Exploring

MICROSOFT OFFICE 2000 PROFESSIONAL

VOLUME I—REVISED PRINTING

Now with Outlook 2000, Windows 2000, and an Extended Problem Set

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Prentice Hall, Committed to Shaping the Next Generation of IT Experts

EXPLORING
MICROSOFT® OFFICE
2000 PROFESSIONAL
Volume I — Revised Printing

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University of Miami

Use of the Microsoft Office User Spec se of the Ne of the Microsoft Office User Speduct signifies that it has been independently reviewed ar has been inas been independently reviewed artandards:

Acceptable coverage of all content relacceptable cceptable coverage of all content reled, "Word 2000," or "Excel 2000,"; and sufficient perforr "Excel 20("Excel 2000,"; and sufficient perforrequired content, based on sampling of text.

To Marion—my wife, my lover, and my best friend
—Robert Grauer

To my Mother and Father—for all their love and
support these many years
—Maryann Barber

Prentice Hall

PREFACE

We are proud to announce the fourth edition of the *Exploring Windows* series in conjunction with Microsoft® Office 2000. The series has expanded in two important ways—recognition by the **Microsoft Office User Specialist (MOUS)** program, and a significantly expanded Web site at **www.prenhall.com/grauer**. The Web site provides password-protected solutions for instructors and online study guides (Companion Web sites) for students. Practice files and PowerPoint lectures are available for both student and instructor. The site also contains information about Microsoft Certification, CD-based tutorials for use with the series, and TrainIt and AssessIt software.

The organization of the series is essentially unchanged. There are separate titles for each application—*Word 2000, Excel 2000, Access 2000,* and *PowerPoint® 2000,* a book on *Windows® 98,* and eventually, *Windows 2000.* There are also four combined texts—*Exploring Microsoft Office Professional, Volumes I* and *II, Exploring Microsoft Office Proficient Certification Edition,* and *Brief Office. Volume I* is a unique combination of applications and concepts for the introductory computer course. The *Volume I Revised Printing* includes *new sections* on Windows 2000, Essential Computing Concepts, Outlook, and an Extended Problem Set. The modules for Word and Excel satisfy the requirements for proficient certification. The *Proficient Certification Edition* extends the coverage of Access and PowerPoint from *Volume I* to meet the certification requirements, but (because of length) deletes the units on Internet Explorer and Essential Computer Concepts that are found in *Volume I. Volume II* includes the advanced features in all four applications and extends certification to the expert level. *Brief Office* is intended to get the reader "up and running," without concern for certification requirements.

The Internet and World Wide Web are integrated throughout the series. Students learn Office applications as before, and in addition are sent to the Web as appropriate for supplementary exercises. The sections on Object Linking and Embedding, for example, not only draw on resources within Microsoft Office, but on the Web as well. Students are directed to search the Web for information, and then download resources for inclusion in Office documents. The icon at the left of this paragraph appears throughout the text whenever there is a Web reference.

The *Exploring Windows* series is part of the Prentice Hall custom-binding (*Right PHit*) program, enabling instructors to create their own texts by selecting modules from *Volume I,* the *Proficient Certification Edition,* and/or *Brief Office* to suit the needs of a specific course. An instructor could, for example, create a custom text consisting of the proficient modules in Word and Excel, coupled with the brief modules for Access and PowerPoint. Instructors can also take advantage of our *ValuePack program* to shrink-wrap multiple books together at a substantial saving for the student. A ValuePack is ideal in courses that require complete coverage of multiple applications.

Instructors will want to obtain the *Instructor's Resource CD* from their Prentice Hall representative. The CD contains the student data disks, solutions to all exercises in machine-readable format, PowerPoint lectures, and the Instructor Manuals themselves in Word format. The CD also has a Windows-based test generator. Please visit us on the Web at **www.prenhall.com/grauer** for additional information.

FEATURES AND BENEFITS

Exploring Microsoft Office Volume I is written for the novice and assumes no previous knowledge of the operating system. A 64-page prerequisites section introduces the reader to the essentials of Microsoft Windows 2000 and emphasizes the file operations he or she will need.

Our text emphasizes the benefits of the common user interface, which pertains to all applications in Office 2000. Individuals already familiar with one Office application are encouraged to leverage what they already know to learn a new application more quickly.

ESSENTIALS OF WINDOWS® 2000

OBJECTIVES

After reading this supplement you will be able to:

1. Describe the objects on the Windows desktop; use the icons on the desktop to start the associated applications.
2. Explain the significance of the common user interface; identify the elements that are present in every window.
3. Explain in general terms the similarities and differences in appearance between Windows 95, Windows NT 4.0, Windows 98, and Windows 2000.
4. Use the Help command to learn about Windows 2000.
5. Format a floppy disk.
6. Differentiate between a program file and a data file; explain the significance of the icons that appear next to a file in My Computer and Windows Explorer.
7. Explain how folders are used to organize the files on a disk; use the View menu and/or the Folder Options command to change the appearance of a folder.
8. Distinguish between My Computer and Windows Explorer with respect to viewing files and folders; explain the advantages of the hierarchical view available within Windows Explorer.
9. Use Internet Explorer to download the practice files for the *Exploring Windows* series. Describe how to view a Web page from within Windows Explorer.
10. Copy and/or move a file from one folder to another; delete a file, then recover the deleted file from the Recycle Bin.

OVERVIEW

Windows® 2000 is the newest and most powerful version of the Windows operating system. It combines the security and reliability of Windows NT with the ease of use of Windows 98. As with its NT predecessor, there are two versions of Windows 2000—Windows 2000 Professional and Windows 2000 Server.

