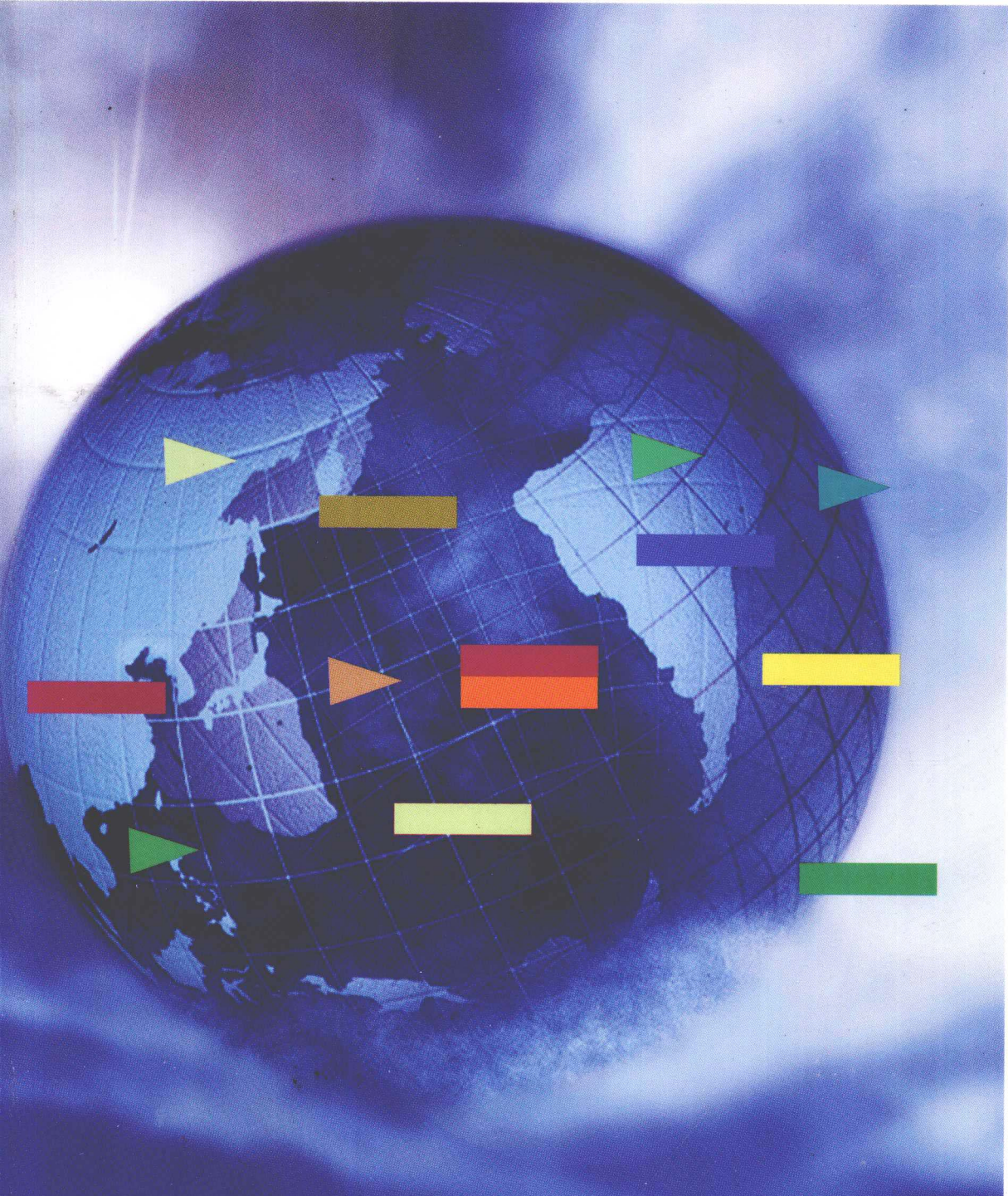


MICROSOFT® CERTIFIED EDITION



# MICROSOFT® WORD 2000

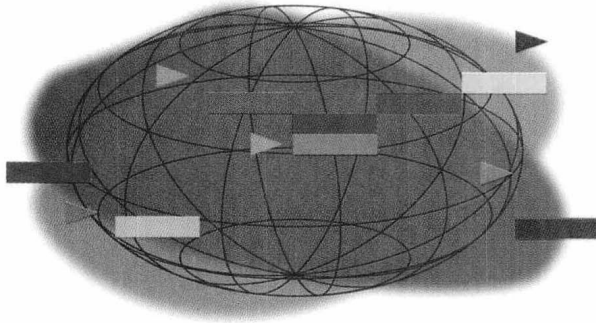


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TIM DUFFY

# MICROSOFT® WORD 2000

Microsoft® Certified Edition



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## TIM DUFFY

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*To Wendy and Michael,  
the two most important people in my life*

