

MICROSOFT

Office XP

Introductory Concepts
and Techniques

COURSE

ONE

WINDOWS XP EDITION

WORD 2002 EXCEL 2002 ACCESS 2002 POWERPOINT 2002 OUTLOOK 2002

Shelly
Cashman
Vermaat



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SERIES®

Microsoft

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and Techniques**

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**Gary B. Shelly
Thomas J. Cashman
Misty E. Vermaat**

Contributing Authors

Steven G. Forsythe
Jodi L. Groen
Mary Z. Last
Philip J. Pratt
James S. Quasney
Jeffrey J. Quasney
Susan L. Sebok
Jeffrey J. Webb

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**COURSE TECHNOLOGY
25 THOMSON PLACE
BOSTON MA 02210**

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Microsoft Office XP: Introductory Concepts and Techniques, Windows XP Edition

Gary B. Shelly
Thomas J. Cashman
Misty E. Vermaat

Managing Editor:
Cheryl Ouellette

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Ginny Harvey
Nancy Lamm
Lyn Markowicz
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Marilyn Martin
Eva Kandarpa
Cristina Haley

Illustrators:

Andrew Bartel
Kenny Tran

Cover Design:

Desiree Noel
Michelle French

Compositors:

Michelle French
Jeanne Black
Betty Hopkins
Kellee LaVars

Printer:

Banta Company

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Course Technology
25 Thomson Place
Boston, Massachusetts, 02210

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pages WD 2.02-03 Boy at computer, caution
sign, computer, library, man biting nails,
SUV, woman sleeping, Courtesy of
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Drawing of Albert Einstein, girl working
on computer, Courtesy of ArtToday; violin,
hand with pen, Courtesy of Nova
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working, Courtesy of PhotoDisc, Inc.;
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E 3.02-03 Coins, man working on notebook
computer, money, Courtesy of PhotoDisc,
Inc.; house and car, light bulb, telephone,
television and radio, Courtesy of Corel;

Microsoft Access 2002 Project 1, pages
A 1.04-05 Trojan horse, Trojan horse fresco,
Courtesy of ArtToday; adults helping child
with headset, silhouettes, Courtesy of
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teacher and students at computers,
Courtesy of PhotoDisc, Inc.; *Project 2, pages*
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artwork, Courtesy of Nova Development;
child's portrait, Courtesy of PhotoDisc, Inc.;
Microsoft PowerPoint 2002 Project 1, pages
PP 1.04-05 Business people, cell phone,
circuit boards and gears, fiber-optic cable,
notebook computer, number printout, tele-
phone jack, utility wires and towers, world
on computer screen, Courtesy of PhotoDisc,
Inc.; *Project 2, pages PP 2.02-03* Conference
room meeting, office meeting, three business-
people, woman in taxi, woman speaking
at a meeting, Courtesy of PhotoDisc, Inc.;
Microsoft Outlook 2002 Project 1, pages
O 1.04-05 Aztec calendar, book, cell phone,
clock, hourglass, quill pen, sundial, type-
writer, Courtesy of ArtToday; CD, computer,
fiber optics, lantern, man in office, world
and satellite, Courtesy of PhotoDisc, Inc.;
Office XP Integration Project 1, pages
I 1.04-05 Computer and equipment, doctor
with notebook computer, finger on monitor,
hospital clinic, notebook computer, woman
at computer workstation, Courtesy of
ArtToday; couple at table, doctor in lab
coat, eye in background, family dinner,
hotel resort, hospital worker at computer
workstation, Courtesy of PhotoDisc, Inc.

Preface

The Shelly Cashman Series® offers the finest textbooks in computer education. We are proud of the fact that our series of Microsoft Office 4.3, Microsoft Office 95, Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP textbooks have been the most widely used books in education. With each new edition of our Office books, we have made improvements based on the software and comments made by the instructors and students who use our textbooks. This one-of-a-kind Office XP running under Windows XP book continues with the innovation, quality, and reliability that you have come to expect from the Shelly Cashman Series. This edition includes the following enhancements:

- All figures captured with the Office XP applications running under Windows XP
- Supplementary exercises for each major application project
- Introduction to Windows XP
- Completely updated Introduction to Computers section that presents the necessary concepts for success with the Office XP applications

Office XP is the most significant upgrade ever to the Office suite. It provides a much smarter work experience for users. Microsoft has enhanced Office XP in the following areas: (1) streamlined user interface; (2) smart tags and task panes to help simplify the way people work; (3) speech and handwriting recognition; (4) an improved Help system; (5) enhanced Web capabilities; and (6) application-specific features.

In this Office XP running under Windows XP edition, you will find an educationally sound and easy-to-follow pedagogy that combines a step-by-step approach with corresponding screens. All projects and exercises in this book are designed to take full advantage of the Office XP enhancements. The popular Other Ways and More About features offer in-depth knowledge of Office XP. The Learn It Online page presents a wealth of additional exercises to ensure your students have all the reinforcement they need. The project openers provide a fascinating perspective of the subject covered in the project. The project material is developed carefully to ensure that students will see the importance of learning Office XP for future coursework.

