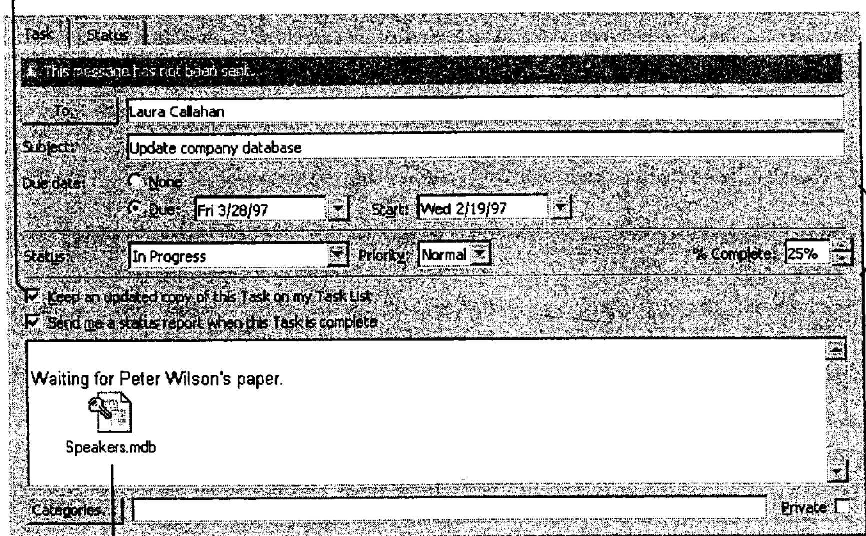
Assign a Task

You want to delegate one of your tasks to your assistant. In Tasks, double-click the task icon to open the task, and then click **Assign Task** (**Task** menu). In the **To** box, type your assistant's name.

Assigned task symbol

When you assign a task to someone else, the information is sent to that person in an e-mail message. The symbol next to the task in your task list changes to indicate that it has been assigned to someone else. You can no longer change information in that task, but you can keep a copy of the task.

Click here if you want to keep a copy of the task in your task list. The task status changes as the recipient updates the task.



You can specify the status, priority, and due date of the task that you're assigning.

You can type notes in the text box, or click **Insert** (**File** menu) to include Outlook items, files, or objects with the task.

How do you know if the task is accepted? After you assign the task, you receive an e-mail message from the recipient, indicating whether (s)he accepts or declines the task.

What if the recipient declines the task? You own the task again, and you can update the information in it. You can keep the task or assign it to someone else.

Delegate a task as you create it Click **New Task Request** (**Tasks** menu) to create and assign a task not already on your task list.

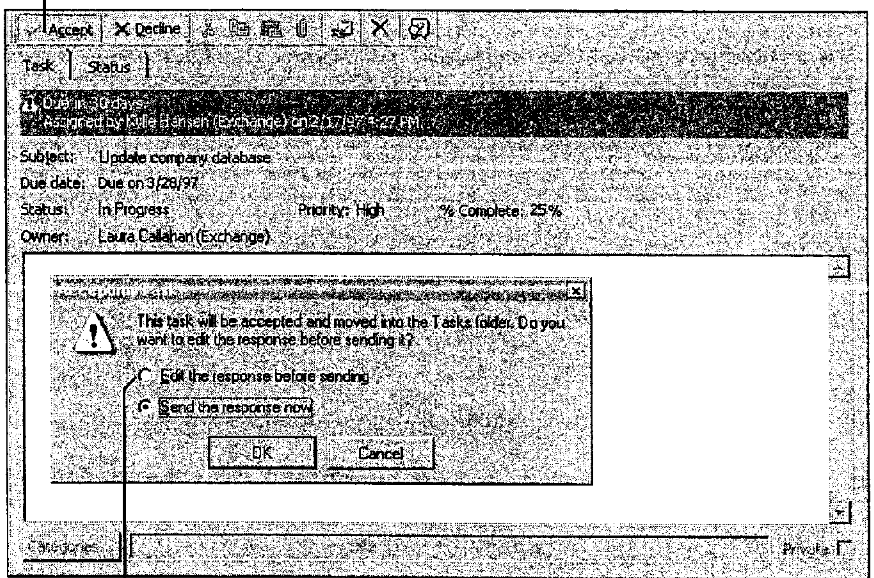
Want to rearrange the way tasks are displayed in your task list? Select a different view from the **Current view** list. For more information, see "Customize the Way You Display Information," page 366.

Accept a Task

The task request appears in your assistant's Inbox. After the task is accepted, it's added to your assistant's task list. The symbol to the left of the task indicates that the task was assigned to him/her.


Accepted task symbol

Click here to accept a task.



Click here to add a comment to the response message.

Keep track of the task's status Your assistant can update the status options in the task, and then click **Save and Close** (**Task** menu). If you chose to keep a copy of the task, the updated information automatically appears in your task list.

Decline a task Your assistant can decline the task by opening the task in the task list, and then clicking **Decline** (**Task** menu). The task is removed from your assistant's task list. As originator of the task, you are notified that the task was declined.

Need to print the task? You may want to print a task so that when you're in a meeting you can refer to notes, status, and other details. In the task, click **Print** (**File** menu).

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


Office Assistant button

MS 114130

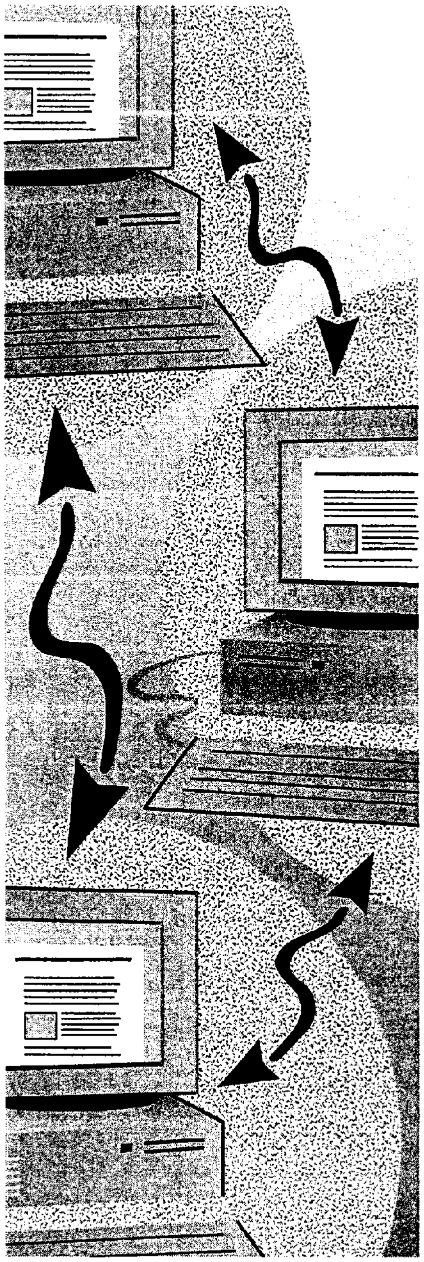
Next Steps

To	See
Post tasks to a public folder	"Use Outlook to Share Folders," page 433
Track your work	"Your First Outlook Session," page 113