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# P R E F A C E

Welcome to the *Microsoft Office User Specialist (MOUS) Certified Edition of Microsoft® Word 2000 Professional* by Tim Duffy. After completing the projects in this book, students will be prepared to take the proficient exam for Word 2000. Successful completion of these exams gives students measurable, marketable skills.

## NEW TO MICROSOFT® WORD 2000

**New Text Design.** As you open the pages of *Microsoft® Word 2000*, you will immediately notice the clear, easy-to-follow interior design. The clean page layout includes ample white space for notetaking and a wealth of visual aids to guide students through each project.

**Web Tools.** Connectivity is paramount in computing and business. Today's students are required, more than ever, to know how to use the World Wide Web and Web development tools. *Microsoft® Word 2000* by Tim Duffy has changed with the technology. It features all the latest in Microsoft® Office Web development and connectivity tools including Internet Explorer 5, Outlook® 2000, FrontPage® 2000, and the Web-integrated operating system of Windows 98.

**Interdisciplinary Exercises.** Learning Microsoft® Office applications does not happen in a vacuum. In addition to learning the fundamentals of each application, students must also be able to take their experience using software applications and apply it to their other courses and experiences. In addition to the wealth of business-oriented exercises in this book, Tim Duffy has added interdisciplinary exercises that show students how to use software applications in other fields as well as for personal use.

## AN AUTHOR YOU CAN COUNT ON

For more than two decades, Tim Duffy has been teaching and writing. As a teacher, he has taught introductory computer courses to thousands of Illinois State University students. As an author, he has introduced the very same computing concepts and skills to millions of students worldwide through his highly successful series.

In both his classes and his books, Duffy achieves a perfect balance between concept and skill—the why and the how—of computing. The “why” is the foundation of computing. Learn the concept and why that concept is important, and you can implement any skill. Because he teaches introductory computing throughout the school year, Duffy knows first-hand the conceptual information and techniques students need and want to learn and the best way to present the material. Duffy knows what works in the classroom and what works in the computer labs. He knows where students have difficulty and designs his book to help present concepts clearly. He has developed examples, assignments, and exercises that illuminate concepts and uses techniques to teach each application effectively.

Duffy teaches what he writes and writes what he teaches. In his books, he brings his classroom teaching experience directly to you with the most innovative, up-to-date material available anywhere. His pedagogy is classroom-tried and tested.

 **BUILDING KNOWLEDGE**

For Duffy, learning is like building knowledge. A concept is presented, a feature or task is briefly described, and then students work with it. They complete an exercise or practice a task. Once that task is learned, they add a little more, building on what they are learning. After completing a small group of such tasks, each within its own context, students are presented with projects that unify concepts and skills. To achieve this natural balance between concepts and skills, there is constant reinforcement and evaluation throughout the book, including:

- *Unifying Features.* **Common Features of Office 2000** applications and tasks/features common to those applications give students an overview of how to use an integrated suite.
- *Active Learning.* **Hands-On Exercises** apply software commands and features of each Office 2000 application program to a specific problem, reinforcing skills described in the text.
- **Running Case.** Everyday problems are presented with just enough information to challenge the students. The Running Case teaches critical thinking while reinforcing the basic skills that students have learned to that point.
- **Document to Web Presentation.** This shows students how to transform an ordinary document into a professional presentation. They will be effectively guided through the process of enhancing the original, putting it on the Web, and then, finally, improving the Web page so as to produce a professional electronic document.
- *Task Steps and Reference.* **Reinforcing the Exercise** sections provide students with summary information on how a task is performed to reinforce learning and to provide a reference for the future.
- *Self-Learning.* **On Your Own** boxes allow students to gain additional mastery of features as they explore Office 2000 applications on their own.
- **Timely Tips.** Special notations tell students what potential traps they may encounter with a software tool, what can go wrong, and how to remedy the problem, as well as provide helpful hints on how to use a particular software feature.
- **Toolbar Button Reference.** Tables of toolbar buttons give students a central location to find summaries of buttons found on frequently used toolbars.
- **Keyboard and Toolbar Icons.** Task-specific icons appear frequently in headings and tables to help students identify and remember keystrokes or toolbar buttons required for accessing a particular software feature or performing a particular task.
- *Self-Evaluation.* **End-of-session exercises** offer reinforcement in multiple formats including true/false, multiple choice, short answer, and project-based questions.
- *Web Integration.* Web-based exercises appear at the end of each session in the **Internet Exercises** section. The Web site provides an interactive experience for students as they complete exercises in the text that send them to the site for information or files. In the Web exercises, Duffy teaches students how to view and save graphics, how to navigate on the Web, and how to download files; he even offers a guide to buying a personal computer and help on creating personal home pages.

