MICROSOFT OFFICE 2000 TO 2003

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LESSON 1: INTRODUCTION

OBJECTIVES: Become familiar with the overall differences in
Microsoft Office 2003 as compared to the 2000 version

OVERVIEW

The purpose of this class is to familiarize you with the features in Microsoft
Office 2003 that have been added or significantly changed from the Microsoft
Office 2000 version. The courseware is divided into lessons for each program
application. This introduction will focus on the overriding changes that affect
multiple programs within Office 2003.

♦ Old Version Compatibility

OVERVIEW

According to the Microsoft literature, as you open files that were created in
Office 2000 in the 2003 version, you should notice no difference in content or
formatting. There is also supposed to be no issue with backwards
compatibility, i.e. opening and using documents that were created in Office
2003 in Office 2000. Unfortunately, this is not always the case. Modestly
formatted text documents are usually fine; however, graphics-heavy
documents have proved to cause issues when moved from one version to
another.

Additionally, Microsoft Office 2003 does not necessarily play well with other
programs.   For example, if you use Adobe Acrobat to convert Office files
into .pdf format for use over the Web, you need to have the latest version of
the software for it to work on Office 2003 files. These incompatibilities are
not only a nuisance, but can be costly as well.

♦ Task Pane

## OVERVIEW

Each time you open one of the Microsoft Office 2003 programs, a panel will
be displayed along the right-hand side of the screen. This is the Task Pane.
Initially, the Task Pane allows you to access Microsoft Office Online
assistance, open a recently accessed file, browse for files to use, or create a
brand new file. Exceptions to this are Publisher, in which the panel is on the

left side of the screen, and Outlook, where the panel is also on the left but is called the Navigation Pane.

Task Pane

Task Pane drop-down arrow and Close button
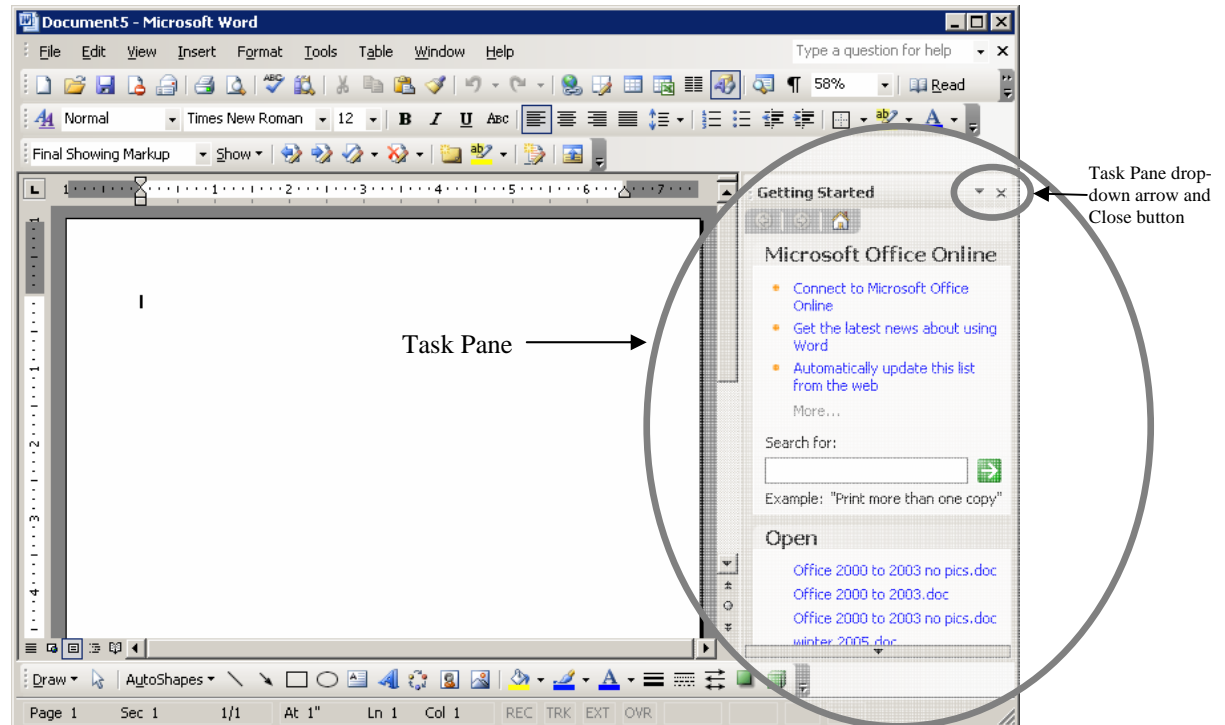
At the top of the Task Pane is a drop-down menu. If you click this arrow, you will see a list of additional panels you can access based on the program. Clicking one of these options switches your panel to that function. Since these options differ from one program to the next, they will be described in greater detail in upcoming lessons.

STEPS

1. **To choose a Task Pane function**, click the drop-down arrow in the upper right corner of the panel.

2. Click the Task Pane function you wish to use.

3. **To close the Task Pane**, click the *CLOSE* button ☒ in the upper right corner of the panel.

4. **To reopen the Task Pane**, click *VIEW*, *TASK PANE*.

DID YOU KNOW? Holding down the *SHIFT* key and pressing the *F1* key will open the Task pane.
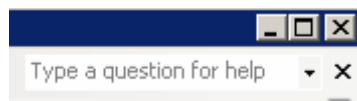
♦ Help

OVERVIEW

The Office Assistant still exists, but you will no longer see it pop up unasked as it sometimes would do in Office 2000. Instead, a "Type a question for help" text box appears in the upper right corner of your program window.

Here you may type a word, phrase, or question, just as you did when the Office Assistant would ask what you needed help with. In this case, the Search Results Task Pane will appear, indicating that a search is going on. Instead of looking through a local file of help topics, Office 2003 looks through its entire website for matches to your query. This process takes a bit longer, but should provide more up-to-date information as it is periodically revised.
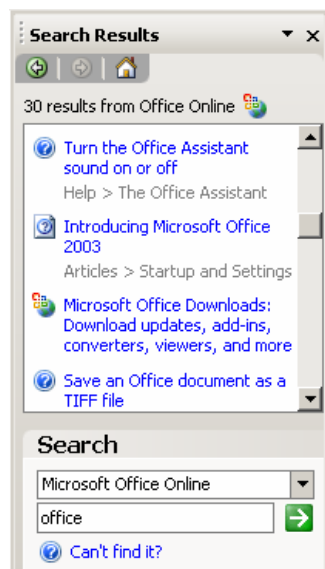
STEPS

1. Click in the *TYPE A QUESTION FOR HELP* text box.

2. Type a word, phrase, or question in the box, and press *ENTER*. The *SEARCH RESULTS* window will appear.

3. Click the link of the desired topic.

4. Read and/or print the information provided.

5. **To let Microsoft know if the results provided actually helped you**, click the appropriate *WAS THIS INFORMATION HELPFUL?* button.

Was this information helpful?

Yes	No

6. If you clicked *NO*, you will be asked why.

Why?
- ⦿ Information is wrong
- ○ Needs more information
- ○ Not what I expected

Back	Next

7. Continue through the prompts until you have answered all questions.

8. Close the Help window.

HELPFUL HINT: If you forget about the "Type a question for help" text box, you may click Help in the Menu Bar, and click Microsoft Office "program" Help.

EXERCISE:

1) Click in the Help text box.

2) Type **close task pane**, and press Enter.

3) Click the first link that appears.

4) View the information, and close the Help window.

Courseware Title

Another help feature that has changed is the Question Mark ⍰ that appears at the top of some dialog boxes. Previously, you could click it once, point at the item in the dialog box about which you were curious, and click to open a small explanation of the item. Now, in some dialog boxes when you click that question mark button, a new window appears listing every item in the dialog box along with corresponding explanations. If necessary, click the link to view the explanations of each item in one place rather than opening and closing multiple descriptions.
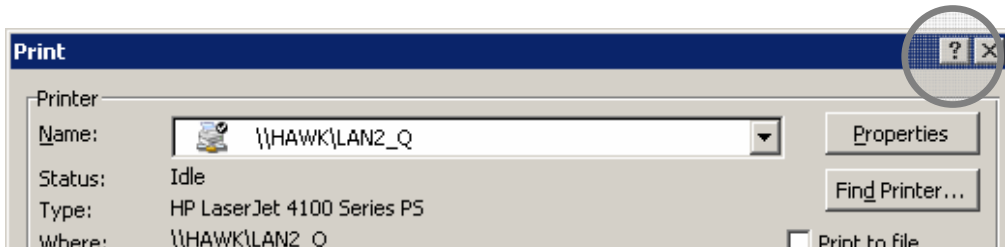
STEPS

1. Click the *QUESTION MARK* button ⍰ in the upper right corner of the dialog box.
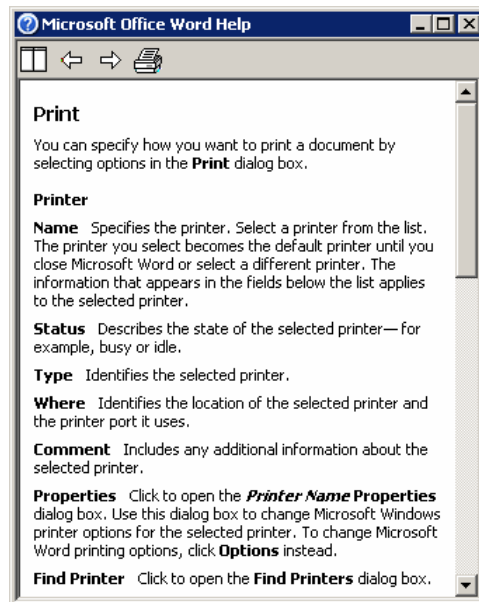
2. Read the information provided on the feature(s) about which you have questions.

3. Click the *CLOSE* button ✕.

EXERCISE:

1)   Click the Format Menu, then click Font.

2)   Click the Question Mark in the upper right corner.

3)   Click the Font tab link and look through the information.

4)   Close the Help window.

5)   Close the Font dialog box.

♦ Clip Art

OVERVIEW

When you wish to enhance a document with a graphic object, you may search and insert a multitude of clip art files available through Microsoft. In addition to simply inserting clips, you may also access a menu of options for what to do with clips as follows:
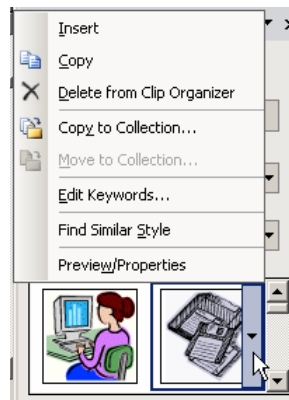
Insert – places the selected clip into the document at the location of your insertion point.

Copy – allows you to place the clip on the Clipboard for insertion at another time or in another location.

Delete from Clip Organizer – removes the clip from use on your machine, so when you search for this type of clip again, it will not appear as one of your choices.

Copy to Collection – places the clip in a particular category of clips while keeping it in any other category to which it belongs.

Move to Collection – moves the clip to one particular category, removing it from others.

Make Available Offline – stores the clip in a location you may access when not connected to Microsoft Online (if that's where it originated).

Edit Keywords – allows you to add, modify, or delete the keywords used to describe the clip in order to exclude or include it in future searches. **NOTE:** This only works with clips in My Collections.

Find Similar Style – helps you locate more clips with a similar look.

Preview/Properties – displays the type, size, resolution, and other components of the clip.

STEPS

1. Click *INSERT*, *PICTURE*, *CLIP ART* to open the Clip Art Task Pane.   You may also click the drop-down arrow in the upper right corner of the Task Pane and click *CLIP ART*. Or, you may click the *INSERT CLIP ART* button in the Drawing Toolbar.
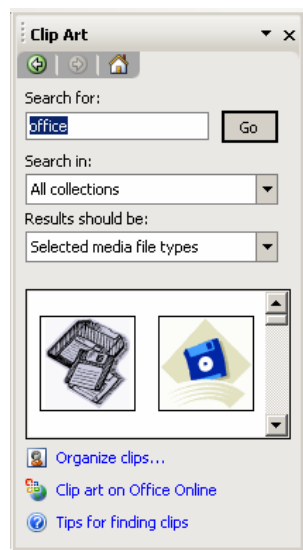
2. In the *SEARCH FOR* text box, type a keyword for Microsoft to search.

3. **To narrow the search options**, make the appropriate choices in the *SEARCH IN* and *RESULTS SHOULD BE* drop-down boxes.

4. Click the *GO* button [Go].

4. Your results will display in the large white space in the Task Pane.

5. **To insert an image**, click the clip directly or click the drop-down arrow that appears when you rest your mouse on the image, and click *INSERT*.

6. **To view or make changes to the clip's properties**, rest your mouse on the clip and click the drop-down arrow on the right.

7. Click the appropriate function and review/change the dialog boxes as necessary. Click *OK*.

EXERCISE:

1) Click the drop-down arrow at the top of the Task Pane and click Clip Art.

2) Click in the Search for text box.

3) Type **computer**.

4) Click the Search In drop-down.

5) If necessary, click the plus sign to expand the Everything category.

6) Remove the checkmarks from My Collections and Web Collections.

7) Click the Go button.

8) Scroll through the clips that appear, and click the one you would like to insert.

9) Return to the first clip that appears in the Task Pane.

10) Rest your mouse pointer on this clip, and click the drop-down arrow on the right.

11) Click Find Similar Style to view other clips with the same look.

12) Close the Clip Art Task Pane.

Courseware Title

♦ Research

OVERVIEW

If you wish to look up a certain term or phrase, the Research Task Pane provides you with a variety of reference materials in which to search.

STEPS

1. **To open the Research Task Pane**, click *TOOLS*, *RESEARCH*. You may also click the drop-down arrow in the upper right corner of the Task Pane, and click *RESEARCH*.
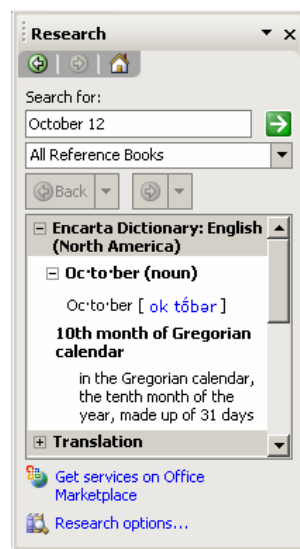
2. Click in the *SEARCH FOR* text box, and type the item to look up.

3. **To fine-tune your search**, click the *ALL REFERENCE BOOKS* drop-down and choose the resource you wish to use.

4. Click the *START SEARCHING* button to conduct your search.

5. Your results will display in the Task Pane and will identify the source along with a list of definitions.

6. **To display a list of synonyms for the word**, click the *PLUS SIGN* in front of the *THESAURUS*.

7. **To convert the word to another language**, click *TRANSLATION*.

8. **To search additional locations**, click *CAN'T FIND IT?*.

EXERCISE:

1) Click Tools, Research to open the Research Task Pane.

2) Click in the Search for text box.

3) Type **computer**, and press Enter or click the Start Searching button.

4) Scroll through the definitions.

5) Click the plus sign next to Thesaurus to read the synonyms.

6) Close the Research Task Pane.

♦ The Clipboard

OVERVIEW
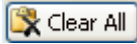
The Clipboard, the storage location for cut or copied items, stores up to twenty-four items from any Office program to be used in any Office program. In Office 2000, the Clipboard appeared as a floating toolbar when you clicked View, Clipboard. In Office 2003, the Clipboard appears in the Task Pane. The new version of the Clipboard is enhanced to display more of the copied information, which makes it easier to determine which clip is which. It still provides you with an icon indicating the program where the clip originated as well.

The Clipboard Task Pane will also automatically appear in certain situations. For example, when you have copied more than one item, the task pane related to the Clipboard appears. This is an optional function set by default.

STEPS

1. **To open the Clipboard Task Pane**, click *EDIT*, *OFFICE CLIPBOARD*. You may also click the drop-down arrow in the upper right corner of the Task Pane, and click *CLIPBOARD*.   .
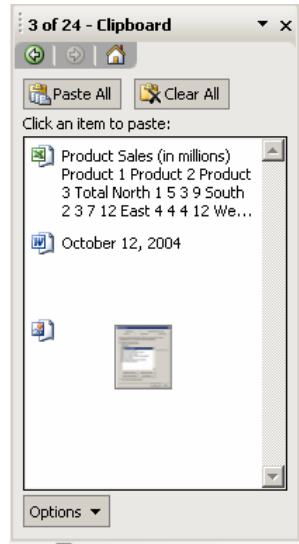
2. **To paste an item**, place your insertion point where you want the object to appear in the document.

3. Click once directly on the item in the Task Pane that you wish to paste.

4. **To insert all items in the Clipboard at once**, click the *PASTE ALL* button.

5. **To remove all items from the Clipboard**, click the *CLEAR ALL* button.

6. **To remove a single item**, rest your mouse pointer on the item to be removed for a second.

7. Click the drop-down arrow that appears to the right of the item, and click *DELETE*. You may also right click an item and click *DELETE*.

The Clipboard has a variety of options from which to choose. These include:

Show Office Clipboard Automatically – opens the Office Clipboard Task Pane whenever anything is copied.