PART 8

Exchange Information with Others

Contents



MS 114132

Distribute Documents Online

When you need to distribute your documents to co-workers, you want to do it in the most efficient way possible. Distribute your documents online to get quick feedback from reviewers. You can use Word as your e-mail editor to compose and reply to messages. You can also send e-mail messages to distribute data created in Microsoft Access. When you distribute Microsoft Access data, use the **Send** command (**File** menu), not the **Send To** command.

Key Features

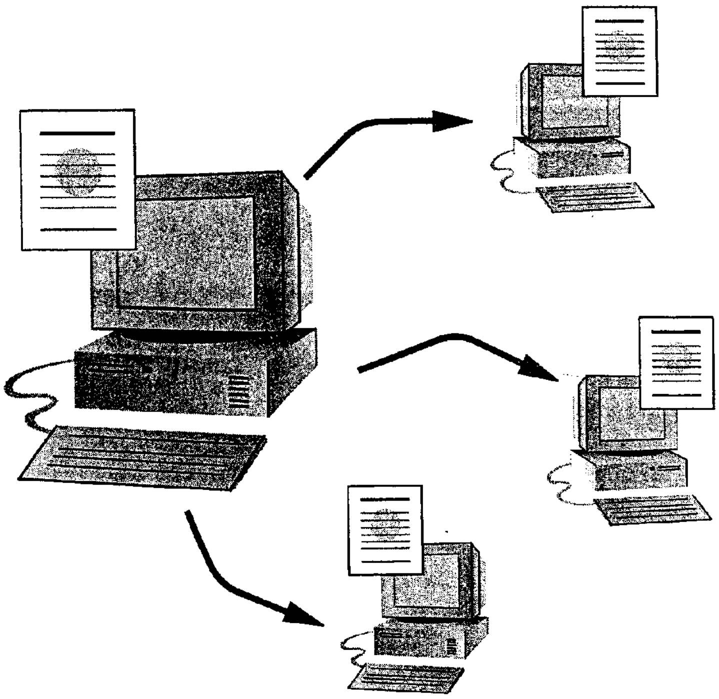
Sending Documents

Routing Documents

Posting Documents

Microsoft Word as an E-mail Editor

You can distribute documents to other users over your network.



To send and route e-mail messages in applications for Windows, you must have Microsoft Exchange, Microsoft Mail, cc:Mail, or another compatible e-mail system installed on your computer. The examples in this topic use Microsoft Exchange.

MS 114133

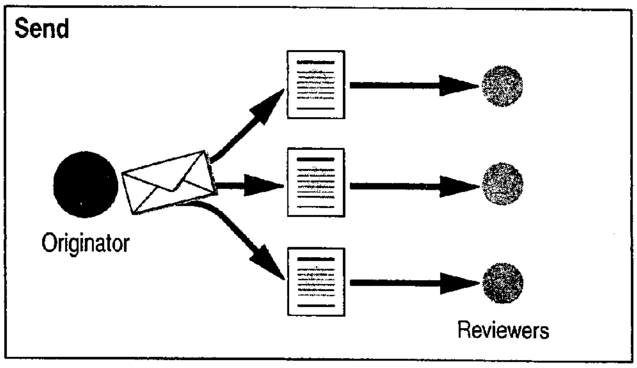
Choose How You Want to Distribute Documents

You have three options for distributing a document online.

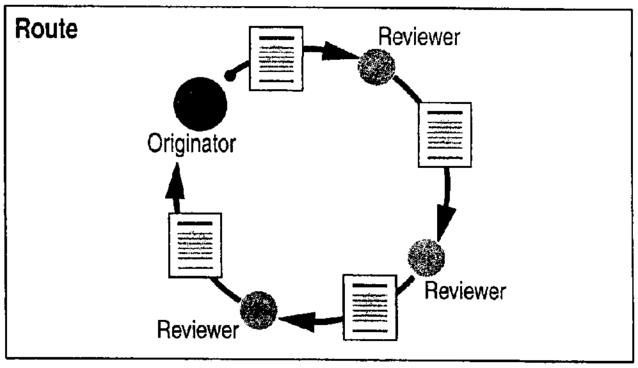
Send a document Choose this method when you need to distribute a document quickly, you have a specific list of reviewers, and you want review comments quickly.

Route a document Choose this method when you have a longer review period, a short list of reviewers, and you want each reviewer to see the comments of previous reviewers.

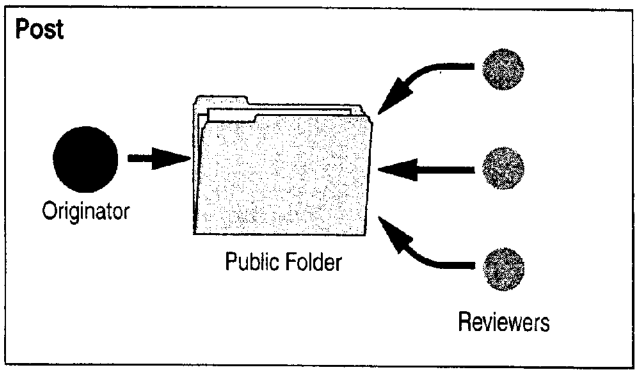
Post a document Choose this method when you want to provide wide distribution of a document, such as a company policy manual, or when you're not sure who might need or want to review it.



The originator sends simultaneous copies of a document to several reviewers, who may each return comments.



The originator routes a single copy of a document to multiple reviewers. Each reviewer sees comments from previous reviewers. The routed copy is automatically returned to the originator.



The originator posts a document to a public folder. Multiple reviewers can access the document and then return copies with their comments.

MS 114134

Want to Distribute Information to a Wider Audience?
If you want to distribute information online to your entire company, or to anyone outside your company, use the **Web** toolbar to create files that you can publish on the World Wide Web. For more information, see "Office and the Web," page 442.

