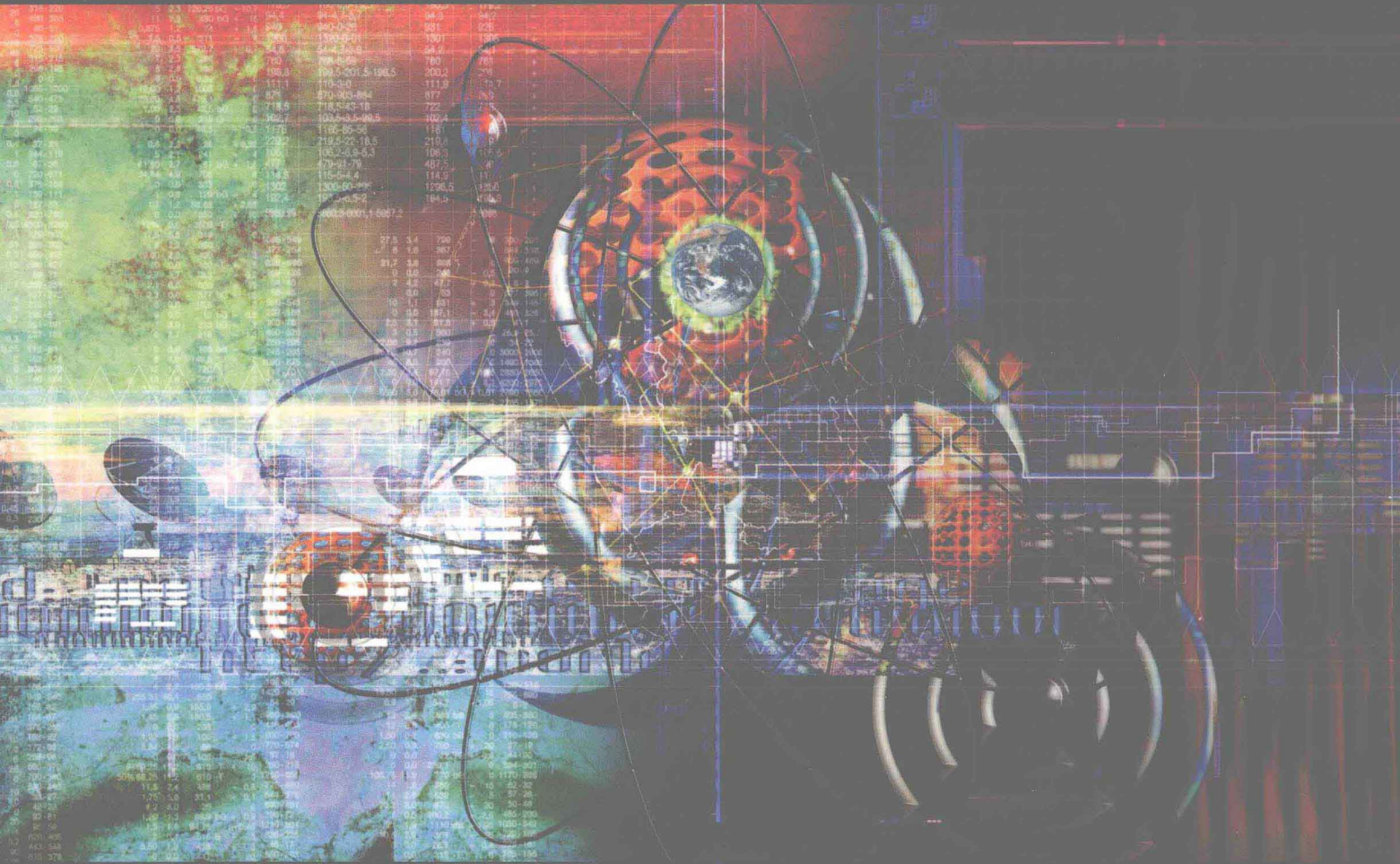


MICROSOFT®

Word 2002



Timothy O'Leary
Linda O'Leary

The O'Leary Series

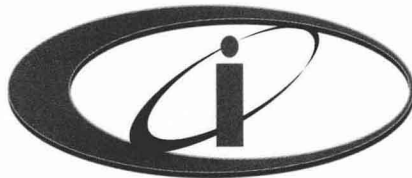
Microsoft® Word 2002

Brief Edition

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Arizona State University

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InformationTechnology

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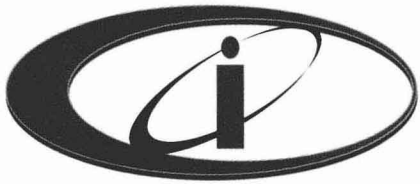
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Leading the team from McGraw-Hill/Irwin are George Werthman, Publisher and Alexandra Arnold, Developmental Editor. Their renewed commitment, direction, and support have infused the team with the excitement of a new project.

