MICROSOFT

Office 97

Introductory Concepts and Techniques

BRIEF EDITION

WORD 97
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POWERPOINT 97
ACCESS 97

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MICROSOFT Office 97

Introductory Concepts and Techniques

BRIEF EDITION

Gary B. Shelly
Thomas J. Cashman
Misty E. Vermaat

Contributing Authors
Marvin M. Boetcher
Steven G. Forsythe
Sherry L. Green
Philip J. Pratt
James S. Quasney

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For more information, contact Course Technology:

Course Technology
One Main Street
Cambridge, Massachusetts 02142, USA

International Thomson Publishing Europe
Berkshire House
168-173 High Holborn
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Thomas Nelson Australia
102 Dodds Street
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Preface

The Shelly Cashman Series® offers the finest textbooks in computer education. The Microsoft Office 97 books continue with the innovation, quality, and reliability that you have come to expect from this series. We are proud that both our Office 95 and Office 4.3 books are best-sellers, and we are confident that our Office 97 books will join their predecessors.

With Office 97, Microsoft has raised the stakes by adding a number of new features, especially the power of the Internet. The Shelly Cashman Series team has responded with Office 97 books that present the core application concepts required in any introductory application software course, as well as new features such as the Office 97 Internet tools.

In our Office 97 books, you will find an educationally sound and easy-to-follow pedagogy that combines a step-by-step approach with corresponding screens. Every project and exercise in the books are new and designed to take full advantage of the Office 97 features. The popular Other Ways and More About features have been amended to offer in-depth knowledge of Office 97. The all-new project openers provide a fascinating perspective on the subject covered in the project. The Shelly Cashman Series Office 97 books will make your computer application software class an exciting and dynamic one that your students will remember as one of their better educational experiences.

The Shelly Cashman Approach

Features of the Shelly Cashman Series Office 97 books include:

- **Project Orientation:** Each project solves a complete problem.
- **Screen-by-Screen, Step-by-Step Instructions:** Each of the tasks required to complete a project is identified throughout the development of the project. Then, steps to accomplish the task are specified. The steps are accompanied by screens.
- **Multiple Ways to Use the Book:** This book can be used in a variety of ways, including: (a) The instructor lectures on the material in the book. Students read and study the material and then apply the knowledge to an application on the computer; (b) Students perform each specified step on a computer. At the end of the project, students have solved the problem and are ready to solve comparable student assignments; (c) Many instructors lecture on the material and then require their students to perform each step in the project, reinforcing the material lectured. Students then complete one or more of the In the Lab exercises at the end of the project; and (d) Each task in a project is clearly identified. Therefore, the material serves as a complete reference.
- **Other Ways Boxes for Reference:** The Other Ways boxes included at the end of most of the step-by-step sequences specify the other ways to execute the task completed in the steps.
- **More About Feature:** The More About Features in the margins provide background information that complements the topics covered, adding interest and depth to the learning process.

Organization of This Textbook

Microsoft Office 97: Introductory Concepts and Techniques, Brief Edition is divided into seven projects as follows:

Fundamentals of Using Windows 95 | In Project 1, students learn about user interfaces and Windows 95. Topics include using the Windows 95 desktop as a work area; using the mouse; the keyboard and keyboard shortcuts; using context-sensitive menus; sizing and scrolling windows; creating a document by starting an application program; saving a document on disk; printing a document; closing a program; modifying a document; using Windows 95 Help; and shutting down Windows 95.

Using Windows Explorer In Project 2, students are introduced to Windows Explorer. Topics include displaying the contents of a folder; expanding, collapsing, and creating a folder; changing the view; selecting and copying a group of files; creating, renaming, and deleting a folder; and renaming and deleting a file.

Introduction to Microsoft Office 97 A brief explanation of Word 97, Excel 97, Access 97, and PowerPoint 97 and examples of how these applications take advantage of the Internet, World Wide Web, and intranets are presented. Outlook 97 also is explained.

Microsoft Word 97 – Creating and Editing a Word Document In this project, students are introduced to Word terminology and the Word window by preparing an announcement. Topics include starting and quitting Word; entering text; adding bullets to paragraphs; checking spelling while typing; saving a document; selecting characters, lines, and paragraphs; centering, bolding, italicizing, and changing the font and font size; importing a picture from the Web; printing a document; opening a document; correcting errors; and using Word Help.

Microsoft Excel 97 – Creating a Worksheet and Embedded Chart In this project, students are introduced to the Excel window, worksheet, and workbook. Topics include starting and quitting Excel; entering text and numbers; selecting a range; using the AutoSum button; copying using the fill handle; changing font size; bolding; centering across columns; using the AutoFormat command; charting; saving and opening a workbook; editing a worksheet; and using the AutoCalculate area.