What if your audience doesn't use Office? Office has free document viewers that let your online readers view and print files in their native format, without installing the full application. These viewers are free and can be downloaded from a software page that you access by clicking **Microsoft on the Web (Help** menu).

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

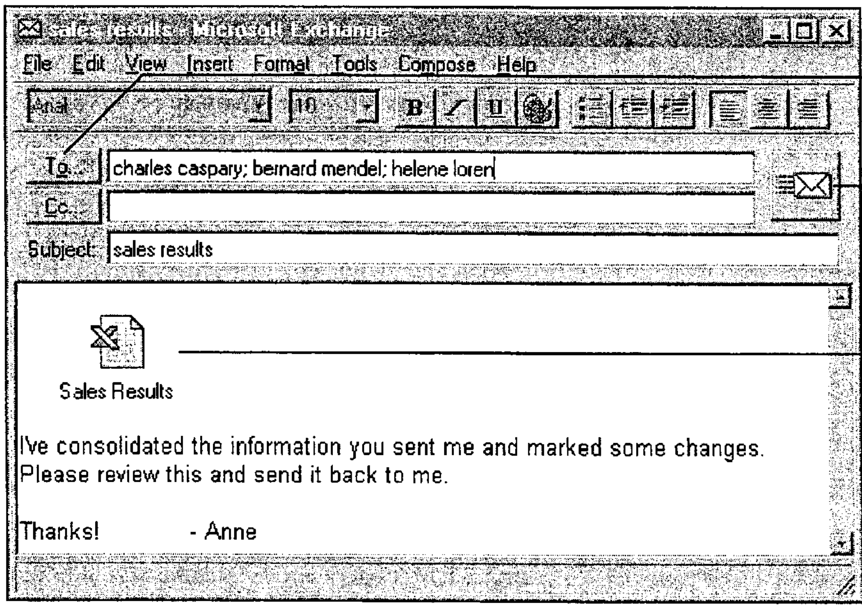
Office Assistant button

MS 114135

Send a Document

If you need to distribute your document to a specific list of reviewers from different departments and you have a tight deadline to meet, use e-mail messages to send your document quickly and efficiently. Each person can review it and return comments individually. When you send a document, you have two options:

- Start from your e-mail application, and then attach the document you want to send. For more information, see the documentation for your e-mail application.
- Start from the application that you're working in (Word, for example), click **Send To** (**File** menu), and then click **Mail Recipient** to send a copy of the document you're working on. If you're sending from Microsoft Access, select a format for the document, and then click **Send** (**File** menu). This starts your e-mail application, as shown in the following illustration.



To select the recipients, click here, and then use the options in the **Address Book** dialog box.

When you are ready to send your message, click here.

A copy of your document is included in the message.

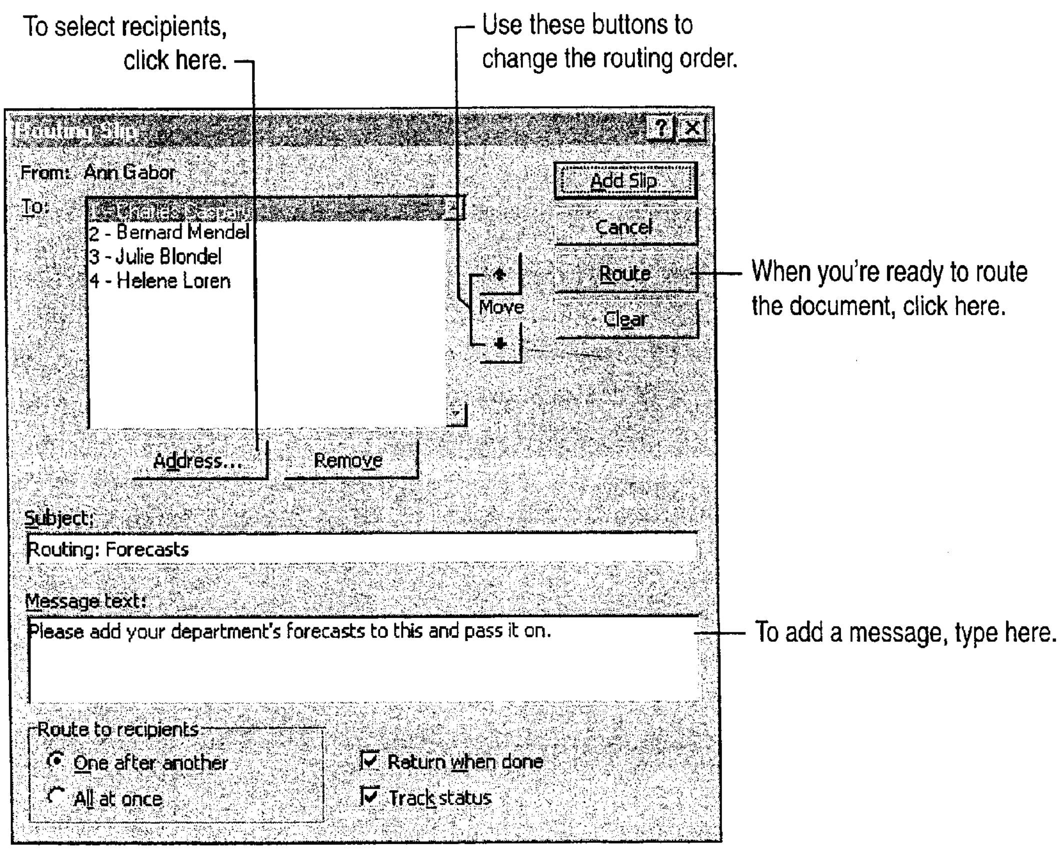
Want to send a fax instead of an e-mail message? Click **Send To** (**File** menu), and then click **Fax Recipient** to send a fax. To send a fax, you must have a modem and fax software. For more information, see "Create a Fax Cover Sheet and Send a Fax," page 192.

MS 114136

Route a Document

Perhaps you want only a few members of your team to see your document. As each member reviews your document, you want him or her to build on the comments of the previous reviewer. In this case, it's best to route your document. When you route a document by sending e-mail messages, you distribute a single copy of the document to the recipients in the order you specify.

To route a document, open the document, and then create a routing slip by clicking **Send To** (**File** menu) and then clicking **Routing Recipient**. In the **Routing Slip** dialog box, select the recipients and the order in which each will receive the document.