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Preface

● **Introduction**

The 20th century not only brought the dawn of the Information Age, but also rapid changes in information technology. There is no indication that this rapid rate of change will be slowing— it may even be increasing. As we begin the 21st century, computer literacy will undoubtedly become prerequisite for whatever career a student chooses. The goal of the O’Leary Series is to assist students in attaining the necessary skills to efficiently use these applications. Equally important is the goal to provide a foundation for students to readily and easily learn to use future versions of this software. This series does this by providing detailed step-by step instructions combined with careful selection and presentation of essential concepts.

● **About the Authors**

Tim and Linda O’Leary live in the American Southwest and spend much of their time engaging instructors and students in conversation about learning. In fact, they have been talking about learning for more than 25 years. Something in those early conversations convinced them to write a book, to bring their interest in the learning process to the printed page. Today, they are as concerned as ever about learning, about technology, and about the challenges of presenting material in new ways, both in terms of content and the method of delivery.

A powerful and creative team, Tim combines his years of classroom teaching experience with Linda’s background as a consultant and corporate trainer. Tim has taught courses at Stark Technical College in Canton, Ohio, Rochester Institute of Technology in upper New York state, and is currently a professor at Arizona State University in Tempe, Arizona. Tim and Linda have talked to and taught students from ages 8 to 80, all of them with a desire to learn something about computers and the applications that make their lives easier, more interesting, and more productive.

● **About the Book**

Times are changing, technology is changing, and this text is changing, too. Do you think the students of today are different from yesterday? There is no doubt about it—they are. On the positive side, it is amazing how much effort students will put toward things they are convinced are relevant to them. Their effort directed at learning application programs and exploring the Web seems at times limitless. On the other hand, students can

often be shortsighted, thinking that learning the skills to use the application is the only objective. The mission of the series is to build upon and extend this interest by not only teaching the specific application skills but by introducing the concepts that are common to all applications, providing students with the confidence, knowledge, and ability to easily learn the next generation of applications.

What's New in This Edition?

- **Introduction to Computer Essentials**—A brief introduction to the basics of computer hardware and software (Appears in Office XP, Volume I Only).
- **Introduction to Windows 2000**—Two hands-on labs devoted to Windows 2000 basics (Appears in Office XP, Volume I Only).
- **Introduction to the WWW: Internet Explorer and E-mail**—Hands-on introductions for using Internet Explorer to browse the WWW and using e-mail (Appears in Office XP, Volume I. Only).
- **Topic Reorganization**—The text has been reorganized to include main and subtopic heads by grouping related tasks. For example, tasks such as changing fonts and applying character effects appear under the “Formatting” topic head. This results in a slightly more reference-like approach, making it easier for students to refer back to the text to review. This has been done without losing the logical and realistic development of the case.
- **Clarified Marginal Notes**—Marginal notes have been enhanced by more clearly identifying the note content with box heads and the use of different colors.

Additional Information—Brief asides with expanded discussion of features.

Having Trouble?—Procedural tips advising students of possible problems and how to overcome.

Another Method—Alternative methods of performing a procedure.

- **Larger Screen Figures**—Make it easier to identify elements and read screen content.
- All **Numbered Steps** and bullets appear in left margin space making it easy not to miss a step.
- A **MOUS (Microsoft Office User Specialist) Skills** table, appearing at the end of each chapter, contains page references to MOUS skills learned in the lab.
- **Two New References**

File Finder—Helps organize all data and solution files.

MOUS (Microsoft Office User Specialist) Certification Guide—Links all MOUS objectives to text content and end-of-chapter exercises.