Microsoft Access 97 – Creating a Database Using Design and Datasheet Views In this project, students are introduced to creating a database; creating a table; defining the fields in a table; opening a table; adding records to a table; closing a table; and previewing and printing the contents of a table. Other topics include using a form to view data and using the Report Wizard to create a report. Students also learn how to design a database to eliminate redundancy.

Microsoft PowerPoint 97 – Using a Design Template and Style Checker to Create a Presentation In this project, students are introduced to PowerPoint terminology, the PowerPoint window, and the basics of creating a presentation. Topics include selecting a design template; changing the font style; saving a presentation; displaying slides; checking spelling errors; identifying design inconsistencies using Style Checker; and printing copies of the slides.

End-of-Project Student Activities

A notable strength of the Shelly Cashman Series Office 97 books is the extensive student activities at the end of each project. Well-structured student activities can make the difference between students merely participating in a class and students retaining the information they learn. The activities in the Office 97 books include:

- **What You Should Know** A listing of the tasks completed within a project together with the page references. This section provides a perfect study review for students.
- **Test Your Knowledge** Four pencil-and-paper activities designed to determine students' understanding of the material in the project.
- **Use Help** Any user of Office 97 must know how to use Help, including the Office Assistant. Therefore, this book contains two Use Help exercises per project.
- **Apply Your Knowledge** This exercise requires students to open and manipulate a file on the Data Disk that accompanies the Office 97 books.
- **In the Lab** Three in-depth assignments per project require students to apply the knowledge gained in the project to solve problems on a computer.
- **Cases and Places** Seven unique, real-world case study situations.

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Instructor's Resource Kit

A comprehensive Instructor's Resource Kit (IRK) accompanies this textbook in the form of a CD-ROM. The CD-ROM includes an electronic Instructor's Manual (called ElecMan) and teaching and testing aids. The CD-ROM (ISBN 0-7895-1334-X) is available through your Course Technology representative or by calling one of the following telephone numbers: Colleges and Universities, 1-800-648-7450; High Schools, 1-800-824-5179; and Career Colleges, 1-800-477-3692. The contents of the CD-ROM are listed below.

- **ElecMan (*Electronic Instructor's Manual*)** ElecMan is made up of Microsoft Word files. The files include lecture notes, solutions to laboratory assignments, and a large test bank.
- **Figures on CD-ROM** Illustrations for every screen in the textbook are available. Use this ancillary to create a slide show from the illustrations for lecture or to print transparencies.
- **Course Test Manager** This cutting-edge Windows-based testing software helps instructors design and administer tests and pretests. The full-featured online program permits students to take tests at the computer where their grades are computed immediately.
- **Lecture Success System** Lecture Success System files are designed for use with the application software package, a personal computer, and a projection device.
- **Instructor's Lab Solutions** Solutions and required files for all the In the Lab assignments.
- **Lab Tests/Test Outs** Tests that parallel the In the Lab assignments are supplied for the purpose of testing students in the laboratory on the material covered in the project.
- **Student Files** All the files that are required by students to complete the Apply Your Knowledge and a few of the In the Lab exercises are included.
- **Interactive Labs** Eighteen hands-on interactive labs that take students from ten to fifteen minutes each to step through help solidify and reinforce mouse and keyboard usage and computer concepts.

Acknowledgments

The Shelly Cashman Series would not be the leading computer education series without the contributions of outstanding publishing professionals. First, and foremost, among them is Becky Herrington, director of production and designer. She is the heart and soul of the Shelly Cashman Series, and it is only through her leadership, dedication, and tireless efforts that superior products are made possible. Becky created and produced the award-winning Windows 95 series.

Under Becky's direction, the following individuals made significant contributions to these books: Peter Schiller, production manager; Ginny Harvey, series specialist and developmental editor; Ken Russo, Mike Bodnar, Stephanie Nance, Greg Herrington, and Dave Bonnewitz, graphic artists; Jeanne Black, Quark expert; Patti Koosed, editorial assistant; Nancy Lamm, Lyn Markowicz, Cherilyn King, Marilyn Martin, and Steve Marconi, proofreaders; Cristina Haley, indexer; Sarah Evertson of Image Quest, photo researcher; and Peggy Wyman and Jerry Orton, Susan Sebok, and Nancy Lamm, contributing writers.