FIGURE 13 *Microsoft Office*
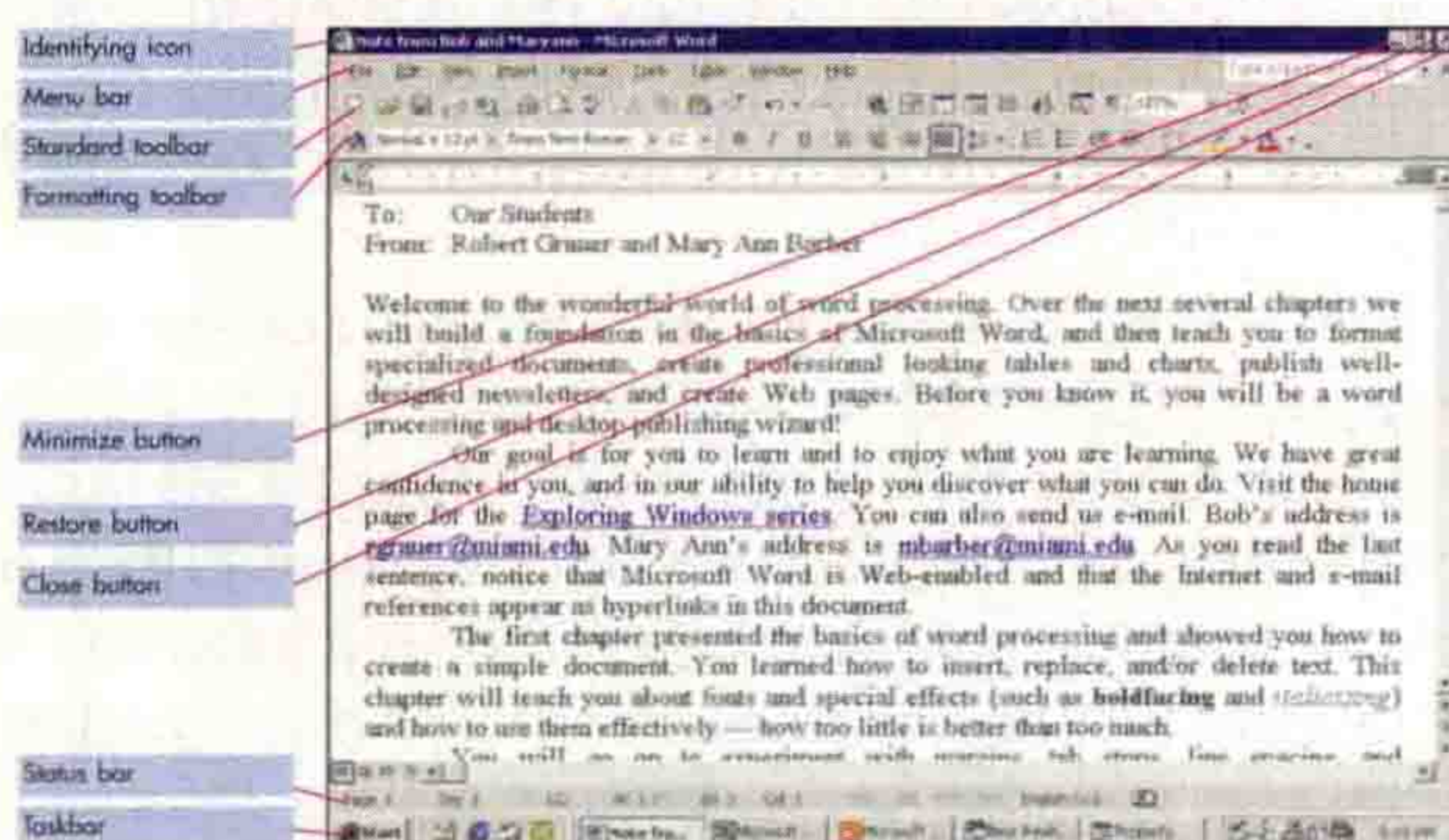
(a) Microsoft Word
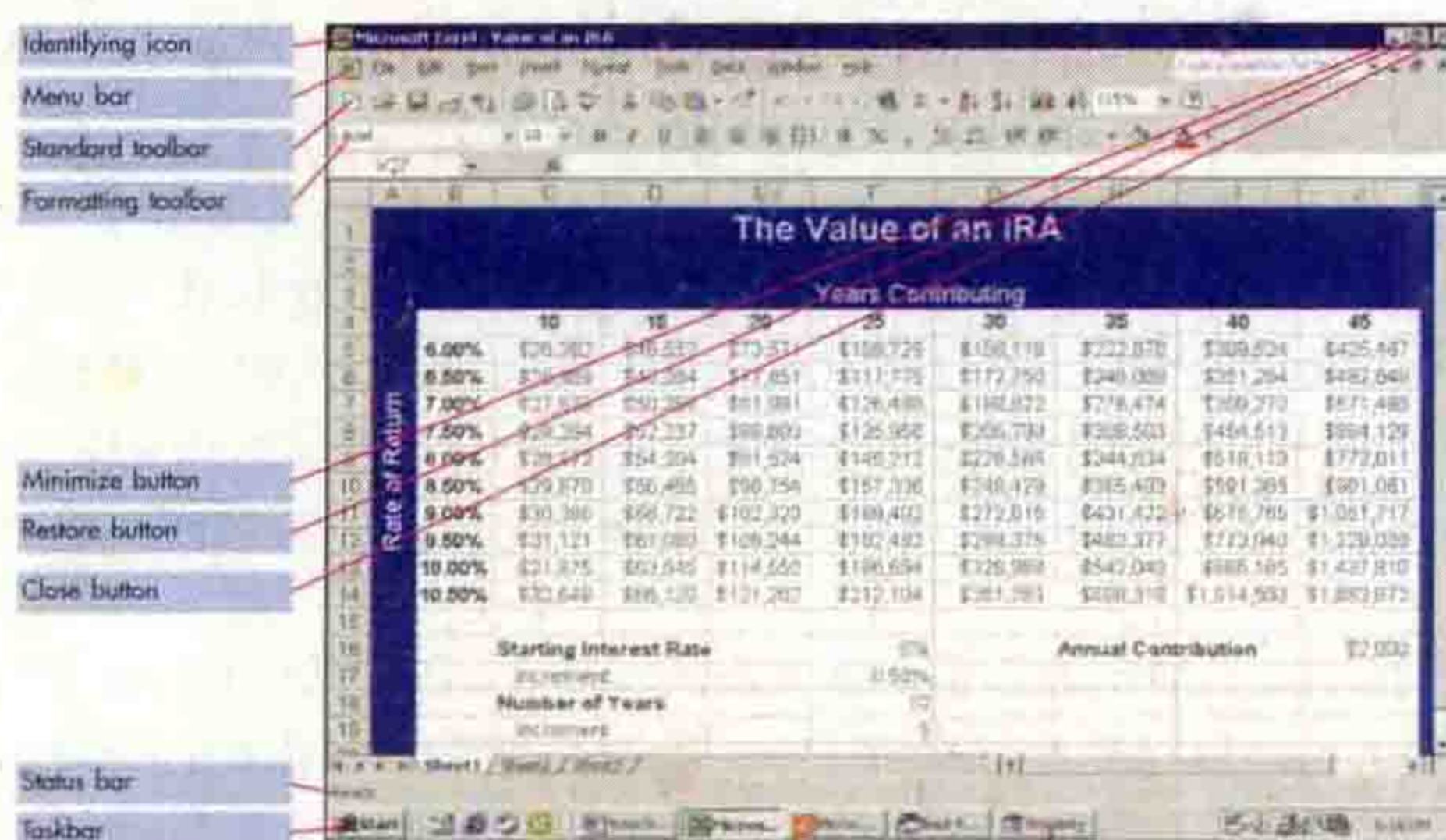
(b) Microsoft Excel
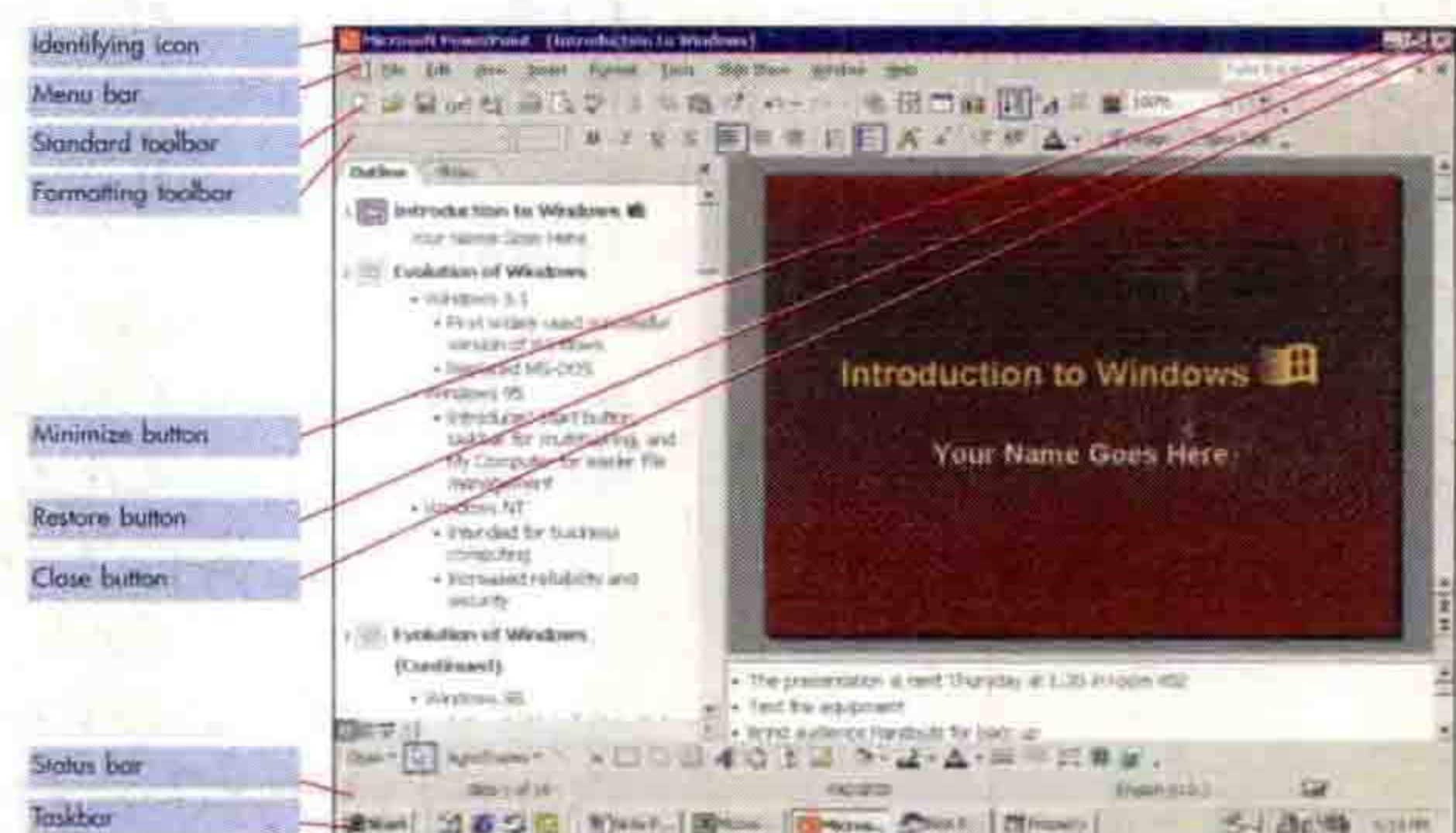
(c) Microsoft PowerPoint

