Working with Microsoft Office 2003

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Word Excel PowerPoint

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Preface ◤

Introduction

The recent years have seen an increasing use of computers in almost all walks of life in China. While such an application covers a wide range, the individual demand inevitably involves using computers for routine office work, say, writing, presenting, calculating, and so on. Microsoft Office is one of the most popular applications that meet the need. To help people learn how to use it, the publishers have had numerous Microsoft Office books in print. And now, we are making our addition to the list with "Working with Microsoft Office 2003".

"Working with Microsoft Office 2003" is a textbook we have developed with years of experience, focusing on the approach to skill training by means of Case-Based Learning. Instead of introducing the menus and functions step by step, followed by some examples, the textbook presents the students with tasks and the detailed illustrations of how to fulfill them. With 24 selected cases and 24 exercises covering different occupational needs, we offer a guide to practical use of Microsoft Office, including commercial presentations, resume writing, results analysis, and so on. In addition, unlike our previous efforts of having the textbook bilingual, we decide to have this brand-new version only in English, in order to enable our students to be better adapted to their perspective working environment where English is the language.

It's self-evident that our students, future employees of companies and businesses, should be fairly competent in using Microsoft Office or applications of the kind for their work. We might produce lousy-looking documents, and we might produce ones pleasing to the eye. We might just know that

Microsoft Office helps a lot without being able to use it for certain purposes, and we might be able to deal with whatever jobs when we have been trained and have the skills. We are fully convinced that our book will prove uniquely helpful.

Who this Book is For

The book is intended for college students who take Microsoft Office as a training course. Designed with cases and related exercises, it is also helpful to anyone who need improve his or her Microsoft Office skills to better their performance in routine work. Detailed explanations and illustrations make it easy for those who will study by themselves.

How this Book is Organized

The book covers three applications of Microsoft Office, PowerPoint, Word, and Excel. For each part, we offer 8 cases, as well as 8 exercises. The cases are advised to be used in class training while the exercises, after-class self-training. An index to particular skills is also provided for the convenience of looking up when necessary.

In addition, check out these appendices:

Online resources serve as an important supplement to the book. So far, however, these resources are now confined to the campus.

PowerPoint 2003 Skill Standards:

Standard	Skill	Page
PP03S-1	**Creating Content**	
PP03S-1-1	Create new presentations from templates	P75, P163
PP03S-1-2	Insert and edit text-based content	P15, P22, P198
PP03S-1-3	Insert tables, charts, and diagrams	P87, P164
PP03S-1-4	Insert pictures, shapes, and graphics	P14, P28, P43
PP03S-1-5	Insert sounds and videos	P26, P79
PP03S-1-6	Import objects	P35, P83, P207
PP03S-1-7	Insert triggers and buttons	P81, P92, P131
PP03S-1-8	Insert VBA code	P209, 213,P216
PP03S-1-9	Insert picture bullets	P139
PP03S-2	**Formatting Content**	
PP03S-2-1	Format text-based content	P47, P200
PP03S-2-2	Format pictures, shapes, and graphics	P133, P202
PP03S-2-3	Format tables, charts, and diagrams	P90,P171,P119
PP03S-2-4	Format slides	P86
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PP03S-2-6	Apply slide transitions	P56, P217
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PP03S-2-8	Work with masters	P49, P70,P130
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PP03S-2-10	Macro security	P218
PP03S-3	**Managing and Delivering Presentations**	P197
PP03S-3-1	Organize a presentation	P216
PP03S-3-2	Set up slide shows for delivery	P54
PP03S-3-3	Rehearse timing	P59
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PP03S-3-7	Print slides, outlines, handouts, and speaker notes	P221, P224
PP03S-3-8	Export a presentation to another Microsoft Office program	P181
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Word 2003 Skill Standards:

Standard	Skill	Page
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WW03S-1-2	Insert frequently used and pre-defined text	P261
WW03S-1-3	Navigate to specific content	P298
WW03S-1-4	Insert, position, and size graphics	P248
WW03S-1-5	Create and modify diagrams and charts	p301
WW03S-1-6	Create figures	P255,
WW03S-2	**Organizing Content**	
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WW03S-2-3	Insert and modify hyperlinks	P304,p290
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WW03S-3-2	Format paragraphs	P275
WW03S-3-3	Apply and format columns	P267
WW03S-3-4	Insert and modify content in headers and footers	P300
WW03S-3-5	Modify document layout and page setup	P340
WW03S-3-6	Format tables, charts, and diagrams	P302
WW03S-4	**Collaborating**	
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WW03S-4-2	Track, accept, and reject proposed changes	P311
WW03S-5	**Formatting and Managing Documents**	
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WW03S-5-3	Secure the documents	P336
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Excel 2003 Skill Standards:

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XL03S-1-2	Use Auto-Fill to fill a series	P351
XL03S-2	**Analyzing Data**	
XL03S-2-1	Sort lists	P356
XL03S-2-2	Insert and modify formulas	P349,P355
XL03S-2-3	Use statistical, date and time, financial, and	P368,
XL03S-2-4	logical functions	P370,
XL03S-2-5	Create, modify, and position diagrams and	P373,P395
XL03S-2-6	charts based on worksheet data	P363
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XL03S-3-4	Modify row and column formats	P360
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XL03S-5-1	Share workbooks	P389
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☺ Neusoft Electronic Press that has offered great support in publishing the book.