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Gary B. Shelly
Thomas J. Cashman
Misty E. Vermaat

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MICROSOFT Office 97
Introductory Concepts and Techniques
BRIEF EDITION

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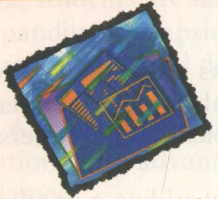

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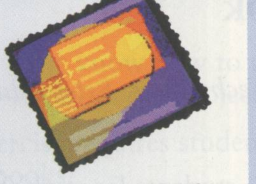

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Objectives:

You will have mastered the material in this project when you can:

- Describe Microsoft Windows 95
- Describe a user interface
- Identify the objects on the Microsoft Windows 95 desktop
- Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
- Open a Windows 95 window
- Maximize, minimize, and restore a Windows 95 window
- Close a Windows 95 window
- Resize a window
- Scroll in a window
- Move a window on the Windows 95 desktop
- Understand keyboard shortcut notation
- Start an application program
- Create a written document
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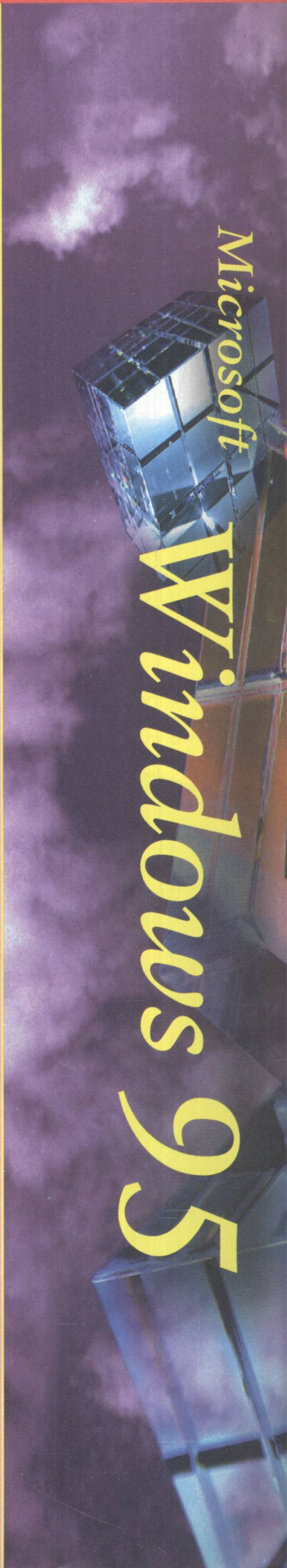
Objectives:

You will have mastered the material in this project when you can:

- Start Windows Explorer
- Understand the elements of the Exploring – My Computer window
- Display the contents of a folder
- Expand and collapse a folder
- Change the view
- Select and copy one file or a group of files
- Create, rename, and delete a folder
- Rename and delete a file



Project 1

A $14 Billion Mistake?

Digital Research officials would not yield to IBM's demands

Have you ever missed a meeting you should have attended but something else was more important? Did you lose $14 billion dollars because you were absent? Gary Kildall might have.

In the 1970s, Kildall's company, Digital Research, had developed an operating system called CP/M that was used on most microcomputers except the Apple II. Kildall was a leader in the microcomputer software business. Then, in 1980, IBM came calling.

Having decided to build a personal computer, IBM approached Bill Gates, president of a small company called Microsoft, in Redmond, Washington, to create the operating system. Gates demurred, suggesting IBM contact Kildall.

MICROSOFT
MS-DOS
Bill Gates
SEATTLE COMPUTER PRODUCTS

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When IBM arrived for the meeting in Pacific Grove, California, Kildall was off flying his airplane. The reasons are not entirely clear. Some say Kildall was a free spirit and not inclined to do business with the monolithic IBM. Kildall claimed he was flying to another important meeting.

Without Kildall at the meeting, IBM insisted on knowing everything about CP/M while disclosing nothing about its new computer. Fearing IBM would steal their secrets, Digital Research officials would not yield to IBM's demands. Rebuffed, IBM scurried back to Gates.

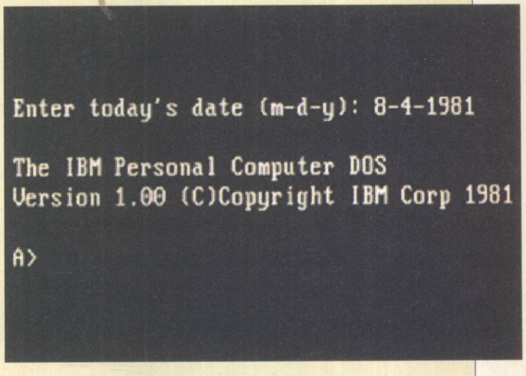
Sensing an opportunity, Gates agreed to provide an operating system to IBM even though he had no idea how. It just so happened, however, that a small company named Seattle Computer Products, almost next door to Microsoft, was writing an operating system called QDOS v0.110 (QDOS stood for Quick and Dirty Operating System).