Show Office Clipboard When Ctrl+C Pressed Twice – recognizes a pattern of copying and opens the Clipboard after two items have been copied.

Collect Without Showing Office Toolbar – allows you to collect several clips without ever opening the Clipboard, requiring you to open it using Edit, Office Clipboard, and keep track of how many items you've copied on your own.

Show Office Clipboard Icon on Taskbar – places a Clipboard icon in the System Tray of your Taskbar, from which you may open the Clipboard Task Pane by double-clicking.

Show Status Near Taskbar When Copying – briefly displays a rectangle indicating that you have successfully placed a new item on the Clipboard.

5. **To set Clipboard properties**, click the *OPTIONS* drop-down arrow to open the menu.

Show Office Clipboard <u>A</u>utomatically
Show Office Clipboard When Ctrl+C <u>P</u>ressed Twice
<u>C</u>ollect Without Showing Office Clipboard
✓ Show Office Clipboard Icon on <u>T</u>askbar
✓ Show <u>S</u>tatus Near Taskbar When Copying
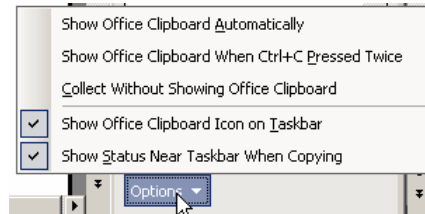
6. Click to activate or deactivate the option(s) of your choice.

7. Click elsewhere on your screen to close your options.

EXERCISE:

1) Move your insertion point below the piece of clip art you inserted, and type, "Technology Training"

2) Click Edit, Office Clipboard to open the Clipboard Task Pane.

3) Select the text and click the Copy button (or copy using any method you prefer).

4) Right click the clip art and copy it.

5) Move your insertion point to a location below all existing information in your document.

6) Click the text in the Clipboard to insert it. Press Enter twice.

7) Delete the clip art from the Clipboard.

8) Click the Options button at the bottom of the Clip Art Task Pane, and view what options you have.

9) Make any changes you prefer.

10) Click elsewhere on your screen to close your options.

Courseware Title

♦ Paste Options

OVERVIEW

In addition to the Clipboard automatically appearing in some instances to display several copied items, Office 2003 also provides you with on the spot options when pasting these items. Af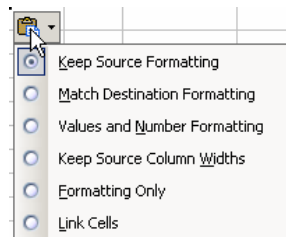ter you have pasted, the Paste Options button [icon] will appear, providing you with several choices. These options vary slightly from one program to the next.
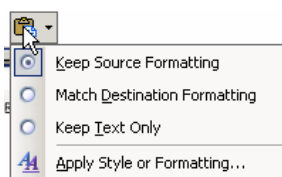
Word

Excel
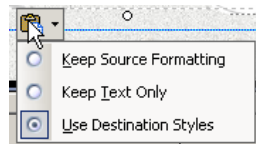
Publisher
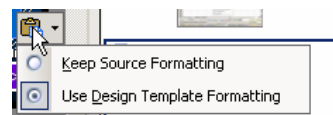
PowerPoint

Keep Source Formatting – maintains the format of the copied object in its new destination.

Match Destination Formatting – changes the format of the pasted object to match its new location.

Keep Text Only – no formatting will be applied.

Values and Number Formatting – copies both the content of the original cell and its formatting.

Keep Source Column Widths – maintains the widths of columns from the original worksheet.

Formatting Only – applies only the formatting of the copied cell, not the contents.

Link Cells – copies the cell as a link to the original, so if the original changes, Excel will ask if you want the link(s) updated as well.

Apply Style or Formatting/Use Destination Styles/Use Design Template Formatting – if you do not wish to use the source or destination formatting, you may choose from predesigned styles or apply custom formatting.

STEPS

1. Cut or Copy and Paste as you normally do.

2. If the pasted item is not formatted as desired, click the resulting *PASTE OPTIONS* button .

3. Make the appropriate selection for formatting the pasted item.

EXERCISE:

1) Select the new copy of the text and change the font and size significantly.

2) Copy the new version of the text.

3) Move your insertion point below the new line of text.

4) Click the first listing of the text in the Clipboard.

5) Click the Paste Options button that appears next to the pasted text.

6) Click Match Destination Formatting.

7) Click the Clear All button in the Clipboard.

8) Exit Word without saving the document.

♦ System Security

OVERVIEW

You might notice additional layers of security associated with Office 2003. In addition to warnings about macros in documents, whenever you open an e-mail attachment or an Access database, you will encounter a dialog box asking if you're certain you want to open it.

Security Warning

Opening "C:\Documents and Settings\Grasky\My Documents\tips.mdb"

This file may not be safe if it contains code that was intended to harm your computer.
Do you want to open this file or cancel the operation?

[Cancel]   [Open]   [More Info]
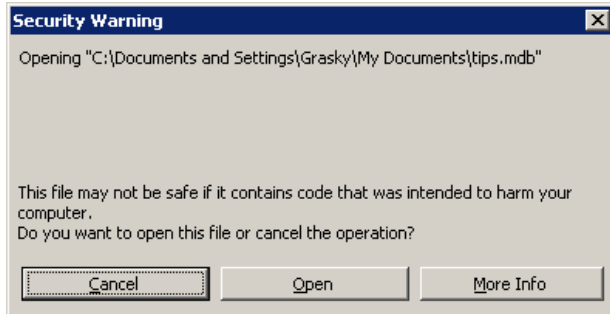
Also, by default, any e-mail containing pictures will initially open with picture placeholders that you must right click to view.

Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.
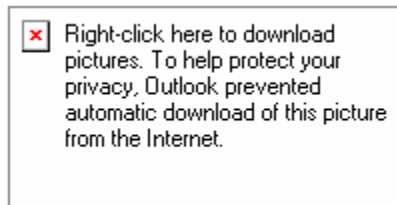
All of these settings are in place to protect your computer from issues.

LESSON 2: MICROSOFT WORD

OBJECTIVES: AutoCorrect Options
                    Styles and Formatting
                    Document Protection
                    Markup Information
                    Reading Layout

OVERVIEW

As mentioned in the previous lesson, when you first open Microsoft Word 2003, the Task Pane will appear to the right.
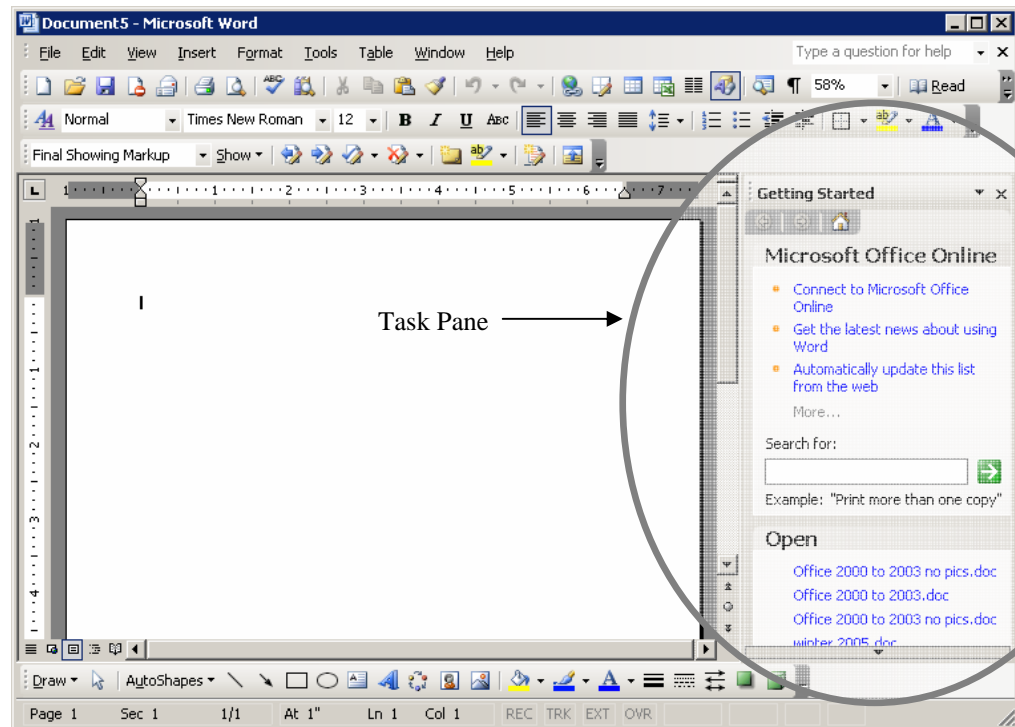
Task Pane

Here you may connect to Microsoft Office Online for information and assistance in using Word or open a new or existing document. Clicking the Getting Started drop-down will allow you to view other tasks that may be performed from this panel. Several of these are common to all Office 2003 programs as described in the Introductory Lesson. The others that are more unique to Microsoft Word are described briefly below, and detailed sections on the most commonly-used features can be found later in this lesson.
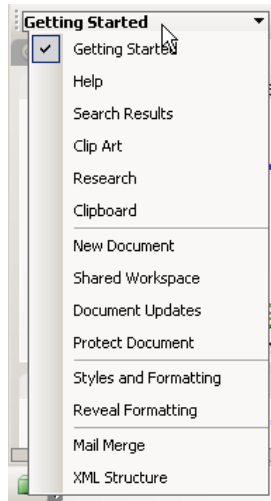
New Document - provides choices for new document creation, including templates.

Shared Workspace - allows you to create an online location for sharing the current document with others.

Document Updates - lists changes that multiple users make to a document in a Shared Workspace so the document's owner can accept or reject them.

Protect Document - allows the owner of the document to restrict formatting and editing by others.

Styles and Formatting - opens the styles available within a document so they may be applied to selected text.

Reveal Formatting - breaks down the formatting of the current text.

Mail Merge - begins the 6 step Mail Merge process.

XML Structure - allows you to apply XML elements to your document (i.e. data extraction/analysis tools).

♦ AutoCorrect Options

OVERVIEW

The AutoCorrect feature is very similar to previous versions of Word; however, you may now notice the AutoCorrect Options button appear when a feature is applied. For instance, if you begin to type a numbered or

bulleted list, the button will appear, allowing you to open a menu of choices regarding the list as follows:

Undo Automatic Numbering – removes numbering in this instance.

Stop Automatically Numbering Lists – turns off the automatic numbering feature.

Undo Automatic Bullets – removes bullets in this instance.

Stop Automatically Creating Bulleted Lists – turns off the automatic bullets feature.

Control AutoCorrect Options – opens the AutoCorrect dialog box directly to the AutoFormat as you Type tab, where lists can be manipulated.

This shortcut allows you to avoid searching the entire dialog box of AutoCorrect options for the particular option you need.

STEPS

1. Click the *AUTOCORRECT OPTIONS BUTTON* .

2. Make the appropriate selection for your current needs.

3. **To make global changes to AutoCorrect**, click *CONTROL AUTOCORRECT OPTIONS*.

4. Make the desired selections in the *AUTOCORRECT* dialog box.

HELPFUL HINT: The dialog box is also still available when you click *TOOLS*, *AUTOCORRECT OPTIONS*.

EXERCISE:

1) Open Microsoft Word, and close the Task Pane.

2) Click Tools, AutoCorrect Options, and make sure the options for Automatic Bulleted and Numbered lists are checked on both the AutoFormat and AutoFormat As You Type tabs. Click OK.

3) Type **1.**, press Tab, type **one**, and press Enter.

4) Click the AutoCorrect Options button.

5) Click Undo Automatic Numbering.

6) Press Enter to move down another line.

7) Type *****, press Tab, type **one**, and press Enter.

8) Click the AutoCorrect Options button.

9) Click Control AutoCorrect Options.

10) Look over your options, and click OK.

11) Save your document as **Test.doc**.

♦ Smart Tags

OVERVIEW

Smart Tags appear when Word 2003 recognizes particular document content. For example, if you type a date, a dotted purple line will appear below the date. When your mouse pointer rests on the date, a Smart Tag Actions button ⓘ will appear. When clicked, this button will open a menu of options related to dates, such as scheduling a meeting or opening your calendar. Other common Smart Tags are Person Names and Address Smart Tags. In these instances, when you type a name or address, the Smart Tag will allow you to initiate an e-mail or create a contact.

STEPS

1. Rest your mouse pointer on the dotted purple line.

2. Click on the *SMART TAGS ACTIONS* button ⓘ.

3. Make a selection from the menu, if desired.

4. **To change Smart Tags options**, click *TOOLS*, *AUTOCORRECT OPTIONS*.

5. Click the Smart Tags tab.

AutoCorrect

AutoCorrect	AutoFormat As You Type
AutoText	AutoFormat	Smart Tags

Word can recognize certain types of data in your document. For each recognized type, you can perform actions with that data.

☑ Label text with smart tags

Recognizers:

☑ Address (English)
☑ Date (Smart tag lists)
☑ Financial Symbol (Smart tag lists)
☑ Person Name (English)
☑ Person Name (Outlook e-mail recipients)
☑ Place (English)
☑ Telephone Number (Smart tag lists)
☑ Time (Smart tag lists)

[Properties...]

[Recheck Document]   [More Smart Tags...]
[Remove Smart Tags]   [Save Options...]

☑ Show Smart Tag Actions buttons

[OK]   [Cancel]

6. Click to add/remove checkmarks from the available Smart Tags.

7. Click *OK*.

EXERCISE:

1) Click Tools, AutoCorrect Options, then the SmartTags tab, and make sure all options are checked. Click OK.

2) Press Enter to make sure your insertion point is on a new, blank line, and type:

> **John Jones**
> **295 Water Street**
> **Augusta, ME   04330**

3) Rest your mouse pointer on John Jones.

4) Click the resulting Smart Tag.

Courseware Title

5) Click Send Mail.

6) Close the Mail window, and choose No to saving.

7) Rest your mouse pointer on 295 Water Street, and click the resulting Smart Tag.

8) Click Smart Tag Options.

9) View your options, and click OK.

10) Save your changes.

♦ Drawing Area

OVERVIEW

When you want to employ one of the tools in the Drawing Toolbar, when you click on it, you will now see the following:

Create your drawing here.
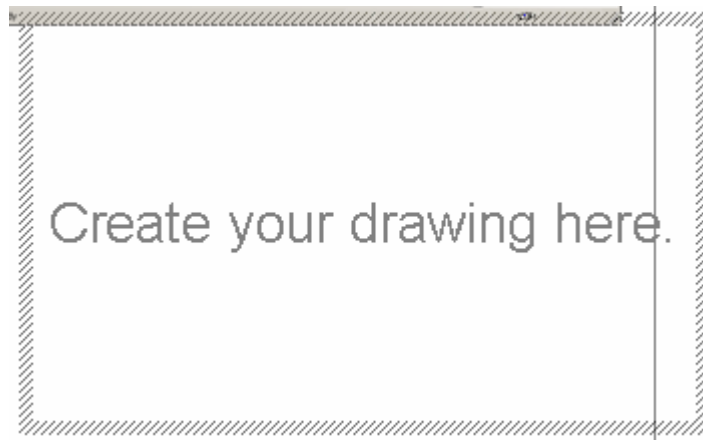
This will interfere with the existing information on your page, and typically will not appear in the location where you wish to insert the drawing object.

STEPS

1. Click one of the drawing tools in the *DRAWING TOOLBAR*.

2. If the *CREATE YOUR DRAWING HERE* rectangle is not in an appropriate location, press the *ESC* key on your keyboard.

3. Proceed to draw your object.

4. **To disable the "Create your drawing here" rectangle permanently**, click *TOOLS*, *OPTIONS*, and the *VIEW* tab.

5. Remove the checkmark from *PICTURE PLACEHOLDERS* in the *SHOW* section. Click *OK*.

EXERCISE:

1) If necessary, click View, Toolbars, then Drawing to open the Drawing Toolbar.

2) Click the Oval tool once.

3) Press Escape to remove the Create your drawing here rectangle.

4) Click and drag to draw an oval on your document.

## ♦ Styles and Formatting

OVERVIEW

When you wish to apply a style to selected text, you may still use the Style drop-down on the Formatting Toolbar. However, if you want to view additional options and create or modify styles, you can open the Styles and Formatting Task Pane.

STEPS

1. **To open the Styles and Formatting Task Pane**, click *FORMAT*, *STYLES AND FORMATTING*. You may also click the drop-down arrow in the upper right corner of the Task Pane, and click *SYTLES AND FORMATTING*.
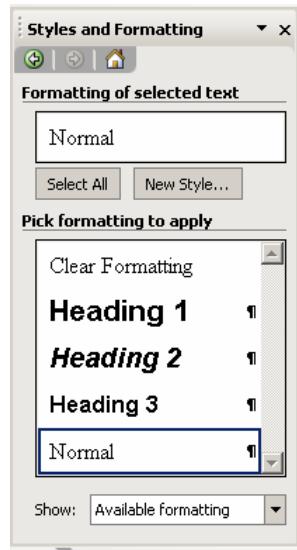
2. The format of the currently selected text will be displayed at the top of the pane.

3. **To view a breakdown of the current style**, rest your mouse pointer within this display.