Objectives of This Textbook

Microsoft Office XP: Introductory Concepts and Techniques, Windows XP Edition, is intended for a course that includes an in-depth introduction to Office XP. No experience with a computer is assumed, and no mathematics beyond the high school freshman level is required. The objectives of this book are:

- To teach the fundamentals of Office XP running under Windows XP
- To expose students to practical examples of the computer as a useful tool
- To acquaint students with the proper procedures to create documents, worksheets, databases, and presentations suitable for coursework, professional purposes, and personal use
- To help students discover the underlying functionality of Office XP so that they can become more productive
- To develop an exercise-oriented approach that allows learning by doing
- To introduce students to new input technologies
- To encourage independent study and help those who are working alone

Approved by Microsoft as Courseware for the Microsoft Office Specialist Program Core Level

Microsoft Office XP: Introductory Concepts and Techniques, Windows XP Edition, when used in combination with the companion textbook *Microsoft Office XP: Advanced Concepts and Techniques* in a two-semester sequence, has been approved by Microsoft as courseware for the Microsoft Office Specialist Certification program. After completing the projects and exercises in this book and its companion book, students will be prepared to take the Core-level Microsoft Office Specialist Exams for Microsoft Word 2002, Microsoft Excel 2002, and Microsoft Access 2002, and the Comprehensive-level Microsoft Office Specialist Exam for Microsoft PowerPoint 2002.

By passing the certification exam for a Microsoft software program, students demonstrate their proficiency in that program to employers. This exam is offered at participating centers, participating corporations, and participating employment agencies. See Appendix E for additional information about the Microsoft Office Specialist program and for a table that includes the Word 2002, Excel 2002, Access 2002, and PowerPoint 2002 Microsoft Office Specialist skill sets and corresponding page numbers on which a skill is discussed in the book and can be practiced, or visit the Web site mous.net. To purchase a Microsoft Office Specialist Certification exam, visit desktopiq.com.

The Shelly Cashman Series Microsoft Office Specialist Center Web page (Figure 1) has more than fifteen Web pages you can visit to obtain additional information about the Microsoft Office Specialist Certification program. The Web page scsite.com.offxp/cert.htm includes links to general information on certification, choosing an application for certification, preparing for the certification exam, and taking and passing the certification exam.

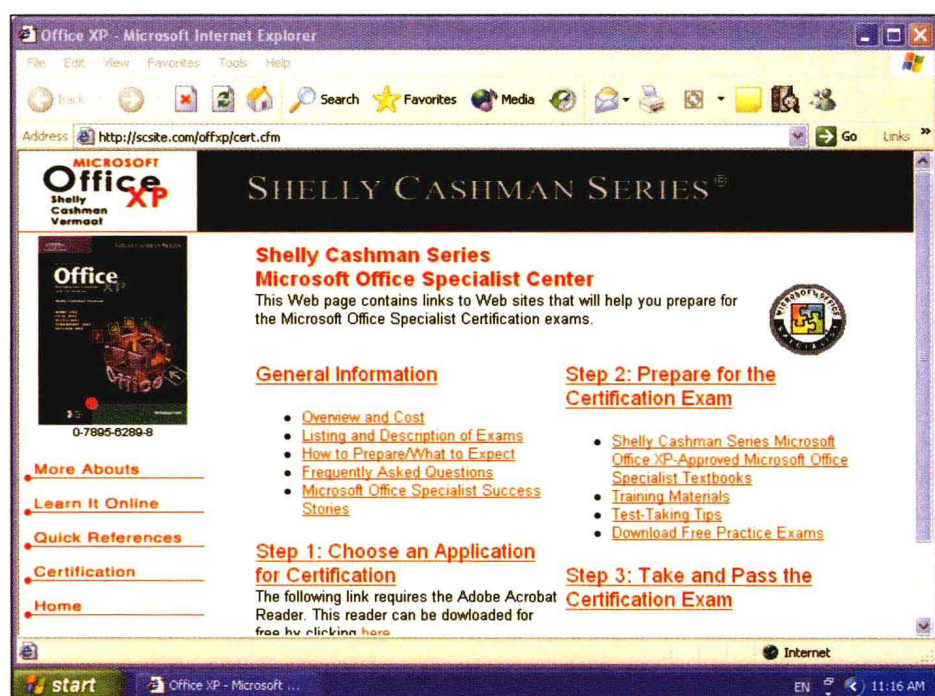


FIGURE 1 The Shelly Cashman Series Microsoft Office Specialist Center Web Page

The Shelly Cashman Approach

Features of the Shelly Cashman Series *Microsoft Office XP* books include:

- **Project Orientation:** Each project in the book presents a practical problem and complete solution in an easy-to-understand approach.
- **Step-by-Step, Screen-by-Screen Instructions:** Each of the tasks required to complete a project is identified throughout the development of the project. Full-color screens accompany the steps.
- **Thoroughly Tested Projects:** Every screen in the book is correct because it is produced by the author only after performing a step, resulting in unprecedented quality.
- **Other Ways Boxes and Quick Reference Summary:** Office XP provides a variety of ways to carry out a given task. The Other Ways boxes displayed at the end of most of the step-by-step sequences specify the other ways to do the task completed in the steps. Thus, the steps and the Other Ways box make a comprehensive reference unit. A Quick Reference Summary that summarizes the ways specific tasks can be completed can be found at the back of this book or on the Web at scsite.com/offxp/qr.htm.
- **More About Feature:** These marginal annotations provide background information and tips that complement the topics covered, adding depth and perspective.
- **Integration of the World Wide Web:** The World Wide Web is integrated into the Office XP learning experience by (1) More About annotations that send students to Web sites for up-to-date information and alternative approaches to tasks; (2) a Microsoft Office Specialist information Web page and a Microsoft Office Specialist map Web page so students can better prepare for the Microsoft Office Specialist Certification examinations; (3) a Quick Reference Summary Web page that summarizes the ways to complete tasks (mouse, menu, shortcut menu, and keyboard); and (4) the Learn It Online page at the end of each project, which has project reinforcement exercises, learning games, and other types of student activities.

Other Ways

1. Right-click slide anywhere except text placeholders, click Slide Layout on shortcut menu, double-click desired slide layout
2. Press ALT+O, press L, press arrow keys to select desired slide layout, press ENTER
3. In Voice Command mode, say "Format, Slide Layout, Title Text and Two Content, Close"

More About

Maintaining a Database: Recovery

If a problem occurs that damages either the data in the database or the structure of the database, the database is recovered by copying the backup copy over it. To do so, use the copy features of Windows to copy the backup version (for example, Alisa Vending Backup) over the actual database (for example, Alisa Vending Services). This will return the database to the state it was in when the backup was made.

Organization of This Textbook

Microsoft Office XP: Introductory Concepts and Techniques, Windows XP Edition consists of a brief introduction to computers, a project on Microsoft Windows XP and an introduction to Microsoft Office XP, three projects each on Microsoft Word 2002, Microsoft Excel 2002, and Microsoft Access 2002, two projects on Microsoft PowerPoint 2002, four short Web Features following each application, one project on Microsoft Outlook 2002, one project on integrating Office XP applications and the World Wide Web, a new set of laboratory exercises, five appendices, and a Quick Reference Summary. A short description of each follows.

Introduction to Computers

Many students taking a course in the use of Microsoft Office XP will have little previous experience with computers. For this reason, the book begins with a completely updated 40-page section titled *Essential Introduction to Computers* that covers essential computer hardware and software concepts and information on how to purchase, install, and maintain desktop, handheld, and notebook computers.

An Introduction to Windows XP and Office XP

Students learn about user interfaces, Microsoft Windows XP, Windows Explorer, and each Office XP application. Topics include launching Windows XP and logging on to the computer; using the mouse; adding and deleting an icon on the desktop; opening and closing windows; minimizing, maximizing, and restoring windows; sizing and scrolling windows; launching and quitting an application; expanding and closing folders and drives; displaying drive and folder contents; copying, moving, renaming, and deleting files; using Help and Support; and logging off and turning off the computer. Topics pertaining to Office XP include a brief explanation of Microsoft Word 2002, Microsoft Excel 2002, Microsoft Access 2002, Microsoft PowerPoint 2002, Microsoft Publisher 2002, Microsoft FrontPage 2002, and Microsoft Outlook 2002 and examples of how these applications take advantage of the Internet and World Wide Web.

Microsoft Word 2002

Project 1 – Creating and Editing a Word Document In Project 1, students are introduced to Word terminology and the Word window by preparing an announcement. Topics include starting and quitting Word; entering text; checking spelling while typing; saving a document; selecting characters, words, lines, and paragraphs; changing the font and font size of text; centering, right-aligning, bolding, and italicizing text; undoing commands and actions; inserting clip art into a document; resizing a graphic; printing a document; opening a document; correcting errors; and using the Word Help system.

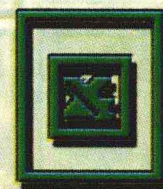
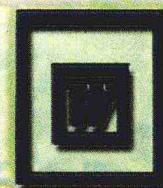
Project 2 – Creating a Research Paper In Project 2, students use the MLA style of documentation to create a research paper. Topics include changing margins; adjusting line spacing; using a header to number pages; entering text using Click and Type; first-line indenting paragraphs; using the AutoCorrect feature and AutoCorrect Options button; adding a footnote; modifying a style; inserting a symbol automatically; inserting a manual page break; creating a hanging indent; creating a text hyperlink; sorting paragraphs; moving text; using the Paste Options button; finding a synonym; counting and recounting words in a document; checking spelling and grammar at once; and e-mailing a document.