MS 114137

Want to know who has the routed document? When a recipient finishes reviewing the document, clicks **Send To** (**File** menu), and then clicks **Next Routing Recipient**, the document is automatically sent to the next recipient. Each time the document is sent to another person, you receive a status message letting you know who has the document. When the last recipient sends the document, it is routed back to you.

Find out who made the comments in the review document You can lock (protect) the document so that reviewers' changes and comments can be tracked. Word then identifies each set of changes or comments by reviewer. For more information, see "Have Your Team Review a Word Document," page 406.

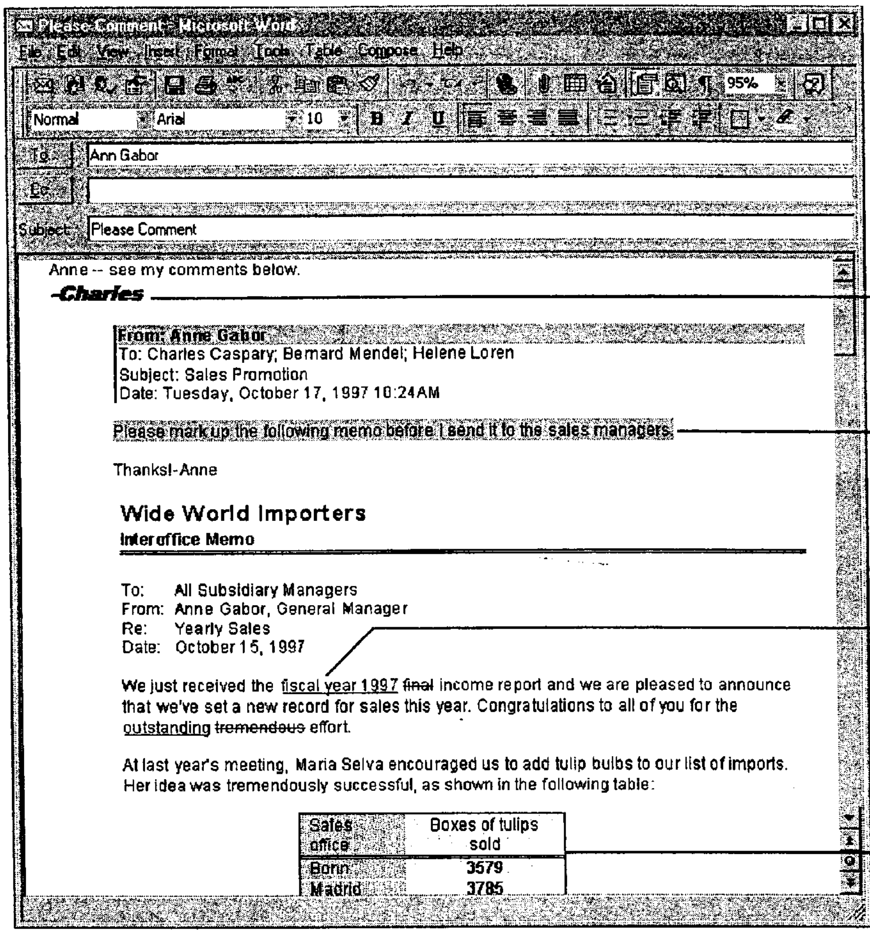
Want to know more? Look up **Getting Results - Distribute Documents** in Help.

Office Assistant button

MS 114138

Use Word for Windows as Your E-mail Editor

Instead of using the built-in message editor that comes with your e-mail application, you can use Word for Windows to make editing and reading e-mail messages easier. For example, you can use highlighting, revision marking, bullets and complex numbering, AutoCorrect, and automatic formatting.



You can automatically include your signature in e-mail messages.

Use the **Highlight** button to highlight important parts of your document.

Revision features in Word make it easy to find comments in long messages.

Use the **Table AutoFormat** command (**Table** menu) to automatically format tables.

Important To use Word as your e-mail editor, you should have at least 12 megabytes (MB) of memory, and you must have Word and either Microsoft Exchange or Microsoft Outlook installed on your computer. If you have Microsoft Exchange, you must have installed WordMail capability when you first installed Office. To install this capability after initial installation, run the Setup program again.

MS 114139

How do you turn on Word as your e-mail editor? In Microsoft Exchange, click **WordMail Options** (**Compose** menu), and then select the **Enable Word as e-mail editor** check box. If you want to use Word as your e-mail editor in Outlook, click **Options** (**Tools** menu), and on the **Mail** tab, select the **Use Microsoft Word as e-mail editor** check box.

Switch between e-mail editors in Microsoft Exchange When you're in the main window of Microsoft Exchange (when folders and messages are displayed), click **WordMail Options** (**Compose** menu).

Make your e-mail messages easier to read Use the **Online Layout** command (**View** menu) to display your messages in larger fonts and with increased spacing, and to jump to comments from a particular person.

Want to automatically include your signature in e-mail messages? Run Word, create an AutoText entry, and name it "signature." Your signature can include formatted text and graphics. Whenever you send a message, Word automatically adds this signature.

Make it easy for others to read long messages If you are sending a long message that includes many replies, you can make it easier for others to read by using the Word **Highlight** button to mark sections that are particularly important.

Highlight button

Use Word E-mail Templates to Create Special Text Effects

To see the templates you can use, in Microsoft Exchange, click **WordMail Options** (**Compose** menu), select a template, and then click **Compose**. To set a template as your default mail template, select a template, click **Set as Default Template**, and then click **Close**. In Outlook, click **Options** (**Tools** menu). On the **Mail** tab, select the **Use Microsoft Word as e-mail editor** check box, click the **Templates** button, and then select a template.