4. For additional options, click the drop-down arrow to the right of the style display. The following menu appears:
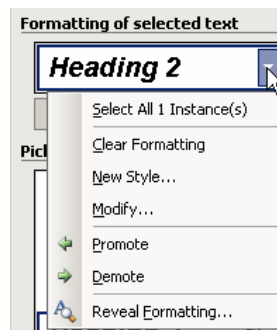
Select All x Instance(s) - highlights any text in the document formatted in that style.

Clear Formatting - resets the selected text to the Normal style.

New Style - opens a dialog box in which you may create and apply a new style.

**Modify** - allows you to change features of the current style.

Promote - appears if your focus is on text formatted in one of the heading style and allows you to move the heading up a level.

Demote - appears if your focus is on text formatted in one of the heading styles and allows you to move the heading down a level.

Reveal Formatting - displays a larger, clearer version of the pop-up breakdown of the style that appears when you simply rest your mouse on the style name.
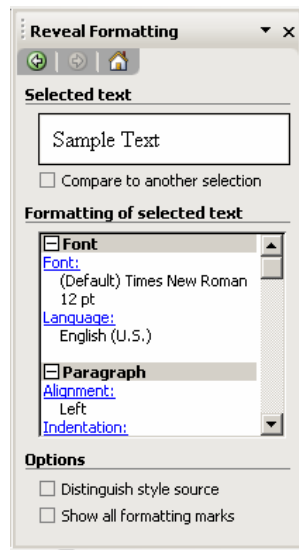
5. Use these tools as desired.

6. **To return to the Styles and Formatting Task Pane when you've gone to Reveal Formatting**, click the *BACK* button at the top of the Task Pane.

EXERCISE:

1) Click anywhere in the John Jones line of text.

2) Click Format, Styles and Formatting to open the Styles and Formatting Task Pane.

3) Notice the formatting of the text where the insertion point is currently appears.

4) Click in the bulleted line of text.

5) Note the changes in the Styles and Formatting display.

6) Change the formatting of this text to a Heading 2.

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7)   Rest your mouse on the Formatting of the Selected Text text box to view the details.

8)   Click the drop-down arrow and choose Promote.

9)   Note the difference, and save your changes.

♦ Create New Styles

STEPS

1. **To create a new Style**, click the *NEW STYLE* button `New Style...`.

2. Type a *NAME* for your style.

3. Build the style by making selections for font, size, orientation, color, etc.

4. Click the *FORMAT* button to make additional choices for your style. **NOTE:** These are the same as they were in the Style dialog box in Word 2000.

5. Click *OK*.

The Pick formatting to apply area in the Styles and Formatting Task Pane can display several different options as selected in the Show drop-down at the bottom of the pane.
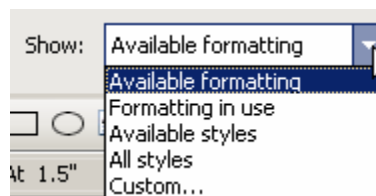
Available formatting –lists individual formatting components that may be applied to selected text.

Formatting in use –limits the list to only formats currently being used in the document.

Available styles –shows the styles available for use in the current document.

All styles –displays every style available in Word 2003.

Custom – opens the Format Settings dialog box, where you may determine which styles and other options should be available.

6. Make the desired selections to customize the application of styles.

EXERCISE:

1) Click the New Style button.

2) Type **Test** as the name of the new style.

3) Change the font, size, color, and other items as you wish. Click OK.

4) Select the text "John Jones".

5) Click the Test style in the Pick Formatting to Apply area of the Task Pane.

6) Click the drop-down arrow in the Selected Text text box, and click Reveal Formatting.

7) View the breakdown of your style.

8) Click the Back arrow at the top of the Reveal Formatting Task Pane to return to the Styles and Formatting Task Pane.

9) Click the Show drop-down and choose All Styles.

10) Scroll through the list to view the selection of styles.

11) Close the Styles and Formatting Task Pane, and save your document.

♦ Markup Information

OVERVIEW

If you are familiar with the functionality of Word's reviewing features, then the Office 2003 version will look very different. The first thing you may notice is that the Reviewing Toolbar is typically on by default. When you insert a comment or turn on Track Changes, changes and comments will appear in balloons off to the side of your work.
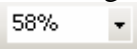
This is significant for a two reasons. First, it can greatly diminish your ability to read your document, because the zoom gets changed. This is easily fixed by resetting it, but you may have to scroll left to right to view all information. The second issue is in printing. By default, whenever there is a comment or tracked change, Word 2003 will automatically print the document with those comments and markings as it appears on screen.
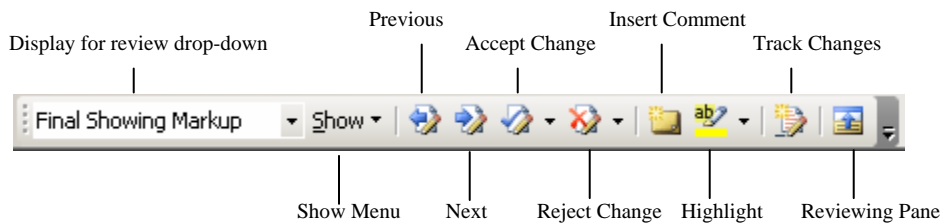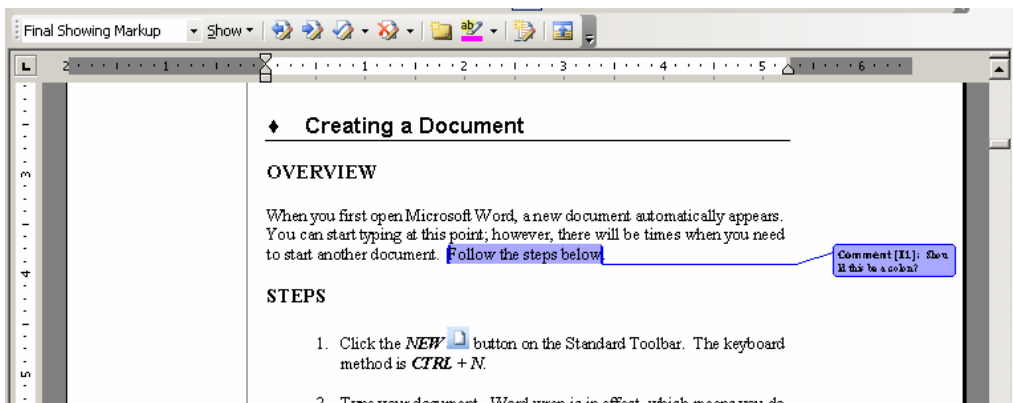
STEPS

1. **To turn on the Reviewing Toolbar**, click *VIEW*, *TOOLBARS*, *REVIEWING*.

2. **To insert a comment**, click the *INSERT COMMENT* button .

3. A balloon will appear out to the right of the document with a leader line to the point in the document to which the comment will refer.

4. Type the comment, and click within the document to resume working on it.

5. **To track future changes**, click the *TRACK CHANGES* button .

6. Any changes made to the document will be marked in the text, and specifics noted in balloons out to the right with leader lines indicating the location of the change.

7. To change the zoom of your view, click the ***ZOOM*** drop-down arrow `58%` in the Standard Toolbar and click a higher percentage.

8. To view and/or print without comments or tracked changes balloons, click the ***DISPLAY FOR REVIEW*** drop-down `Final Showing Markup` in the Reviewing Toolbar (the first control in this toolbar), and click ***FINAL***.

EXERCISE:

1) Select the address of John Jones.

2) Click the Insert Comment button.

3) Note the balloon out to the right, scrolling if necessary, and type **verify accuracy**.

4) Click anywhere in the document (to move your insertion point out of the balloon).

5) Click the Track Changes button.

6) Move your insertion point to the bottom of the document, and type **Sincerely,**, press Enter twice, and type your name.

7) Using the first drop-down in the Reviewing Toolbar, change the view to Final, and note the changes.

8) If necessary, change your zoom to Page Width.

9) Return to Final Showing Markup view.

♦ Document Protection

OVERVIEW

Word 2003 allows the creator of a document to set restrictions for the use of that document in the Protect Document Task Pane. Restriction options are available to limit formatting and editing capabilities. You may choose to allow other users to apply all available styles, no styles, or a limited selection of styles. Editing restrictions include allowing no changes to be made (read-only); tracking changes for future acceptance or rejection by the author; the

addition of comments, which can be hidden when viewing or printing; and the ability to access only form fields for data entry.

STEPS

1. **To open the Protect Document Task Pane**, click *TOOLS*, *PROTECT DOCUMENT* in the Menu Bar. You may also click the drop-down arrow in the upper right corner of the Task Pane and click *PROTECT DOCUMENT*.


2. **To set formatting restrictions**, click the *LIMIT FORMATTING TO A SELECTION OF STYLES* checkbox, then click the *SETTINGS* link.
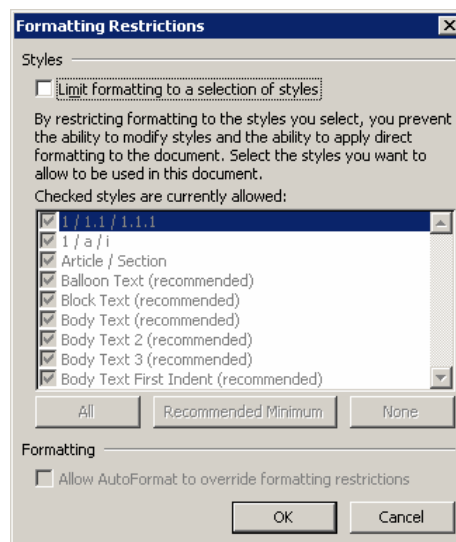
3. Click *ALL* to allow users to apply all styles, *NONE* to restrict them all or select individual styles using the checkmarks. Click *OK*.

4. **To set editing restrictions**, click the checkbox to *ALLOW ONLY THIS TYPE OF EDITING*…

5. Click the desired level(s) of editing.
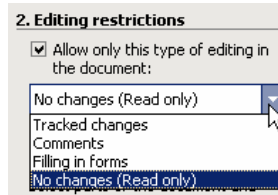
6. Click the *YES, START ENFORCING PROTECTION* button under *START ENFORCEMENT*.

HELPFUL HINT: The User Authentication section in the dialog box above requires that additional software be downloaded from Microsoft, which is not encouraged without prior approval from your office LAN administrator.

7. Type and confirm a password to use when you wish to disable document protection.
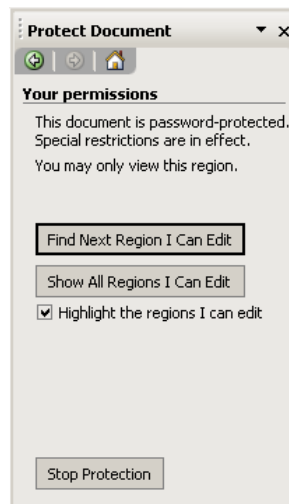
8. To turn off protection, click the *STOP PROTECTION* button
   ⬚ Stop Protection .

9. Type the password for the document, and press *ENTER*.

DID YOU KNOW? These restrictions will only apply to the current document.

EXERCISE:

1) Click Tools, Protect Document to open the Protect Document Task Pane.

2) Click Limit formatting to a selection of styles.

3) Click Settings, view the list, and click OK.

4) If a warning appears about removing styles that aren't allowed, click No.

5) Click Allow only this type of editing.

6) Click the resulting drop-down and choose Comments.

7) Click the Yes, Start Enforcing Protection button.

8) Type the word **password**, press Tab, type it again, and press Enter.

9) Select your name.

10) Click the Comment button in the Reviewing Toolbar.

10) Type **Make larger** as your comment.

11) Click the Stop Protection button in the Task Pane.

12) Type **password**, and press Enter.

13) Change your editing restrictions to Tracked Changes.

14) Click the Yes, Start Enforcing Protection button again.

15) Add the same password.

16) Change one instance of the word "one" to the word **ten**.

17) Click Stop Protection once again, type **password**, and press Enter.

18) In the Reviewing toolbar, click to Accept all tracked changes.

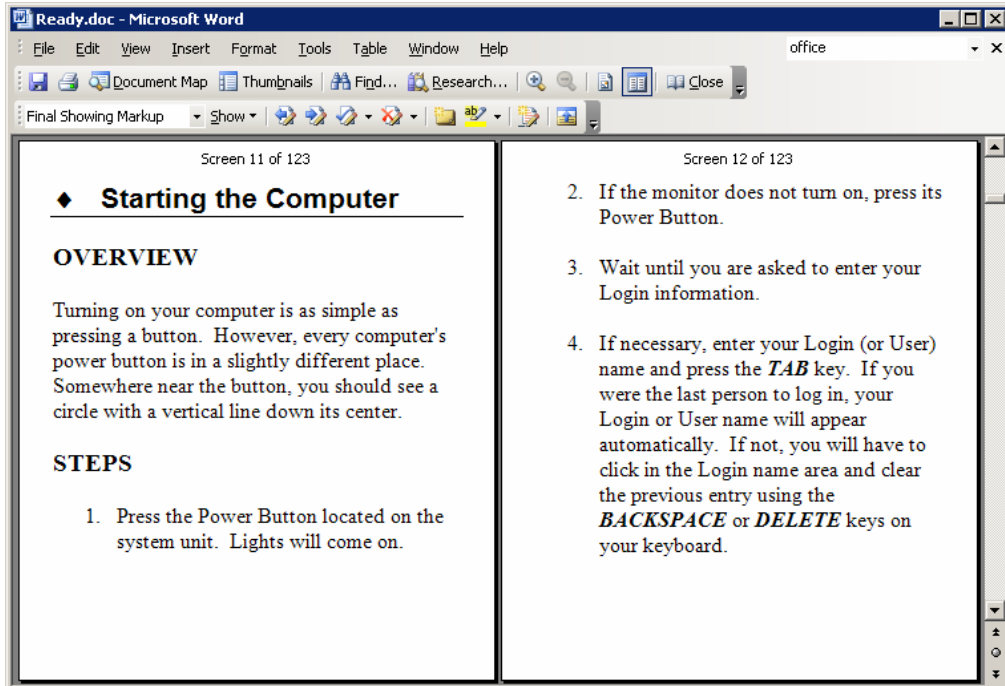19) Close the Protect Document Task Pane, and save your work.

♦ Reading Layout

OVERVIEW

Word 2003 introduces a new layout in which you may view your document. In addition to the Normal, Web Layout, Print Layout, and Outline views, there is now a Reading Layout. This view breaks the window into two "pages" and blows up the text for easier visibility. However, if you are using large fonts or long words, often they become too distorted to actually read in this view. Another disadvantage to this view is that graphic objects often look misplaced and may cover up text. One final note, when you open a Word document that has been attached to an e-mail, Reading Layout is the default view in which the document opens.

STEPS

1. **To view a document in Reading Layout**, click the *READ* button 📖 Read in the Standard Toolbar. You may also click *VIEW*, *READING LAYOUT*.

Screen 11 of 123

◆ Starting the Computer

OVERVIEW

Turning on your computer is as simple as pressing a button. However, every computer's power button is in a slightly different place. Somewhere near the button, you should see a circle with a vertical line down its center.

STEPS

1. Press the Power Button located on the system unit. Lights will come on.

Screen 12 of 123

2. If the monitor does not turn on, press its Power Button.

3. Wait until you are asked to enter your Login information.

4. If necessary, enter your Login (or User) name and press the *TAB* key. If you were the last person to log in, your Login or User name will appear automatically. If not, you will have to click in the Login name area and clear the previous entry using the *BACKSPACE* or *DELETE* keys on your keyboard.

2. **To return to the previous view**, click the *CLOSE* button in the Standard Toolbar. You may also click *VIEW*, and choose the desired view.

3. **To stop Word from automatically opening attachments in Reading Layout**, click *TOOLS*, *OPTIONS* in the Menu Bar.

4. Click the *GENERAL* tab, and click to clear the checkbox to *ALLOW STARTING IN READING LAYOUT*. Click *OK*.

EXERCISE:

1) Click the Read button.

2) Click Tools, Options, then the General tab.

3) Ensure that Allow Starting in Reading Layout is checked, and click OK.

4) Open Outlook.

5) Open the message sent by your instructor, then the Word attachment entitled Open House.doc.

6) Change the view from Reading Layout to Print Layout.

7) Close the attachment and the Outlook message.

8) Exit Word without saving your latest changes.

LESSON 3: MICROSOFT EXCEL

OBJECTIVES: Error Checking
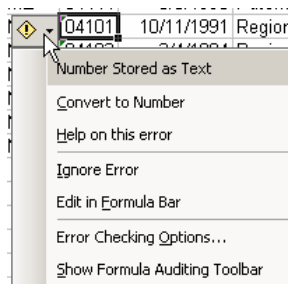AutoSum
List Management
Workbook Comparison

♦ Error Checking

OVERVIEW

Since Excel workbooks often contain numeric data and computations, Excel 2003 includes an automatic Error Checking function. Small flags (tiny triangles in the upper left corner of a cell) appear in cells where Excel questions the content or validity of the entry.

STEPS

1.   Create your worksheet.

2.   Click on any cell where a flag appears.

3.   **To see what Excel believes the issue to be**, rest your mouse pointer on the resulting **ERROR CHECKING ICON** .