Project 3 – Creating a Resume Using a Wizard and a Cover Letter with a Table In Project 3, students create a resume using Word's Resume Wizard and then create a cover letter with a letterhead. Topics include personalizing the resume; using print preview; adding color to characters; setting and using tab stops; collecting and pasting; adding a bottom border; clearing formatting; inserting the current date; inserting a nonbreaking space; creating and inserting an AutoText entry; creating a bulleted list while typing; inserting a Word table; entering data into a Word table; and formatting a Word table. Finally, students address and print envelopes and mailing labels.

Web Feature – Creating Web Pages Using Word In this Web Feature, students are introduced to creating Web pages. Topics include saving the resume created in Project 3 as a Web page; creating a Web page using the Web Page Wizard; resizing a Web page frame; editing a hyperlink; and editing a Web page from your browser.

Microsoft Excel 2002

Project 1 – Creating a Worksheet and Embedded Chart In Project 1, students are introduced to Excel terminology, the Excel window, speech recognition and speech playback, and the basic characteristics of a worksheet and workbook. Topics include starting and quitting Excel; customizing Excel; entering text and numbers; selecting a range; using the AutoSum button; copying using the fill handle; changing font size



and color; formatting in bold; centering across columns; using the AutoFormat command; charting using the ChartWizard; saving and opening a workbook; editing a worksheet; using the AutoCalculate area; and using the Excel Help system.

Project 2 – Formulas, Functions, Formatting, and Web Queries In Project 2, students use formulas and functions to build a worksheet and learn more about formatting and printing a worksheet. Topics include entering dates and formulas; using functions; verifying formulas; changing fonts; formatting text and numbers; conditional formatting; drawing borders; changing the widths of columns and rows; spell checking; changing sheet names; previewing a worksheet; printing a section of a worksheet; and displaying and printing the formulas in a worksheet. This project also introduces students to accessing real-time data using Web Queries and sending the open workbook as an e-mail attachment directly from Excel.

Project 3 – What-If-Analysis, Charting, and Working with Large Worksheets

In Project 3, students learn how to work with larger worksheets, how to create a worksheet based on assumptions, how to use the IF function and absolute cell references, charting techniques, and how to perform what-if analysis. Topics include assigning global formats; rotating text; using the fill handle to create a series; deleting, inserting, copying, and moving data on a worksheet; displaying and formatting the system date; displaying and docking toolbars; creating a 3-D Pie chart on a chart sheet, enhancing a 3-D Pie chart; freezing titles; changing the magnification of worksheets; displaying different parts of the worksheet using panes; and simple what-if analysis and goal seeking.

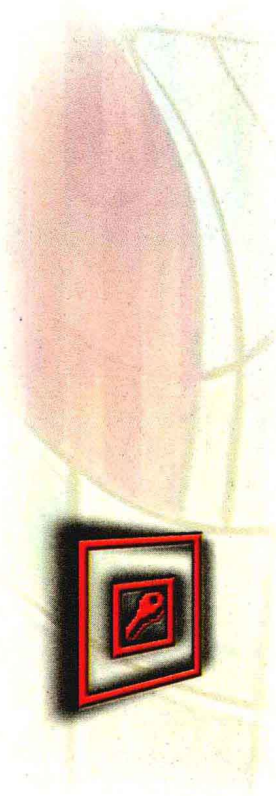
Web Feature – Creating Static and Dynamic Web Pages Using Excel In this Web Feature, students are introduced to creating a new folder, and creating static Web pages (noninteractive pages that do not change) and dynamic Web pages (interactive pages that offer Excel functionality). Topics include, saving and previewing an Excel workbook as a Web page; viewing and manipulating a Web page created in Excel using a browser; and using the Commands and Options dialog box.

Microsoft Access 2002

Project 1 -- Creating a Database Using Design and Datasheet Views In Project 1, students are introduced to the concept of a database and shown how to use Access to create a database. Topics include creating a database; creating a table; defining the fields in a table; opening a table; adding records to a table; closing a table; and previewing and printing the contents of a table. Other topics in this project include using a form to view data; using the Report Wizard to create a report; and using the Access Help system. Students also learn how to design a database to eliminate redundancy.

Project 2 - Querying a Database Using the Select Query Window In Project 2, students learn to use queries to obtain information from the data in their databases. Topics include creating queries, running queries, and printing the results. Specific query topics include displaying only selected fields; using character data in criteria; using wildcards; using numeric data in criteria; using various comparison operators; and creating compound criteria. Other related topics include sorting, joining tables, and restricting records in a join. Students also use calculated fields, statistics, and grouping.

Project 3 – Maintaining a Database Using the Design and Update Features of Access In Project 3, students learn the crucial skills involved in maintaining a database. Topics include using Datasheet view and Form view to add new records, to change existing records, and to delete records; and to locate and filter records. Students also learn the processes of changing the structure of a table; adding additional fields; changing characteristics of existing fields; creating a variety of validation rules; and



specifying referential integrity. Students perform mass changes and deletions using queries, create single-field and multiple-field indexes, and use subdatasheets to view related data.

Web Feature – Publishing to the Internet Using Data Access Pages In this Web Feature, students learn to create a data access page to enable users to access the data in a database via the Internet. Topics include creating a data access page using the Page Wizard; previewing a data access page from within Access 2002; and using a data access page.