(d) Microsoft Access

Word 2000 and the Web

Objective: To download a picture from the Internet for use in a Word document; to insert a hyperlink into a Word document; to save a Word document as a Web page. The exercise requires an Internet connection.

STEP 1: Search the Web

➤ Start **Internet Explorer.** Click the **Maximize button** so that Internet Explorer takes the entire screen.

➤ Click the **Search button** on the Internet Explorer toolbar to open the Explorer bar. The option button to find a Web page is selected by default. Enter **John Kennedy** in the text box, then click the **Search button.**

➤ The results of the search are displayed in the left pane. You can follow any of the links returned by your search engine, or you can attempt to duplicate our results using **Yahoo.** Click the **down arrow** on the **Next button,** then select **Yahoo** as the search engine.

➤ The list of hits is displayed at the bottom of the left pane as shown in Figure 3.9a. (Your list may be different from ours.) Click any link and the associated page is displayed in the right pane. We chose the first category. The links for that category are displayed in the right pane, where we chose the link to **Photo History of JFK.**

➤ Close the left pane to give yourself more room to browse through the site containing the Kennedy photographs. (You can click the **Search button** at any time to reopen the Explorer bar to choose a different site.)

Click to close Explorer bar

Click drop-down arrow on Next button

Search text

Click category

Click link to Photo History of JFK
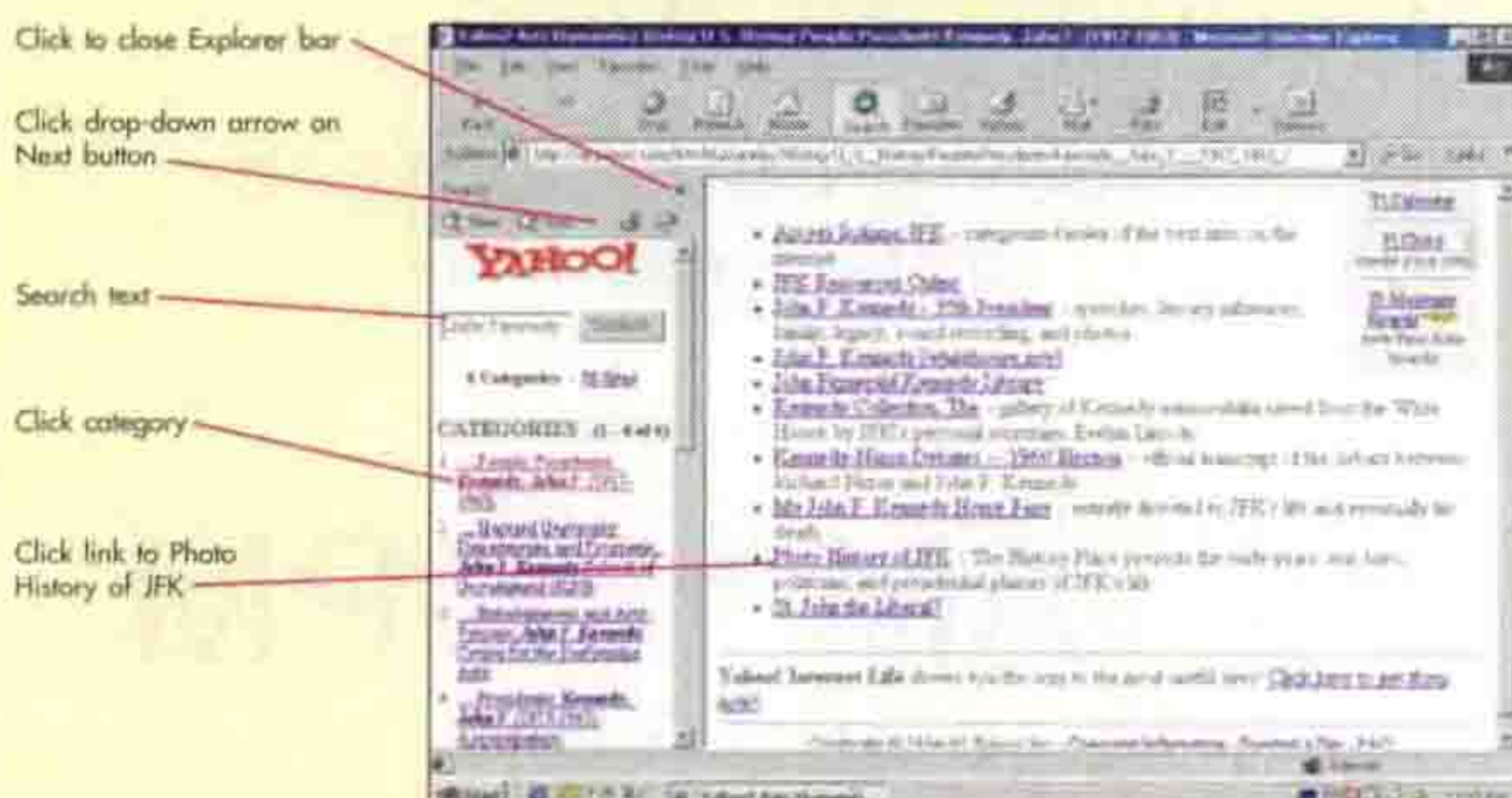
(a) Search the Web (step 1)

FIGURE 3.9 Hands-on Exercise 2

STEP 2: Save the Picture

➤ Point to the picture of President Kennedy you want to use in your document. Click the **right mouse button** to display a shortcut menu, then click the **Save Picture As command** to display the Save As dialog box in Figure 3.9b.

• Click the **drop-down arrow** in the Save in list box to specify the drive and folder in which you want to save the graphic.

• Internet Explorer supplies the file name and file type for you. You may change the name, but you cannot change the file type.

• Click the **Save button** to download the image. Remember the file name and location, as you will need to access the file in the next step.

➤ The Save As dialog box will close automatically after the picture has been downloaded. Click the **Minimize button** in the Internet Explorer window, since you are temporarily finished using the browser.

Point to picture and click right mouse button to display shortcut menu

Click to select desired drive and/or folder

Enter filename

Do not change file type

The History Place®
JFK Photo History
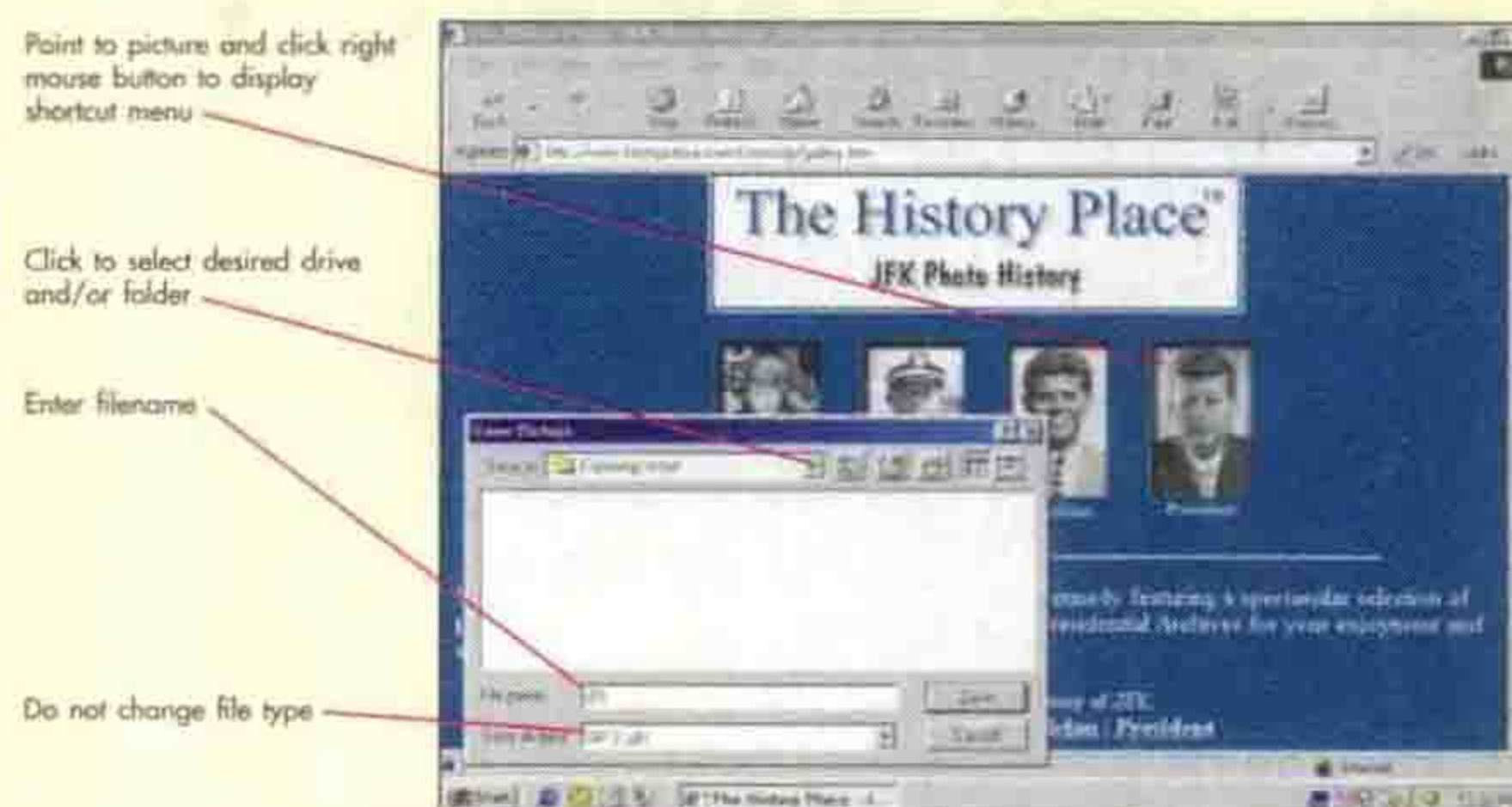
(b) Save the Picture (step 2)

