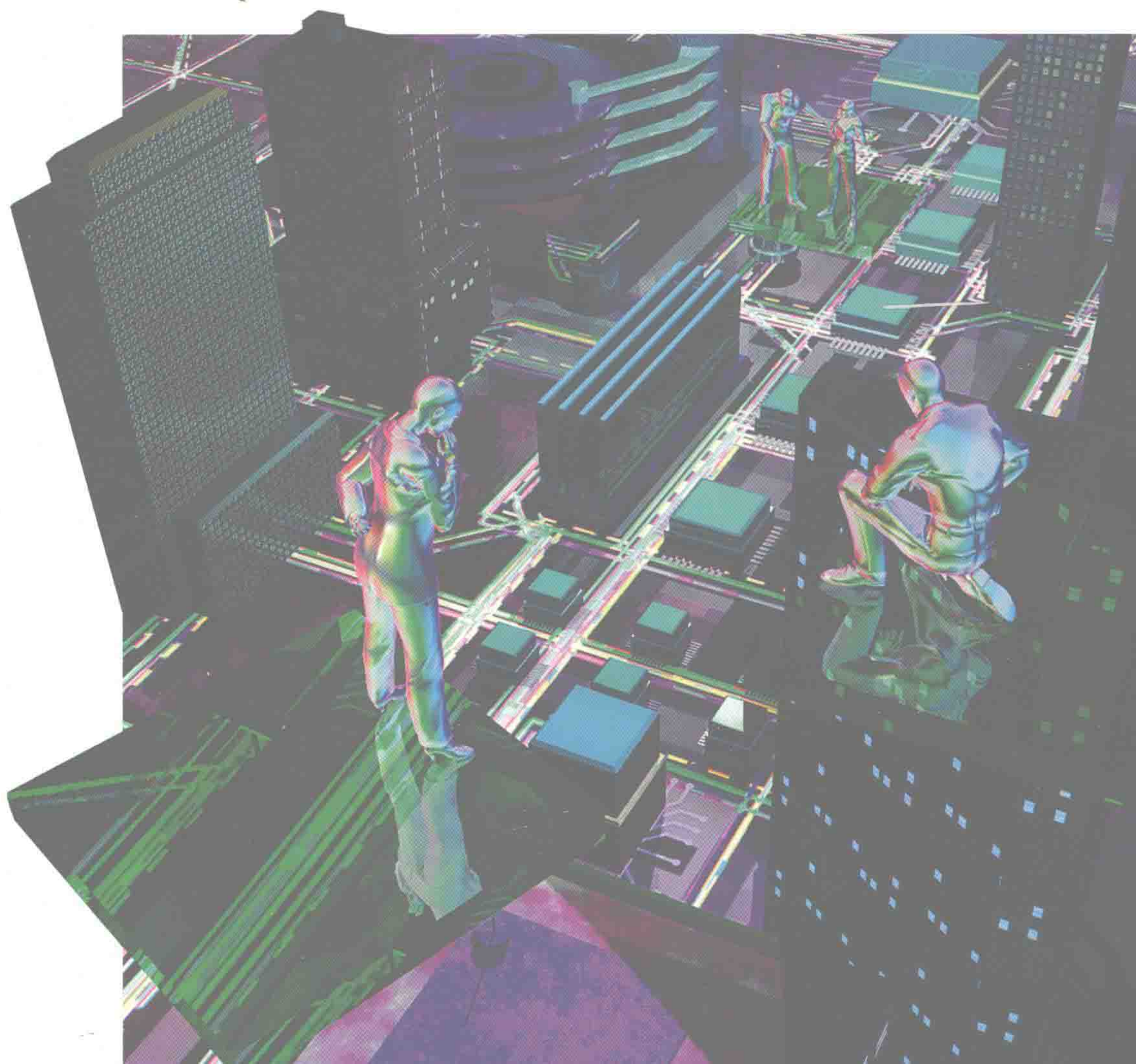




Thomson Learning™

NEW PERSPECTIVES SERIES

Microsoft® Office 2000 Professional



New Perspectives on

MICROSOFT[®] OFFICE[®] 2000 PROFESSIONAL



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New Perspectives Microsoft® Office® 2000 Professional is published by Course Technology.

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Course Technology reserves the right to revise this publication and make changes from time to time in its content without notice.