☺ Some of our fellow teachers who got involved in the previous versions of the book. Their efforts are still appreciated.

Contents ↙

Getting prepared

PowerPoint

Word

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Appendix

■ Setup

Microsoft Office 2003 Setup and Add or Remove Features

I. Microsoft Office 2003 Installation

Steps to setup Microsoft Office 2003:

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   1. Start the installation from CD
   2. Input the user information and product key
   3. Accept the license agreement
  Step 2: Customize Setup
   1. Choose the type and the path of installation
   2. Custom setup
   3. Advanced customization
  Step 3: Finish Program Setup
   1. Check and install the programs
   2. Complete the setup

II. Add or Remove Programs in Microsoft Office 2003

Steps to add Office Outlook Express and other features into Microsoft Office 2003:

  Step 1: Run Add or Remove Programs in Control Panel

Step 2: Change features in Microsoft Office 2003

1. Add or remove features
2. Custom setup
3. Advanced customization
4. Update

Step 3: Complete updating

A Brief Introduction to Microsoft office 2003

Microsoft Office 2003 Applications

Word
Excel
Access
PowerPoint
Outlook
Publisher
InfoPath

Minimum System Requirements for Microsoft Office 2003

Processor: 233 MHz or higher; Pentium III recommended.
Operating System: Windows 2000 Service Pack 4 or later, or Windows XP or later.
Memory: 64 MB RAM (minimum); 128 MB RAM (recommended)
Hard drive space: 450 MB.

I.Setup Microsoft Office 2003

Step 1: Run installation

Open the CD case and put the installation disk into your CD-ROM drive. The installation program should start automatically.
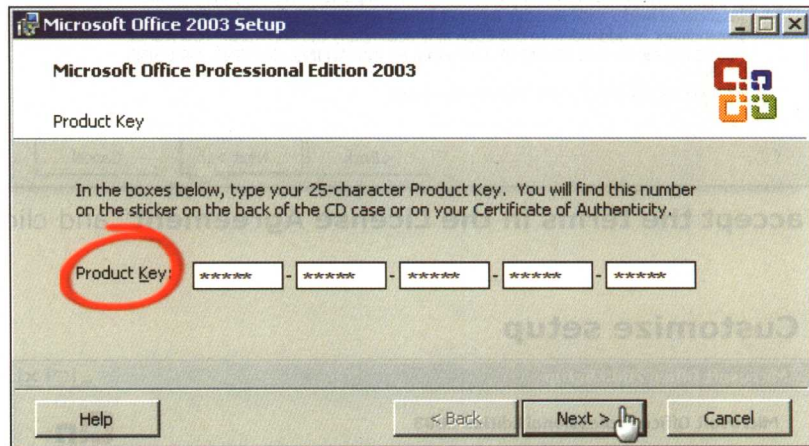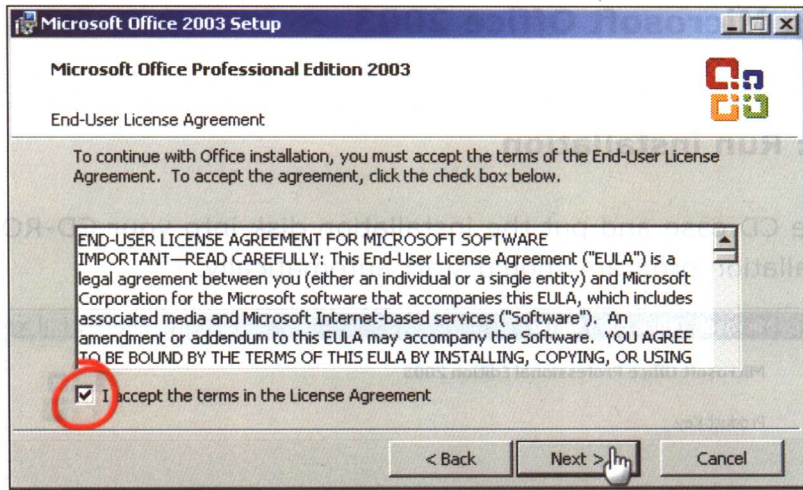

