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COULTHARD

Integrating Microsoft® Office
Version 4.2/4.3

INTEGRATING MICROSOFT® OFFICE VERSION 4.2/4.3

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With Special Thanks To
Doug MacPherson

USING THIS GUIDE

This tutorial is one in a series of learning guides that lead you through the most popular microcomputer software programs available. Concepts, skills, and procedures are grouped into session topics and are presented in a logical and structured manner. Commands and procedures are introduced using hands-on examples, and you are encouraged to perform the steps along with the guide. Although you may turn directly to a later session, be aware that some sessions require, or at least assume, that you have completed the previous sessions. For maximum benefit, you should also work through the short answer questions and hands-on exercises appearing at the end of each session.

The exercises and examples in this guide use several standard conventions to indicate menu options, keystroke combinations, and command instructions.

MENU INSTRUCTIONS

In Windows, all Menu bar options and pull-down menu commands have an underlined or highlighted letter in each option. When you need to execute a command from the Menu bar—the row of menu choices across the top of the screen—the tutorial's instruction line separates the Menu bar option from the command with a comma. For example, the command for quitting Windows is shown as:

CHOOSE: File, Exit

This instruction tells you to choose the File option on the Menu bar and then to choose the Exit command from the File pull-down menu. The actual steps for choosing a menu command are discussed later in this guide.

KEYSTROKES AND KEYSTROKE COMBINATIONS

When two keys must be pressed together, the tutorial's instruction line shows the keys joined with a plus (+) sign. For example, you can execute a command from the Windows Menu bar by holding down (Alt) and then pressing the key with the underlined or highlighted letter of the desired command.

To illustrate this type of keystroke combination, the following statement shows how to access the File menu option:

PRESS: ⟨Alt⟩+f

In this instruction, you press the ⟨Alt⟩ key first and hold it down while you press f. Once both keys have been pressed, they are then immediately released.

COMMAND INSTRUCTIONS

This guide indicates with a special typeface data that you are required to type in yourself. For example:

TYPE: `Income Statement`

When you are required to enter unique information, such as the current date or your name, the instruction appears in italics. The following instruction directs you to type your name in place of the actual words: "your name."

TYPE: *your name*

Instructions that use general directions rather than a specific option or command name appear italicized in the regular typeface.

SELECT: *a different pattern for the chart*

ADVANTAGE DISKETTE

The Advantage Diskette, provided with this guide or by your instructor, contains the files that you use in each session and in the hands-on exercises. This diskette is extremely important for ensuring the success of the guide.

If you are using this guide in a self-study program, we suggest that you make a copy of the Advantage Diskette using the DOS DISKCOPY command. When the guide asks you to insert the Advantage Diskette, you insert and work with the copied diskette instead. By following this procedure, you will be able to work through the guide again at a later date using a fresh copy of the Advantage Diskette. For more information on using the DISKCOPY command, please refer to your DOS manual.

HARDWARE ASSUMPTIONS

To run Microsoft Office 4.2 Standard Edition or Microsoft Office 4.3 Professional Edition, you require an 80386- or 80486-based computer with Microsoft Windows 3.1 or later. A VGA or better monitor is also required. In addition, we strongly recommend that your system have a mouse and at least 8 MB of RAM to complete the exercises in this guide.

SOFTWARE ASSUMPTIONS

To successfully complete the exercises in this guide, you must install a complete version of Office on your system, including all of the mini-apps. The mini-apps covered in this guide include: ClipArt Gallery 1.0, Equation Editor 2.0, Graph 5.0, Organization Chart 1.0, and WordArt 2.0. In addition, you must also have Microsoft Query 1.0.

PRIOR LEARNING ASSUMPTIONS

This guide contains intermediate-level material. It is important to your success that you complete the Microsoft Word 6.0 for Windows and Microsoft Excel 5.0 for Windows student guides before embarking on this guide. Of secondary importance, you should also complete the Microsoft Access 2.0 for Windows and Microsoft PowerPoint 4.0 for Windows student guides. Enjoy your journey through these spectacular products!

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INTEGRATING MICROSOFT OFFICE VERSION 4.2/4.3: FUNDAMENTALS

For the price of a single software program only a few years ago, you can now purchase a complete assortment of the hottest new programs available. Microsoft Office 4.2 Standard Edition and Microsoft Office 4.3 Professional Edition provide the most powerful Windows applications ever assembled into one box. This session describes these applications and shows you how Microsoft pulled them together into a cohesive package that can boost your productivity.

PREVIEW

When you have completed this session, you will be able to:

Describe the components of Microsoft Office.

•

Manage multiple applications loaded into memory.

•

Organize your desktop.

•

Customize the Microsoft Office Manager.

•

Access help for integrating the applications provided in Microsoft Office.