ISBN 0-7600-6961-1

Printed in the United States of America

3 4 5 6 7 8 9 10 BM 02 01 00

PREFACE

The New Perspectives Series

About New Perspectives

Course Technology's **New Perspectives Series** is an integrated system of instruction that combines text and technology products to teach computer concepts, the Internet, and microcomputer applications. Users consistently praise this series for innovative pedagogy, use of interactive technology, creativity, accuracy, and supportive and engaging style.

How is the New Perspectives Series different from other series?

The **New Perspectives Series** distinguishes itself by **innovative technology**, from the renowned Course Labs to the state-of-the-art multimedia that is integrated with our Concepts texts. Other distinguishing features include **sound instructional design**, **proven pedagogy**, and **consistent quality**. Each tutorial has students learn features in the context of solving a realistic case problem rather than simply learning a laundry list of features. With the **New Perspectives Series**, instructors report that students have a complete, integrative learning experience that stays with them. They credit this high retention and competency to the fact that this series incorporates critical thinking and problem-solving with computer skills mastery. In addition, we work hard to ensure accuracy by using a multi-step quality assurance process during all stages of development. Instructors focus on teaching and students spend more time learning.

Choose the coverage that's right for you

New Perspectives applications books are available in the following categories:

Brief

2-4 tutorials

Introductory

6 or 7 tutorials, or
Brief + 2 or 3 more
tutorials

Comprehensive

Introductory + 4 or 5
more tutorials. Includes
Brief Windows tutorials
and Additional Cases

Advanced

Quick Review of basics
+ in-depth, high-level
coverage

Brief: Approximately 150 pages long, two to four "Level I" tutorials, teaches basic application skills.

Introductory: Approximately 300 pages long, four to seven tutorials, goes beyond the basic skills. These books often build out of the Brief book, adding two or three additional "Level II" tutorials.

Comprehensive: Approximately 600 pages long, eight to twelve tutorials, all tutorials included in the Introductory text plus higher-level "Level III" topics. Also includes two Windows tutorials and three or four fully developed Additional Cases.

Advanced: Approximately 600 pages long, cover topics similar to those in the Comprehensive books, but offer the highest-level coverage in the series. Advanced books assume students already know the basics, and therefore go into more depth at a more accelerated rate than the Comprehensive titles. Advanced books are ideal for a second, more technical course.

Office

Office suite components
+ integration + Internet

Custom Editions

Choose from any of the
above to build your own
Custom Editions or
CourseKits

CASE

- 1.
- 2.
- 3.

TROUBLE?

Office: Approximately 900 pages long, covers all components of the Office suite as well as integrating the individual software packages with one another and the Internet. The book you are holding is an Office book.

Custom Books: The New Perspectives Series offers you two ways to customize a New Perspectives text to fit your course exactly: *CourseKits*™ are two or more texts shrinkwrapped together, and offer significant price discounts. *Custom Editions*® offer you flexibility in designing your concepts, Internet, and applications courses. You can build your own book by ordering a combination of topics bound together to cover only the subjects you want. There is no minimum order, and books are spiral bound. Contact your Course Technology sales representative for more information.

What course is this book appropriate for?

New Perspectives on Microsoft® Office® 2000 Professional can be used in any course in which you want students to learn all the most important topics of Microsoft® Office® 2000. No prior computer experience is assumed. Students are first presented with a recently updated overview of computer concepts, followed by a quick introduction to Microsoft Windows 98. Once they are comfortable with the basics of computing and operating systems, they are briefly introduced to Internet concepts and the World Wide Web browsing skills in a tutorial about the Web and Microsoft Internet Explorer 5.0. Next, they receive a quick overview of the Office programs, followed by four sets of tutorials that teach the basics of Word 2000, Excel 2000, Access 2000, and PowerPoint 2000. These tutorials are accompanied by online Internet Assignments that integrate the World Wide Web with the skills learned in each of the tutorials. Students learn how to use Object Linking and Embedding (OLE) to create integrated Office documents in two tutorials that follow the Excel and PowerPoint sections. The book also includes a tutorial in which students learn how simple it is to create online and World Wide Web documents using Office 2000.

Proven Pedagogy

Tutorial Tips page This page, following the Table of Contents, offer students suggestions on how to effectively plan their study and lab time, what to do when they make a mistake, how to use the reference windows, MOUS grids, Quick Checks, and other features of the New Perspectives Series.