Type **Product Key** in the boxes and then click the **Next** button.
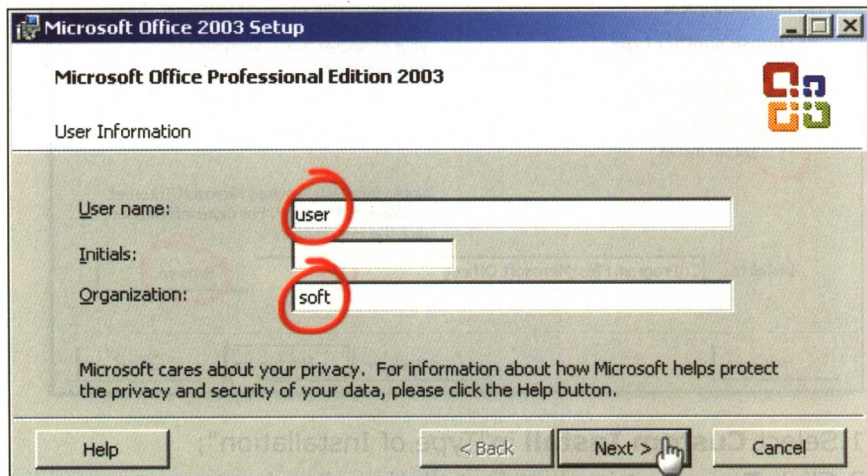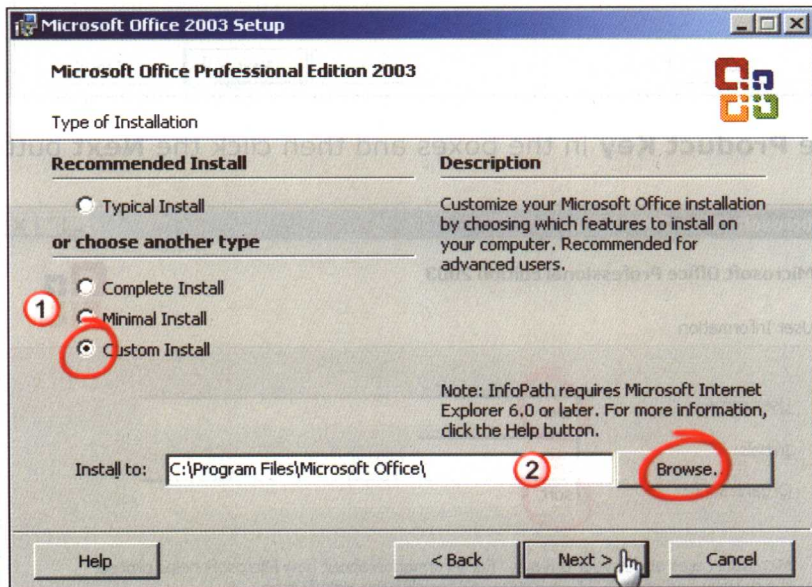

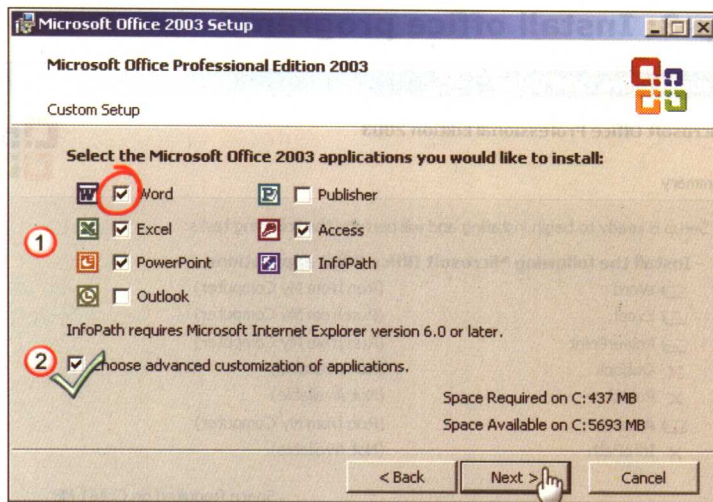Fill in **User name**, **Initials** and **Organization** and click **Next**.