Table 1.1	*Microsoft Office Subdirectories*	*Microsoft Windows Subdirectories*
Sample Microsoft Office Directory Structure.	📁 msoffice ├ 📁 access ├ 📁 clipart ├ 📁 excel ├ 📁 ms-bttns ├ 📁 powerpnt ├ 📁 setup └ 📁 winword	📁 msapps ├ 📁 artgalry ├ 📁 equation ├ 📁 grphflt ├ 📁 msgraph ├ 📁 msgraph5 ├ 📁 msinfo ├ 📁 msquery ├ 📁 orgchart ├ 📁 proof ├ 📁 sheetcnv ├ 📁 textconv └ 📁 wordart

Let's take a brief tour of the primary applications in Microsoft Office.

MICROSOFT WORD

Microsoft Word 6.0 for Windows is a word processing software program that lets you create, edit, format, print, and permanently store documents, such as letters, memos, and reports. In addition to the standard word processing capabilities, Word 6.0 provides the following features:

- normal, page layout, and outline views
- wizards and templates for creating tables, performing mail merges, and writing standard documents such as agendas and resumes
- multi-page print preview for showing and editing multiple pages on-screen at the same time
- special "Auto" features like AutoCorrect, AutoText, AutoFormat, and AutoCaption

WHY THIS SESSION IS IMPORTANT

In 1991, an IBM executive stated in a keynote address to software developers that the top four applications for personal computers were word processing and spreadsheets, and word processing and spreadsheets. At that time, WordPerfect and Lotus still owned a majority of the application software market for desktop personal computers and Microsoft was just beginning to make inroads with Windows 3.0. Since most people used only one or two applications, integration and consistency among applications were not major issues. If your peers discovered you using three or more applications, you were immediately labeled a computer guru and given pocket protectors on your birthday!

Today, life is not so simple. Computer users typically require three or four applications to perform their daily work. As a result, issues like integration and consistency have become increasingly important. Applications that provide seamless integration allow users to concentrate on their tasks and worry less about the format in which their data is stored. Consistency among applications determines how quickly users can become productive with new applications. The increasing popularity of integrated programs and application software **suites** or **offices** may be attributable to users who now demand that their applications look the same. work seamlessly together, and share information graciously. And it doesn't end there—they also want these tools and features for a fraction of the cost of purchasing the applications separately.

Several of the major software companies are meeting market demand by creating, or at least contributing to, software suites or offices. The differences between individual off-the-shelf applications and their siblings in suites or offices are often negligible, if any. Most companies, such as Microsoft, Lotus, and WordPerfect/Borland/Novell, simply bundle existing applications with a small program that acts as a control center. The control center provides an efficient means for launching and switching among the primary applications—Microsoft Office has MOM (Microsoft Office Manager), Lotus SmartSuite has the SmartCenter, and WordPerfect/Borland/Novell has DAD (Desktop Application Director).

In this session, you are introduced to the component applications that make up Microsoft Office. You learn how to work efficiently with multiple application programs, use the Windows Task Manager and the Microsoft Office Manager, and access the Microsoft Office Help facility.

INTRODUCING MICROSOFT OFFICE

Microsoft Office is produced by Microsoft Corporation, the developers of MS-DOS and Microsoft Windows. There are two versions of Microsoft Office for Windows that are currently available: Microsoft Office 4.2 Standard Edition and Microsoft Office 4.3 Professional Edition. The Standard Edition contains the following applications:

- Microsoft Word 6.0 for Windows
- Microsoft Excel 5.0 for Windows
- Microsoft PowerPoint 4.0 for Windows and a
- Microsoft Mail workstation license for network users.

The Professional Edition adds Microsoft Access 2.0 for Windows to the bundle. These applications are packaged into a single box for a fraction of the combined cost you would pay for each product separately. Microsoft Office is also available for the Macintosh and PowerPC platforms.

INSTALLING MICROSOFT OFFICE

The Microsoft Office installation program copies the desired applications, along with several smaller applications called **mini-apps**, to your hard disk. (*Note*: If your computer has a CD ROM drive, you can install Office using a CD ROM instead of swapping over 20 diskettes into the diskette drive.) For Office Professional, you require a 386 or better computer with 29 MB of free hard disk space for a minimum installation and 82 MB for a complete installation. Once installed, you will require at least 6 MB of RAM (random access memory) to execute the applications. We strongly recommend a 486 or better computer with a minimum of 8 MB of RAM if you will be using two or more applications simultaneously.

A typical installation of Office Professional creates directory folders under the \MSOFFICE directory and the \WINDOWS\MSAPPS directory. (*Note*: You specify the desired directories for each application during the installation process. Therefore, the following example may differ from the directory structure appearing on your computer.) In addition to the folders shown on the next page, there are several subdirectory folders created under each of the main application folders: Word, Excel, PowerPoint, and Access. These subdirectory folders contain samples, templates, and other application-specific files.