Duffy takes advantage of the **Web-aware** tools provided with Office 2000 to help students translate their skills for use with the Internet and the Web.

**Timely Tips** inform students of helpful shortcuts, potential mistakes, or troubleshooting measures they can use with the text.

**Interdisciplinary Exercises** show students how to use software applications in other fields, such as social sciences, health sciences, and chemistry.

Relating Tables, Modifying Table Structures, and Generating Reports 117

3. Use the Relationships command to relate the Paymast and Paytrains tables. Make certain that you specify referential integrity. Once the relationship is established, access the Paymast table. You should be able to access the corresponding Paytrains records using a subdatabase.

**Interdisciplinary Exercises**

The following exercises require the Races and Movies databases used in Session 1.

1. Open the Movies Database.
  - a. Link the movies, actors, and directors tables.
  - b. Open the Movies table.
  - c. Add a field named MoneyGrossed, type currency, 0 decimals.
  - d. Add an amount for each movie in the table. (If possible use real data).
  - e. Make the default movietype "Comedy."
  - f. Require DirectorCode to be upper case and A-Z only, and to be required.
  - g. Require the length to be under 400 minutes.
  - h. Require the release date to be after 1880 and before 2040.
  - i. Make the only possible choices for MovieType to be Comedy, Drama, Western, Action, or Cartoon.
  - j. Open the Directors table.
  - k. Require DirectorCode to be upper case and A-Z only, and to be required.
1. Open the Actors table.
  - m. Make the movienumber and actorname be required.
  - n. Use the Report Wizard to create and print a report for the Movie table.
  - o. Create a multi-table query that relates the Movie and Actors tables. Generate a query. Print the query results. Save the query.
  - p. Create a report for each table using a table Wizard. Save the reports. Print the reports.
2. Open the Races database.
  - a. Open the Daily\_log table.
  - b. Delete the last two records.
  - c. Use the Report Wizard to create and print a report.
  - d. Move the comments field to the end of the table.
  - e. Open the Races table.
  - f. Make the default distance 5 and the default units "K".
  - g. Make the Date and City required fields.
  - h. Make the default state "AL" and require it to be uppercase and the letters A-Z.
  - i. Generate a report for the races table.

**Internet Exercises**

1. Access Information about the Crosstab Query feature of Access.
  - a. Get to the Web site for this text (<http://www.prenhall.com/duffy>).
  - b. Access the Web page for advanced topical coverage and then get to the above page.
  - c. You might want to print the Web page and then do the referenced hands-on exercise.
  - d. The required disk file resides with your other student files.
  - e. Print the dynasat.
2. Use the Access Assistance Library.
  - a. Access the Microsoft Web page with your browser (<http://www.microsoft.com>).
  - b. Click the Products button at the top of the Web page, and then choose Access 2000 for Windows from the list of products.
  - c. Click the Visit the Microsoft® Access 2000 for Windows® Website link in the Contents pane on the left side of the page.
  - d. Click the Enhancements and Assistance link.
  - e. Click the Access 2000 Assistance link.
  - f. Click the More Access Assistance link near the bottom of the page.
  - g. Browse through the links displayed on the Microsoft Access 2000 Assistance Library page. Visit any links that relate to generating reports.
  - h. Go back to the Assistance Library page.
  - i. Print the Web page.

16 Windows 98



**Reinforcing the Exercise**

1. The Start button is the starting point for all Windows programs, documents, and settings.
2. When you open a window, an application button icon appears in the taskbar.
3. Documents you delete are stored in the Recycle Bin.
4. The My Computer window gives you information on the various resources of the computer, such as disk drives and printers.

