JOHN PRESTON, SALLY PRESTON, AND ROBERT FERRETT

LEARN

Office 2000

PTS On Demand PERSONAL NAVIGATOR™

Learn Office 2000

A division of Pearson Education

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Philosophy of the Learn Series

The *Learn* series has been designed for the student who wants to master the basics of a particular software package quickly. The books are very visual in nature because each step is accompanied by a figure that shows the results of the step. Visual cues are given to the student in the form of highlights and callouts to help direct the student to the location in the window that is being used in a particular step. Explanatory text is minimized in the actual steps, but is included where appropriate in additional pedagogical elements. Every lesson includes a variety of exercises to immediately give the student a chance to practice the skills that have just been learned.

Structure of a Learn Series Book

Each of the books in the *Learn* series is structured the same way. The following elements comprise the series:

Introduction

Each book has an introduction. This consists of an introduction to the series (how to use this book), a brief introduction to the Windows operating system, and an introduction to the software.

Lesson Introduction

The introduction to each lesson includes a lesson number, a title, a list of tasks covered in the lesson, and a brief introduction to the main concept or purpose of the lesson.

Task Introduction

The tasks included in a lesson are shown on the opening page of the lesson. As you proceed through the lesson, the purpose of each task is explained in the "Why would I do this?" section at the beginning of the task.

Visual Summary

A screen capture or printout of the results of the lesson is included at the beginning of the lesson to provide an example of what is accomplished in the lesson.

"Why would I do this?"

At the beginning of each task is a "Why would I do this?" section, which is a short explanation of the relevance of the task. The purpose is to show why this particular element of the software is important and how it can be used effectively.

Figures

Each step has an accompanying figure that is placed below the step. Each figure provides a visual reinforcement of the step that has just been completed. Buttons, menu choices, and other screen elements used in the task are highlighted or identified.

Pedagogical Elements

Three recurring elements are found in the Preston Ferrett *Learn* series:

In Depth: Provides a detailed look at a topic or procedure, or another way of doing something.

Quick Tip: Provides a faster or more efficient way of doing something.

Caution: Presents areas where trouble may be encountered, along with instructions on how to recover from or avoid these mistakes.

Glossary

New words or concepts are printed in italic the first time they are encountered. Definitions of these words or phrases are included in the Glossary at the back of the book.

End-of-Lesson Material

The end-of-lesson material consists of four elements: Comprehension, Reinforcement, Challenge, and Discovery exercises.

Comprehension exercises are designed to check the student's memory and understanding of the basic concepts in the lesson. Next to each exercise is a notation that references the task number in the lesson where the topic is covered. The student is encouraged to review the task referenced if he is uncertain of the correct answer. The Comprehension section contains the following three elements:

True/False Questions There are ten true/false questions that test the understanding of the new material in the lesson.

Visual Identification A captured screen or screens gauge the familiarity with various screen elements introduced in the lesson.

Matching Ten matching questions are included to check familiarity with concepts and procedures introduced in the lesson.

Reinforcement exercises provide practice in the skills introduced in the tasks. These exercises generally follow the sequence of the tasks in the lesson. Because each exercise is usually built on the previous exercise, it is a good idea to do them in the order in which they are presented.

Challenge exercises test the student's ability to apply skills to new situations with less detailed instruction. These exercises challenge students to expand their skill set by using commands similar to those they've already learned.

Discovery exercises are designed to help students learn how to teach themselves new skills. In each exercise, the student discovers something new that is related to the topic taught in the lesson.

Welcome to the Learn On-Demand Series

Congratulations on choosing the Learn On-Demand series from Prentice Hall. The On-Demand software in the back of your book gives you the opportunity to learn while you work. This unique software provides computer-based training using the content from this book. To learn more, read the product information booklet included with the CD.

CD-ROM Disc

The CD-ROM disc in the back of the book contains the supporting data files. It also contains files that are used by the learner to complete the lessons. The files used by the learner are located in the **Student** folder. In the **Student** folder, you will find **Lesson** folders that are numbered to match the lessons in the book. The files needed for each lesson can be found in the lesson folder that corresponds to the lesson number in the book.