Gates learned of QDOS and approached Seattle Computer Products to ask if the operating system was for sale. For a few favors and a little money, Microsoft, in December 1980, acquired non-exclusive rights to QDOS. Later, Microsoft acquired all rights and renamed the operating system MS-DOS. Seattle Computer Products received about $1 million.

Microsoft made substantial changes to MS-DOS and when IBM announced its personal computer in August 1981, MS-DOS was the operating system. The IBM machine was an instant hit. Microsoft sold millions of copies of MS-DOS and grew to be the largest software company in the world. Bill Gates became the world's richest man, with assets in excess of $14 billion dollars.

And Gary Kildall? He continued to develop software at Digital Research. Eventually, Digital Research was sold to Novell, Inc. In the summer of 1994, Kildall died. He left a legacy as an early pioneer who made a significant contribution to microcomputing, but perhaps his most memorable act was missing a meeting.

QDOS



```
Enter today's date (m-d-y): 8-4-1981

The IBM Personal Computer DOS
Version 1.00 (C)Copyright IBM Corp 1981

A>
```

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The Microsoft Disk Operating System, or MS-DOS, was shipped as PC-DOS on the original IBM Personal Computer and later with many IBM compatible machines. Like other operating systems, MS-DOS oversees all the functions of a computer. Various upgrades to MS-DOS and further product refinements led to the release of Windows, an operating system that uses a graphical user interface. Microsoft's current version of Windows, released in August of 1995, is called Windows 95.

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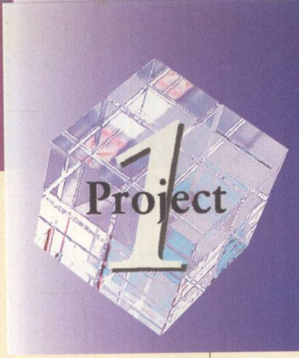
CP/M

GARY KILDALL

IBM

DIGITAL RESEARCH

Microsoft sold millions of copies of MS-DOS and grew to be the largest software company in the world



Microsoft
Windows 95

Fundamentals of Using Windows 95

Case Perspective

Need: Each day millions of Windows 95 users turn on their computers, whether at home, in the office, at school, on an airplane, or at the beach. When the computer starts, the first image on the monitor is the Windows 95 desktop. If these users did not know how to start application programs from the desktop, manipulate files and images on the desktop, and preserve the work accomplished, their computers would be useless. You have just acquired a computer containing Windows 95. Your task is to learn the basics of Windows 95 so your computer will be useful to you.

Introduction

An **operating system** is the set of computer instructions, called a computer program, that controls the allocation of computer hardware such as memory, disk devices, printers, and CD-ROM drives, and provides the capability for you to communicate with your computer. The most popular and widely used operating system for personal computers is **Microsoft Windows**. **Microsoft Windows 95** (called Windows 95 for the rest of this book), the newest version of Microsoft Windows, allows you to easily communicate with and control your computer. Windows 95 is easier to use and more efficient than previous versions of Windows and can be customized to fit individual needs. Windows 95 simplifies the process of working with documents and applications, transferring data between documents, and organizing the manner in which you interact with your computer.

In Project 1, you will learn about Windows 95 and how to use the Windows 95 user interface.

Microsoft Windows 95

Microsoft Windows 95 is an operating system that performs every function necessary for you to communicate with and use your computer. Unlike previous versions of Windows, no associated operating system is required. Windows 95 is called a **32-bit operating system** because it uses 32 bits for addressing and other purposes, which means the operating system can address more than four gigabytes of RAM and perform tasks faster than older operating systems.

Windows 95 is designed to be compatible with all existing **application programs**, which are programs that perform an application-related function such as word processing. To use the application programs that can be executed under Windows 95, you must know about the Windows 95 user interface.

What Is a User Interface?

A **user interface** is the combination of hardware and software that you use to communicate with and control your computer. Through the user interface, you are able to make selections on your computer, request information from your computer, and respond to messages displayed by your computer. Thus, a user interface provides the means for dialogue between you and your computer.

Hardware and software together form the user interface. Among the hardware devices associated with a user interface are the monitor, keyboard, and mouse (Figure 1-1). The monitor displays messages and provides information. You respond by entering data in the form of a command or other response using the keyboard or mouse. Among the responses available to you are responses that specify what application program to run, what document to open, when to print, and where to store data for future use.

The computer software associated with the user interface consists of the programs that engage you in dialogue (Figure 1-1). The computer software determines the messages you receive, the manner in which you should respond, and the actions that occur based on your responses.