**CONTROLLING THE DESKTOP APPEARANCE**

If your desktop looks different from that depicted so far in this text, your desktop has probably been configured differently. Windows 98 provides much more control over how your desktop appears and how you interact with that desktop. Windows now refers to the desktop as the **Active Desktop**. Certain features, like the appearance of the Internet Explorer Channel Bar, are automatically installed and included when Windows 98 is initially installed. Other features of the Active Desktop have to be specifically selected.

**DISPLAYING THE INTERNET EXPLORER CHANNEL BAR**

The Internet Explorer Channel Bar appears in its own window when it is active. As a result, you can close the window by clicking the Close button in the upper right-hand corner of that window. The Close button appears when you position the mouse to the top of the Channel Bar. Use the commands in the following Hands-On exercise to redisplay the Channel Bar.

**WEB OPTIONS**

You can also make your desktop function like World Wide Web applications. This means that each object appears underlined, like an HTML hyperlink, and can be accessed by just clicking the mouse. Web options can be applied using the Folder Options dialog box shown later in Figure 1.23.



**HANDS-ON EXERCISE: MANIPULATING THE CHANNEL BAR**

1. Close the Channel Bar.
  - Position the mouse to the top of the Channel Bar (if it is present) and click the Close button of the Internet Explorer Channel Bar.
2. Activate the Channel Bar.
  - Right-click** Right-click a blank area of the Desktop to invoke the context menu.
  - Active Desktop** Choose Active Desktop from the context menu (Figure 1.17).
  - Customize my Desktop** Click on this option to invoke the Display Properties dialog box (Figure 1.18). The dialog box should appear with the Web tab active and the two options shown in Figure 1.18 selected. (If the options

46 Common Features of Office 2000

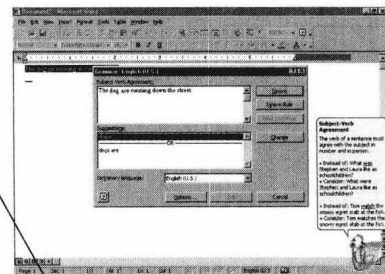


FIGURE 2.9 Additional help appears when you click on the Grammar option of the context menu.

**INSERTING TEXT**

Office applications default to Insert mode. Insert mode moves existing text in a document to the right when new characters are added. Overwrite mode replaces existing characters with characters that you enter from the keyboard. Press the (INS) key to switch from insert to overwrite mode.

**TIMELY TIP**

Sometimes you will find that you are replacing text as you type. When this happens check the status line to see if the OVR indicator is on. Press the (INS) key to turn it off.

**DELETING TEXT**

You can delete text in all Office applications by first using the mouse to select the text to be deleted and then pressing (DEL) or (BACKSPACE) to delete the text. As you will see in the next part of this session, if you erroneously delete text, you can click the Undo button to restore the deleted text.

You can also delete text one character at a time. Use the (DEL) key to delete the character to the right of the insertion point. Use the (BACKSPACE) key to delete the character to the left of the insertion point.

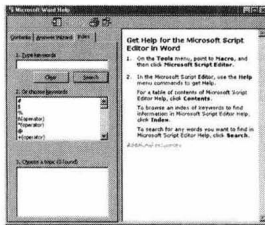


FIGURE 2.3 The Index tab of the Word Help dialog box.

TIMELY TIP

You can directly access the office Help feature without going through the Office Assistant. In order to do this, you must first turn off the Office Assistant for this Word Session. This is accomplished by performing the following tasks:

- 1. Invoke the Office Assistant or click it to get the associated dialog box.
2. Click the options button to invoke the options dialog box.
3. Click Use the Office Assistant check box to remove the check mark. All of the checks should now dim and Office Assistant is turned off for this session.
4. The Help feature can now be invoked by pressing the F1 key or by clicking the Help button of the Standard toolbar.
5. You can later restart the Office Assistant feature by selecting the Show the Office Assistant option of the Help menu.

On Your Own

Practice using the Help feature of Microsoft Office applications.

- Open Word and look up the following topics: Printing, Bold, Undo, Spell
Open Excel and look up the same topics.
If you have turned off the Office Assistant, turn it back on.

MOVING AROUND AN OFFICE DOCUMENT

Once you have opened an Office document, you are not restricted to the mouse for moving around a document. You can also use a number of common keyboard commands to position the insertion point without moving your hands from the keyboard (Table 2.1). You can issue these commands by using the keys on the ten-key number pad, or by using

On Your Own boxes encourage students to explore the full range of features available in Office 2000 applications.

