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A simple guide to
Microsoft[®]
Office XP

Manon Cassade

No gimmicks, no jargon, no fuss.
Just simple guides

A simple guide to
Office XP

Manon Cassade



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Contents

<i>Introduction</i>	<i>.xiv</i>
How do I use this book?xiv
Adopted conventionsxv
I Help, checks and Web tools	1
Office Assistant	2
Office Assistant options	2
Help	4
Context help	5
Help icons	5
Wizards and templates	6
Templates	6
Wizards	7
Creating a template	8
Spelling and grammar	9
Automatic spellchecking	9

Automatic grammar check	11
Activating a language	12
AutoCorrect	13
Find and Replace	13
Finding synonyms	15
Office XP and the Web	16
Browsing the Web from Office	16
Opening documents in Internet Explorer	17
Web preview	17
On-line collaboration	18
E-mailing from an application	18
Creating hyperlinks	18
2 Shared commands	21
Starting and quitting applications	22
Launching an application	22
Quitting an application	22
Undoing and redoing actions	23
Interface elements	24
Menu bar	24
Toolbars	25

Saving data	27
Saving documents in HTML format	28
Saving on a server	28
File management	28
Opening files	29
Closing files	29
Deleting and renaming files	30
Printing	30
Cut, copy, paste and move	30
The Office Clipboard	31
Inserting text styles	32
Moving, resizing, copying and deleting a WordArt object	33
WordArt toolbar	34
Copying a format	35
Inserting pictures	35
Inserting a personal picture	35
Inserting a clip art picture	36
Clip Organizer	37
3 Basic Word functions	39
Creating a new document	40
The Word screen	40

Entering text	41
Non-breaking hyphens, non-breaking spaces and accented upper case ..	42
Moving within the text	43
Going to a specific page	44
Selecting text	45
Correcting text	45
Views	46
Display views	46
Zoom	46
Switching between several documents	47
Formatting text and paragraphs	48
Formatting procedures	48
Quick character formatting	49
Sophisticated character formatting	50
Quick paragraph formatting	51
Sophisticated paragraph formatting	52
Bulleted lists	55
Borders and shading	56
Formatting pages	57
Framing a page	57
Background	57

Inserting a header and a footer58
Formatting58
4 Advanced Word functions61
Creating a table62
Drawing a table62
Inserting a table62
Table dialog box63
Moving within a table64
Selecting within a table66
Inserting and deleting cells and rows66
Orientation and display of the title row67
Formatting tables68
Creating columns68
Mailshots69
Main document70
Automatic format with styles74

Choosing a style	74
Creating a style	75
5 Basic Excel functions	77
The first step	78
Screen	78
Workbooks and worksheets	78
Worksheet management	79
Moving between worksheets	79
Adding, deleting, copying and moving worksheets	80
Hiding and showing a worksheet	82
Naming, grouping and ungrouping worksheets	82
Data	83
Types of data	83
Entering data	84
Special data	85
Selecting	86
Cell range	87
Managing cells, rows and columns	88
Help with your entry	90

Fill90
Fill handles91
Formatting92
AutoFormat92
Conditional formatting93
6 Advanced Excel functions95
Formulas96
Creating formulas96
Copying and moving formulas98
Functions99
Wizard function100
Automatic entry101
Scenarios102
Sorting and filtering data103
Sorting data104
Filtering data104
Auditing105
Creating a chart107
Editing a chart110

7 Basic PowerPoint functions	113
The first step	114
Converting a presentation	115
Applying a template	115
AutoContent Wizard	115
Display views	117
New presentations	119
Inserting, deleting and formatting slides	120
Moving between slides	121
Text	122
Selecting text	123
Bulleted lists	123
Harmonisation	125
Slide Master	125
Colour schemes	126
Formatting slides	127
Tips for formatting text	127
Background	127
Pictures	128
Picture toolbar	129
Charts	131

8 Advanced PowerPoint functions	133
Placing objects	134
Ruler and guides	134
Arranging objects	135
Drawing	136
Drawing toolbar	137
Creating tables	137
Style coherence	137
Sorting, structuring and adapting slides	139
Organising a slide show with the summary slide	140
Creating bookmarks	141
Narration	142
Adapting the slide show to the audience	145
Animation	146
Animating transitions between slides	146
Animating slides	147
Customising animation effects	148
Starting a slide show	149
Slide shows on paper, slides or other media	149
Speaker notes	150
Transferring a slide show	151