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

Office Assistant button

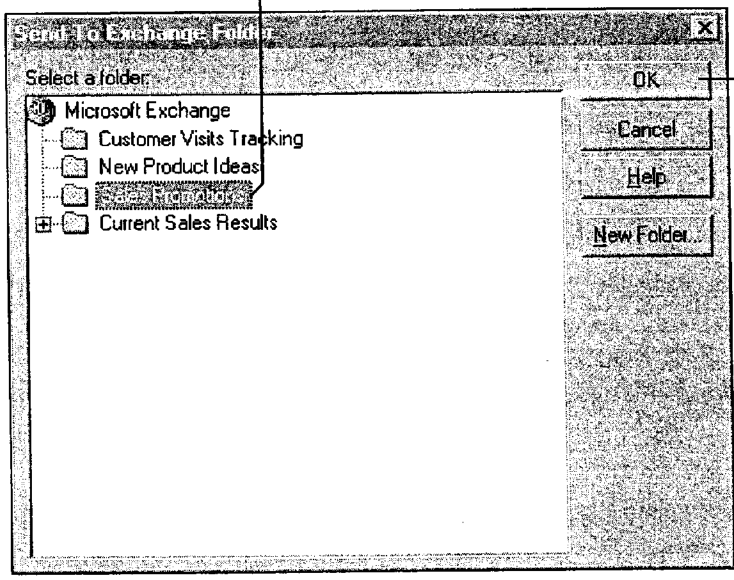
MS 114140

Post a Document

If you have a document (such as an employee manual) that you want to make available widely, post your document on a network. When you post a document, you deliver a copy of the document to a Microsoft Exchange public folder so that others can view the document over the network.

To post a document, click **Send To** (**File** menu), and then click **Exchange Folder**.

Choose the public folder where you want to post the document ...



... and then click here.

Make it easier for others to find the document you've posted Create a Public Folder shortcut for the folder you're posting your document to, and then include that shortcut in an e-mail message to people who might be interested in reading your document. For more information, see your Microsoft Exchange documentation.

MS 114141

Next Steps

To	See
Get feedback from co-workers on a Word document	"Have Your Team Review a Word Document," page 406
Share a workbook with co-workers	"Share a Workbook with a Co-Worker," page 412
Share information on the Web	"Create a Web Presentation with PowerPoint," page 452
	"Publish Microsoft Excel Tables and Charts on the Web," page 448
	"Create a Web Page with Word," page 458
	"Office and the Web," page 442
	"Use Microsoft Access to Retrieve and Publish Data," page 464
Create a fax cover sheet and fax a document	"Create a Fax Cover Sheet and Send a Fax," page 192

MS 114142

Have Your Team Review a Word Document

Track Changes Online with Revision Marks and Add Comments

Suppose you just completed a new product proposal, and you want your team to review it online.

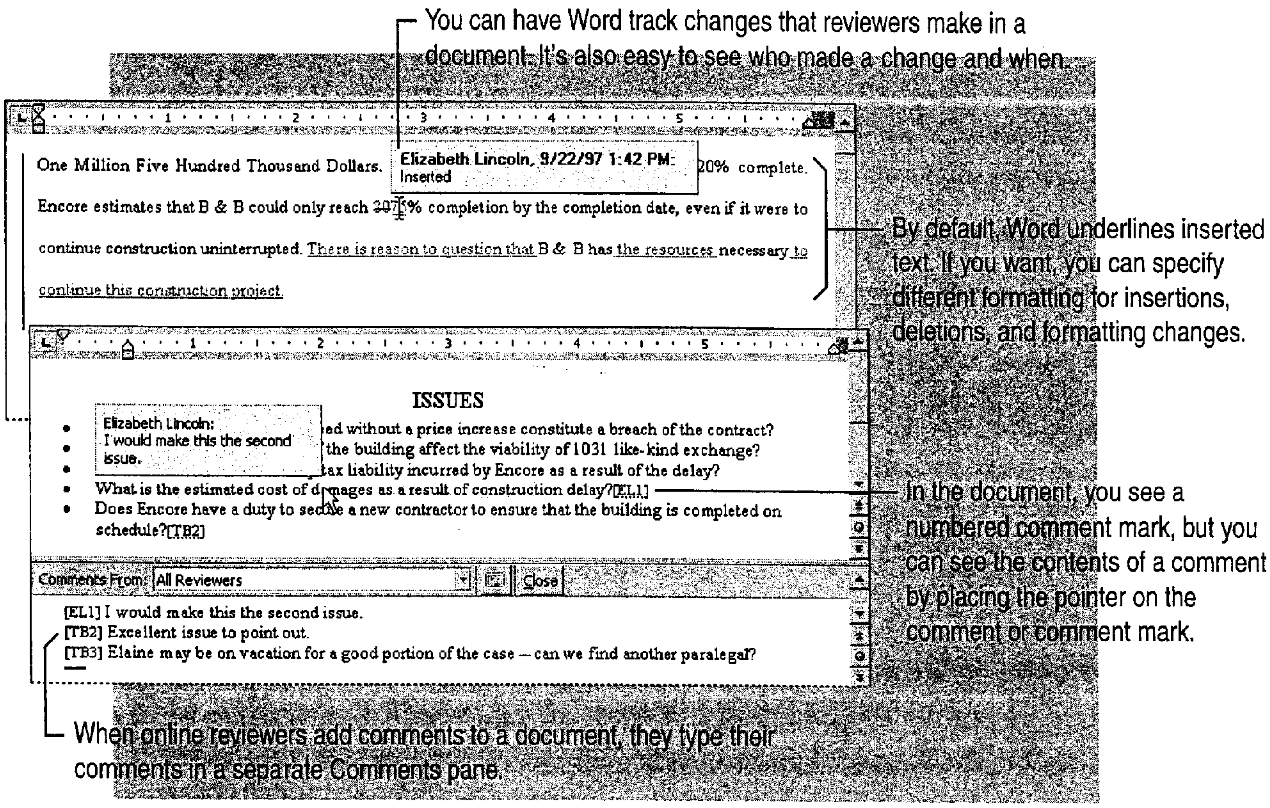
Whether you want reviewers to make changes directly to the document or in a separate Comments pane, Word makes it easy for you to get feedback from reviewers.

Key Features

Change Tracking

Comments

Document Protection



MS 114143

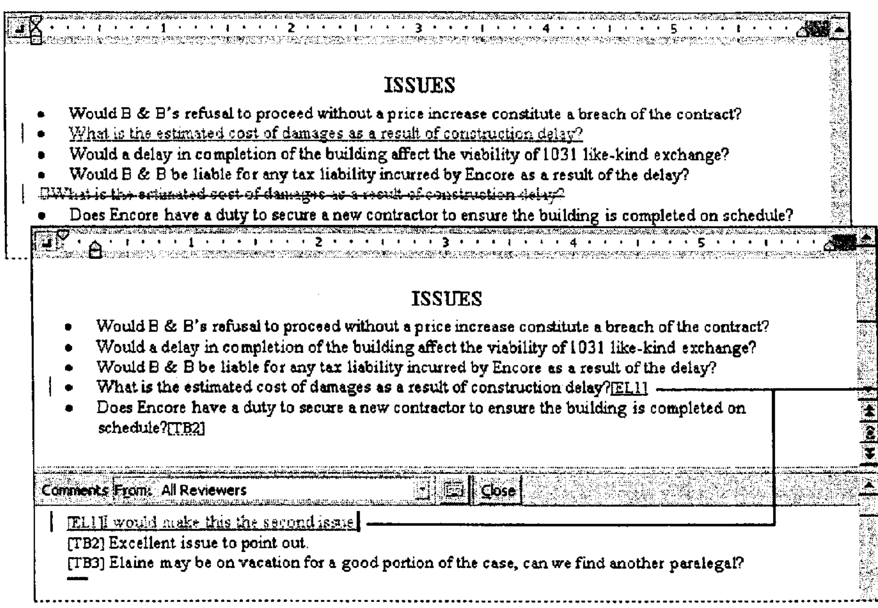
Decide How Reviewers Will Provide Feedback

Before routing the document, decide how you want reviewers to provide feedback.