Tutorial Case Each tutorial begins with a problem presented in a case that is meaningful to students. The case turns the task of learning how to use an application into a problem-solving process.

45-minute Sessions Each tutorial is divided into sessions that can be completed in about 45 minutes to an hour. Sessions allow instructors to more accurately allocate time in their syllabus, and students to better manage their own study time.

Step-by-Step Methodology We make sure students can differentiate between what they are to do and what they are to read. Through numbered steps – clearly identified by a gray shaded background – students are constantly guided in solving the case problem. In addition, the numerous screen shots with callouts direct students' attention to what they should look at on the screen.

TROUBLE? Paragraphs These paragraphs anticipate the mistakes or problems that students may have and help them continue with the tutorial.

“Read This Before You Begin” Page Located opposite the first tutorial’s opening page for each section of the text, the Read This Before You Begin Page helps introduce technology into the classroom. Technical considerations and assumptions about software are listed to save time and eliminate unnecessary aggravation. Notes about the Data Disks help instructors and students get the right files in the right places, so students get started on the right foot.

File Finder Chart This chart, located in the back of the book, visually explains how a student should set up their data disk, what files should go in what folders, and what they’ll be saving the files as in the course of their work.

MOUS Certification Grid This book has been approved by Microsoft as courseware for the Microsoft Office User Specialist program. After completing the tutorials and exercises in this book, you may be prepared to take the MOUS Exam for Microsoft PowerPoint. When using this text in conjunction with the text *New Perspectives on Microsoft Office 2000—Second Course*, you may be prepared to take the MOUS exam for Microsoft Access, Excel, Outlook, PhotoDraw, and Word and the expert exam for Microsoft PowerPoint. By passing the certification exam for a Microsoft software program you demonstrate your proficiency in that program to employers. MOUS exams are offered at participating test centers, participating corporations, and participating employment agencies. In the back of the book, you’ll find a chart that lists all the skills for the Microsoft Office User Specialist Exam on PowerPoint 2000. The charts for the other applications can be found in the back of the text *New Perspectives on Microsoft Office 2000—Second Course*. With page numbers referencing where these skills are covered in the texts and where students get hands-on practice in completing the skills, the chart can be used as an excellent study guide in preparing for the MOUS exams. For more information about the MOUS program, see our title page or go to the website www.mous.net.

QUICK CHECK

Quick Check Questions Each session concludes with meaningful, conceptual Quick Check questions that test students’ understanding of what they learned in the session. Answers to the Quick Check questions are provided at the end of each tutorial.

RW

Reference Windows Reference Windows are succinct summaries of the most important tasks covered in a tutorial and they preview actions students will perform in the steps to follow.

TASK REFERENCE

Task Reference Located as a table at the end of the book, the Task Reference contains a summary of how to perform common tasks using the most efficient method, as well as references to pages where the task is discussed in more detail.

REVIEW

End-of-Tutorial Review Assignments, Case Problems, Internet Assignments and Lab Assignments Review Assignments provide students with additional hands-on practice of the skills they learned in the tutorial using the same case presented in the tutorial. These Assignments are followed by three to four Case Problems that have approximately the same scope as the tutorial case but use a different scenario. In addition, some of the Review Assignments or Case Problems may include Exploration Exercises that challenge students encourage them to explore the capabilities of the program they are using, and/or further extend their knowledge. Each tutorial also includes instructions on getting to the text’s Student Online Companion page, which contains the Internet Assignments and other related links for the text. Internet Assignments are additional exercises that integrate the skills the students learned in the tutorial with the World Wide Web. Finally, if a Course Lab accompanies a tutorial, Lab Assignments are included after the Case Problems.

CASE

LAB

INTERNET

Microsoft® Office® 2000 Professional Instructor’s Resource Kit for this title contains:

- Electronic Instructor’s Manual
- Data Files and Microsoft Windows 98 Make Student Disk Program

- Solution Files
- Course Test Manager Testbank
- Course Test Manager Engine
- Figure files
- Course Labs

These Teaching Tools come on CD-ROM. If you don't have access to a CD-ROM drive, contact your Course Technology customer service representative for more information.