FIGURE 3.9 Hands-on Exercise 2 (continued)

MINIMIZING VERSUS CLOSING AN APPLICATION

Minimizing an application is different from closing it, and you should understand the difference. Minimizing an application leaves the application open in memory, but shrinks its window to a button on the Windows taskbar so that you can return to it later in the session. Closing an application removes the application from memory, so that you have to restart the application if you need it. The advantage to closing an application, however, is that you free system resources, so that your remaining applications will run more efficiently.

A total of 45 in-depth tutorials (hands-on exercises) guide the reader at the computer and are illustrated with large, full-color, screen captures that are clear and easy to read. This exercise shows the reader how to download resources from the Web for inclusion in a Word document.

A unique 48-page section acquaints the student with essential computing concepts that pertain to the PC as well as the mainframe. The reader learns about the CPU memory, auxiliary storage, input and output devices, operating systems, and application software.

Getting Started: Essential Computing Concepts

OBJECTIVES

AFTER READING THIS MODULE YOU WILL BE ABLE TO:

1. Describe components of a computer system; define the terms used to measure the capacity and speed of a microprocessor, memory, and auxiliary storage.

2. Describe the contribution of IBM, Microsoft, and Intel in the evolution of the PC; discuss several considerations in the purchase of a computer system.

3. Distinguish between system software and application software; describe the evolution of Microsoft Windows®; list the major applications in Microsoft Office®.

4. Describe how to safeguard a system through acquisition of an antivirus program and through systematic backup.

5. Define a local area network; distinguish between a server and a workstation.

6. Define the Internet and the World Wide Web; explain how to access the Internet via a local area network or by dialing in through an Internet Service Provider.

7. Draw several parallels between e-commerce and traditional commerce; describe several capabilities that are available through e-commerce that are not found in traditional commerce.

8. Describe e-mail; distinguish between a mail server and a mail client. Explain the use of an address book, distribution list, and mailing list.