4.   **To correct the error or see other options**, click the **ERROR CHECKING ICON**, and make the appropriate selection.

5.   **To set Error Checking Options**, click **ERROR CHECKING OPTIONS** in this drop-down menu, or click **TOOLS**, **ERROR CHECKING**.
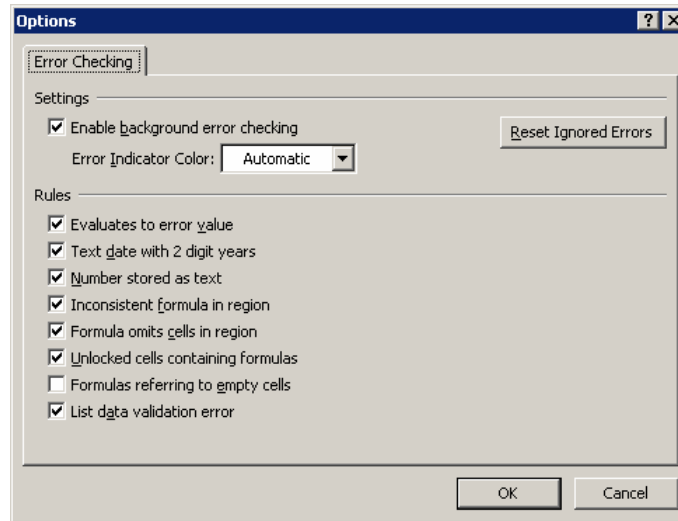
6.   Make the desired selections, and click ***OK***.

♦ AutoSum

OVERVIEW

Realizing that AutoSum might not be the only function regularly employed by Excel users, Excel 2003 allows you to access several common functions directly from the Standard Toolbar. You will now notice a drop-down arrow to the right of the AutoSum button for this purpose.

STEPS

1.   Click in the cell where you would like to insert a function.

2.   Click the drop-down arrow next to the ***AUTOSUM*** button Σ , and the following menu of functions appears:
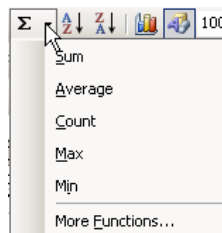
3.   Click the desired function.

4.   Verify the range of cells to which the function will apply, clicking and dragging over the correct range if necessary.

5. Press ***ENTER***, and your calculation will appear in the selected cell.

EXERCISE:

1) Open the Agent.xls file sent to you by your instructor.

2) Click cell F2 (the first Zip code under the Zip heading), and

3) Rest your mouse pointer on the resulting Error Checking icon.

4) Click the Error Checking drop-down arrow, and click Ignore Error.

5) Click and drag to select the rest of the Zip Codes (F3:F8).

6) Repeat Step 4 to remove the Error Checking flags.

7) Click in cell J9 (beneath the Base Pay list).

8) Click the drop-down arrow next to AutoSum.

9) Click Average.

10) Check that cells J2:J8 are highlighted, and press Enter.

11) Save your changes.

---

♦ List Management

OVERVIEW

Microsoft Excel 2003 continues to be the program to use when tracking all types of data when you don't need the functionality of a relational database program, such as Access. Excel refers to such data tracking as an Excel List, which when identified can be analyzed and manipulated in several ways. In the 2003 version, certain features of data analysis are simplified and automated.
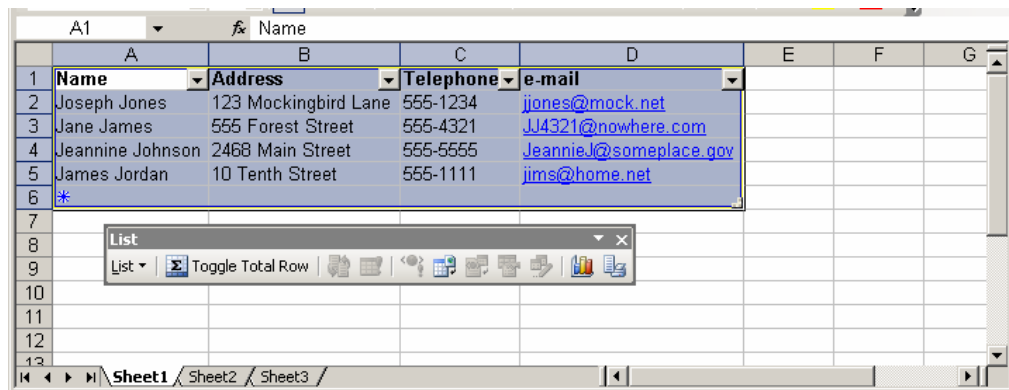
STEPS

1. Create your list.

2. Select the range of cells comprising the list, and click *DATA*, *LIST*, *CREATE LIST*. Or, you may press *CTRL* + *L*.
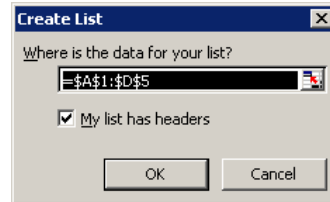
3. Verify the range of cells and whether you have a header row of labels.

4. Click *OK*.

5. The list will now be surrounded by a thick blue border, and your header row (either the one you created or one that Excel automatically generates) now includes AutoFilter drop-down arrows.

6. **To sort and/or filter the information in your list**, click these arrows and make the appropriate selections.
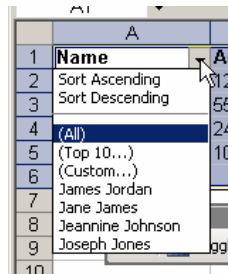

7. **To add data to the list**, click in the first cell of the new bottom row that begins with an asterisk. (similar to the New Record indicator in Access), and type the data.

Courseware Title

In addition, a List Toolbar will appear as follows:

Within the List Toolbar, the List drop-down menu includes a variety of features so you may insert or remove rows or columns, sort, create a data entry form for the list, and resize the list to include additional cells.
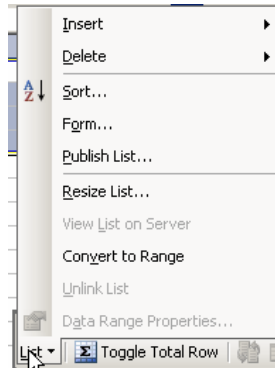
STEPS

1. **To insert a row**, click any cell in the row you wish to move down.

2. Click the *LIST* drop-down arrow, point to *INSERT*, and click *ROW*.

3. **To insert a column**, click any cell in the column you wish to move to the right.

4. Click the *LIST* drop-down arrow, point to *INSERT*, and click *COLUMN*.

5. **To delete a row or column**, click in the row or column to remove, and click *LIST*, *REMOVE*, *ROW* or *COLUMN*.

6. **To sort the list by any of the columns**, click the *LIST* drop-down arrow, and click *SORT*.

7. Click the drop-down arrow to choose the first-level *SORT* and the button to the right to identify *ASCENDING* or *DESCENDING*.

8. Repeat for additional sorting levels.

9. Click **OK**.

10. **To create a data entry form**, click *LIST*, *FORM*.

11. Type data as necessary in your form, making sure to always press *ENTER* or *TAB* after each field to set the entry.

12. Close the Form.

13. **To resize the list to include additional cells**, click *LIST*, *RESIZE LIST*.

14. Click and drag to select the new list range, or type the range in the resulting dialog box, and click *OK*.

HELPFUL HINT: If there is any data below your identified list, adding rows, either by performing additional data entry, inserting rows, or toggling on the Total Row will cause a prompt to appear asking if the row insertion is OK.

EXERCISE:

1) Select cells A1:F8.

2) Click Data, List, Create List.

3) Be sure that Excel identifies the correct range and that there is a header row, and click OK.

4) Click the List drop-down arrow

5) Click Resize List, and carefully change the range to also include columns G through J (you may simply change the F to a J in the range text box).

6) Click OK.

Courseware Title

7)   Add the following information to the list:

Sam Smith
7 South St
Southland, MA 02222 *(you may need to include a preceding apostrophe)*
Date of Hire: **1/1/2001**
Title: **Regional Manager**
Gender: **M**
Base Pay: **$30,000**

8)   Click the Last Name drop-down arrow, and choose Smith.

9)   Click it again, and choose All.

10)   Sort the list by Base Pay descending.

11)   Click anywhere in the Date of Hire column, and insert a column using the List drop-down.

12)   Name the new column **Phone**.

13)   Click List, Form to create a data entry form, and add the following phone numbers, pressing Enter or Tab after each entry:

Emily Wilson   **555-2222**
Jennifer Small   **555-3333**
Sam Smith   **555-4444**
Susan Fernandez   **555-5555**
Catherine Dunwoody **555-6666**
John Choi   **555-7777**
Jeffrey Jones   **555-8888**
Sally Smith   **555-9999**

14)   Close the Employees Form.

15)   Using the List drop-down menu, sort the list by Last Name, then by First Name, both ascending.

16)   Save your changes.

Other commonly used features of the List Toolbar allow you to summarize data within the list, in a chart, or on paper.

STEPS

1. **To include an automatic summary of numeric data in your list**, click the *TOGGLE TOTAL ROW* button ![Toggle Total Row].

2. A new row will appear at the bottom of your list that displays the sum of any numeric column.

3. **To change the sum function of any cell in this row to another calculation**, click the sum you wish to change, click the drop-down arrow that appears, and click to select the desired function.

4. **To create a chart based on the list data**, click the *CHART WIZARD* button ![chart] and follow the steps of the Wizard.

5. **To print list data**, click the *PRINT LIST* button ![print].

EXERCISE:

1) Click the Toggle Total Row button.

2) If necessary, resize the Base Pay column to view the results.

3) Click the Base Pay total.

4) Click the resulting drop-down arrow, and click Average.

5) Click the Chart Wizard button in the List Toolbar.

6) Choose the type of chart you like, and click Next.

7) Click the Series tab, click the Category Labels collapse button, click and drag over the last names (not including the column heading), and click the expand button.

8) Click Next, and make any selections you like in Chart Options.

9) Click Next, click As New Sheet, and click Finish.

10) View your chart and save your changes.

Courseware Title

♦ **Workbook Comparison**

OVERVIEW

If you have two similar workbooks and you wish to compare them within one window, Excel 2003 has a shortcut for viewing them side-by-side. This is similar to the Arrange function found in previous versions of Office, which is still available in Publisher and PowerPoint 2003.

STEPS

1. Open the two workbooks you wish to compare.

2. In the Menu Bar, click *WINDOW*, *COMPARE SIDE BY SIDE WITH X.XLS* (i.e. the filename of the inactive workbook you wish to compare with the active workbook).

3. The two workbooks will appear, along with a new toolbar.

Side by Side Toolbar
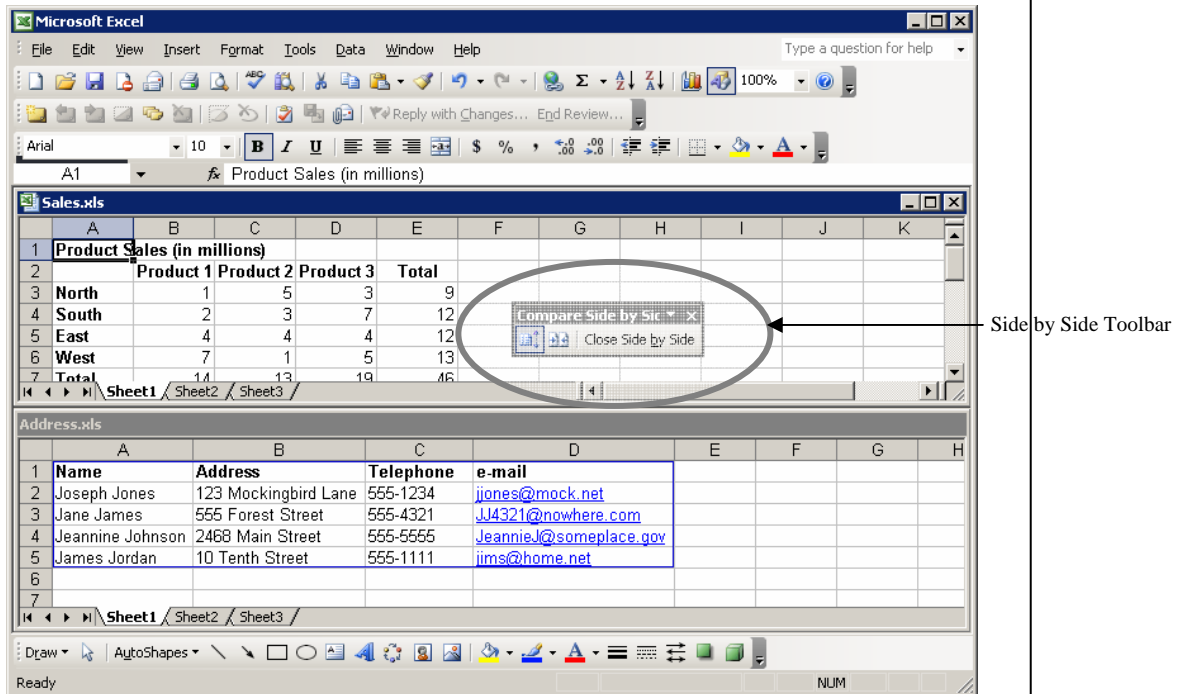
4. By default both windows will typically scroll together, to disable this feature, click the *SYNCHRONOUS SCROLLING* button .

5. **To resize the two windows to fill all available space**, click the *RESET WINDOW POSITION* button .

6. **To turn off the side by side comparison**, click the *CLOSE SIDE BY SIDE* button `Close Side by Side`.

**DID YOU KNOW?** This feature is also available in Microsoft Word.

EXERCISE:

1) Return to the Employees sheet of your Agent workbook.

2) Open the Agent2.xls workbook provided by your instructor.

3) Click Window, Compare Side by Side with Agent.xls.

4) If necessary, click the Reset Window Position button to fill the window.

5) Notice the differences, and use the scrollbar to see how it works in this instance.

6) Click the Close Side by Side button.

7) Exit Excel without saving changes.

LESSON 4: MICROSOFT ACCESS

OBJECTIVES: Error Checking
Field Property Improvements
Object Dependency

OVERVIEW

The differences between Access 2000 and the 2003 version are relatively few.
The first change you will notice is that when you open a database, a security
warning appears to make sure you really wish to open the database.
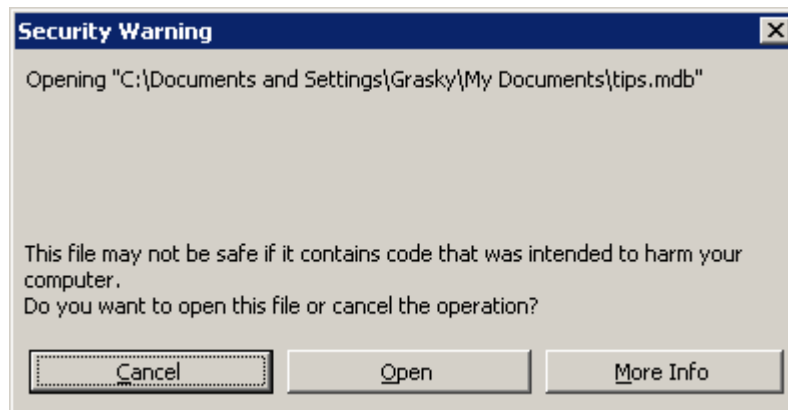
Simply verify that the database you are opening is the one you want, and click
OPEN.

Another thing you might notice is that databases created in Access 2000 open
in 2003 with a notation at the top indicating that they are Access 2000
databases. In fact, by default Access 2003 opens all databases in the 2000
format.

STEPS

1. **To allow Access to open databases in the most recent version**, click
TOOLS, ***OPTIONS***.

2. Click the ***ADVANCED*** tab.
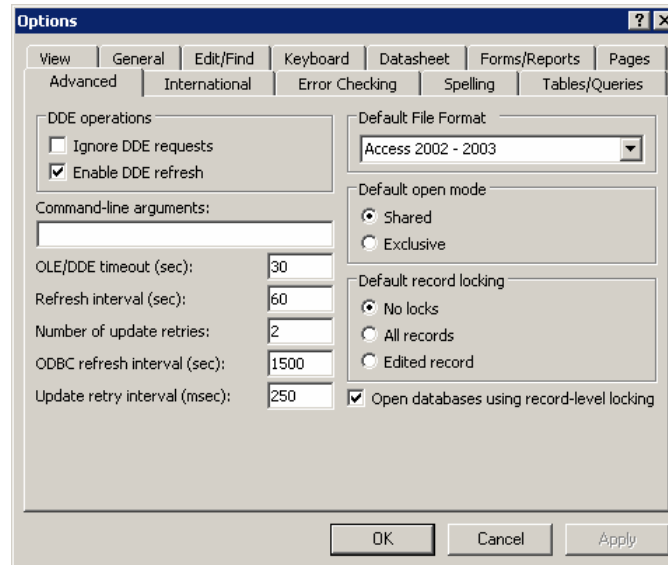
3. Click the drop-down arrow for *DEFAULT FILE FORMAT* and select *ACCESS 2002-2003*.