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- wizards and templates for creating tables, performing mail merges, and writing standard documents such as agendas and resumes
- multi-page print preview for showing and editing multiple pages on-screen at the same time
- special "Auto" features like AutoCorrect, AutoText, AutoFormat, and AutoCaption

MICROSOFT EXCEL

Microsoft Excel 5.0 for Windows is an electronic spreadsheet for organizing, analyzing, and charting statistical, financial, and mathematical data. Some of Excel's key features include the following:

- workbooks that may contain worksheets, chart sheets, macro sheets, and Visual Basic programming modules
- spreadsheet publishing with fonts, borders, colors, and patterns
- wizards for entering functions, importing text files, creating crosstab tables, and charting worksheet data
- special "Auto" features like AutoFill and AutoFormat

MICROSOFT POWERPOINT

Microsoft PowerPoint 4.0 for Windows is a presentation graphics program that enables you to create on-screen presentations, overhead transparencies, speaker's notes, audience handouts, and 35mm slides. In addition to hundreds of predefined templates for slide backgrounds, PowerPoint provides the following features:

- ability to insert text, clip art, graphics, charts, and other types of media
- special transitional effects and time-coding options
- wizards for creating slides, recommending content, and picking styles and colors for presentations
- special "Auto" features like AutoContent and AutoLayout

MICROSOFT ACCESS

Available in Office 4.3 Professional Edition, Microsoft Access 2.0 for Windows is a relational database management system for microcomputers. Access enables you to store and manipulate large amounts of data. For example, you can use Access to maintain inventory records, sort personnel lists, and summarize accounting data. Some key features include the following:

- ability to store millions of records in databases up to 1 GB in size
- graphical query-by-example (QBE) for performing complex search and retrieval operations
- wizards for creating forms, reports, and mailing labels
- Cue Cards that provide step-by-step, on-screen help at all times
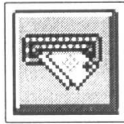
MICROSOFT MAIL

Microsoft Office also provides a workstation license for Microsoft Mail for Windows. To use Mail, you need to be connected to a network with Microsoft Mail for PC Networks loaded on the server. The Mail for PC Networks software must be purchased separately from Office. Some of Mail's features include the following:

- send and receive electronic mail with attached files
- ability to route documents to a **workgroup** directly from within an application
- store incoming and outgoing messages and faxes in file folders
- communicate with users on other services, such as the Internet

For further information on using Mail, contact the network administrator or system manager at your school or workplace.

MICROSOFT MINI-APPS

Rather than building similar features into each application, Microsoft makes several mini-apps accessible to all applications. These mini-apps include the following:

ClipArt Gallery   Enables you to select and insert clip art from a library of cataloged images. For example:
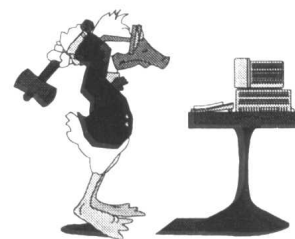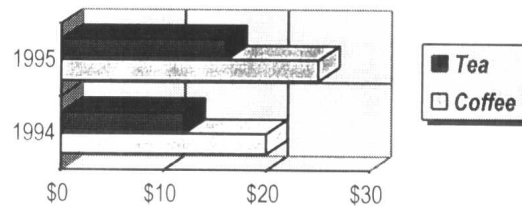
Equation Editor   Enables you to create complex equations using special math symbols and typesetting standards. For example:
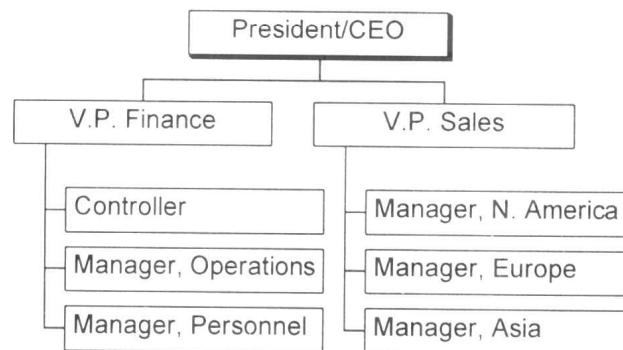
$$\sigma^2 = \frac{\sum_{i=1}^{N}\left(X_i - \mu\right)^2}{N}$$

Graph

Enables you to easily insert a graph into your document, without having to launch Excel. For example:

Organization Chart

Enables you to design, build, and insert an organizational chart into your document. For example:

WordArt

Allows you to apply special effects to textual information in your document.

In Session 2, you will use several of these mini-apps in preparing documents, worksheets, and slides.