Hands-On Exercises, based on the Running Case, give step-by-step instructions for learning each application. Numerous screen captures and button icons show students exactly what they need to know.



FIGURE 1.18 The Open dialog box context menu, where you can perform many of the same file maintenance tasks that you perform in a folder window.

PERFORMING A SEARCH

The Find option of the Tools menu in the Open dialog box allows you to search documents and folders. The search can be based on document names or document contents.

PERFORMING FILE MAINTENANCE

Once you have one or more documents selected in the Open dialog box, you can perform a number of tasks on them by clicking the right mouse button to open the context menu shown in Figure 1.18. For instance, you can delete, rename, print, or preview documents by using the Open dialog box context menu. These tasks are similar to ones you do on the Windows desktop or in a folder window.

HANDS-ON EXERCISE: OPENING AN EXISTING DOCUMENT

Isabel decides that she wants to examine some of the Office features that she can use to open documents. In this exercise you first examine how you can move around the disk using the Look in list box, then examine the Word document 4Ch1 Introduction to Databases. It also acquaints you with several features of the Open dialog box. You should be at the Windows desktop and should not have any applications open.

- 1. Open the document.
Click the Start button to open the Start menu.
Click to display the Programs menu. If necessary, click the Office 2000 entry.
Click to start Word.
Open the Open dialog box by clicking this button below the menu bar. Your screen should now look like Figure 1.19. You should see any documents that occupy the My Documents folder on the disk (yours will look differently than Figure 1.19). This is the default folder displayed by Microsoft Office whenever an Open command is issued.
Look in Click this entry of the Look in list box to display a list of available storage resources (Figure 1.20).

TIMELY TIP

You may try to open a file at some time and receive a dialog box with a Browse button. When the Browse button is clicked, a dialog box very similar to an Open dialog box appears allowing you to move through directories or switch disks to locate a desired file.

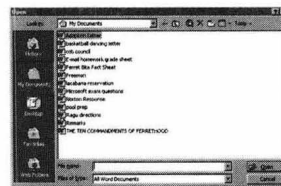


FIGURE 1.19 The Open dialog box with the documents that reside in the My Documents folder (the Office default storage area). Yours will look different.

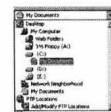


FIGURE 1.20 The available storage resources on the computer are displayed in the Look in list box.

- 2. If necessary, activate the area containing your student files. This example assumes that those student files reside on drive A. If your files reside on a network drive or in a directory on a fixed disk, your instructor will provide you with the proper command sequence. Be sure to write down that command sequence so you can use it in the future.

- Click the drive A option to display a list of documents that reside on that drive (Figure 1.21). If the Open dialog box does not list the documents as shown in Figure 1.21, click the List option of the View pull-down menu.



FIGURE 1.21 The documents that accompany the textbook (your display may be different).

- 3. Open a document by double-clicking a document name.
4Ch1 Introduction to Databases Double-click this file name. Microsoft Word loads the document. You should now see a screen like that shown in Figure 1.22.

**Reinforcing the Exercise**



1. You use the Look in list box to examine files that reside on various computer drives and resources.
2. The Preview button allows you to examine the contents of an Office document.
3. The Properties button allows you to see the name of the designated author of a document.
4. You can perform a search using the Open dialog box.

**CLOSING A DOCUMENT File, Close or X**

Once you have opened a document and made changes to it, you must close it before you can close the application. In addition, you may want to close a document before you move to another document or application. You can close any Office application document by clicking on that document's Close button. The Close button for a maximized document window is always located at the right end of the menu bar. If you have made changes to a document or you have not saved the document before, a dialog box like that shown in Figure 1.30 appears, prompting you about saving the file. Click the Yes button to save changes to the document and clear the document window. Click the No button to clear the screen without saving the document. Click the Cancel button to return to the document.



**FIGURE 1.30** The dialog box for saving a document that appears after you have issued the Close command.



**FIGURE 1.31** The Office Assistant querying about saving a changed file.

If the Office Assistant is present when you close a document, your screen will appear with the Assistant depicted in Figure 1.31.

If you are working with an unnamed document that you've never saved before and decide to close it, a Save As dialog box appears, prompting you for a filename. The Save As dialog box is discussed in detail later in this session.