Annotated Instructor's Manual

If you have adopted this text for use in a college classroom, you will receive, upon request, an *Annotated Instructor's Manual* (*AIM*) at no additional charge. The *Annotated Instructor's Manual* is a comprehensive teaching tool that contains the student text with margin notes and tips for instructors and students. The *AIM* also contains suggested curriculum guides for courses of varying lengths, answers to the end-of-chapter material, test questions and answers, and PowerPoint slides. Data files and solutions for each tutorial and exercise, along with a Windows NT presentation, are included on disk with the *AIM*. Please contact your local representative or write to us on school or business letterhead at Prentice Hall, One Lake Street, Upper Saddle River, NJ 07458.

Introduction to Office 2000

There are several versions of Microsoft Office 2000 available: the Small Business edition, the Standard edition, the Professional edition, and the Premium edition. These come with a variety of programs, although all versions include Word and Excel. The version that is installed on your computer will determine to which of the following Office components you will have access:

Program	What the program does
Word	Word is a program known as a **word processor**. Word processors are the most commonly used productivity programs. They are used to create documents that are mainly text-based, although graphics can also be added to documents. Word processors can be used to create letters, memos, research papers, simple newsletters, and even Web pages.
Excel	Excel is a **spreadsheet** program that is usually used to process, analyze, and chart numbers, although it can also be used to sort through lists of data. Spreadsheets can be used to track sales, create financial models, or create a home or business budget.
PowerPoint	PowerPoint is a **presentation manager**. Presentation managers enable you to create professional-quality computer slide presentations, overhead transparencies, and even Web slide shows.
Access	Access is a **database**. Databases are used to store and present large amounts of information. This information can be sorted, searched, and categorized. Databases are often used for such things as inventories, address lists, and research data.
Outlook	Outlook is an **information manager**, a program that can take charge of your day-to-day scheduling. It can be used to track business contacts, supervise your email, keep track of appointments, and store a task list. Outlook helps a busy person organize his activities.

Publisher	Publisher is a **desktop publisher**, which is a program used to organize and present different kinds of information. Desktop publishing programs combine text and graphics to create such things as newsletters, posters, greeting cards, and even Web pages.
FrontPage	FrontPage is a sophisticated, powerful **Web creation and management tool**. It gives you maximum flexibility in the design and layout of Web pages, and provides the oversite tools to manage the site after it goes online.
PhotoDraw	PhotoDraw is a **graphics software** package. It can be used to create original drawings. It can also be used to enhance and modify images from a scanner, a digital camera, or even a downloaded (copyright-free) image.

The combination of programs will be determined by the version of Office that you have installed. One of the great strengths of Office 2000 is the interchangeability of information among the various programs. For example, you might create a document using Word, and then place a logo that you created in PhotoDraw at the top of the first page. You could also insert a small data set created in Access, and a table or chart created in Excel. Finally, you might put the new document on the Web as a Web page.

With Office 2000, you can save your documents in a format that enables them to be viewed and used on the Web. Anyone with a Web browser can view your documents. You can also edit the documents as necessary because of Office's capability to "round trip" the documents to the Web and then back into the original Office program without losing any of the functionality of the file formats.

The Concept of This Book

This book is designed for students who are new to Office 2000 and would like to know how to use it in real-life applications. The authors have combined their many years of business experience and classroom teaching to provide a basic step-by-step approach that leads to the development of skills advanced enough to be useful in the workplace. They have designed the book so that you will be successful immediately and will create something useful in the beginning lesson in each section of the book. The first two lessons provide an introduction to using the Windows operating system and managing files. The third lesson is an overview of Office and explains common features and tools used in the Office environment. The main content of the book introduces the student to using Word, Excel, Access, and PowerPoint. In each section you learn the basic components of that particular program and how to create documents, spreadsheets, databases, and presentations. The authors recognize that few people can remember everything that they learn in class, so they introduce the extensive Help system early in the book and use it in exercises throughout the book. This enables you to learn how to use the Help system to find answers to questions about using Office 2000.

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