4. Click *OK*.

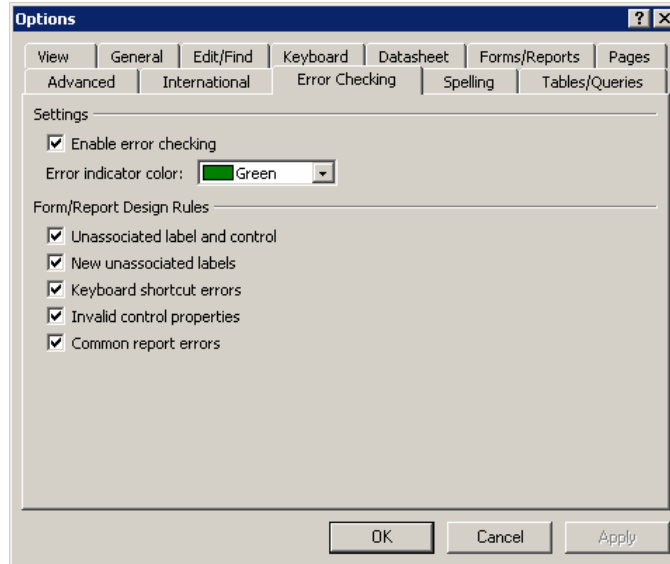Some of the new features work regardless of where a database was originally created. We have outlined them below.

♦ Error Checking

OVERVIEW

When developing Forms and Reports in Access 2003, an automatic error checker flags common errors.

STEPS

1. **To view error checker properties**, click *TOOLS*, *OPTIONS*.

2. Click the *ERROR CHECKING* tab.

3. **To enable or disable this feature**, click the *ENABLE ERROR CHECKING* check box to insert or remove the checkmark.

4. **To select a flag color**, click the *ERROR INDICATOR COLOR* drop-down, and select the color of your choice.

Individual options within the error checker are as follows:

Unassociated label and control – Whenever you have selected a label and control (text box, combo box, list box, etc.), the Trace Errors button will appear if this option is active. This button will determine whether the two items are related or "associated".

New unassociated labels – When you add a label to a form or report that does not relate to any of that object's controls, it will be flagged.

Keyboard shortcut errors – As you define keyboard shortcuts for your form or report, Access will let you know if you have assigned a shortcut to an unassociated label, duplicated shortcuts, or assigned a shortcut to a blank space.

Invalid control properties – If you mistype an expression, create a circular reference (write an expression that includes the field you are currently creating), or use incorrect syntax (for example, forget the = at the beginning of an expression), Access 2003 will flag it.

Common report errors – These report-only errors include invalid sorting or grouping, and creating a report that is too large to fit on the selected paper size.

5. **To set the Error Checker rules for these issues**, click to insert or remove the checkmark for each.

6. **To correct an error checking flag**, rest your mouse pointer on the flagged object ⬛Hello⬛ and click the resulting drop-down arrow.
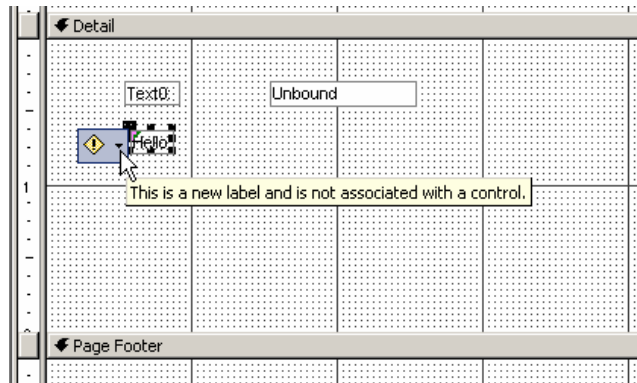
7. Click the appropriate option to *CORRECT*, *IGNORE*, *SEEK HELP*, or *CHANGE ERROR CHECKING OPTIONS*.
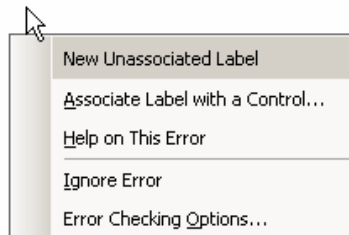
8. When you have made the appropriate selection, the flag should disappear.

EXERCISE:

1) Open the Access.mdb database provided by your instructor.

2) Click Tools, Options, then the Advanced tab.

3) Click the Default File Format drop-down arrow to view your choices.

4) Select Access 2002-2003.

5) Click the Error Checking tab.

6) Make sure that the Enable error checking setting is checked.

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7) Click the Error indicator color drop-down arrow and select the color of your choice.

8) Make sure that all Form/Report Design Rules are checked, and click OK.

9) Open the Students report in Design View.

10) If necessary, maximize the screen and open your Toolbox toolbar (it might already be open).

11) Click the Label button and add a label control somewhere in the Details section of your report.

12) Type **Test** in the label box, and press Enter.

13) Rest your mouse on the label box, and click the resulting drop-down arrow.

14) Click Ignore Error.

♦ **Field Property Improvements**

OVERVIEW

When you are working in Design View of a form or report, often you will want to look at the Properties of multiple controls. Access 2003 provides you with a drop-down list of all controls in your form or report, so you can switch among them easily.

STEPS

1. In Design View of your form or report, double-click any control to view its *PROPERTIES*. Or, you may right click the control, and click *PROPERTIES*.
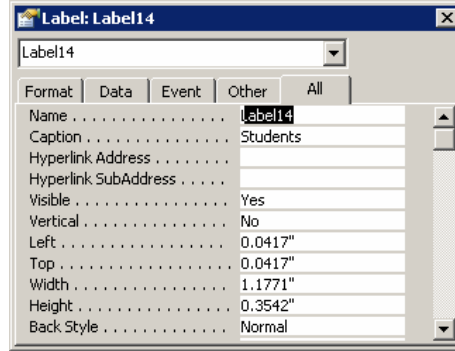
2. **To change the object of focus**, click the drop-down arrow at the top of the *PROPERTIES* dialog box, and select another control.

3. The properties for the newly selected object will be displayed.

DID YOU KNOW? If you can see the control whose properties you wish to view, you may also click the control to change the properties displayed in the dialog box.

EXERCISE:

1) Right click your label box, and click Properties to view the Properties dialog box.

2) Click the drop-down arrow in the top text box, and click the First Name control. *(All controls are listed alphabetically)*

3) View the properties of the First Name control, and close the Properties dialog box.

4) Close the Students report without saving your changes.

## ♦ Object Dependency

OVERVIEW

As you know, queries rely on tables or other queries for their creation. Forms and reports rely on tables and/or queries. When you wish to determine what tables and queries are in use in particular queries, form, and reports, or what objects a certain table feeds into, you can open a new feature called Object Dependencies in your Task Pane.

STEPS

1. Close all open objects, leaving just the Database Window in view.

2. In the Database Window, click the object you wish to research to select it.

3. Click *VIEW*, *OBJECT DEPENDENCIES*.

4. A warning may appear to let you know that dependency information needs to be updated. Click *OK*.
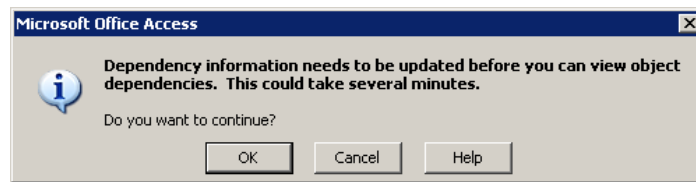
5. If any objects are currently open, you'll see another warning that Access will close them in order to perform the update. Click *OK*.

6. Access will update the information and open the Object Dependencies Task Pane. At the top of this pane, it will display the object whose dependencies follow.

7. Click the desired radio button to view: *OBJECTS THAT DEPEND ON ME* or *OBJECTS THAT I DEPEND ON*.
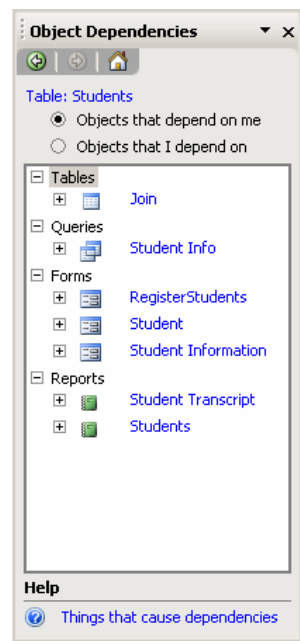
8. A list of Tables, Queries, Forms, and Reports that the selected object feeds or receives information from will appear.

9. **To change the object you are focusing on**, return to the database window, and locate the desired object.

10. Right click the new object, click *OBJECT DEPENDENCIES*, and the Task Pane will display the new information.


EXERCISE:

1)   Click Tables in the Objects bar of the Database Window.

2)   Click once on the Students table.

3)   Click View, Object Dependencies.

4)   If asked to update dependencies, click OK.

5)   View the list of Objects that depend on me.

6)   Click the Objects that I depend on radio button.

7)   View the objects that the Students table depends on.

8)   Click Forms in the Objects bar.

9)   Right click the RegisterStudents form and click Object Dependencies.

10) View the dependencies.

11) Close the Object Dependencies Task Pane.

12) Exit Access without saving any changes.

LESSON 5: MICROSOFT POWERPOINT

**OBJECTIVES:** Packaging for CD
Saving Ink Markup

OVERVIEW

In general, the features within PowerPoint 2003 are very similar to the 2000 version; however, the introduction of the Task Pane changes the look and feel of how you perform many functions. As usual, the new version offers new design templates and animation effects, which are fun to explore. The opening screen appears as follows:
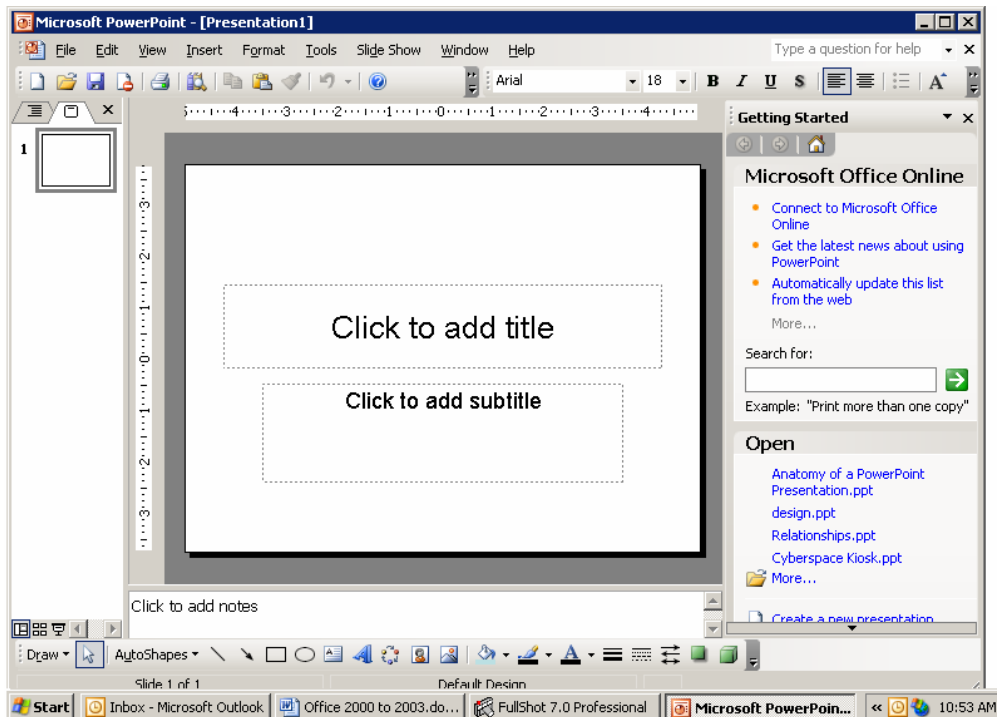
Clicking the Getting Started drop-down at the top of the Task Pane will display the menu of Task Pane options. Items such as Slide Layout and Custom Animation can now be controlled within the Task Pane rather than in separate windows.
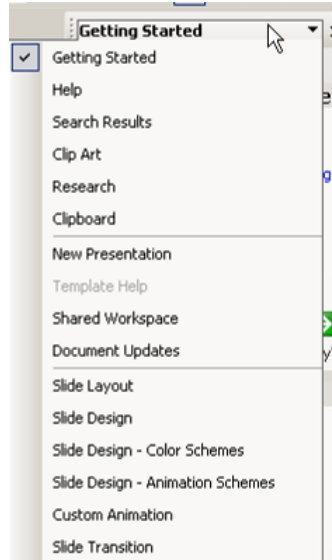
EXERCISE:

1)   Open PowerPoint 2003.

2)   Click the drop-down arrow at the top of the Getting Started Task Pane, and click Slide Layout.

3)   View your options, but keep the Title Slide layout.

4)   Click the drop-down arrow at the top of the Task Pane, and click Slide Design.

5)   View your options and select your favorite.

6)   Click in the Title text box, and type **Technology Training**.

7)   Click in the Subtitle text box, and type today's date.

8)   Add another slide, choosing a layout with a bulleted list.

9)   Click the Title text box, and type **Classes**.

10) Type the following bullets:

- **Word**
- **Excel**
- **Access**

11) Click the drop-down arrow at the top of the Task Pane and click Slide Transition.

12) Select the transition of your choice.

13) Save your presentation as Test.ppt.

♦ Package for CD

OVERVIEW

One significant change in PowerPoint 2003 is the ability to gather all of the necessary slides, including animations, graphics, fonts, and sounds, plus a new and improved PowerPoint viewer at once using a feature called Package for CD. This enables you to bring a copy of your completely functional presentation to any computer equipped with a CD-ROM drive and play it.

STEPS

1. When your presentation is complete and you wish to burn it to CD, insert a blank CD in your CD-RW drive, and click *FILE*, *PACKAGE FOR CD*.

2. The following dialog box will appear:
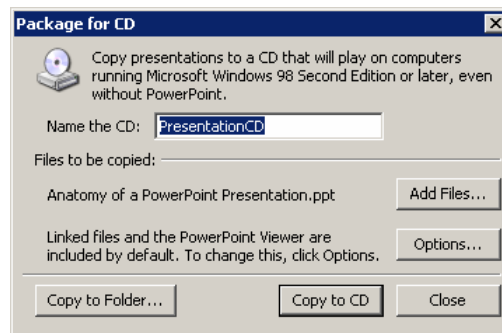
3. Type a name for your CD.

4. If necessary, click the *ADD FILES* button to choose any other files to be put on the CD. The feature will automatically add the current presentation.

5. **To change any default settings**, click the *OPTIONS* button
   Options... to view the following dialog box:
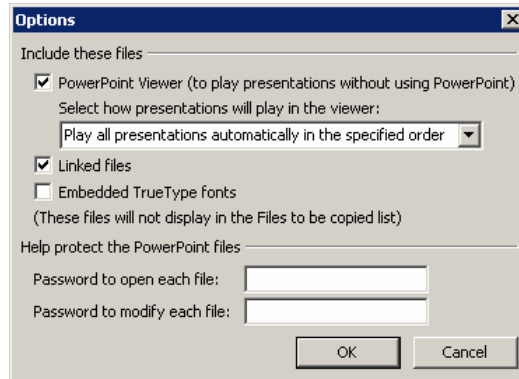
PowerPoint offers you the following options for the automatic playing of the presentation(s) on the CD:

Play all presentations automatically in the specified order – allows you to determine the order in which each presentation will be run.

Play only the first presentation automatically – opens and plays the first presentation on the CD.

Let the user select which presentation to view – opens a dialog box from which the viewer may choose from a list of available presentations.

Don't play the CD automatically – relies on the user to initiate the playing of a presentation.

You may also choose from the following options:
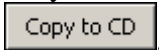
Linked files – copies any files to which the presentation is linked onto the CD. This is essential to do if any links are included in the presentation.

Embedded TrueType fonts – stores each font used in the presentation, so if the machine on which the presentation is playing does not have a particular font, the presentation still appear as created.

**Password to open each file** – protects the files from use by another person.

Password to edit each file –allows others to play the presentation but not alter it in any way.