After you close a document, you can open another document or start a new application.

**EXITING AN APPLICATION File, Exit, or X**

Once you decide to exit an application program, you have several alternatives. You can issue a File, Exit command sequence or click the Close button on that application's title bar. Make certain that you click the Close button on the title bar and not the Close button on the menu bar or the document title bar (that will only close the open document).

If you have not previously saved the document, a dialog box like that shown in Figure 1.30 or Figure 1.31 appears, prompting you about saving the file. If you are working with an unnamed document and decide to save it, a Save As dialog box appears prompting you for the new filename. The Save As dialog box is discussed in detail later in this session.

**Reinforcing the Exercise**  
sections help students recall and refer to the work they have completed.

**Tables of keyboard or toolbar icons and symbols** provide students with quick reference to the conventions and uses of Office 2000 applications.

**MANIPULATING THE PREVIEWED DOCUMENT**

A number of buttons appear at the top of the Preview window that you can use to manipulate the previewed document. These buttons are summarized in Table 1.5. The menu bar also appears in the Preview window, so you can issue commands from it to change the appearance of the previewed document. You can also make any changes to the text of the document that are required while in Print Preview mode.

**TABLE 1.5 Preview Window Buttons**

BUTTON	NAME OF BUTTON	FUNCTION
	Print	Sends the document immediately to the printer. No Print dialog box is displayed.
	Magnifier	Changes the pointer to a magnifying glass. Click the part of the document you want magnified. Click that part again to return it to its original size.
	One Page	Displays one page of the document at a time.
	Multiple Pages	Displays a menu that allows you to determine the number of pages to be displayed at one time.
	Zoom	Controls the size of the simulated text displayed in the Preview window. The Office default setting is typically used for this button.
	View Ruler	Activates the ruler for the previewed document. The ruler shows where the left and right margins are, along with any tab stops that have been included in the document.
	Shrink to Fit	Reduces the number of pages in a document by one by slightly changing the size of type used in the document.
	Full Screen	Hides most of the screen elements (menus, toolbars, and so forth) so that more of the document can be previewed.
	Close Preview	Closes the Preview window and returns to the application window.
	Context Sensitive Help	Click this to turn the pointer into a big question mark. When you now click a button or object, a help bubble appears explaining that item.

**HANDS-ON EXERCISE: PREVIEWING AN OFFICE DOCUMENT**

Isabel wants to use the Print Preview feature to demonstrate to several of the secretaries how easy it is to see exactly how a file will print. She also wants to demonstrate the effects of several of the Preview window buttons.

This exercise examines the Print Preview feature by using the Word document 4Ch1 Introduction to Word Processing. It assumes that you have Word started.

1. Open the document.  
Open the Open dialog box by clicking this toolbar. If necessary, select the drive and/or folder in the Look in list that contains your student files.



## COMPANION WEB SITE

The Companion Web Site is an on-line learning environment for instructors and students. The range of activities available in Companion Web Sites includes:

- *On-line Study Guide*—different types of self-assessment exercises including multiple choice, true/false, and fill-in-the-blank questions, with instant feedback available at the click of button.
- *Internet Exercises*—take the text feature one step further by providing the links in the exercises. The Companion Web Site extends the exercises by providing an interactive experience for students as they complete exercises in the text that send them to the site for information or files. The textbook uses this feature to introduce a number of advanced software topics and provides the same type of topical coverage, Hands-On Exercises, and Reinforcing the Exercise found in the regular textbook.
- *Password Protected Faculty Resources*—ancillary materials accessible for instant download, syllabus creation, and management tools are integrated into the Companion Web Site, including PowerPoint slides written by Tim Duffy, as well as a text art library.
- *Student Data Files*—The student data files required for hands-on exercises and end of session exercises can be downloaded from this location.
- *Syllabus Manager*—an online syllabus creation and management utility. Syllabus Manager™ provides instructors with an easy, step-by-step process to create and revise syllabi, with direct links into Companion Web Site and other online content. Students access Syllabus Manager™ directly from within the Companion Web Site, providing quick access to course assignments.

## TEST MANAGER

Test Manager™ is a comprehensive suite of tools for testing and assessment. Test Manager™ allows educators to easily create and distribute tests for their courses, either by printing and distributing through traditional methods or by on-line delivery via a Local Area Network (LAN) server. Four question formats are available: multiple choice, true/false, matching, and completion exercises. Answer keys and page references for test questions are provided.