Have reviewers make changes directly to the document Use the Track Changes feature. Reviewers edit a document as they would ordinarily, and revision marks show where they added, deleted, or moved text and graphics, or even reformatted text. Reviewers can also add comments if they want (see next paragraph). When you get the review copy back, you can point to a revision and have a ScreenTip tell you who made the change, the nature of the change, and the date and time of the change. You can review each change and decide whether to accept or reject it.

Have reviewers insert comments without making changes in the document itself Reviewers select the text or graphic they want to comment on, and then click the **Insert Comment** button on the **Reviewing** toolbar. Their comments are inserted in a separate Comments pane, not in the document itself. In the document, the text or graphic they selected is shaded yellow and you'll see a numbered comment mark that includes the reviewer's initials. To see the comments in the document window, point to the shaded text or the comment mark, and a ScreenTip displays the comment. If comment marks aren't displayed, click **Comments** (**View** menu).

Insert Comment button (**Reviewing** toolbar)



When you track reviewers' changes, all their edits are marked with special formatting. You can accept or reject the changes.

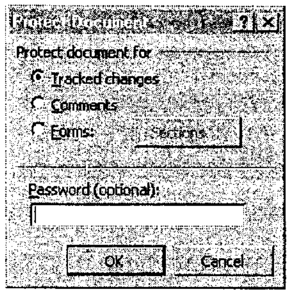
When you have reviewers add only comments, you have to manually incorporate their changes in the document.

Want to change the formatting Word uses for tracked changes? Click **Options** (**Tools** menu). On the **Track Changes** tab, select the formatting you want.

Get a Document Ready for Review

After you decide which method to use for feedback from reviewers, you need to "protect" the document for the kind of feedback you want; that is, lock the document so that only certain types of changes can be made, and then provide instructions for users on how to review your document.

"Lock" the document Open the document for review, and then click **Protect Document** (**Tools** menu). Click **Tracked changes** or click **Comments**. Locking the document automatically enables revision marks or comments.

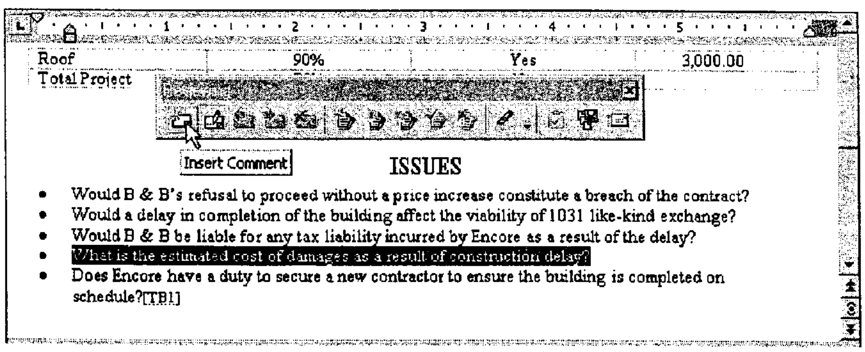


Protect Document dialog box

Decide how to distribute the document You can send the document individually to each reviewer, route it so that each reviewer sees previous reviewers' changes, or put the document on a network server or post it to a public folder. For more information, see "Distribute Documents Online," page 396.

Include instructions for reviewers In e-mail or the document itself, tell users what to expect. If you protect a document for tracking changes, tell reviewers that revision marks will automatically appear when they edit the document or add comments.

If you protect a document for comments only, tell reviewers that if they want to, they can select the text or graphic they want to comment on—which adds yellow shading—and then click the **Insert Comment** button on the **Reviewing** toolbar. If the toolbar isn't displayed, they can click **Reviewing** (**View** menu, **Toolbars** submenu).



Reviewers can insert comments quickly by clicking the **Insert Comment** button on the **Reviewing** toolbar.

Are reviewers distracted by revision marks? Tell them they can hide revision marks while editing by clicking **Track Changes** (**Tools** menu), clicking **Highlight Changes**, and then clearing the **Highlight changes on screen** check list.

Want reviewers to focus on key sections only? If you used the **Highlight** button to mark text, tell reviewers they can find these sections by clicking **Find** (**Edit** menu), clicking **More**, and then clicking **Highlight** in the **Format** list.

Highlight button

Want reviewers to add voice comments? Reviewers with sound cards and microphones installed on their computers can insert voice comments. Tell reviewers to click the **Insert Comment** button on the **Reviewing** toolbar, and then to click the **Insert Sound Object** button in the Comments pane.

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

Office Assistant button

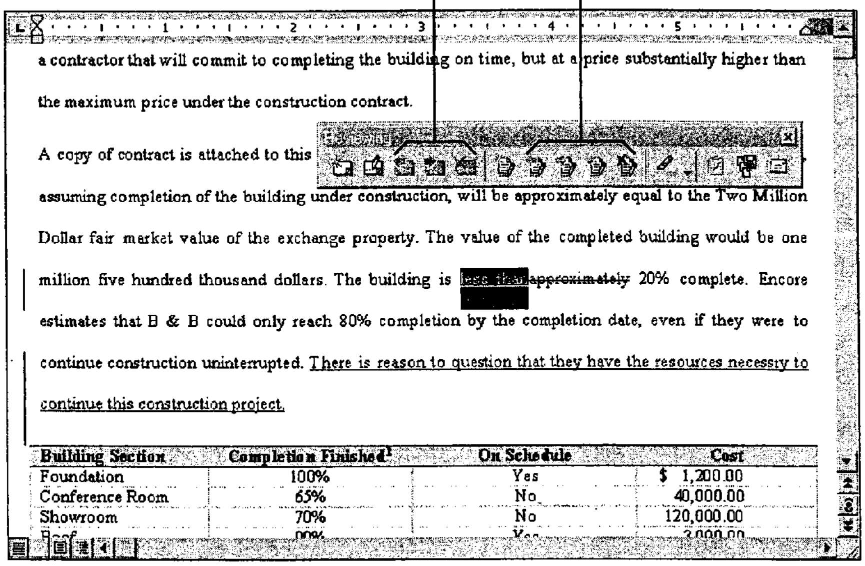
MS 114146

Incorporate Changes

After the reviewers have made their changes, you need to review them. First, remove protection by clicking **Unprotect Document** (**Tools** menu). Display the **Reviewing** toolbar by clicking **Reviewing** (**View** menu, **Toolbars** submenu).