OVERVIEW

Computer literacy is the absolute requirement of the new millennium. Corporations require their employees to be computer literate; parents expect their children to be computer literate, and you are taking this course in order to fulfill the computer literacy requirement at your school or university. We hope, therefore, that when you finish reading this section, you will feel comfortable with the computer and be able to use it effectively in a world of rapidly changing technology. This module introduces you to the essential computing concepts you will need.
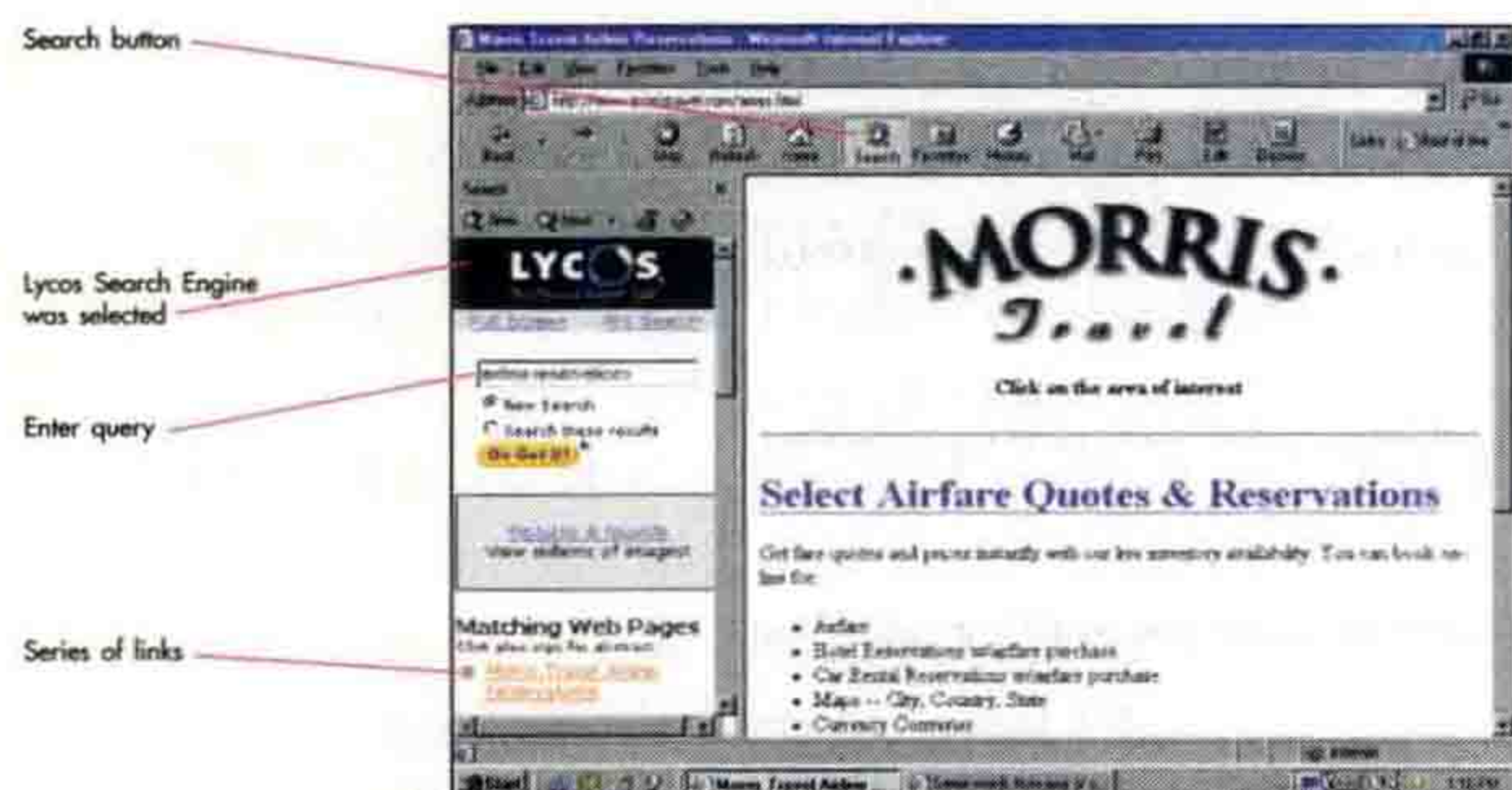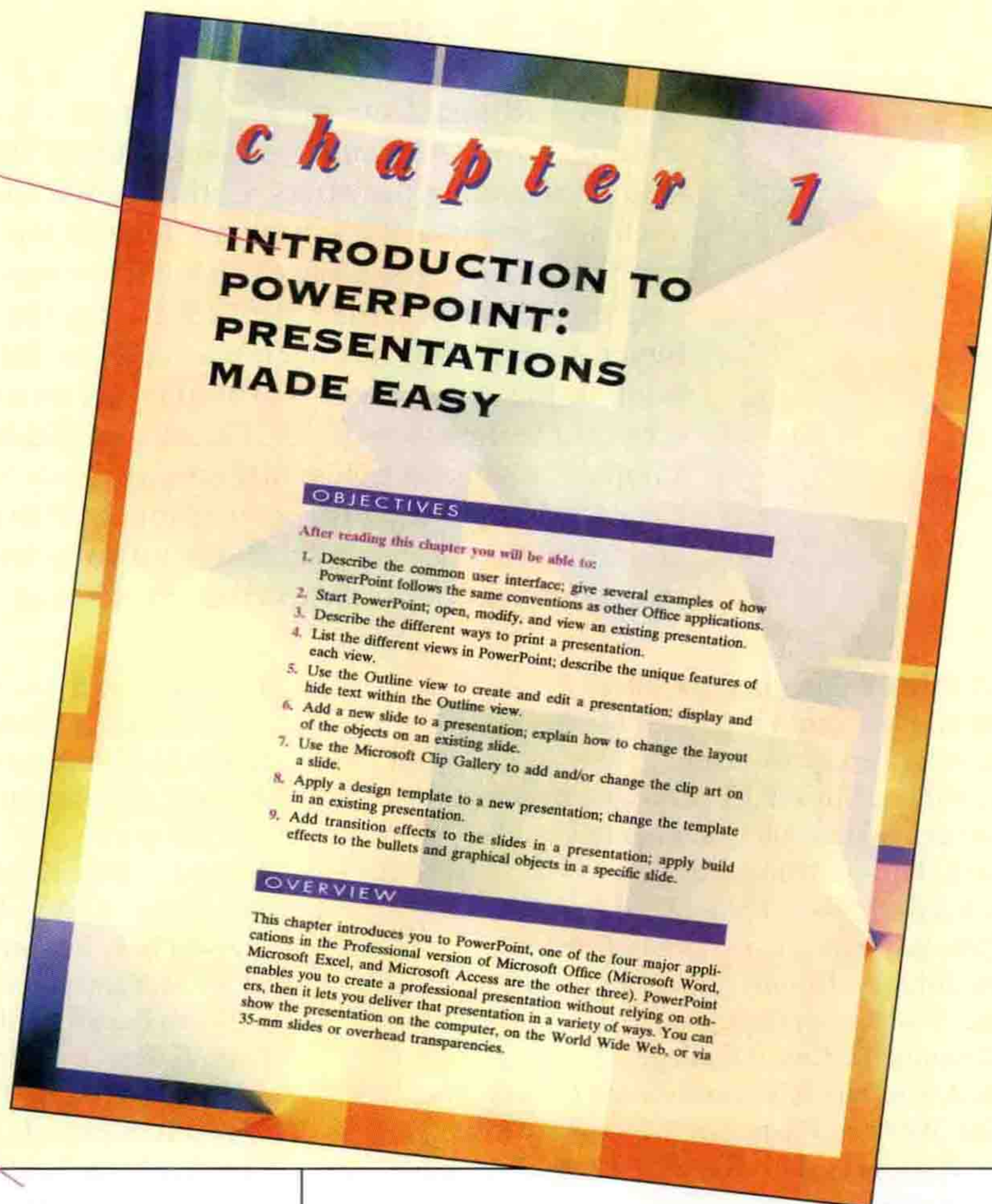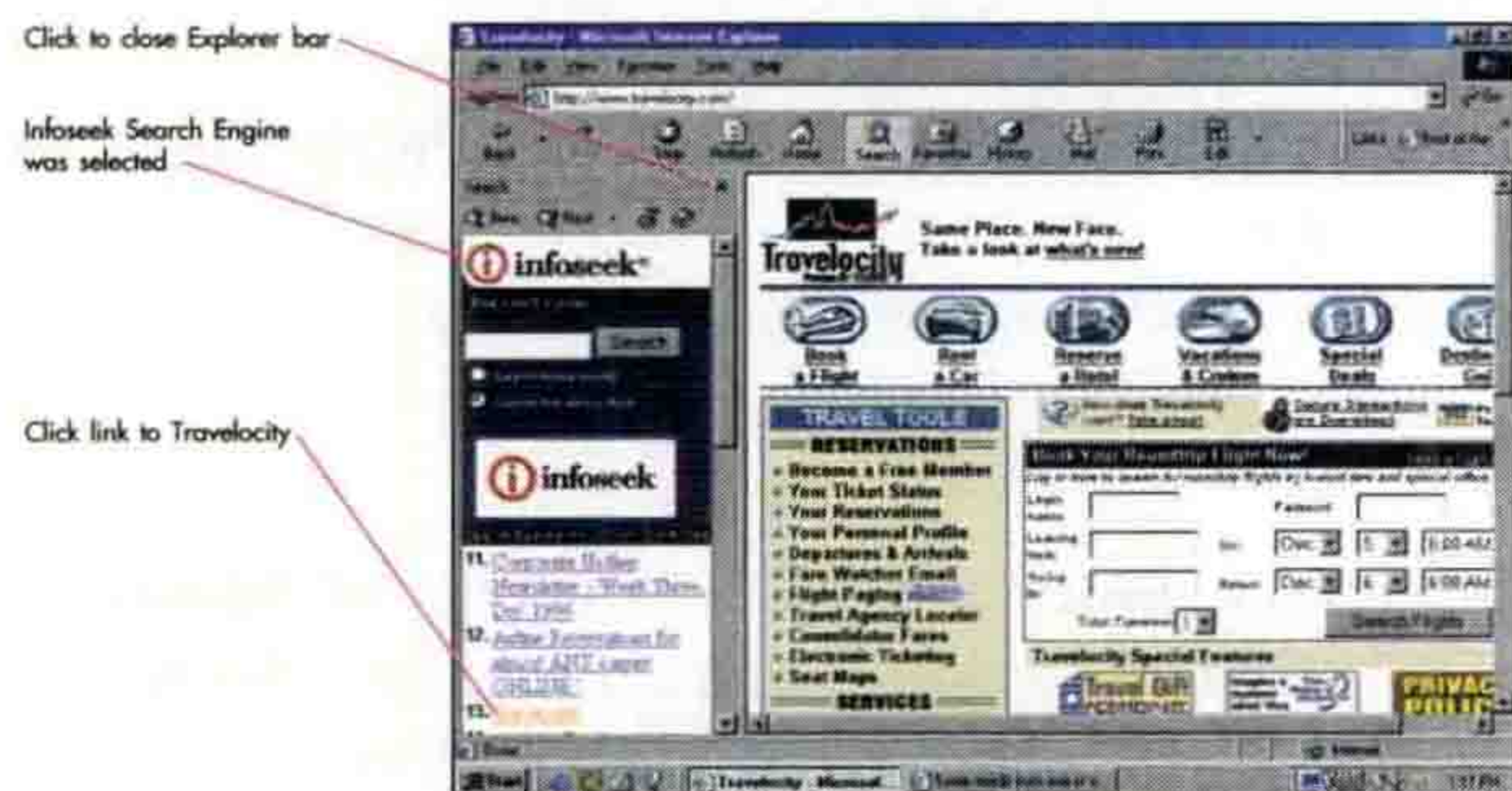
Computer World's Annual Pre-Inventory Sale