Microsoft PowerPoint 2002

Project 1 – Using a Design Template and Text Slide Layout to Create a Presentation In Project 1, students are introduced to PowerPoint terminology, the PowerPoint window, and the basics of creating a bulleted list presentation. Topics include choosing a design template by using a task pane; creating a title slide and text slides; changing the font size and font style; ending a slide show with a black slide; saving a presentation; viewing the slides in a presentation; checking a presentation for spelling errors; printing copies of the slides; and using the PowerPoint Help system.

Project 2 – Using the Outline Tab and Clip Art to Create a Slide Show In Project 2, students create a presentation from an outline, insert clip art, and add animation effects. Topics include creating a slide presentation by indenting paragraphs on the Outline tab; changing slide layouts; inserting clip art; changing clip art size; adding an animation scheme; animating clip art; running an animated slide show; printing audience handouts from an outline; and e-mailing a slide show from within PowerPoint.

Web Feature – Creating a Presentation on the Web Using PowerPoint In this Web Feature, students are introduced to saving a presentation as a Web page. Topics include saving an existing PowerPoint presentation as an HTML file; viewing the presentation as a Web page; editing a Web page through a browser; and viewing the editing changes.

Schedule and Contact Management Using Microsoft Outlook 2002

In this project, students discover the benefits of personal information management systems by using Outlook to create a schedule of classes and extracurricular activities. Students learn how to enter both one-time and recurring appointments and events. Topics include starting and quitting the Calendar and Contacts folders; generating and managing daily, weekly, and monthly schedules; printing and saving a calendar; generating a list of contacts; creating tasks using the TaskPad; printing tasks; and creating, importing, and exporting personal subfolders.

Integrating Microsoft Office XP Applications and the World Wide Web

In this project, students are introduced to the seamless partnership of the Microsoft Office XP applications, which allows the sharing of information among Word, Excel, Access, PowerPoint, Outlook, and the World Wide Web. Topics include embedding an Excel chart into a Word document; creating a Web site home page from a Word document; creating a Web page from a PowerPoint presentation; creating a data access page Web page from an Access database; and creating hyperlinks from the home page created in Word to the Web pages created in PowerPoint and Access, as well as adding an e-mail link.



Supplementary Exercises

This section includes all new supplementary exercises for each of the major application projects. Examples of what the authors expect students to create in the laboratory exercises are available on the Web at scsite.com/offxpenh/labs.

Appendices

This book includes five appendices. Appendix A presents a detailed step-by-step introduction to the Microsoft Office XP Help system. Appendix B describes how to use the speech and handwriting recognition of Office XP. Appendix C explains how to publish Office Web pages to a Web server. Appendix D shows students how to reset the menus and toolbars. Appendix E introduces students to the Microsoft Office Specialist Certification program.

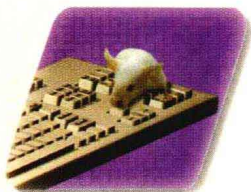
Microsoft Office XP Quick Reference Summary

This book concludes with a detailed Quick Reference Summary. In the Microsoft Office XP applications, you can accomplish a task in a number of ways, such as using the mouse, menu, shortcut menu, and keyboard. The Quick Reference Summary provides a quick reference to each task presented in this textbook.

End-of-Project Student Activities

A notable strength of the Shelly Cashman Series *Microsoft Office XP* books is the extensive student activities at the end of each project. Well-structured student activities can make the difference between students merely participating in a class and students retaining the information they learn. The activities in the Shelly Cashman Series *Microsoft Office XP* books include the following.

- **What You Should Know** A listing of the tasks completed within a project together with the pages on which the step-by-step, screen-by-screen explanations appear. This section provides a perfect study review for students.
- **Learn It Online** Every project features a Learn It Online page comprised of ten exercises. These exercises utilize the Web to offer project-related reinforcement activities that will help students gain confidence in their Office XP abilities. These exercises include True/False, Multiple Choice, Short Answer, Flash Cards, Practice Test, Learning Games, Tips and Tricks, Newsgroup usage, Expanding Your Horizons, and Search Sleuth.
- **Apply Your Knowledge** This exercise usually requires students to open and manipulate a file on the Data Disk. To obtain a copy of the Data Disk, follow the instructions on the inside back cover of this textbook.
- **In the Lab** Three in-depth assignments per project require students to apply the knowledge gained in the project to solve problems on a computer.
- **Cases and Places** Up to seven unique case studies that require students to apply their knowledge to real-world situations.



Shelly Cashman Series Teaching Tools

The three basic ancillaries that accompany this textbook are Instructor Resources (ISBN 0-619-20011-1), Course Presenter (ISBN 0-619-20140-1), and MyCourse 2.0. These ancillaries are available to adopters through your Course Technology representative or by calling one of the following telephone numbers: Colleges and Universities, 1-800-648-7450; High Schools, 1-800-824-5179; Private Career Colleges, 1-800-347-7707; Canada, 1-800-268-2222; Corporations with IT Training Centers, 1-800-648-7450; and Government Agencies, Health-Care Organizations, and Correctional Facilities, 1-800-477-3692.