Use these buttons to review and delete comments.

Use these buttons to review, accept, and reject tracked changes.



Merge changes from all reviewers into a single document Open the document into which all reviewers' changes will be combined, and then click **Merge Document** (**Tools** menu). In the **Select File to Merge into Current Document** dialog box, click a copy of the document that has changes to be merged, and then click **Open**.

Are ScreenTips not displayed for comments or changes? Click **Options** (**Tools** menu). On the **View** tab, select the **ScreenTips** check box.

Do tracked changes not appear in your document? Click **Highlight Changes** (**Tools** menu, **Track Changes** submenu), and then select the **Highlight changes on screen** check box.

Delete a comment Position the insertion point in the text highlighted for the comment, or select the comment mark, and then click the **Delete Comment** button on the **Reviewing** toolbar. The mark and the associated comment are deleted.

Want to print comments? Click **Print** (**File** menu), and then click **Comments** in the **Print what** box.

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

Delete Comment button (**Reviewing** toolbar)

MS 114147

Compare Documents When Changes Aren't Tracked

Make sure the original and edited documents have different file names, or are in different folders if they have the same file name. Open the edited version of the document, and then click **Compare Documents** (**Tools** menu, **Track Changes** submenu). In the **Select File to Compare with Current Document** dialog box, open the file you want to compare.

As Word compares the two documents, it marks differences. You can review and incorporate the changes as described previously.

Next Steps

To	See
Make formatting changes to your document	"Make Your Word Document Look Great," page 127
Make the final version of the document available to a wider audience	"Distribute Documents Online," page 396

MS 114148

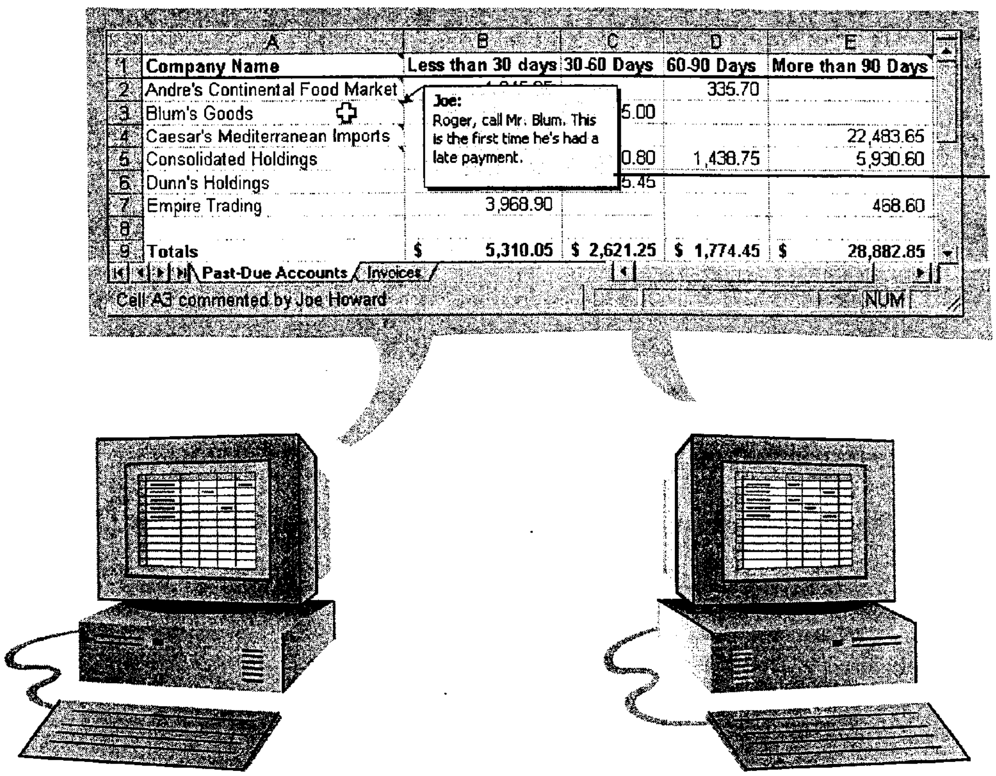
Share a Workbook with a Co-Worker

Suppose you need help from your co-workers in completing, verifying, and updating the information in a worksheet. Everyone needs to see the most recent data and know what they're responsible for. Microsoft Excel can merge everyone's changes; you view the group's progress every time you save.

Key Features

Comments

Shared Workbooks



Note assignments and instructions right in the cells.

Microsoft Excel lets everyone work on the same worksheet at once and keeps the information up-to-date.

Before you start everyone who shares a workbook must have Microsoft Excel 97.

Did you know that you can also route workbooks to other users? Routing sends a workbook to each user in succession and returns it to you with their cumulative edits. For more information, see "Distribute Documents Online," page 396.

MS 114149

Prepare Your Workbook to Be Shared

Anyone in your workgroup can share a workbook over your network with little preparation, but you can do some things in advance to make the collaboration go more smoothly. For example, your group can use your aged-receivables worksheet to collect past-due customer accounts. To let your co-workers know which customers to call, you can add *comments* to certain cells. You can also set up the worksheet so that your team members can update the amounts owed and add their own comments, without risking inadvertent changes to the formulas.

To view a comment, move the pointer over a cell containing a comment. To view all comments, click **Comments** (**View** menu).

On your worksheet, select the cell you want to add a comment to. Click **Comment** (**Insert** menu).