When: June 21, 1999
         8:00AM - 10:00PM

Where: 13640 South Dixie Highway

Computer World

Computers
Printers
Fax/Modems
CD-ROM drives
Sound Systems
Software
Etc.

Pre-Inventory Sale

Sales Associate: Bianca Costo

FIGURE 3.13   Inserting Objects (Exercise 1)

♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥

Valentine's Day
We'll serenade your sweetheart
Call 284-LOVE

♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥

STUDENT COMPUTER LAB
Fall Semester Hours

🕘AM – 🕛PM

FIGURE 3.14   Exploring TrueType (Exercise 2)

Every chapter contains a large number of practice exercises that review the material and expose the student to a wide range of different documents. These exercises are taken from Chapter 3 in Word.

Every chapter also contains a number of less-structured case studies to challenge the student. The Web icon appears throughout the text whenever the student is directed to the World Wide Web as a source of additional material.

An **extended problem set** has been added to the Revised Printing of Volume I. These exercises are entirely new and may be used in conjunction with, or in place of, the end-of-chapter problems in the individual chapters.

EXPLORING MICROSOFT® OFFICE 2000 PROFESSIONAL

Extended Problem Set

TO THE STUDENT

This document contains 62 additional end-of-chapter problems for the texts, *Exploring Microsoft Office 2000 Professional, Volume I* and the *Proficient Certification Edition*. The practice files referenced in this document may be downloaded from the Grauer Web site as described below:

1. Go to www.prenhall.com/grauer. Click the link to the Office 2000 text.
2. Click the link to Student Resources, then click Data Disk. Scroll until you can select the file for the Extended Problem Set.
3. Download this file and save it on your desktop (or in the My Documents or Temp folder). Double click the file once it is on your machine and follow the onscreen instructions.
4. The installation procedure will create four files on your machine— Exploring Access, Exploring Excel, and so on. These are the same folders as for the original data disk, but all file names are different. Thus, the additional files for the extended problem set will appear in the same folders as your original data disk.

The *Exploring Windows* series is a unique combination of concepts as well as hands-on exercises. Chapter 1 in each section starts with the basics of the application and assumes no previous knowledge on the part of the reader.

Knowledge of search engines is essential in order to use the Internet effectively. This example from Chapter 2 in the Internet Explorer section shows the importance of using multiple engines for the same query.

c h a p t e r 1

INTRODUCTION TO POWERPOINT: PRESENTATIONS MADE EASY

OBJECTIVES

After reading this chapter you will be able to:

1. Describe the common user interface; give several examples of how PowerPoint follows the same conventions as other Office applications.
2. Start PowerPoint; open, modify, and view an existing presentation.
3. Describe the different ways to print a presentation.
4. List the different views in PowerPoint; describe the unique features of each view.
5. Use the Outline view to create and edit a presentation; display and hide text within the Outline view.
6. Add a new slide to a presentation; explain how to change the layout of the objects on an existing slide.
7. Use the Microsoft Clip Gallery to add and/or change the clip art on a slide.
8. Apply a design template to a new presentation; change the template in an existing presentation.
9. Add transition effects to the slides in a presentation; apply build effects to the bullets and graphical objects in a specific slide.

OVERVIEW

This chapter introduces you to PowerPoint, one of the four major applications in the Professional version of Microsoft Office (Microsoft Word, Microsoft Excel, and Microsoft Access are the other three). PowerPoint enables you to create a professional presentation without relying on others, then it lets you deliver that presentation in a variety of ways. You can show the presentation on the computer, on the World Wide Web, or via 35-mm slides or overhead transparencies.