## PRINTED INSTRUCTOR'S MANUAL BY BILL DALEY AND TIM DUFFY

The printed Instructor's Manual includes a Test Bank and Transparency Masters for each project in the student text. The Test Bank contains tests with answers and consists of multiple choice, true/false, and fill-in questions that refer to pages in the student text. Transparency Masters illustrate key concepts and screen captures from the text. The Instructor's Manual also offers teaching notes to help integrate current technology (such as the text Web site) into a modern course on Office 2000; objectives and outline for each session; and grading tips.

## INSTRUCTOR'S CD-ROM

Instructors get extra support for this text from supplemental materials. The Instructor's Resource CD-ROM contains screen captures, diagrams and tables from the text, as well as files that correspond to key figures in the book. These can be incorporated into PowerPoint electronic slides that professors can create for their classes. Screen-by-screen steps in a project can be displayed in class or reviewed by students in the computer lab. The Instructor's Resource CD-ROM includes the entire Instructor's Manual with Test Bank in Microsoft Word. It also includes text-based PowerPoint presentation slides that support classroom lectures for each session. Six slides can be printed per page and distributed to students to facilitate notetaking. A Computerized Test Bank is included to create printed tests or network tests. Student data files and completed data files are also on the Instructor's Resource CD-ROM. All the electronic files can be found on the instructor's password protected Web site at <http://www.prenhall.com/duffy>. Contact your Sales Representative for your ID and password.

## STUDENT SUPPLEMENTS

SKILLCHECK Assessment Software is a network-based skills assessment-testing program available through the Prentice Hall Point Program. SKILLCHECK measures student proficiency with Word 2000, Excel 2000, Access 2000, and PowerPoint 2000. Through a completely customizable set of test options or by using the pre-loaded MOUS certification review exams, professors select the tasks to be tested and receive student results immediately. The test is taken in a simulated software environment, which enables the software to run on network or individual computers. On-screen instructions require students to perform tasks as though they were using the actual application. The program automatically records responses, assesses student accuracy, and reports the resulting score in a printout or disk file as well as to the instructor's grade book. Results can also be downloaded as an Excel file.

## COURSE KITS

The Duffy Office 2000 applications texts are available separately or in a single *Microsoft® Office 2000 Professional* volume. The Office 2000 Professional suite includes Common Features of Office 2000, Windows® 98, Internet Explorer 5, Word 2000, Access 2000, Excel 2000, PowerPoint 2000, Outlook® 2000, and FrontPage® 2000. Available as a separate module is Web Collaboration Tools, which includes Outlook® 2000, FrontPage® 2000, and Internet Explorer 5. Whether you package the entire Office 2000 suite with our concepts books or the individual modules, your students will receive a significant discount.

## PRENTICE HALL POINTS PROGRAM

As a publisher, we are aware of the need to have the most current software application programs available to students in introductory computer courses. We are pleased to partner with colleges and universities to achieve this goal through our Prentice Hall Points Program.

By adopting our text and lab books, your school may qualify for free software programs and site licenses to be used by your students in your school's computer lab.

## ACKNOWLEDGMENTS

I am amazed that seventeen years have passed since I started the first edition of *Four Software Tools*. At that time, I was completely unaware of the time-consuming efforts needed to produce a college-level textbook. Since then, however, I have developed a sincere appreciation of what is required to make a successful text. The success formula includes family, friends, colleagues, and many individuals in the publishing business. I remain deeply indebted to my wife, Wendy, who encouraged me to write the original version of *Four Software Tools*. Without her encouragement, the original text never would have been finished, and without her continued support, these projects would be impossible to accomplish.