● **Same Great Features as the Office 2000 Series**

- **Relevant Cases**—Four separate running cases demonstrate the features in each application. Topics are of interest to students—At Arizona State University, over 600 students were surveyed to find out what topics are of interest to them.
- **Focus on Concepts**—Each chapter focuses on the concepts behind the application. Students learn the essentials, so they can succeed regardless of the software package they might be using.
- **Steps**—Numbered procedural steps clearly identify each hands-on task needed to complete the step.
- **Screens**—Plentiful screen illustrations illustrate the completion of each numbered step to help students stay on track.
- **Callouts**—Meaningful screen callouts identify the results of the steps as well as reinforce the associated concept.
- **End-of-Chapter Material**

Terminology—Questions and exercises test recall of the basic information and terminology in the lab.

- Screen Identification
- Matching
- Multiple Choice

Concepts—Questions and exercises review students' understanding of concepts and ability to integrate ideas presented in different parts of the lab.

- Fill-In
- Discussion Questions

Hands-On Practice Exercises—Students apply the skills and concepts they learned to solve case-based exercises. Many cases in the practice exercises tie to a running case used in another application lab. This helps to demonstrate the use of the four applications across a common case setting. For example, the Adventure Travel Tours case used in the Word labs is continued in practice exercises in Excel, Access, and PowerPoint.

- Step-by-Step
- On Your Own
- On The Web

- **Rating System**—The 3-star rating system identifies the difficulty level of each practice exercise in the end-of-chapter materials.
- **Working Together Labs**—At the completion of the brief and introductory texts, a final lab demonstrates the integration of the MS Office applications and the WWW.

Instructor's Guide

We understand that, in today's teaching environment, offering a textbook alone is not sufficient to meet the needs of the many instructors who use our books. To teach effectively, instructors must have a full complement of supplemental resources to assist them in every facet of teaching from preparing for class, to conducting a lecture, to assessing students' comprehension. *The O'Leary Series* offers a fully-integrated supplements package and Web site, as described below.

Instructor's Resource Kit

The **Instructor's Resource Kit** contains a computerized Test Bank, an Instructor's Manual, and PowerPoint Presentation Slides. Features of the Instructor's Resource Kit are described below.

- **Instructor's Manual** The Instructor's Manual contains lab objectives, concepts, outlines, lecture notes, and command summaries. Also included are answers to all end-of chapter material, tips for covering difficult materials, additional exercises, and a schedule showing how much time is required to cover text material.
- **Computerized Test Bank** The test bank contains over 1,300 multiple choice, true/false, and discussion questions. Each question will be accompanied by the correct answer, the level of learning difficulty, and corresponding page references. Our flexible Diploma software allows you to easily generate custom exams.
- **PowerPoint Presentation Slides** The presentation slides will include lab objectives, concepts, outlines, text figures, and speaker's notes. Also included are bullets to illustrate key terms and FAQs.

Online Learning Center/Web Site

Found at www.mhhe.com/oleary, this site provides additional learning and instructional tools to enhance the comprehension of the text. The OLC/Web Site is divided into these three areas:

- **Information Center** Contains core information about the text, supplements, and the authors.
- **Instructor Center** Offers instructional materials, downloads, additional exercises, and other relevant links for professors.
- **Student Center** Contains chapter competencies, chapter concepts, self-quizzes, flashcards, projects, animations, additional Web links, and more.

● **Skills Assessment**

SimNet (Simulated Network Assessment Product) provides a way for you to test students' software skills in a simulated environment. SimNet is available for Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP. SimNet provides flexibility for you in your course by offering:

- Pre-testing options
- Post-testing options
- Course placement testing
- Diagnostic capabilities to reinforce skills
- Proficiency testing to measure skills
- Web or LAN delivery of tests.
- Computer-based training tutorials (new for Office XP)
- MOUS preparation exams

For more information on skills assessment software, please contact your local sales representative, or visit us at www.mhhe.com/it.

● **Digital Solutions to Help You Manage Your Course**

PageOut is our Course Web Site Development Center that offers a syllabus page, URL, McGraw-Hill Online Learning Center content, online exercises and quizzes, gradebook, discussion board, and an area for student Web pages.

Available free with any McGraw-Hill/Irwin product, PageOut requires no prior knowledge of HTML, no long hours of coding, and a way for course coordinators and professors to provide a full-course web site. PageOut offers a series of templates—simply fill them with your course information and click on one of 16 designs. The process takes under an hour and leaves you with a professionally designed Web site. We'll even get you started with sample web sites, or enter your syllabus for you! PageOut is so straightforward and intuitive, it's little wonder why over 12,000 college professors are using it. For more information, visit the PageOut Web site at www.pageout.net.