6. When you have selected the desired options, click *OK*.

7. If you are ready to burn the presentation(s) to CD, click the ***COPY TO CD*** button [Copy to CD]. The following dialog boxes will appear to inform you of your progress:
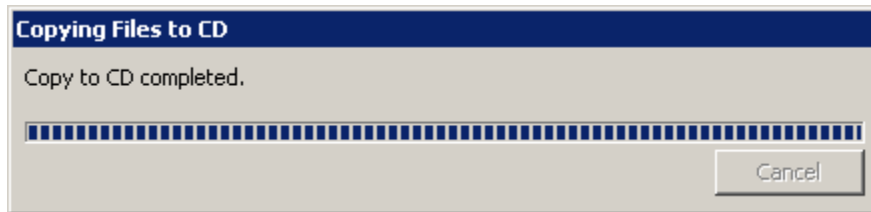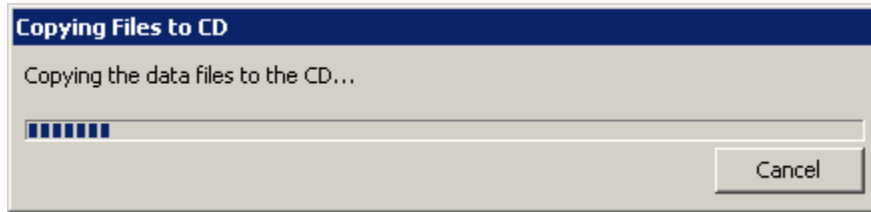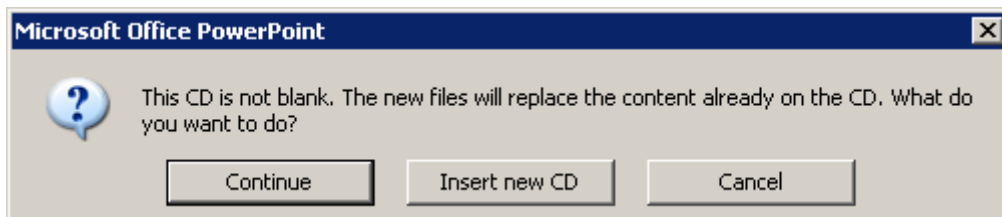

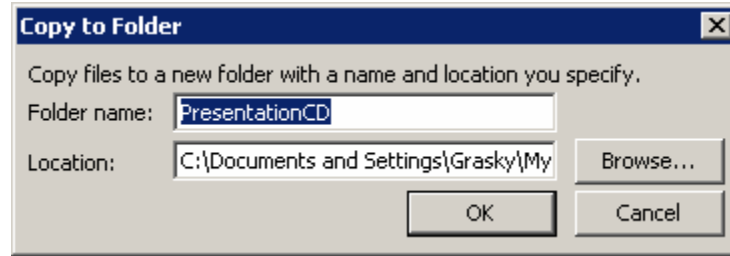8. The CD drawer will open as the previous dialog box appears.
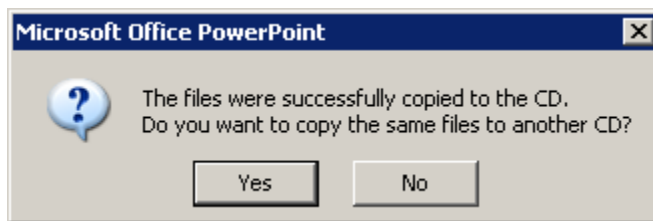
9. **To make an additional copy**, insert another CD, close the drawer, and click ***YES***.

10. If your CD is not blank, the following message will appear. Answer appropriately.

11. **To use another medium for collecting the presentation(s) and peripheral files**, you may also click the ***COPY TO FOLDER*** button [Copy to Folder...] on the initial ***PACKAGE FOR CD*** dialog box.

Copy to Folder ✕

Copy files to a new folder with a name and location you specify.

Folder name: PresentationCD

Location: C:\Documents and Settings\Grasky\My   Browse...

OK   Cancel

12. Simply name the folder, and browse for an appropriate location. Click *OK*.

13. Click *CLOSE*.

EXERCISE:

1)   Click File, Package for CD.

2)   Type Test as the name of your CD.

3)   Click the Options button, view your options, and click OK.

4)   Click Cancel to stop the Package for CD process.


♦ Saving Ink Markup

OVERVIEW

If you employ the marker tools while presenting a PowerPoint slide show, there is now a way to save these notations for future reference.

STEPS

1. Run your slide show.

2. **To activate the pen**, right click anywhere in the presentation, point at *POINTER OPTIONS*, and click the desired pen.

3. **To choose a pen color**, right click, point to *INK COLOR*, and click the color of your choice.

4. Mark your presentation as desired.

5. At the conclusion of the slide show the following dialog box appears:

Microsoft Office PowerPoint

⚠ Do you want to keep your ink annotations?

[Keep]   [Discard]
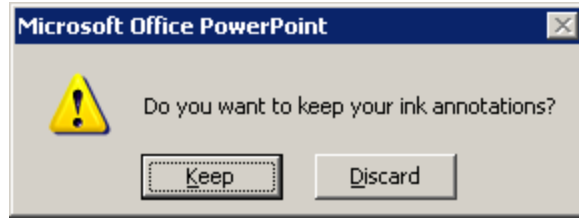
6. Click the *KEEP* button, and your notations will remain.

7. **To show the slides at another time without the marks**, click *VIEW*, *MARKUP*, and they will toggle off. Repeat this step to turn them on again.

HELPFUL HINT: Markups will print if in view at the time of printing. Use step 7 above to turn them on or off as needed for printing.


EXERCISE:

1) Return to the first slide.

2) Click the Slide Show button or View, Slide Show to run your show.

3) On the second slide, right click anywhere, point at Pointer Options, and select a pen.

4) Draw circles, arrows, or other marks on slide two.

5) Conclude your slide show.

6) Click the Keep button to keep your ink markup.

7) Run the show again, and notice your markup still exists on slide two.

8) Complete the show.

9) Click to view the second slide.

10) Click View, Markup to toggle the markings off.

11) Exit PowerPoint without saving your changes.

LESSON 6: MICROSOFT PUBLISHER

OBJECTIVES: Design Checker
Page Sorter
Layout and Baseline Guides

OVERVIEW

It is likely that you will notice the least amount of change in Microsoft Publisher 2003 as compared to the 2000 version. The opening screen appears as follows:
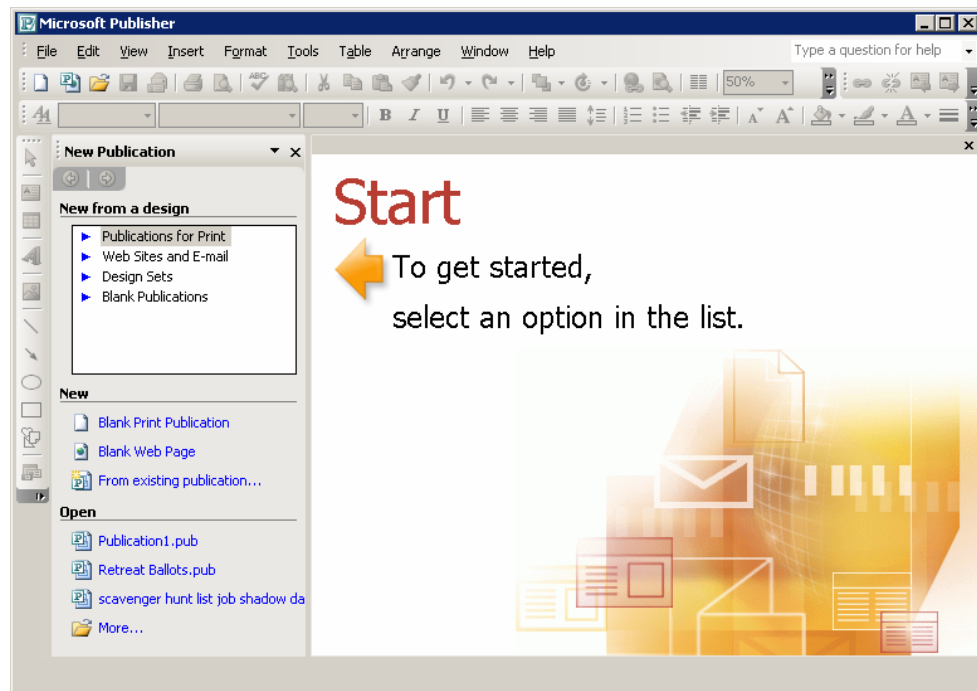
Publisher has always included a panel displaying a variety of options, similar to the Task Pane, so the layout of the window is very similar; however, the content of the Task Pane is more comprehensive than the Publication Wizard of Publisher 2000. Features such as Find and Replace and the Graphics Manager function very similarly, they just now appear in the Task Pane as opposed to popping up in a separate dialog box.

Courseware Title
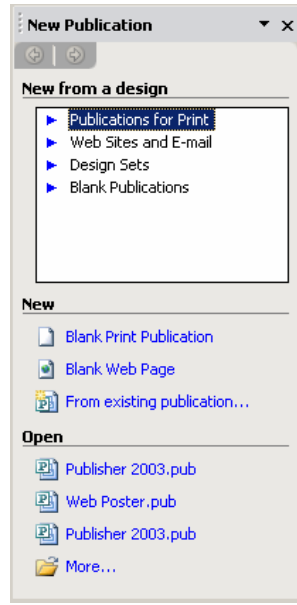
As with most significant version upgrades, there are several new design features from which to choose. In total, there are 70 Publication Designs, 45 Master Design Sets, 15 Quick Publication Layouts, 65 Color Schemes, 32 Font Schemes and 28 Backgrounds. Combined, these provide limitless possibilities for your publication.
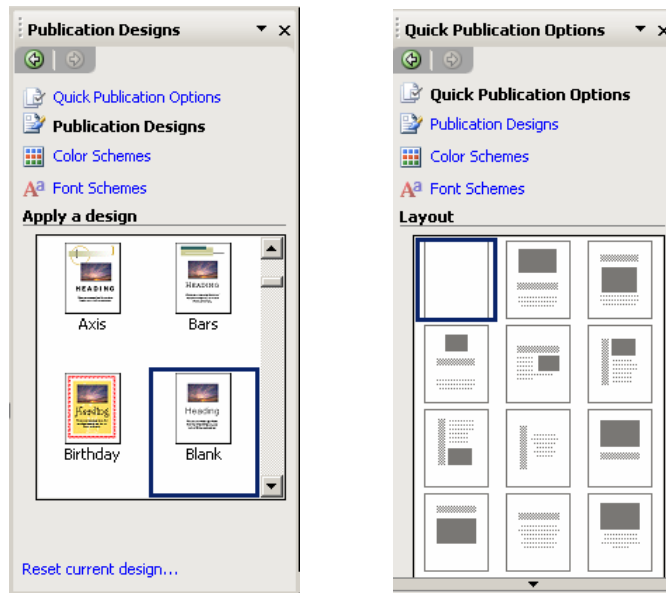
STEPS

1. Click the drop-down arrow at the top of the Task Pane.

2. Select the design feature Task Pane of your choice.

3. View your options, and click to select one.

4. Repeat steps 1 – 3 for other design features.

EXERCISE:

1) Open the Publisher 2003.pub file provided by the Instructor.

2) Click the drop-down arrow at the top of the Task Pane, and click Publication Designs.

3) View your options, and select your favorite design.

4) Click the drop-down arrow at the top of the Task Pane, and click Color Schemes.

5) Choose a new color scheme.

6) Save your changes.

♦ Design Checker

OVERVIEW

The Design Checker in Publisher 2003 has been upgraded significantly. When you open the Design Checker Task Pane, the default selections are automatically checked and issues are listed. You are able to sort the issue list in a variety of ways, remove fixed items, and customize what is looked for by choosing from 18 different "checks". Publisher 2000 identified only 6 checks from which you could choose.

STEPS

1. **To open the Design Checker**, click the drop-down arrow in the Task Pane, and click *DESIGN CHECKER*. You may also click *TOOLS*, *DESIGN CHECKER*.
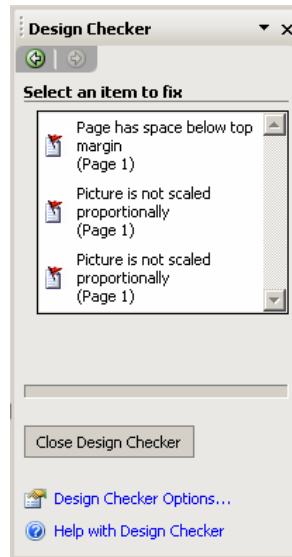
2. For options regarding issues flagged by the Design Checker, rest your mouse pointer on an item listed in the Task Pane.

3. Click the resulting drop-down arrow.

4. Read through your options, and click the appropriate action.

5. **To change the issues the Design Checker is seeking**, click the *DESIGN CHECKER OPTIONS* link at the bottom of the Design Checker Task Pane.
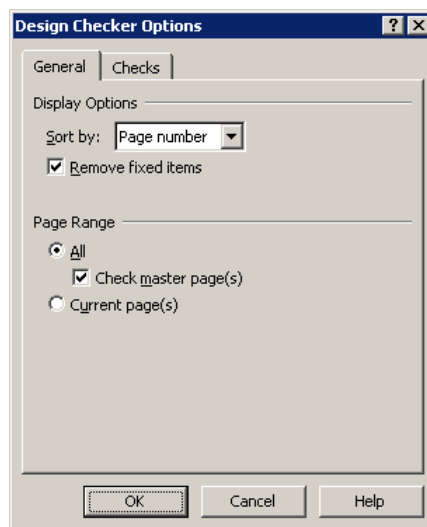
6. In the *GENERAL* tab, choose your desired *SORT* options and *PAGE RANGE*.

7. Click the *CHECKS* tab to customize the items the Design Checker checks.
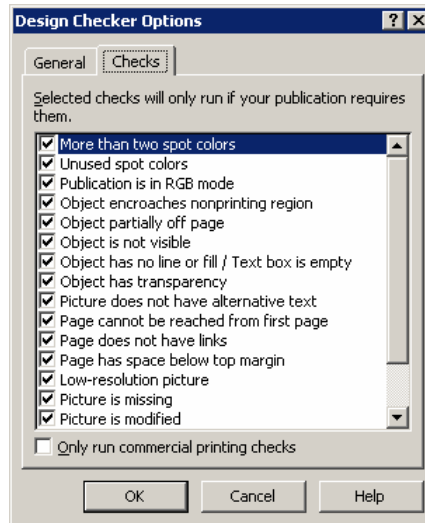
8. **To limit the list of items to those that a commercial printer would check**, click the checkbox to insert a checkmark to ***ONLY RUN COMMERCIAL PRINTING CHECKS***.

9. Click ***OK***.

EXERCISE:

1) Click the drop-down arrow at the top of the Task Pane, and open the Design Checker.

2) Rest your mouse pointer on the first item flagged by the Design Checker, and click the resulting drop-down arrow.

3) Click to Go to this item.

4) Click the Design Checker Options link in the Task Pane.

5) Click the Checks tab and look through the available checks.

6) Close the Design Checker Options dialog box.


♦ Page Sorter

OVERVIEW

The small pages that appear in the lower left corner of the working area have always been a part of Publisher; however, they previously only let you know

how many pages had been created in your publication and which one(s) you were viewing at any given time. In Publisher 2003, the pages in the Page Sorter contain a menu of several page management tools.

STEPS

1. Right click a page icon in the Page Sorter.
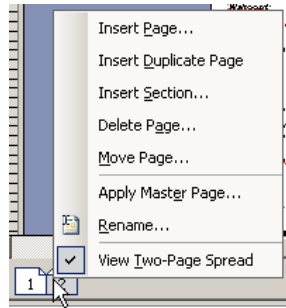
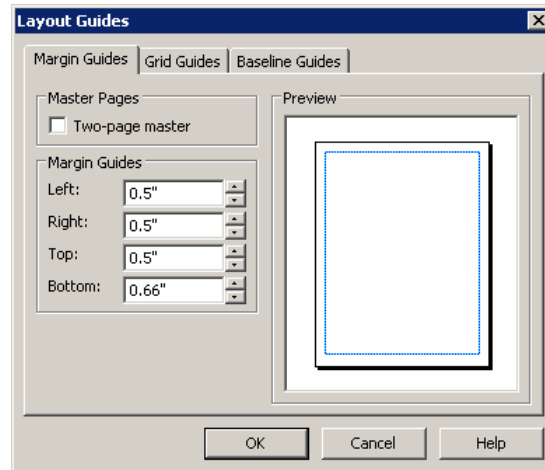2. Click to choose the desired option.

♦ Layout and Baseline Guides

OVERVIEW

Publisher 2000's Layout Guides allowed you to place vertical and horizontal lines at specific points on your pages, so that you could easily line up the frames containing and graphics. In the 2003 version, there is an additional guide called a Baseline Guide that allows you to align the text among multiple frames.

STEPS

1. **To set any of the types of Guides**, click *ARRANGE*, *LAYOUT GUIDES*.

Layout Guides

Margin Guides | Grid Guides | Baseline Guides

Master Pages
☐ Two-page master

Margin Guides
Left: 0.5"
Right: 0.5"
Top: 0.5"
Bottom: 0.66"

Preview

OK | Cancel | Help

2. Click the tab for the type of guides you wish to set (*MARGIN*, *GRID*, or *BASELINE*), and make the desired selections.

3. Click *OK*.

4. **To toggle Baseline Guides on or off**, click *VIEW*, *BASELINE GUIDES*.


EXERCISE:

1) Right click the Page 1 icon in the lower left corner of the screen.

2) Click Insert Duplicate Page.

3) Move the page after Page 3.

4) Delete the new page.

5) Click Arrange, Layout Guides.

6) View your options with regard to Margin, Grid, and Baseline Guides.

7) Close the Layout Guides dialog box.

8) Click View, Baseline Guides, and note the guides' appearance.

9) Exit Publisher without saving your changes.