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 Stephen C. Solosky, *Nassau Community College*  
 Donald M. Stasiw, *Utica College of Syracuse University*  
 Barbara Z. Taylor, *Elon College*  
 Melinda C. White, *Santa Fe Community College*  
 Bob Williams, *Clinton Community College*  
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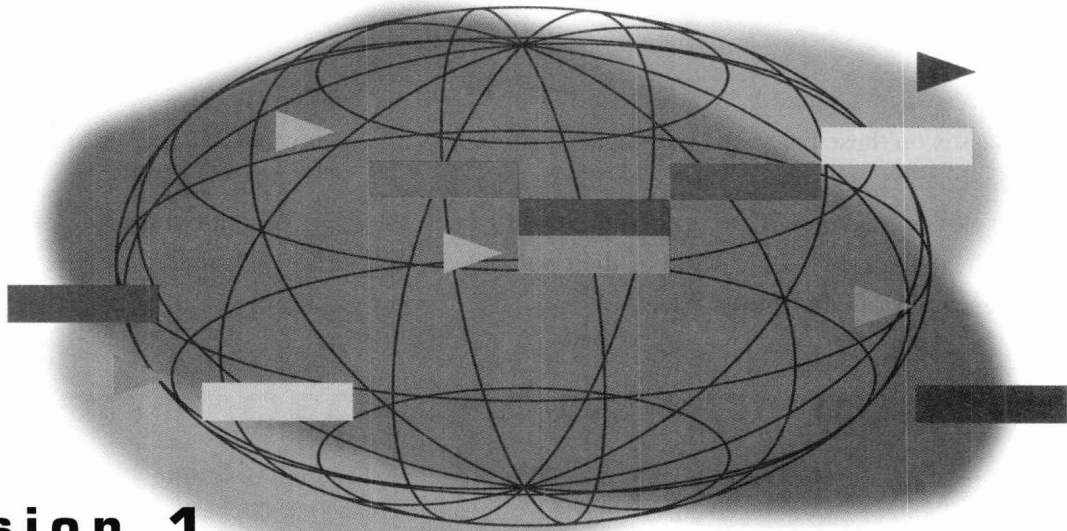
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## Session 1

# USING COMMON DOCUMENT-RELATED COMMANDS

**After completing this session, you should be able to:**

- State the uses of Microsoft Office
- Identify new IntelliMouse commands
- Start an Office application
- Use the Office Assistant
- Indicate when to use each application
- Use the Open and New commands
- Use the Office Menus
- Exit an application
- Save a document
- Use the Print and Print Preview commands
- Understand the concept of a binder

**J**uan and Isabel Ortiz are the managing partners of a sports complex located in a medium-sized town in the Midwest. This complex is owned by a group of investors led by Juan and Isabel. It contains a swimming pool, an exercise facility, a baseball diamond for the local semipro farm team, and a civic arena that seats 6500 people and can be used for the local regional university basketball games as well as special events. Juan and Isabel, along with their investors, are considering building a soccer complex next to their current facility.

In addition to her duties with the sports facility, Isabel also teaches a number of microcomputer-related courses at a local community college and conducts software seminars for local businesses. Since she knows about computers, Isabel also supervises the information processing demands of the sports facility.



Isabel is interested in Microsoft Windows and Office 2000 applications because she has been assigned to teach several classes on these programs in the next term. She is also interested in using the application suite in the family business.

Throughout this book, you will be following the Ortizes as they learn about Office 2000. As you see how the Ortizes use the software to solve some of their data needs, you will better understand the applicability of using the different parts of Microsoft Office.

## INTRODUCTION TO MICROSOFT OFFICE

Microsoft Office is a set of powerful applications, or a **suite**, that has been designed to work together, sharing data so you can combine text, charts, and database information in one document. This book discusses the Professional version of Office, which includes these Microsoft applications: Word, for word processing; Excel, for electronic spreadsheet manipulation; PowerPoint, for making presentation materials; Access for manipulating databases, and FrontPage, for developing Web Pages (see Table 1.1). Office also includes a sixth application, Outlook, for tracking your schedule. This sixth application was covered previously in this text.

As mentioned in Session 1 of the Windows module, the Windows operating system standardizes the computer and software environment in which you work. This means that many concepts that you learn for one Windows application (such as how to use the menu system) also apply to other applications. You will also find that features incorporated in one application are used in the same way in all applications in a suite. All Office 2000 software applications are **Web aware**, which means that each application can be used to access or generate HTML documents. HTML documents can be stored on your computer or accessed from a specific location on the World Wide Web. For instance, you can use Excel to access information in an HTML document somewhere on the Web and incorporate that information in an open workbook.

## INTELLIMOUSE

Microsoft offers a mouse, called **IntelliMouse**, that can perform a wider variety of functions than a regular mouse (Table 1.2). The IntelliMouse looks like a regular mouse except it has a rotating rubber wheel called the **wheel button** which sits between the left and right mouse buttons. Using the wheel button is an alternative to using scroll bars or other controls for moving through a document. Before you can use the functions discussed in Table 1.2, the software you use must be programmed to accept these types of mouse commands (all Office 2000 applications support the IntelliMouse).