Search button

Lycos Search Engine was selected

Enter query

Series of links

(a) Lycos

Click to close Explorer bar

Infoseek Search Engine was selected

Click link to Travelocity

(b) InfoSeek

FIGURE 2.1 Searching the Web

Enter trip parameters

(c) Create a Flight Plan

Flights that meet our parameters
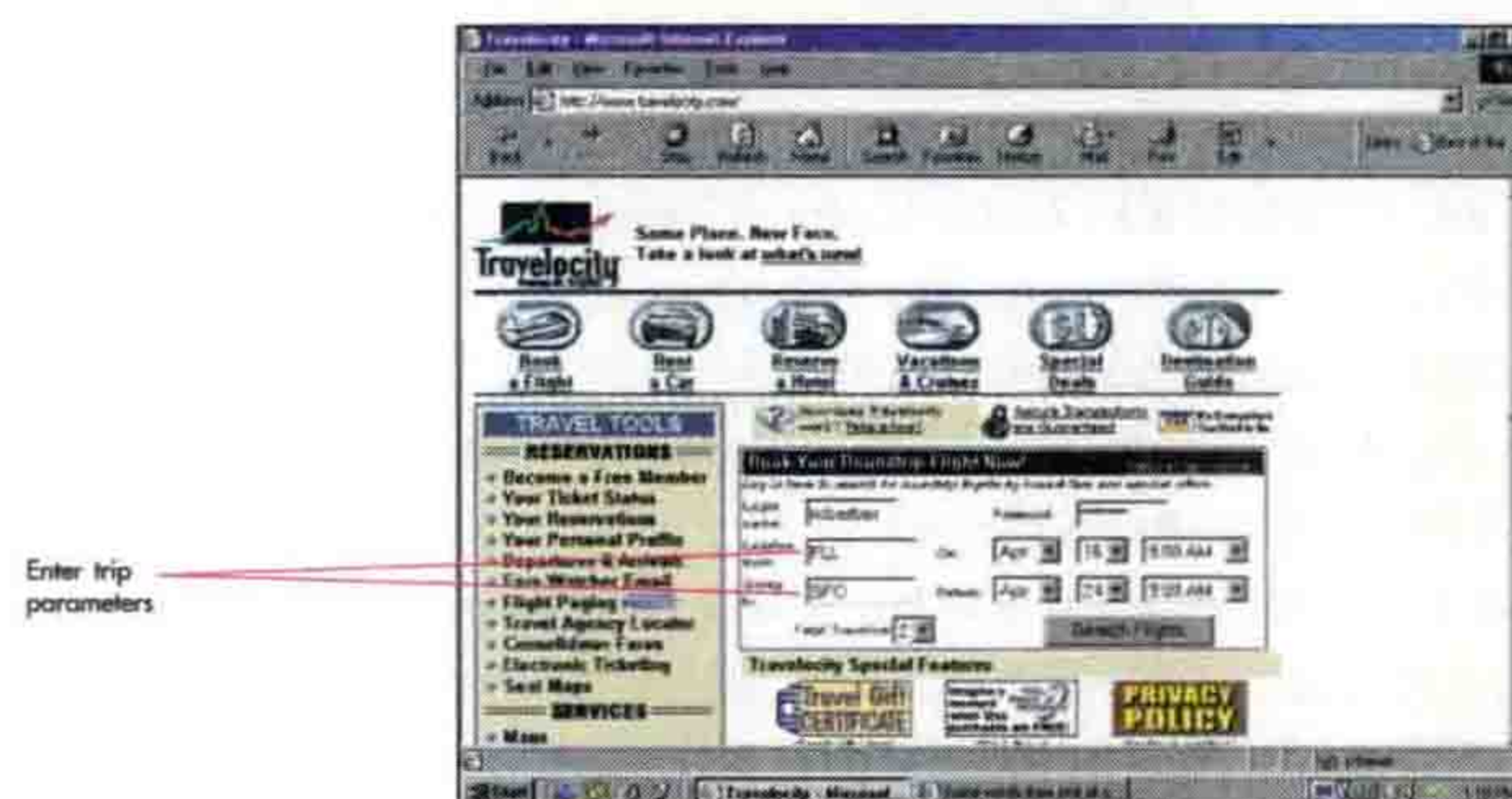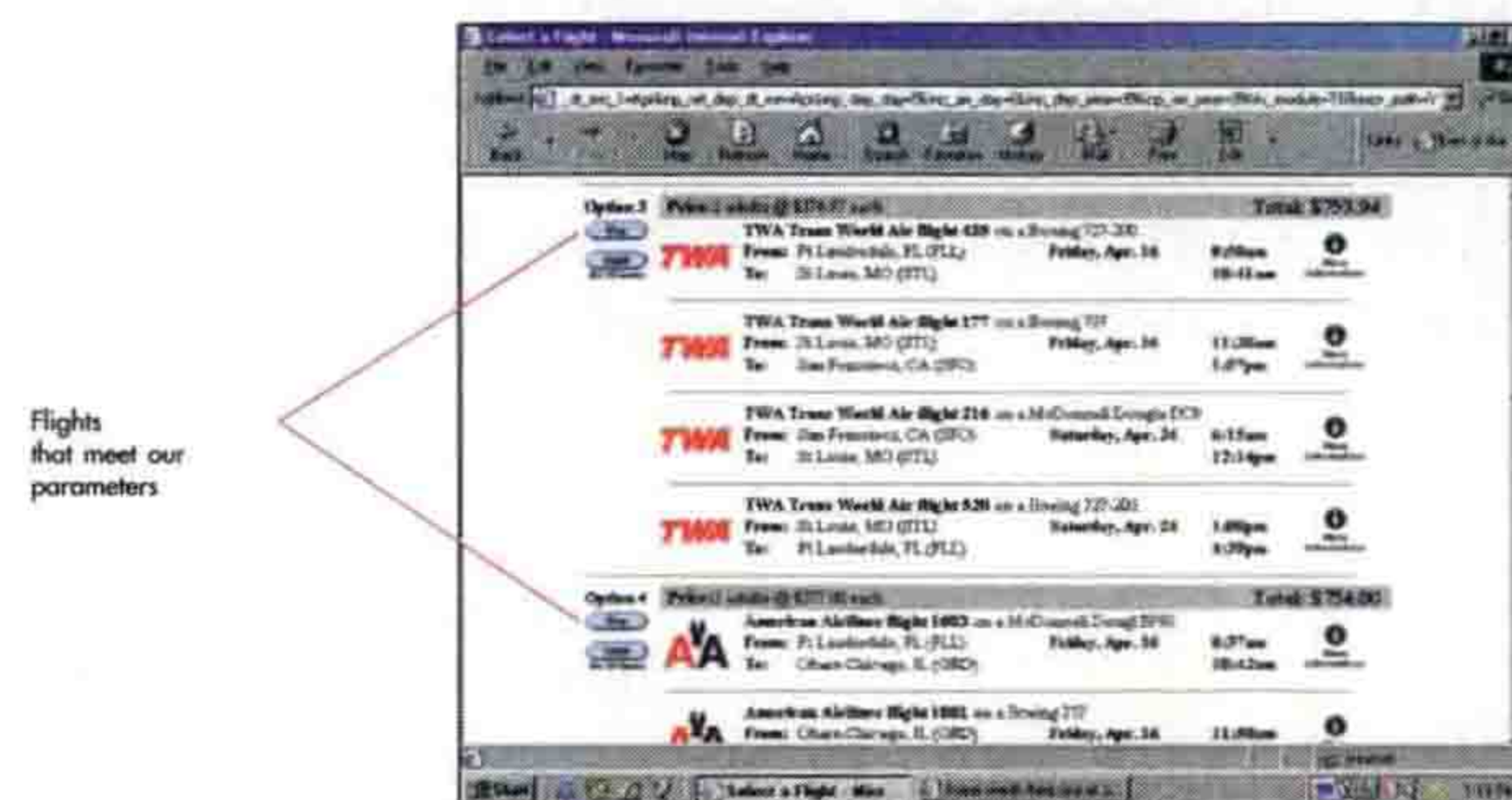
(d) Available Flights

FIGURE 2.1 Searching the Web (continued)

Acknowledgments

A final word of thanks to the unnamed students at the University of Miami, who make it all worthwhile. Most of all, thanks to you, our readers, for choosing this book. Please feel free to contact us with any comments and suggestions.

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