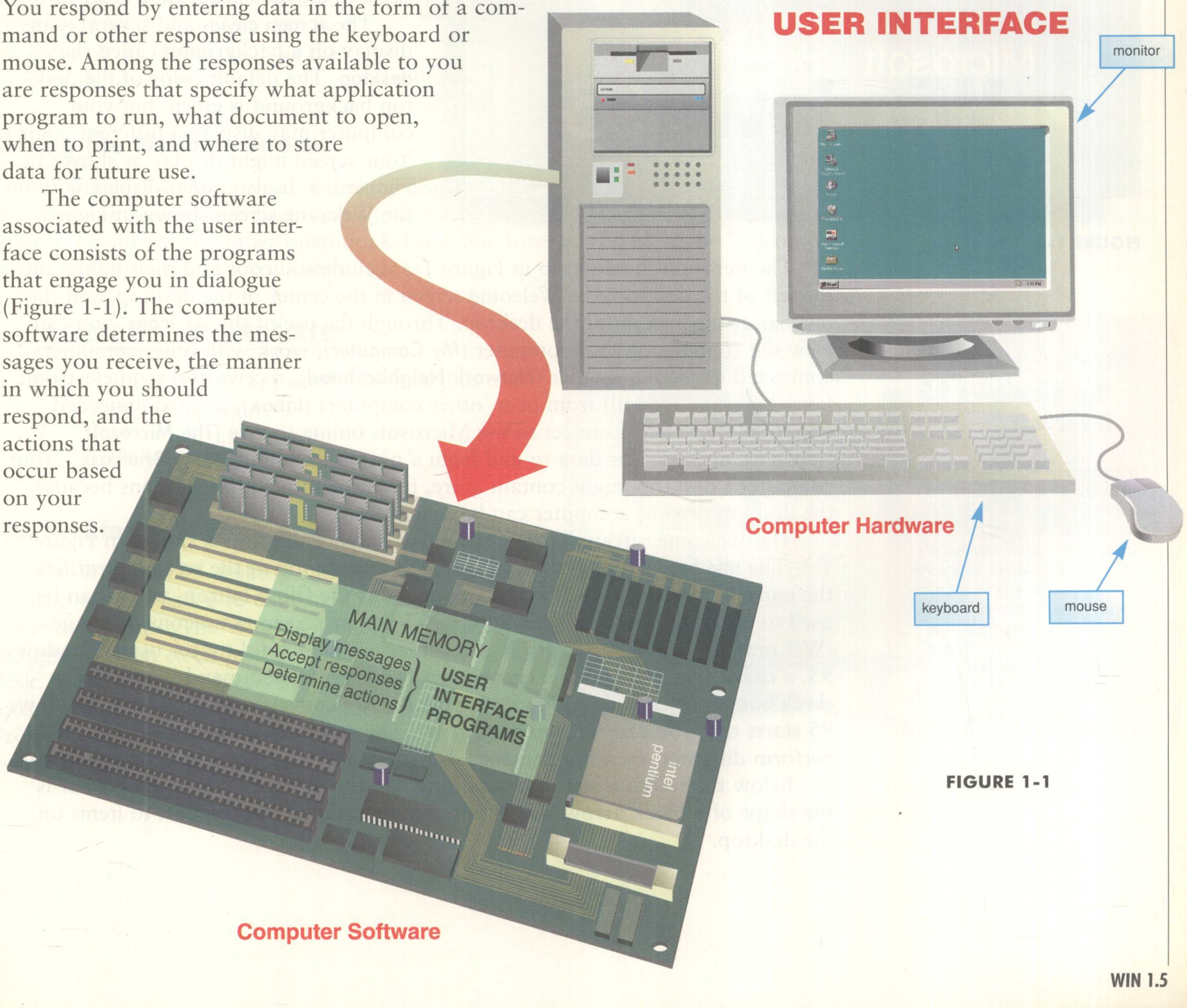

USER INTERFACE
monitor
Computer Hardware
keyboard
mouse
MAIN MEMORY
Display messages
Accept responses
Determine actions
USER INTERFACE PROGRAMS
intel pentium
Computer Software

FIGURE 1-1

The goal of an effective user interface is to be **user friendly**, meaning that the software can be used easily by individuals with limited training. Research studies have indicated that the use of graphics can play an important role in aiding users to interact effectively with a computer. A **graphical user interface**, or **GUI** (pronounced gooey), is a user interface that displays graphics in addition to text when it communicates with the user.