9 Basic Outlook functions	153
Discovering Outlook	154
The Outlook bar	155
Outlook Today	155
Customising Outlook Today	155
Calendar	157
Contacts	157
Tasks	158
Managing tasks	159
Journal	160
Creating journal entries	161
Notes	163
Inbox	164
Creating contacts	164
Making a telephone call from a business card	166
Sending e-mail messages	166
10 Advanced Outlook functions	169
Using Calendar	170
Views	171
Recording an appointment	172

Regular appointments	175
Planning a meeting	176
Recording an event	178
Sending and receiving e-mail messages	179
E-mail configuration	180
Sending messages	181
Receiving messages	183
<i>Index</i>	<i>185</i>

Introduction

This book will help you to become acquainted with Office XP and to discover all the new features that have been introduced. Whether you are a beginner or an expert user, this book is meant for you, because it explains all the procedures proposed by Microsoft for you to be able to work quickly and easily. It also suggests expert tips and tricks to improve your performance.

How do I use this book?

Since the chapters are independent of each other, you can read them in the order you choose. To find a command quickly, consult the index at the end of the book. The book is structured as follows:

- Chapters 1 and 2 are a quick introduction to Office XP. You will discover the various interface features as well as the commands which are shared by all the applications: opening a file, saving, and so on.
- Chapters 3 and 4 teach you how to use basic and more advanced Word functions.
- Chapters 5 and 6 explain how to use Excel.
- Chapters 7 and 8 are dedicated to creating presentations with PowerPoint.
- Chapters 9 and 10 deal with Outlook.

Adopted conventions

All commands are displayed in **bold**. Throughout the text, a number of symbols alert you to terminology issues and technical details, and indicate shortcuts or advice to the user:



Gives you additional information.



*Warns you about problems you may encounter in certain cases.
If you follow the instructions, you should not have any problems.*



*Provides you with suggestions and tips, including keyboard shortcuts,
advanced techniques, and so on.*



This icon indicates features new to Office XP.

Help, checks and Web tools

Office Assistant

Help

Wizards and templates

Spelling and grammar

Find and Replace

Office XP and the Web



The functions you are going to discover in this chapter are shared by all Office applications.



*If the Office Assistant does not come up when you launch the application click on the **Help** button in the Standard toolbar in the active application.*

In this chapter, we will look at the various procedures you can follow to get help. We will also look at the tools you need to speed up your work, check spelling and grammar, and so on.

Office Assistant

Introduced with Office 97, the Office Assistant takes you through all operations. If you are not familiar with version 97, the Office Assistant is a little paper clip that works very hard to provide advice when you need it. A faithful, effective and competent assistant, it never fails you.

When you launch an Office application, the Office Assistant is activated by default (Figure 1.1).

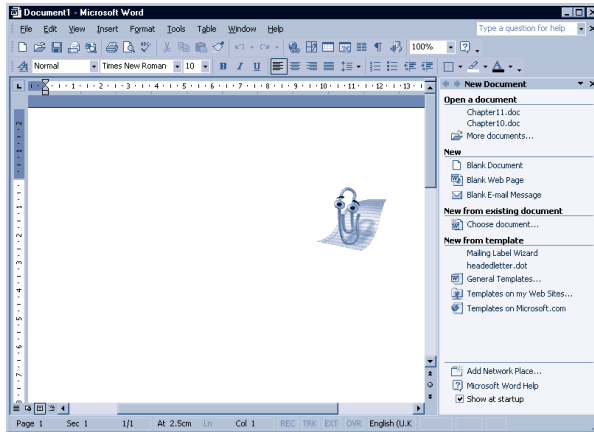
To ask the Office Assistant a question, click on it. Type the question in the text area (Figure 1.2), then click on **Search**. A list of icons is displayed; click on the one that corresponds to your search. If the list of icons is not relevant, click on **Next** to display the follow-up.

To hide the Office Assistant, click on ? in the Menu bar, then select **Hide Office Assistant**.

Office Assistant options

You can modify the Office Assistant default options. For example, you can choose a different look:

1. Click with the right mouse button (right-click) on the assistant, then select **Choose Assistant**.



If you prefer, you can turn off the Assistant and get help through the **Ask a question** box in the top right of the application window.

Figure I.1 As soon as you start an application, the Office Assistant is displayed.

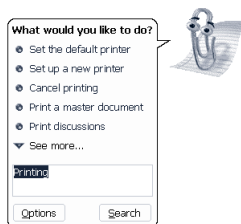


Figure I.2 Ask the Office Assistant a question.



For some tasks, the Office Assistant may offer help of its own accord. In this case it displays a text balloon. Click on the assistant to view its advice.