Online courses are also available. Online Learning Centers (OLCs) are your perfect solutions for Internet-based content. Simply put, these Centers are “digital cartridges” that contain a book's pedagogy and supplements. As students read the book, they can go online and take self-grading quizzes or work through interactive exercises. These also provide students appropriate access to lecture materials and other key supplements.

Online Learning Centers can be delivered through any of these platforms:

McGraw-Hill Learning Architecture (TopClass)

Blackboard.com

Ecollege.com (formerly Real Education)

WebCT (a product of Universal Learning Technology)

McGraw-Hill has partnerships with WebCT and Blackboard to make it even easier to take your course online. Now you can have McGraw-Hill content delivered through the leading Internet-based learning tool for higher education. At McGraw-Hill, we have the following service agreements with WebCT and Blackboard:

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● Technology Connection Seminar Series

McGraw-Hill/Irwin's Technology Connection seminar series offered across the country every year demonstrates the latest technology products and encourages collaboration among teaching professionals.

● Computing Essentials

Available alone, or packaged with the O'Leary Series, *Computing Essentials* offers a unique, visual orientation that gives students a basic understanding of computing concepts. *Computing Essentials* is one of the few books on the market that is written by a professor who still teaches the course every semester and loves it! While combining current topics and technology into a highly illustrated design geared to catch students' interest and motivate them in their learning, this text provides an accurate snapshot of computing today. When bundled with software application lab manuals, students are given a complete representation of the fundamental issues surrounding the personal computing environment.

The text includes the following features:

- A **"Learn By Doing" approach** encourages students to engage in activity that is more interactive than the traditional learning pattern students typically follow in a concepts course. The exercises, explorations, visual

orientation, inclusion of screen shots and numbered steps, and integrated internet references combine several methods to achieve an interactive learning environment for optimum reinforcement.

- **Making IT Work For You** sections visually demonstrate how technology is used in everyday life. Topics covered include how find a job online and how to protect a computer against viruses. These “gallery” style boxes combine text and art to take students step-by-step through technological processes that are both interesting and useful. As an added bonus, the *CE 2001-2002 Making IT Work Video Series* has been created to compliment the topics presented throughout the text.
- **On the Web Explorations** appear throughout the margins of the text and encourage students to go to the Web to visit several informative and established sites in order to learn more about the chapter’s featured topic.
- **On the Web Exercises** present thought-provoking questions that allow students to construct articles and summaries for additional practice on topics relevant to that chapter while utilizing Web resources for further research. These exercises serve as additional reinforcement of the chapter’s pertinent material while also allowing students to gain more familiarity with the Web.
- **A Look to the Future** sections provide insightful information about the future impact of technology and forecasts of how upcoming enhancements in the world of computing will play an important and powerful role in society.
- **Colorful Visual Summaries**, appearing at the end of every chapter, provide dynamic, graphical reviews of the important lessons featured in each chapter for additional reinforcement.
- **End-of-Chapter Review** material follows a three-level format and includes exercises that encourage students to review terms, concepts, and applications of concepts. Through matching, true/false, multiple choice, short answer completion, concept matching, and critical thinking questions, students have multiple review opportunities.

● **PowerWeb**

PowerWeb is an exciting new online product available from McGraw-Hill. A nominally priced token grants students access through our web site to a wealth of resources—all corresponding to computer literacy. Features include an interactive glossary; current events with quizzing, assessment, and measurement options; Web survey; links to related text content; and WWW searching capability via Northern Lights, an academic search engine. Visit the PowerWeb site at www.dushkin.com/powerweb.

● **Interactive Companion CD-ROM**

This free student CD-ROM, designed for use in class, in the lab, or at home by students and professors alike, includes a collection of interactive tutorial labs on some of the most popular and difficult topics in information tech-

nology. By combining video, interactive exercises, animation, additional content, and actual “lab” tutorials, we expand the reach and scope of the textbook. The lab titles are listed below.

- Binary Numbers
- Basic Programming
- Computer Anatomy
- Disk Fragmentation
- E-mail Essentials
- Multimedia Tools
- Workplace Issues (ergonomics/privacy/security)
- Introduction to Databases
- Programming II
- Network Communications
- Purchasing Decisions
- User Interfaces
- File Organization
- Word Processing and Spreadsheets
- Internet Overview
- Photo Editing
- Presentation Techniques
- Computer Troubleshooting
- Programming Overview
- SQL Queries