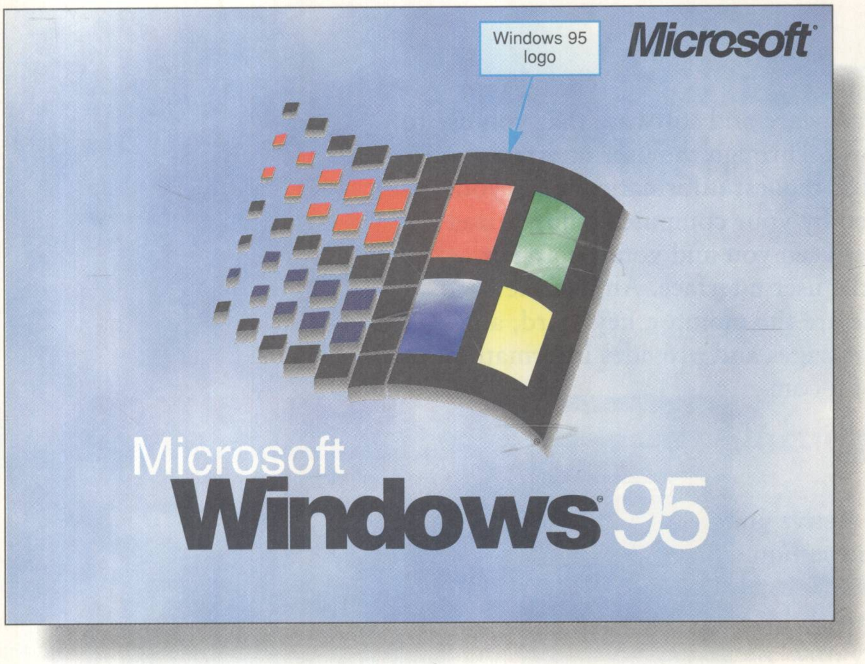


FIGURE 1-2

The Windows 95 graphical user interface was carefully designed to be easier to set up, simpler to learn, and faster and more powerful than previous versions of Microsoft Windows.

Starting Microsoft Windows 95

When you turn on your computer, an introductory screen consisting of the Windows 95 logo and the Microsoft Windows 95 name displays on a blue sky and clouds background (Figure 1-2).

The screen clears and several items display on a background called the **desktop**. The default color of the desktop background is green, but your computer may display a different color. Your screen might display as shown in Figure 1-3. It also might display without the Welcome screen shown in Figure 1-3.

The items on the desktop in Figure 1-3 include six icons and their names on the left of the desktop, the Welcome screen in the center of the desktop, and the taskbar at the bottom of the desktop. Through the use of the six **icons**, you can view the contents of your computer (**My Computer**), work with other computers connected to your computer (**Network Neighborhood**), receive and send electronic faxes and mail (e-mail) from or to other computers (**Inbox**), discard unneeded objects (**Recycle Bin**), connect to the Microsoft online service (**The Microsoft Network**), and transfer data to and from a portable computer (**My Briefcase**). Your computer's desktop might contain more, fewer, or some different icons because the desktop of your computer can be customized.

More *About* **the Windows 95 Interface**

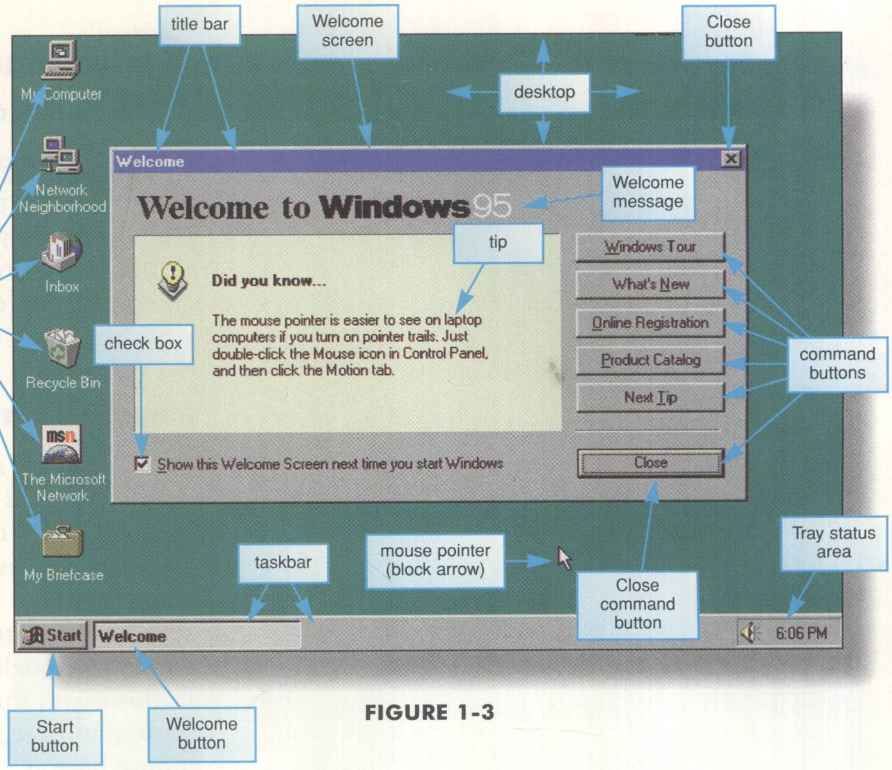
Thousands of hours were spent developing the Windows 95 graphical user interface. Of tremendous importance in the development were Microsoft's usability labs, where everyone from raw beginners to experts interacted with many different versions of the interface. The taskbar and other significant features of the interface emerged from the experiences in these labs.