LESSON 7: MICROSOFT OUTLOOK

OBJECTIVES: Message Grouping
Navigation Pane
Search Folders
E-mail Desktop Alerts
Read Receipts
Reading Pane
AutoComplete
Distribution List Expansion
Propose New Time
Side-by-side Calendars

OVERVIEW

One of the most dramatic changes in appearance between Office 2000 and 2003 is found in Outlook. Where you used to have either the Folder List or Outlook Bar is now a Navigation Pane that in a sense, combines the two. Rather than displaying a comprehensive list of all folders and subfolders encompassed in Outlook, only those folders related to the current Outlook component you are viewing appear, with the other components appearing within bars and as icons below. Click one of these (Calendar, Notes, Tasks, etc.), and the list changes to reflect the new area.
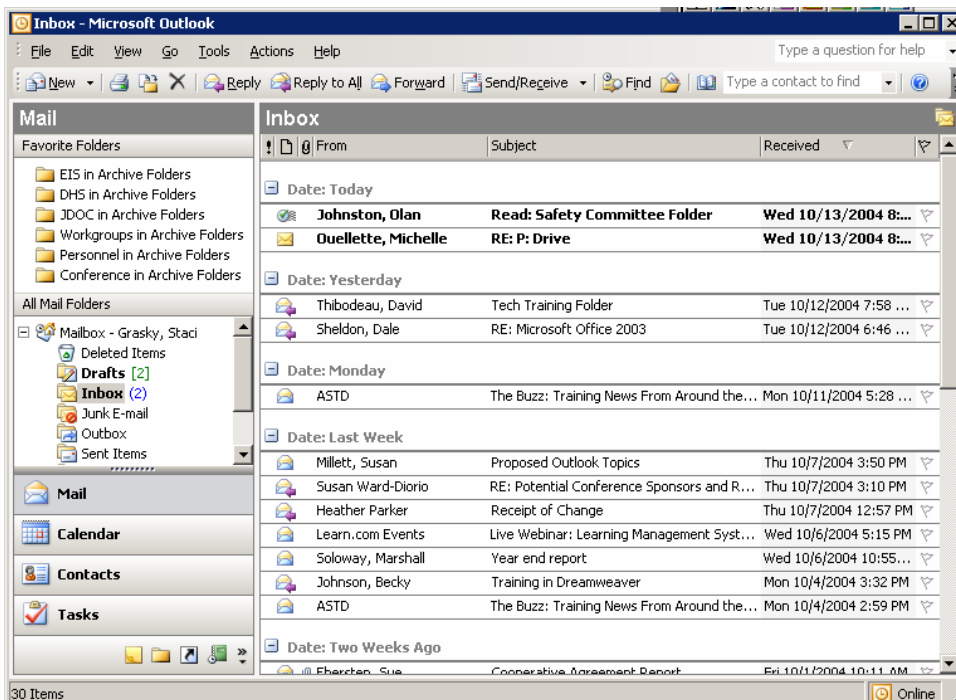
If you wish to view more of the folder icons as bars or open up more space to view folders, the drop-down arrow in the lower right corner of the Navigation Pane allows you to do several things.
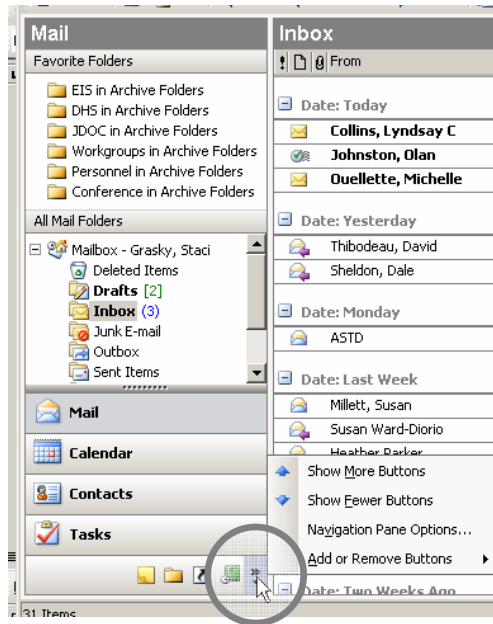
Show More Buttons – replaces the small icons at the very bottom of the Navigation Pane with additional bars directly above.

Show Fewer Buttons – changes items in bars into small icons at the bottom.

Navigation Pane Options – allows you to rearrange and/or show or hide bars/icons.
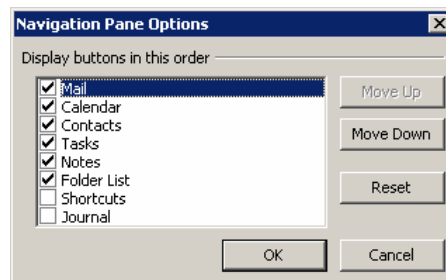
Add or Remove Buttons – opens up a quick menu where you can show or hide bars/icons.

STEPS

1. Click the drop-down arrow in the lower right corner of the Navigation Pane.

2. Make the desired selection(s). If you have opened the Navigation Pane Options, you will then need to click ***OK***.

EXERCISE:

1) Open Outlook.

2) Click the following Navigation Pane icons, and view their new looks:

> **Mail**
> **Calendar**
> **Contacts**
> **Tasks**

3) Click the drop-down arrow in the lower right corner of the Navigation Pane.

4) Click Show Fewer Buttons, and notice the change.

5) Click the drop-down arrow, then click Show More Buttons to return to where you started.

6) Click the drop-down arrow, and click Navigation Pane Options.

7) Move Contacts before Calendar.

8) Click to either add or remove the checkmark from Journal and note the change.

9) Change the Journal checkmark back to its initial setting. Click OK.

You will also notice upon opening Outlook that the messages in your Inbox are grouped according to the date of receipt.

STEPS

1. **To collapse the details (individual messages) of a particular time period**, click the minus sign ⊟ at the beginning of the group header.

2. **To expand the details**, click the plus sign ⊞.

3. **To remove the groupings and view all details in one list**, click ***VIEW***, ***ARRANGE BY***, ***SHOW IN GROUPS*** to toggle the feature off. Repeating these steps will turn the groupings back on.
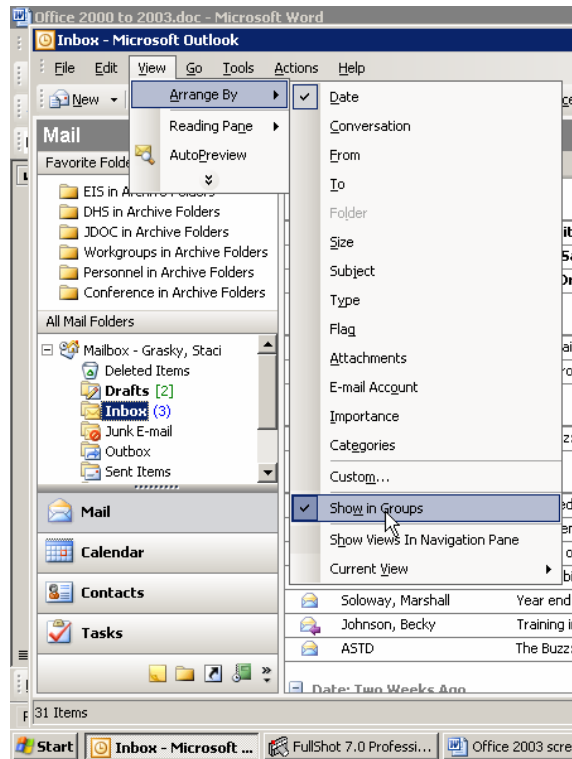
EXERCISE:

1)   Return to your Mail folder, and if necessary click on the Inbox.

2)   Click the minus sign in from of Date: Today and Date:
     Yesterday to see what changes occur.

3)   Click View, Arrange by, Show in Groups, and note the
     difference.

4)   Repeat step 3 to turn your groups back on.
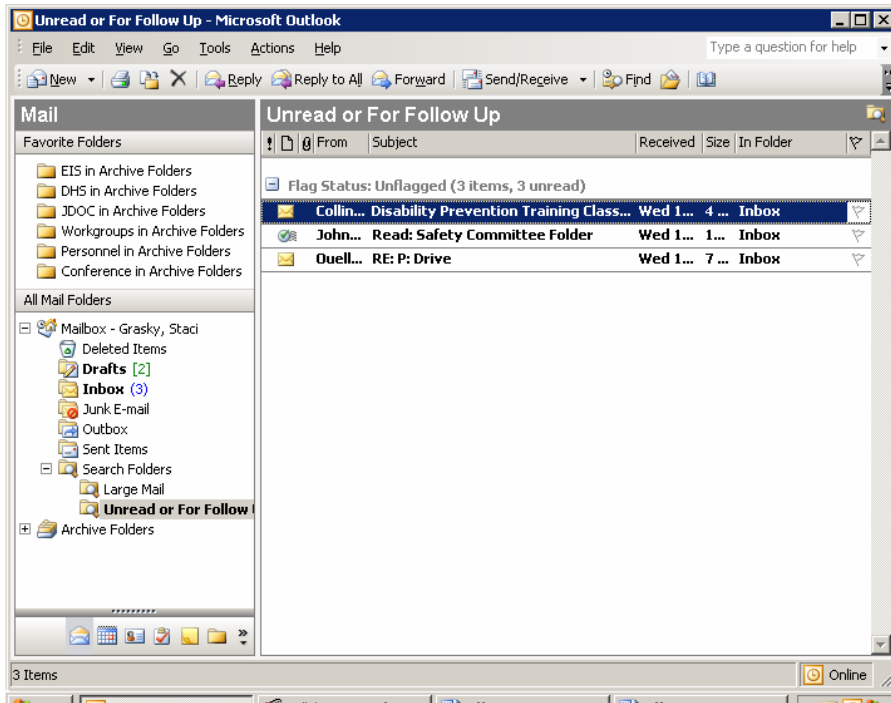

♦ Search Folders

OVERVIEW

In addition to grouping the Inbox and other mail folders by date, Outlook
2003 includes a more convenient way for you to filter mail. The Search
Folders option in the Task Pane lets you sort out large mail or unread mail, or
over a dozen other filters.

STEPS

1. **To filter your mail folder by Large Mail or Unread or for Follow Up items**, click the plus sign in front of *SEARCH FOLDERS* in the Navigation Pane to expand its subfolders.


2. Click the desired filter.

3. Only those messages meeting the filter criterion will appear.

4. **To choose from other pre-defined filters**, right click the *SEARCH FOLDERS* folder in the Navigation Pane.

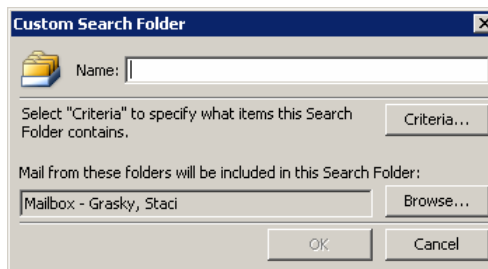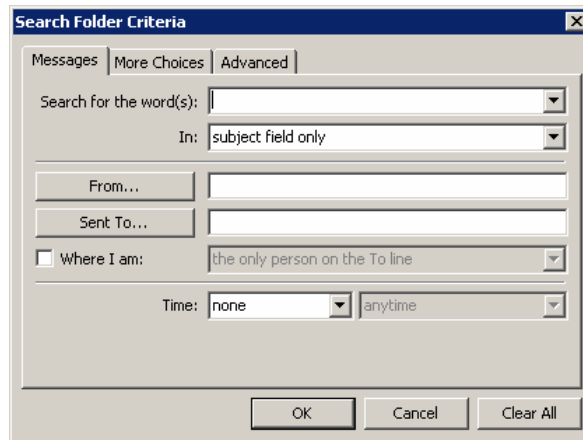5. Click *NEW SEARCH FOLDER*, and choose from over a dozen different ways to filter.
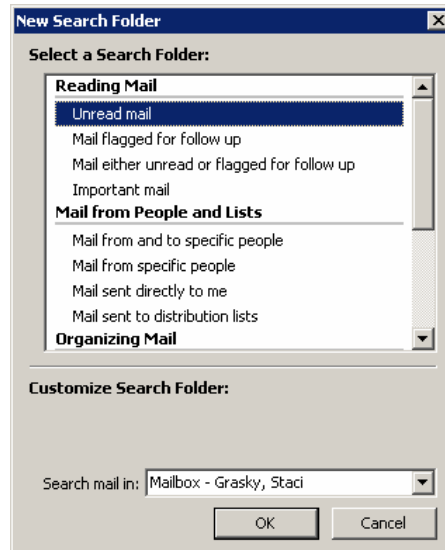
6. **To define your own search folder criteria**, right click the *SEARCH FOLDER* folder, and click *NEW SEARCH FOLDER*.
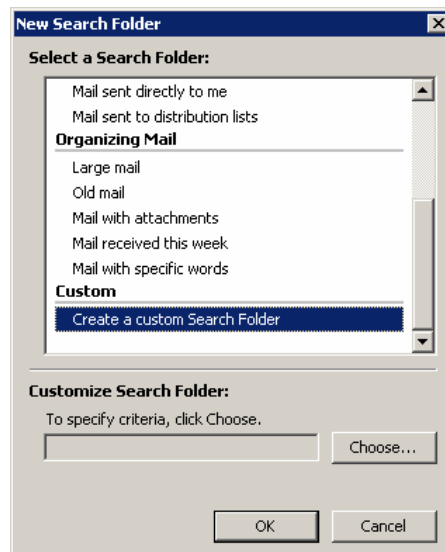
7. Click the link to *CREATE A CUSTOM SEARCH FOLDER*, and click the *CHOOSE* button ![Choose...].

8. Type a name for your search folder, then click the *CRITERIA* button Criteria... .

9. Set the criteria desired, and click *OK* OK three times.

10. **To view all messages in the current folder (remove all filters)**, click the desired folder in the Navigation Pane.

11. **To remove folders from the visible list of Search folders in the Navigation Pane**, right click, click *DELETE*, and click *YES*.

EXERCISE:

1) If necessary, click the plus sign in front of Search folders in the Navigation Pane to expand it.

2) Click Large Mail, and look over the items listed.

3) Click Unread of for Follow Up, and look over these items.

4) Click Inbox to return to your full list.

5) Right click Search Folders.

6) Click New Search Folder.

7) Click Important Mail, then OK, and view the list.

8) Click Inbox to return to the full list.

9) Right click Search Folders, and click New Search Folder.

---

10) Scroll down to the bottom of the list, and click Create a Custom Search Folder.

11) Click the Choose button.

12) Type **Test** as the name of your new search folder.

13) Click the Criteria button.

14) Click to place a checkmark in Where I am, and keep the only person on the To line as the criterion.

15) Click the Time drop-down arrow and select Received.

16) Click the following drop-down arrow and select in the last 7 days.

17) Click OK three times, and view the list of messages meeting your criteria. *You may need to click to expand folders.*

18) Click the Inbox to view all messages.

19) Right click the Test Search folder, click Delete, then click Yes.

♦ E-mail Desktop Alerts

OVERVIEW

Something you will either love or hate in Outlook 2003 is the automatic e-mail alert feature. Whatever you happen to be working on at the time, whenever an e-mail arrives, you will see a rectangle appear in the lower right corner of your desktop that indicates that a message has arrived, who it's from, the subject, and the first few words of the message. After a few seconds, the rectangle fades away.

STEPS

1. **To prevent a pop-up message from vanishing**, rest your mouse pointer on it.

2. **To open the message**, click the link that appears when you move your mouse over the message information.

3. **To flag a message for follow-up**, click the *FOLLOW-UP FLAG* icon.

4. **To delete a message**, click the *DELETE* button. **NOTE:** This will prevent the sender from receiving a read receipt if one has been attached to the message.

5. **To change the settings of this feature**, click *TOOLS*, *OPTIONS*.

6. Click the *PREFERENCES* tab, then the *E-MAIL OPTIONS* button.

7. Click *ADVANCED E-MAIL OPTIONS*, then the *DESKTOP ALERT SETTINGS* button.
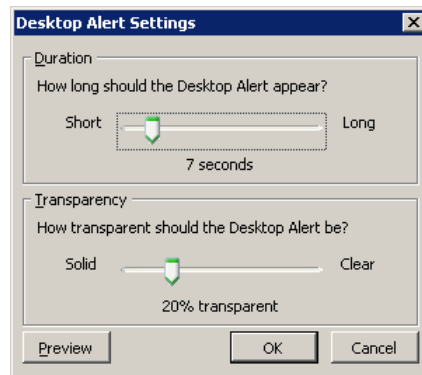
8. Set the desired *DURATION* of the alert and the *LEVEL OF TRANSPARENCY*.

9. Click *OK* four times.

10. **To discontinue seeing these pop-ups**, click *TOOLS*, *OPTIONS*.

11. Click the *PREFERENCES* Tab, and select *E-MAIL OPTIONS*.

12. Click the *ADVANCED E-MAIL OPTIONS* button.

13. Click to remove the checkmark from *DISPLAY A NEW MAIL DESKTOP ALERT*.

EXERCISE:

1) Click Tools, Options, then if necessary, the Preferences tab.

2) Click the E-mail Options button, then the Advanced E-mail Options button.

3) Click the Desktop Alert Settings button.

4) Change the Duration and Transparency settings as desired.

5) Click OK four times.