The New Perspectives Supplements Package

Electronic Instructor's Manual. Our Instructor's Manuals include tutorial overviews and outlines, technical notes, lecture notes, solutions, and Extra Case Problems. Many instructors use the Extra Case Problems for performance-based exams or extra credit projects. The Instructor's Manual is available as an electronic file, which you can get from the Instructor Resource Kit (IRK) CD-ROM or download it from www.course.com.

Data Files Data Files contain all of the data that students will use to complete the tutorials, Review Assignments, and Case Problems. A Help file includes instructions for using the files. See the "Read This Before You Begin" or "File Finder" pages for more information on Data Files.

Solution Files Solution Files contain every file students are asked to create or modify in the tutorials, Review Assignments, Case Problems, and Extra Case Problems. A Help file on the Instructor's Resource Kit includes information for using the Solution files.

Figure Files Many figures in the text are provided on the IRK CD-ROM to help illustrate key topics or concepts. Instructors can create traditional overhead transparencies by printing the figure files. Or they can create electronic slide shows by using the figures in a presentation program such as PowerPoint.

Course Test Manager: Testing and Practicing at the Computer or on Paper

Course Test Manager is cutting-edge, Windows-based testing software that helps instructors design and administer practice tests and actual examinations. Course Test Manager can automatically grade the tests students take at the computer and can generate statistical information on individual as well as group performance.

Online Companions: Dedicated to Keeping You and Your Students Up-To-Date

Visit our faculty sites and student sites on the World Wide Web at www.course.com. Here instructors can browse this text's password-protected Faculty Online Companion to obtain an online Instructor's Manual, Solution Files, Data Files, and more. Students can also access this text's Student Online Companion, which may contain Data files and Internet Assignments and other useful links. Internet Assignments are additional exercises that integrate the presentation graphics skills the students learned in the tutorial with the World Wide Web.

More innovative technology

Course CBT Enhance your students' Office 2000 classroom learning experience with self-paced computer-based training on CD-ROM. Course CBT engages students with interactive multimedia and hands-on simulations that reinforce and complement the concepts and skills covered in the textbook. All the content is aligned with the MOUS (Microsoft Office User Specialist) program, making it a great preparation tool for the certification exams.

Course CBT also includes extensive pre- and post-assessments that test students' mastery of skills. These pre- and post-assessments automatically generate a "custom learning path" through the course that highlights only the topics students need help with.

Course Assessment How well do your students really know Microsoft Office? Course Assessment is a performance-based testing program that measures students' proficiency in Microsoft Office 2000. Previously known as SAM, Course Assessment is available for Office 2000 in either a live or simulated environment. You can use Course Assessment to place students into or out of courses, monitor their performance throughout a course, and help prepare them for the MOUS certification exams.

CyberClass CyberClass is a web-based tool designed for on-campus or distance learning. Use it to enhance how you currently run your class by posting assignments and your course syllabus or holding online office hours. Or, use it for your distance learning course, and offer mini-lectures, conduct online discussion groups, or give your mid-term exam. For more information, visit our Web site at: www.course.com/products/cyberclass/index.html

WebCT WebCT is a tool used to create Web-based educational environments and also uses WWW browsers as the interface for the course-building environment. The site is hosted on your school campus, allowing complete control over the information. WebCT has its own internal communication system, offering internal e-mail, a Bulletin Board, and a Chat room.

Course Technology offers pre-existing supplemental information to help in your WebCT class creation, such as a suggested Syllabus, Lecture Notes, Figures in the Book/ Course Presenter, Student Downloads, and Test Banks in which you can schedule an exam, create reports, and more.

Microsoft Office 2000 Professional

Preface

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Essential Computer Concepts

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Writing a Business Letter for Crossroads

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Editing and Formatting a Document

Preparing an Annuity Plan Description for Right-Hand Solutions

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Writing a Recommendation Report for AgriTechnology

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Tutorial 4 **WD 4.01**

Desktop Publishing a Newsletter

Creating a Newsletter for FastFad Manufacturing Company

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Using Worksheets to Make Business Decisions

Evaluating Sites for an Inwood Design Group Golf Course

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Creating a Worksheet

Producing a Sales Comparison Report for MSI

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Tutorial 3 **EX 3.01**

Developing a Professional-Looking Worksheet

Producing a Projected Sales Report for the Pronto Salsa Company

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