The Welcome screen that might display on your desktop is shown in Figure 1-3. The **title bar**, which is dark blue in color at the top of the screen, identifies the name of the screen (Welcome) and contains the Close button, which can be used to close the Welcome screen. In the Welcome screen, a welcome message (Welcome to Windows 95) displays together with a helpful tip for using Windows 95, a check box containing a check mark, and several command buttons. The **check box** represents an option to display the Welcome screen each time Windows 95 starts that you can turn on or turn off. The **command buttons** allow you to perform different operations such as displaying the next tip or closing the screen.

Below the screen is the mouse pointer. On the desktop, the **mouse pointer** is the shape of a block arrow. The mouse pointer allows you to point to items on the desktop.

The **taskbar** at the bottom of the screen in Figure 1-3 contains the Start button, the Welcome button, and the Tray status area. The **Start button** provides an entry point to begin using the features of Windows 95, the Welcome button indicates the Welcome screen is open on the desktop, and the current time (6:06 PM) displays in the Tray status area.

Nearly every item on the Windows 95 desktop is considered an object. Even the desktop itself is an object. Every **object** has properties. The **properties** of an object are unique to that specific object and may affect what can be done to the object or what the object does. For example, the properties of an object may be the color of the object, such as the color of the desktop.


title bar
Welcome screen
Close button
desktop
My Computer
Network Neighborhood
Inbox
Recycle Bin
The Microsoft Network
My Briefcase
icons
check box
Welcome
Welcome message
tip
Windows Tour
What's New
Online Registration
Product Catalog
Next Tip
Close
command buttons
taskbar
mouse pointer (block arrow)
Close command button
Tray status area
Start
Welcome
6:06 PM
Start button
Welcome button

Welcome to Windows95

Did you know...

The mouse pointer is easier to see on laptop computers if you turn on pointer trails. Just double-click the Mouse icon in Control Panel, and then click the Motion tab.

☑ Show this Welcome Screen next time you start Windows

FIGURE 1-3

Closing the Welcome Screen

As noted, the Welcome screen might display when you start Windows 95. If the Welcome screen does display on the desktop, normally you should close it prior to beginning any other operations using Windows 95. To close the Welcome screen, complete the following step.

TO CLOSE THE WELCOME SCREEN

Step 1: Press the ESC key on the keyboard as shown in Figure 1-4.

The Welcome screen closes.

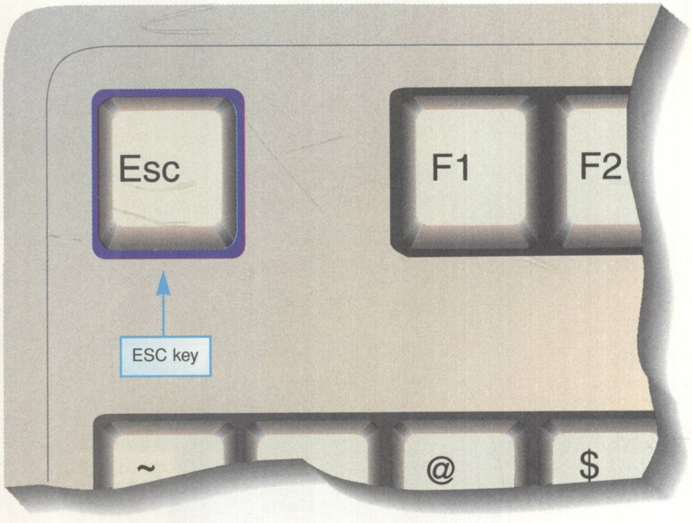

Esc
F1
F2
ESC key
~
@
$

FIGURE 1-4

The Desktop as a Work Area

The Windows 95 desktop and the objects on the desktop were designed to emulate a work area in an office or at home. The Windows desktop may be thought of as an electronic version of the top of your desk. You can move objects around on the desktop, look at them and then put them aside, and so on. In Project 1, you will learn how to interact with and communicate with the Windows 95 desktop.