	A	B	C	D	E
1	**Company Name**	**Less than 30 days**	**30-60 Days**	**60-90 Days**	**More than 90 Days**
2	Andre's Continental Food Market	1,045.95		335.70	
3	Blum's Goods		845.00		
4	Caesar's Mediterranean Imports				22,483.65
5	Consolidated Holdings		1,200.80	1,438.75	5,930.60
6	Dunn's Holdings	295.20	575.45		
7	Empire Trading	3,968.90			468.60
8					
9	**Totals**	**$ 5,310.05**	**$ 2,621.25**	**$ 1,774.45**	**$ 28,882.85**

Joe:
Roger, contact Dunn when their account goes past 60 days.

Type your instructions for the cell.

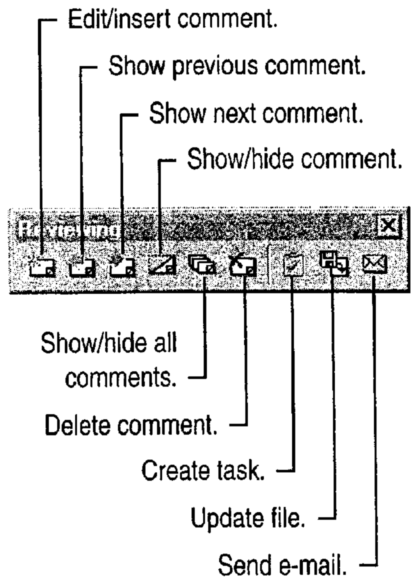
Unlock the cells that everyone will edit. Click **Cells** (**Format** menu). On the **Protection** tab, clear the **Locked** check box. Then protect the worksheet by clicking **Protect Sheet** (**Tools** menu, **Protection** submenu).

MS 114150

Want to keep your formulas out of sight? Hide them before you protect the worksheet. Select a formula, and then click **Cells** (**Format** menu). On the **Protection** tab, select the **Hidden** check box.

Protect the revision history Information about changes made to a shared workbook is recorded on a new sheet named **History**. You can protect this revision history and ensure that the workbook remains shared, until you decide otherwise. Click **Protect for Sharing** (**Tools** menu, **Protection** submenu), and then select the **Sharing with Track Changes** check box. For more information on revision history, see "What Kinds of Shared Editing Can You Do?" later in this topic.

Tend your comments To add, delete, edit, or review multiple comments, click **Comments** (**View** menu) to display all comments in the workbook and to display the **Reviewing** toolbar.



Leap into action Use the **Create Task** button on the **Review Comments** toolbar to start and create a new task in Microsoft Outlook. Click the **Send Mail** button to compose a quick e-mail message. For more information, see "Create a Task," page 120.

Combine separate workbooks Click **Merge Workbooks** (**Tools** menu). To allow merging, all the workbooks must be created from the same original, and revision history must be maintained throughout the editing process. For more information, see "Collaborate, and Watch Everyone's Progress," page 415.

Should you consider using a Microsoft Access database? For information that will help you choose the right Office application for your needs, see "Where Should You Store Your Contact Information?" page 346.

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

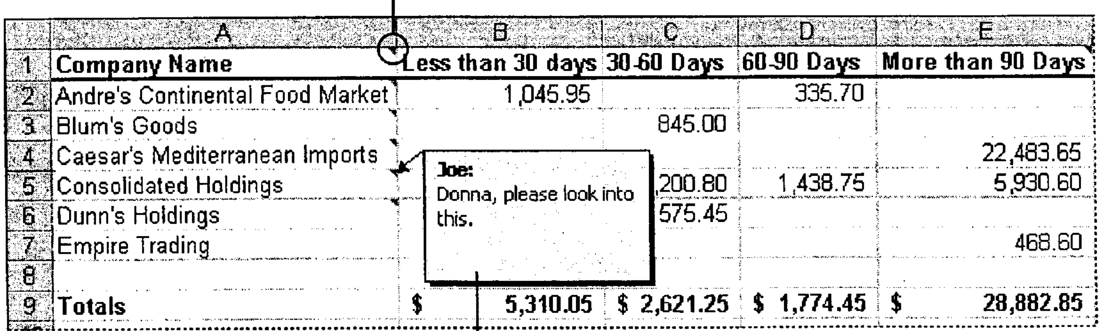
Office Assistant button

Collaborate, and Watch Everyone's Progress

Now that you have prepared the workbook, it can be shared. Put it on your network, and then click **Share Workbook** (**Tools** menu). On the **Editing** tab, select **Allow editing by more than one user at the same time**. Now your team members can get started on their work.

Every time the workbook is saved, it is updated with everyone's saved changes.

Cells that have comments have indicator marks in their upper-right corners.



When a reviewer moves the pointer over the cell, your comment appears as a tip.

Tired of seeing the comments? After you've read them, turn them off: Click **Options** (**Tools** menu). On the **View** tab, click **None** in the **Comments** box. Or print the comments by clicking **Page Setup** (**File** menu). On the **Sheet** tab, select an option in the **Comments** box.

Highlight and review revisions You can easily see the changes made by your group by clicking **Highlight Changes** (**Tools** menu, **Track Changes** submenu). To review the changes one by one, click **Accept or Reject Changes** (**Tools** menu, **Track Changes** submenu).

MS 114152

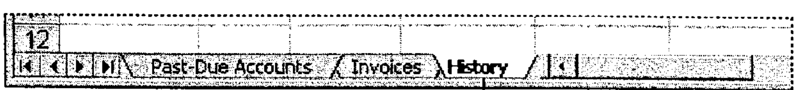
What Kinds of Shared Editing Can You Do?

You can do many of the same things in a shared workbook that you can do in a regular workbook. You can create and edit formulas and values; add, delete, and move rows and columns; apply formatting; edit charts; sort and filter the worksheet; and insert and delete sheets. As each user saves the workbook, changes are merged and reconciled.

What if two people change the same cell? When the second user to make a change tries to save the workbook, a dialog box presents information about both changes. The last person to save can decide which change to keep.

Save and update automatically You can save your changes and get updates from other users automatically, at an interval that you set. Click **Share Workbook** (**Tools** menu). On the **Advanced** tab, click **Automatically every:**, and then type the frequency with which you want to save the workbook.

Keep track of who changed what You can see information about which changes users have decided to keep. Click **Share Workbook**. On the **Advanced** tab, make sure the **Keep change history for:** option is selected. You can then specify how long you want to retain the revision history. To keep the revision history on a sheet in the workbook, click **Highlight Changes** (**Tools** menu, **Track Changes** submenu) and then click **List changes on a new sheet**.



Click here to see full details about what changes were saved and discarded.