Instructor Resources

The Instructor Resources for this textbook include both teaching and testing aids. The contents of the Instructor Resources CD-ROM are listed below.

- **Instructor's Manual** The Instructor's Manual is made up of Microsoft Word files. The Instructor's Manual includes detailed lesson plans with page number references, lecture notes, teaching tips, classroom activities, discussion topics, projects to assign, and transparency references. The transparencies are available through the Figure Files described below.
- **Syllabus** Any instructor who has been assigned a course at the last minute knows how difficult it is to come up with a course syllabus. For this reason, sample syllabi are included that can be customized easily to a course.
- **Figure Files** Illustrations for every screen and table in the textbook are available in electronic form. Use this ancillary to present a slide show in lecture or to print transparencies for use in lecture with an overhead projector. If you have a personal computer and LCD device, this ancillary can be an effective tool for presenting lectures.
- **Solutions to Exercises** Solutions and required files for all the In the Lab assignments at the end of each project are available. Solutions also are available for any Cases and Places assignment that supplies data and for the Project Reinforcement exercises in the Learn It Online section.
- **Test Bank & Test Engine** The test bank includes 110 questions for every project (25 multiple-choice, 50 true/false, and 35 fill-in-the-blank) with page number references, and when appropriate, figure references. A version of the test bank you can print also is included. The test bank comes with a copy of the test engine, ExamView. ExamView is a state-of-the-art test builder that is easy to use. ExamView enables you create to quickly printed tests, Internet tests, and computer (LAN-based) tests. You can enter your own test questions or use the test bank that accompanies ExamView. Lab tests that parallel the In the Lab assignments are supplied for the purpose of testing students in the laboratory on the material covered in the project or testing students out of the course.
- **Data Files for Students** All the files that are required by students to complete the Apply Your Knowledge exercises and any projects are included.
- **Lecture Success System** Lecture Success System files are for use with the application software, a personal computer, and projection device to explain and illustrate the step-by-step, screen-by-screen development of a project in the textbook without entering large amounts of data.



Additional Activities for Students The Project Reinforcement questions for each project are included in Word files. The true/false, multiple choice, and short answer questions, which help students gain confidence, are the same as the Project Reinforcement questions found in the Learn It Online sections.

- **Software** Eighteen completely updated, hands-on Interactive Labs that take students from ten to fifteen minutes each to step through help solidify and reinforce mouse and keyboard usage and computer concepts. Student assessment is available.

Course Presenter

Course Presenter is a CD-ROM-based multimedia lecture presentation system that provides PowerPoint slides for each project. Presentations are based on the projects' objectives. Use this presentation system to present well-organized, interesting and knowledge-based lectures. Course Presenter provides consistent coverage at schools that use multiple lecturers in their applications courses.

MyCourse 2.0

MyCourse 2.0 offers instructors and students an opportunity to supplement classroom learning with additional course content. You can use MyCourse 2.0 to expand traditional learning by accessing and completing readings, tests, and other assignments through the customized, comprehensive Web site. For additional information, visit mycourse.com and click the Help button.

MyCourse.com

Supplements

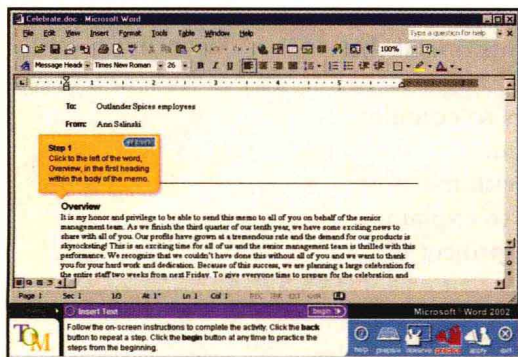
Three salable supplements that help reinforce the concepts presented can be used in combination with this book.

Workbook

This highly popular *Workbook for Microsoft Office XP: Introductory Concepts and Techniques* (ISBN 0-7895-6438-6) includes a variety of activities that help students recall, review, and master the concepts presented. The *Workbook* complements the end-of-project material with a guided project outline; a self-test consisting of true/false, multiple-choice, short answer, and matching questions; and activities calculated to help students develop a deeper understanding of the information presented.

TOM: Training Online Manager

TOM is Course Technology's Microsoft Office Specialist approved training tool for Microsoft Office XP. Available via the World Wide Web and CD-ROM, TOM allows students to learn Office XP concepts and skills actively through both guided and self-directed instruction. TOM allows students to choose the level and pace at which they want to learn, offers a practice environment to learn each skill, and tracks their progress to provide accurate reports.



SAM XP

The immensely popular SAM XP is a powerful skills-based testing and reporting tool that measures your students' proficiency in Microsoft Office XP applications through real-world, performance-based questions.