Select "**I accept the terms in the License Agreement**" and click **Next**.
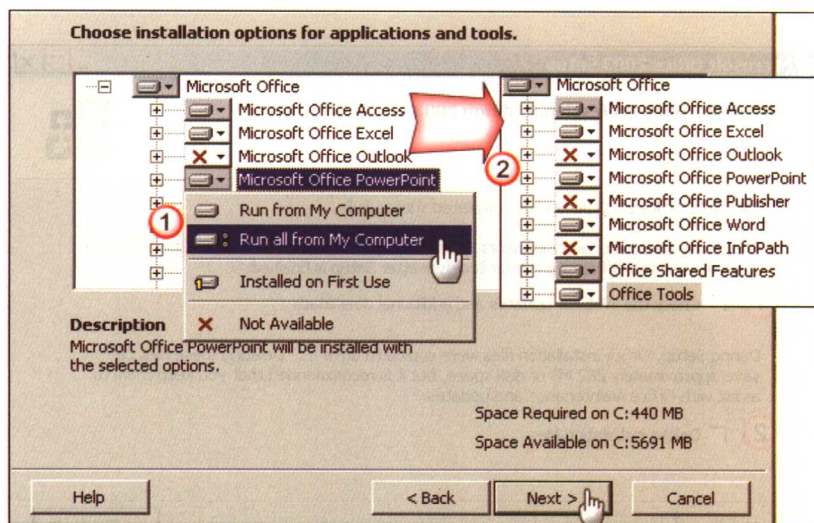
Step 2: Customize setup

1. Select **Custom Install** in"Type of Installation";
2. Click **Browse** to select installation directory;
3. Click **Next**.

1. Select **Word**, **Excel**, **PowerPoint** and **Access**;
2. Tick "**Choose advanced customization of applications**";
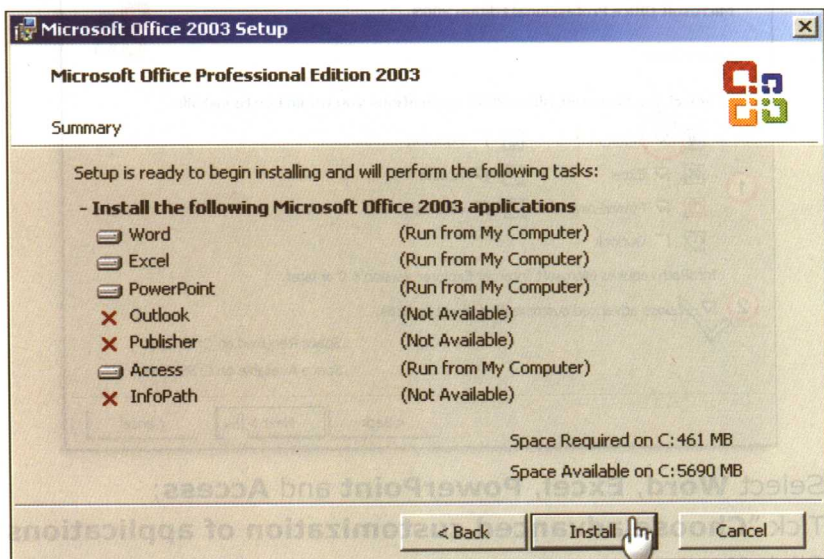3. Click **Next**.

1. Select "**Run all from My Computer**" in the drop-down menu to install the **application**;
2. Repeat last step to install **Access**, **Excel**, **PowerPoint**, **Word** and **Office Tools**;
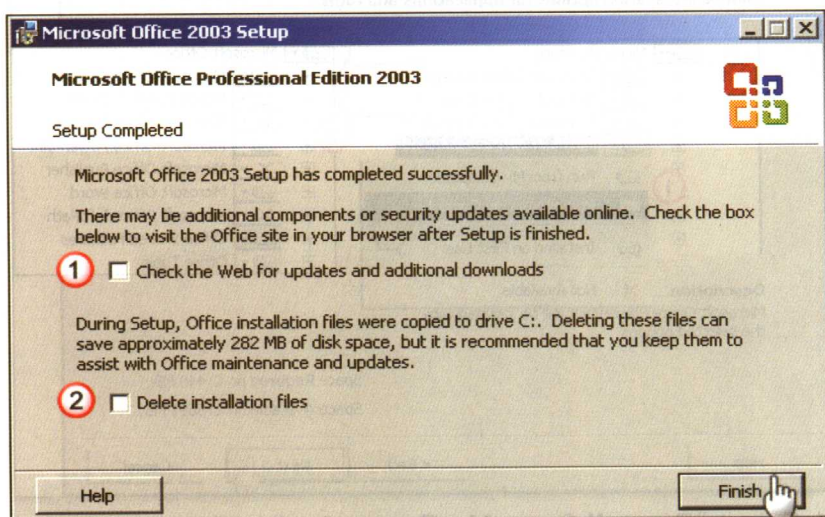3. Click **Next**.

Step 3: Install office programs

Check the selected applications and click **Install**.

1. Selecting "**Check the Web for updates and additional downloads**"is not recommended;
2. Selecting "**Delete installation files**"is not recommended;
3. Click **Finish**.