♦ Read Receipts

OVERVIEW

The Read Receipt feature has not changed for the person sending the message; however, Outlook 2003 gives the recipient of a message with a read receipt attached the option <u>not</u> to send the read receipt. When you get a message that includes a read receipt, a dialog box pops up before you ever see the message as follows:
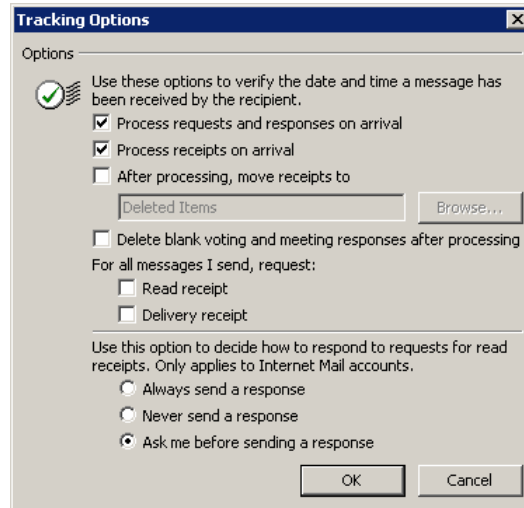
STEPS

1. Open a message including a read receipt.
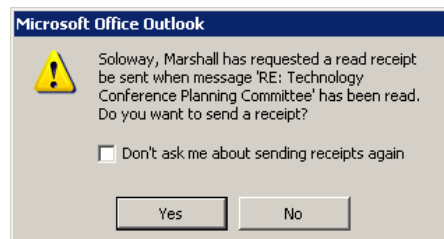
2. Click *YES* to send the receipt or *NO* to keep the sender from getting the receipt.

3. **To stop Outlook from asking each time a read receipt is attached to a message**, click to insert a checkmark in *DO NOT ASK ME ABOUT SENDING RECEIPTS AGAIN*.

4. **To always send a read receipt or never send a read receipt**, click *TOOLS*, *OPTIONS*.

5. On the *PREFERENCES* tab, click *E-MAIL OPTIONS* ![E-mail Options...], then *TRACKING OPTIONS* ![Tracking Options...].

6. At the bottom of the dialog box you may choose *ALWAYS SEND*, *NEVER SEND*, or *ALWAYS ASK*. Click *OK*.

EXERCISE:

1)   Open a new e-mail message and address it to yourself.

2)   Type **Test** in the Subject line.

3)   Click the Options button, and click to select Request a Read Receipt.

4)   Click Close.

5)   Click Send.

6)   As you receive the desktop alert, move your mouse pointer over it to keep it in view.

7)   Click the Follow up Flag icon.

8)   Open the message you sent yourself.

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9) Click Yes to the Read Receipt dialog box, then close the message.

10) Click Tools, Options, then the Preferences tab.

11) Click the E-mail Options button on the Preferences tab.

10) Click the Tracking Options button.

11) View your options, and decide what you prefer.

12) Click OK three times.

♦ Reading Pane

OVERVIEW

Similar to the Preview Pane in Outlook 2000, the Reading Pane displays the contents of messages without truly opening the message. The difference is that you may choose to place the Reading Pane on the right side or at the bottom of the screen, whereas in 2000 your only choice was to view it on the bottom. Remember, viewing messages in this way will not trigger a read receipt to be sent to the sender if one was applied to the message. On the other hand, Outlook 2003 users might assume the read receipt was declined, since that is now an option.

STEPS

1. To view the Reading Pane for the current mail folder, click *VIEW*, and point to *READING PANE*.

2. Click either *RIGHT*, or *BOTTOM*.
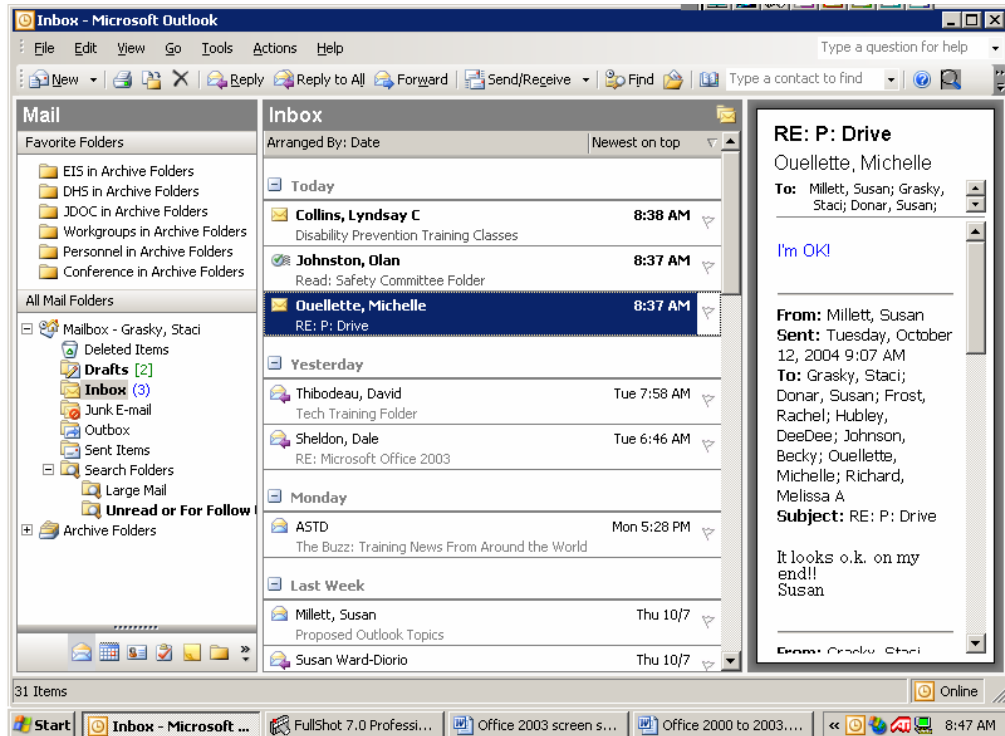
3. **To turn off the Reading Pane**, click *VIEW*, *READING PANE*, *OFF*.

EXERCISE:

1) Click View, point to Reading Pane, and click Right.

2) Move your mouse pointer over the border between your mail list and the Reading Pane until it appears as a double-headed arrow.

3) Click and drag the border to make the Reading Pane larger or smaller.

4) Click a different message in your list to view it in the Reading Pane.

5) Click View, point to Reading Pane, and click Off.

♦ AutoComplete

OVERVIEW

AutoComplete is a feature in several Microsoft Office programs. In Excel, if you have typed a value in one cell, when you begin to type something similar in another, the remainder pops up for you to accept or type over. In Word, you may notice that when you begin to type the name of a month or day, the rest appears, so you can simply press Enter to insert the entire word.

A similar feature has been added to Outlook 2003. As you are addressing e-mails, Outlook remembers the most recent e-mail addresses you have entered and pops up a list of them from which you may choose the correct address. This can be a real timesaver for addressing e-mails to people with whom you continually connect.
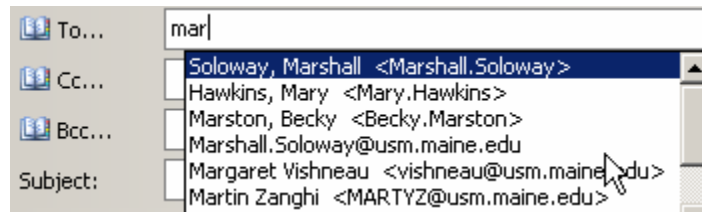
STEPS

1. Open a new message window, and begin typing an e-mail address.

2. **To choose one of the addresses that appear in the pop-up list**, either use your down arrow key until the desired address is shaded and press *ENTER*, or click with your mouse.

3. If the address you are entering is not on the list, simply continue to type the address.

♦ Distribution List Expansion

OVERVIEW

If you address an e-mail using a distribution list, you have the option of expanding the list to view its members. This feature was previously available (and still is) when you scheduled a meeting and included distribution lists in Outlook 2000.

STEPS

1. Initiate a new mail message by clicking the *NEW* button while in a Mail folder.

2. Type the name of the distribution list to which the message will be sent. Or, click the *TO* button and browse until you find the distribution list, click to select it, and click the *TO*, *CC*, or *BCC* button as appropriate. Click *OK*.

3. **To see all of the individuals included in the distribution list**, click the *PLUS SIGN* ⊞ in front of the list name.

EXERCISE:

1) Open a new e-mail message.

2) Think of someone you e-mail often.

3) Begin to type their name in the To line, and notice what happens.

4) Use the arrow keys to highlight their name, and press Enter.

5) If you have a distribution list that you use, type its name in the CC line and press the Tab key.

6) Click the plus sign in front of the distribution list name, and view the individuals included.

7) Close the message window without sending or saving changes.
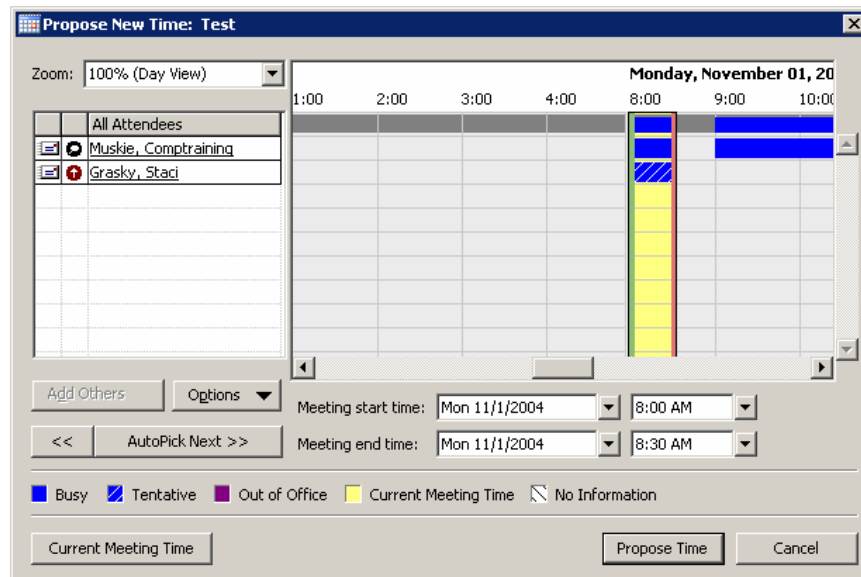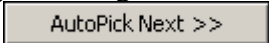

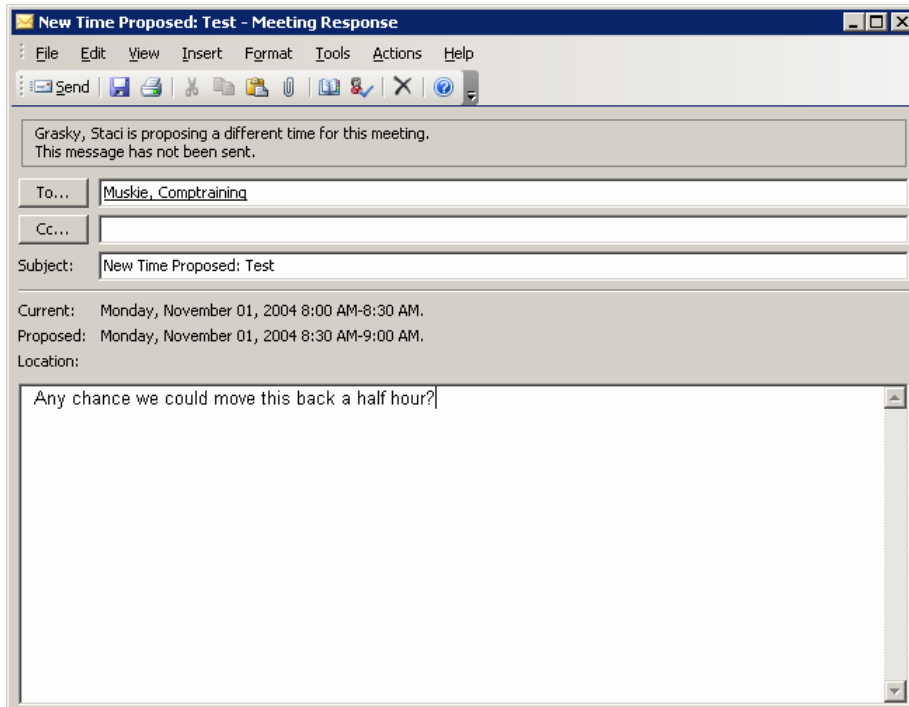
♦ Propose New Time

OVERVIEW

Another new feature that gives some additional control to the recipient of a meeting request is the Propose New Time button, which has been added as an alternative to the Accept, Tentative, and Decline buttons.

STEPS

1. Open a Meeting Request.

2. If the time of the meeting is not acceptable, click the ***PROPOSE TIME*** button [Propose Time].

3. Select a more convenient time, either by scrolling to view free/busy times or using the ***AUTOPICK*** buttons [AutoPick Next >>].

4. Click the ***PROPOSE TIME*** button [Propose New Time].

5. If desired, type an explanation for the requested time change in the memo box at the bottom of the window.

6. Click **SEND** [Send].

EXERCISE:

1) Open the meeting request sent by the instructor.

2) Click the Propose New Time button.

3) Click the AutoPick Next button.

4) Click in the memo area and type "Would this time work instead?"

5) Click Send.


♦ Side-by-Side Calendars

OVERVIEW

If the other Outlook users in your office have given you permission to view their calendar, viewing it is slightly different in Outlook 2003. In previous versions, you would click File, Open, Other User's Folder, type their name, and choose Calendar to open their calendar in a separate window. In Outlook

2003, their calendar opens right alongside your calendar, allowing you to compare them side-by-side.

STEPS

1. While in the Calendar Folder, click *OPEN A SHARED CALENDAR* in the Navigation Pane.
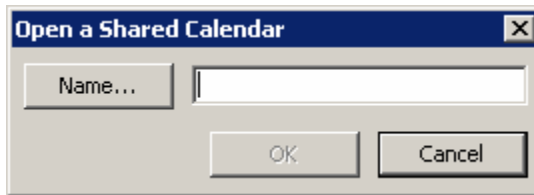
2. Type the name of the person whose calendar you wish to see, and press *ENTER*.

3. Their calendar will appear next to yours, and their name will now appear in the *OTHER CALENDARS* list in the Navigation Pane.
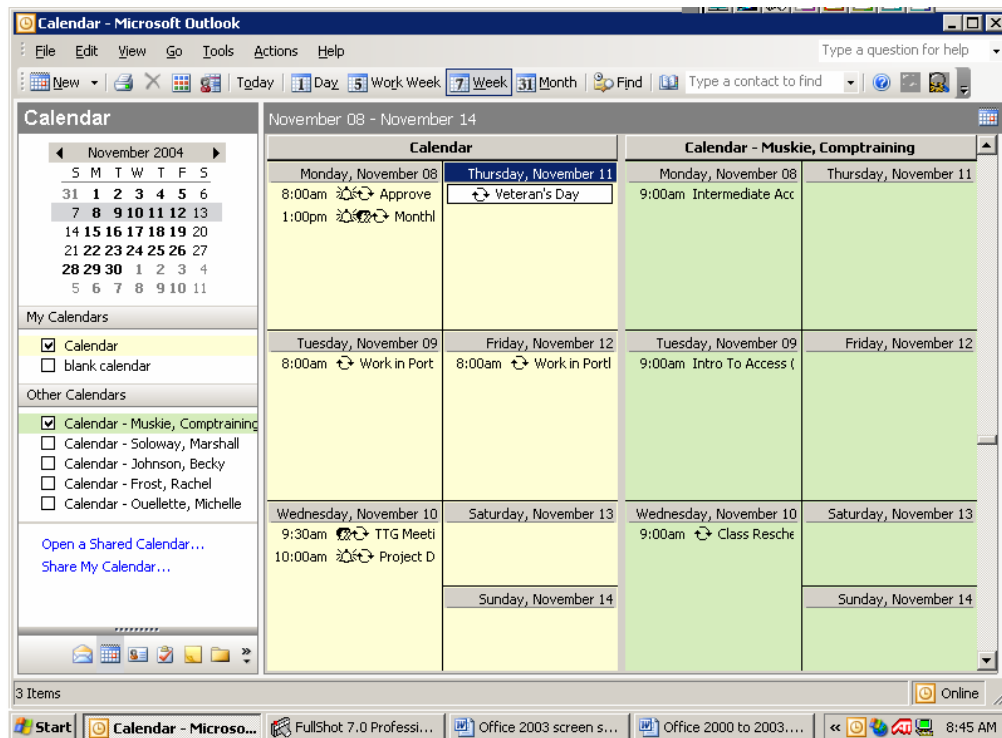
4. **To turn off their calendar**, click the checkbox next to their name in the Navigation Pane to remove the checkmark.

5. **To remove them from the list entirely**, right click their name and click *REMOVE FROM OTHER CALENDARS*.

EXERCISE:

Courseware Title

1) Click the Calendar icon in the Navigation Pane.

2) Click Open a Shared Calendar.

3) Type the name of someone who has granted you access to their calendar. (If no one has done so, type the name of the instructor).

4) Press Enter.

5) Scroll up and down to see your calendars side by side.

6) Click the checkmark in front of their name in the Navigation Pane.

7) Right click their name, and click Remove from Other Calendars.