The screenshot shows a web browser window titled "SAM Exam Study Guide: Microsoft Internet Explorer". The page displays a table of exam results for a student named Rachel Vankirk. The table has columns for Skill Set, Activity, Result, Actions Taken, Mastering & Using, TOM Completed, and TOM Training. The results show various activities related to MS Excel, such as deleting cells, merging cells, splitting cells, and inserting a cell, with corresponding results and actions taken.

Skill Set	Activity	Result	Actions Taken	Mastering & Using	TOM Completed	TOM Training
MS Excel: Working with Cells and Cell Data	Delete selected cells	Correct	1. Speed Menu Command: Grid Cells(s) Delete 2. Delete dialog opened 3. OK button activated 4. Dialog closed	E1-68 Menu Tip	No	TM
MS Excel: Working with Cells and Cell Data	Merge cells	Skipped		E1-68	No	TM
MS Excel: Working with Cells and Cell Data	Split cells	Incorrect	1. Left mouse click (wrong) 2. Left mouse click (wrong) 3. Button Command: Format Painter (wrong)	E1-68	No	TM
MS Excel: Working with Cells and Cell Data	Insert a cell	Not presented		E1-64	No	TM

Shelly Cashman Series Online

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- **Shelly Cashman** Series catalog, series information and history

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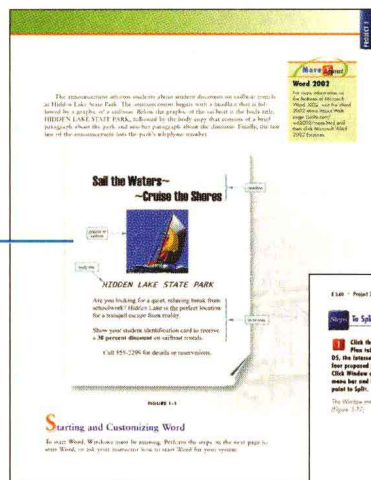
Gary B. Shelly
Thomas J. Cashman
Misty E. Vermaat

To the Student Getting the Most Out of Your Book

Welcome to *Microsoft Office XP: Introductory Concepts and Techniques, Windows XP Edition*. You can save yourself a lot of time and gain a better understanding of the Office XP applications if you spend a few minutes reviewing the figures and callouts in this section.

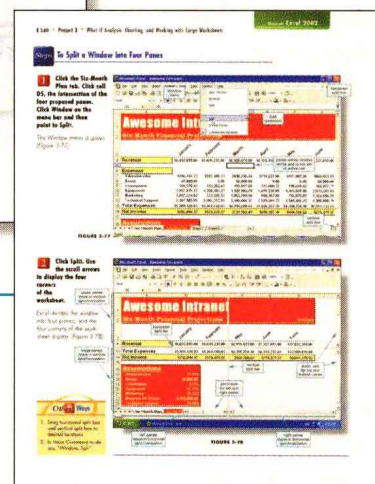
1 Project Orientation

Each project presents a practical problem and shows the solution in the first figure of the project. The project orientation lets you see firsthand how problems are solved from start to finish using application software and computers.



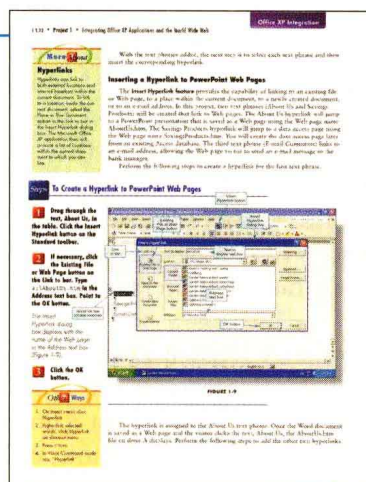
2 Consistent Step-By-Step, Screen-By-Screen Presentation

Project solutions are built using a step-by-step, screen-by-screen approach. This pedagogy allows you to build the solution on a computer as you read through the project. Generally, each step is followed by an italic explanation that indicates the result of the step.



3 More Than Just Step-By-Step

More About annotations in the margins of the book and substantive text in the paragraphs provide background information and tips that complement the topics covered, adding depth and perspective. When you finish with this book, you will be ready to use the Office applications to solve problems on your own.



4 Other Ways Boxes and Quick Reference Summary

Other Ways boxes that follow many of the step sequences and a Quick Reference Summary at the back of the book explain the other ways to complete the task presented, such as using the mouse, menu, shortcut menu, and keyboard.