More *About* the Mouse

The mouse, though invented in the 1960's, was not widely used until the Apple Macintosh computer became available in 1984. Even then, some highbrows called mouse users "wimps." Today, the mouse is an indispensable tool for every computer user.

Communicating with Microsoft Windows 95

The Windows 95 interface provides the means for dialogue between you and your computer. Part of this dialogue involves your requesting information from your computer and responding to messages displayed by your computer. You can request information and respond to messages using either a mouse or a keyboard.

Mouse Operations

A **mouse** is a pointing device used with Windows 95 that is attached to the computer by a cable. It contains two buttons — the primary mouse button and the secondary mouse button (Figure 1-5). The **primary mouse button** is typically the left mouse button and the **secondary mouse button** is typically the right mouse button although Windows 95 allows you to switch them. In this book, the left mouse button is the primary mouse button and the right mouse button is the secondary mouse button.

Using the mouse, you can perform the following operations: (1) point; (2) click; (3) right-click; (4) double-click; (5) drag; and (6) right-drag. These operations are demonstrated on the following pages.

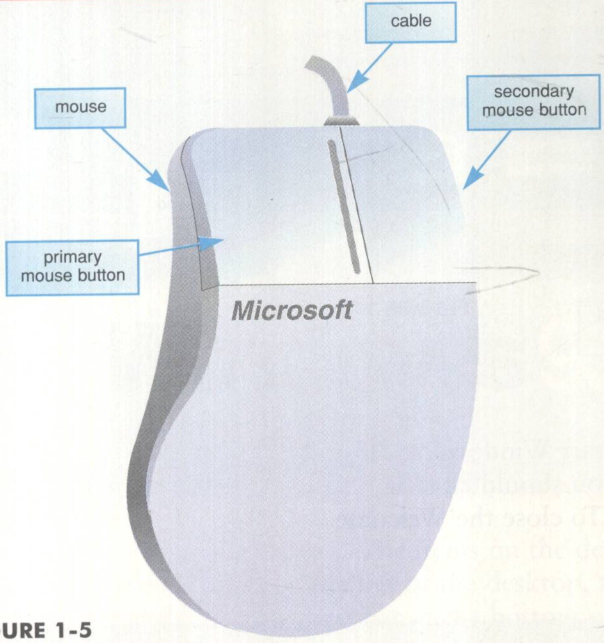

cable
mouse
secondary mouse button
primary mouse button
Microsoft

FIGURE 1-5

Point and Click

Point means you move the mouse across a flat surface until the mouse pointer rests on the item of choice on the desktop. As you move the mouse across a flat surface, the movement of a ball on the underside of the mouse (Figure 1-6) is electronically sensed, and the mouse pointer moves across the desktop in the same direction.

Click means you press and release the primary mouse button, which in this book is the left mouse button. In most cases, you must point to an item before you click. To become acquainted with the use of a mouse, perform the following steps to point to and click various objects on the desktop.

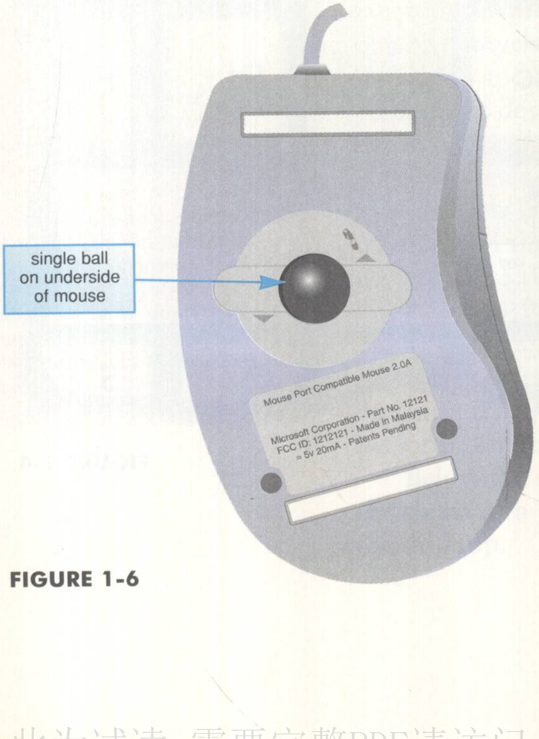

single ball on underside of mouse
Mouse Port Compatible Mouse 2.0A
Microsoft Corporation - Part No. 12121
FCC ID: 1212121 - Made in Malaysia
≈ 5v 20mA - Patents Pending

FIGURE 1-6

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