Office XP Quick Reference Summary

Task	Office XP	Office XP	Office XP	Office XP
1. Open a new document	File > New	Ctrl+N	File > New	Ctrl+N
2. Save a document	File > Save	Ctrl+S	File > Save	Ctrl+S
3. Print a document	File > Print	Ctrl+P	File > Print	Ctrl+P
4. Copy text	Edit > Copy	Ctrl+C	Edit > Copy	Ctrl+C
5. Paste text	Edit > Paste	Ctrl+V	Edit > Paste	Ctrl+V
6. Undo	Edit > Undo	Ctrl+Z	Edit > Undo	Ctrl+Z
7. Redo	Edit > Redo	Ctrl+Y	Edit > Redo	Ctrl+Y
8. Find text	Edit > Find	Ctrl+F	Edit > Find	Ctrl+F
9. Replace text	Edit > Replace	Ctrl+H	Edit > Replace	Ctrl+H
10. Bold text	Format > Bold	Ctrl+B	Format > Bold	Ctrl+B
11. Italic text	Format > Italic	Ctrl+I	Format > Italic	Ctrl+I
12. Underline text	Format > Underline	Ctrl+U	Format > Underline	Ctrl+U
13. Increase font size	Format > Font Size	Ctrl+Shift+>	Format > Font Size	Ctrl+Shift+>
14. Decrease font size	Format > Font Size	Ctrl+Shift+<	Format > Font Size	Ctrl+Shift+<
15. Bold, italic, and underline text	Format > Bold and Italic	Ctrl+B+I	Format > Bold and Italic	Ctrl+B+I
16. Bold, italic, underline, and font size	Format > Font	Ctrl+B+I+U+Shift+>	Format > Font	Ctrl+B+I+U+Shift+>
17. Bold, italic, underline, font size, and color	Format > Font and Color	Ctrl+B+I+U+Shift+>+C	Format > Font and Color	Ctrl+B+I+U+Shift+>+C
18. Bold, italic, underline, font size, color, and background color	Format > Font and Background Color	Ctrl+B+I+U+Shift+>+C+B	Format > Font and Background Color	Ctrl+B+I+U+Shift+>+C+B
19. Bold, italic, underline, font size, color, background color, and bullet points	Format > Font and Bullets	Ctrl+B+I+U+Shift+>+C+B+B	Format > Font and Bullets	Ctrl+B+I+U+Shift+>+C+B+B
20. Bold, italic, underline, font size, color, background color, bullet points, and numbering	Format > Font and Numbering	Ctrl+B+I+U+Shift+>+C+B+B+N	Format > Font and Numbering	Ctrl+B+I+U+Shift+>+C+B+B+N
21. Bold, italic, underline, font size, color, background color, bullet points, numbering, and styles	Format > Font and Styles	Ctrl+B+I+U+Shift+>+C+B+B+N+S	Format > Font and Styles	Ctrl+B+I+U+Shift+>+C+B+B+N+S
22. Bold, italic, underline, font size, color, background color, bullet points, numbering, styles, and themes	Format > Font and Themes	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T	Format > Font and Themes	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T
23. Bold, italic, underline, font size, color, background color, bullet points, numbering, styles, themes, and language	Format > Font and Language	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L	Format > Font and Language	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L
24. Bold, italic, underline, font size, color, background color, bullet points, numbering, styles, themes, language, and spelling	Format > Font and Spelling	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S	Format > Font and Spelling	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S
25. Bold, italic, underline, font size, color, background color, bullet points, numbering, styles, themes, language, spelling, and grammar	Format > Font and Grammar	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G	Format > Font and Grammar	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G
26. Bold, italic, underline, font size, color, background color, bullet points, numbering, styles, themes, language, spelling, grammar, and proofing	Format > Font and Proofing	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G+P	Format > Font and Proofing	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G+P
27. Bold, italic, underline, font size, color, background color, bullet points, numbering, styles, themes, language, spelling, grammar, proofing, and references	Format > Font and References	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G+P+R	Format > Font and References	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G+P+R
28. Bold, italic, underline, font size, color, background color, bullet points, numbering, styles, themes, language, spelling, grammar, proofing, references, and mail merge	Format > Font and Mail Merge	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G+P+R+M	Format > Font and Mail Merge	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G+P+R+M
29. Bold, italic, underline, font size, color, background color, bullet points, numbering, styles, themes, language, spelling, grammar, proofing, references, mail merge, and security	Format > Font and Security	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G+P+R+M+S	Format > Font and Security	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G+P+R+M+S
30. Bold, italic, underline, font size, color, background color, bullet points, numbering, styles, themes, language, spelling, grammar, proofing, references, mail merge, security, and accessibility	Format > Font and Accessibility	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G+P+R+M+S+A	Format > Font and Accessibility	Ctrl+B+I+U+Shift+>+C+B+B+N+S+T+L+S+G+P+R+M+S+A

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WINDOWS APPLICATIONS

Microsoft Office	Microsoft Office XP: Essential Concepts and Techniques (5 projects) ¹ Microsoft Office XP: Brief Concepts and Techniques (9 projects) ¹ Microsoft Office XP: Introductory Concepts and Techniques, Windows XP Edition Microsoft Office XP: Introductory Concepts and Techniques, Enhanced Edition (15 projects) ¹ Microsoft Office XP: Advanced Concepts and Techniques (11 projects) Microsoft Office XP: Post Advanced Concepts and Techniques (11 projects) Microsoft Office 2000: Essential Concepts and Techniques (5 projects) Microsoft Office 2000: Brief Concepts and Techniques (9 projects) Microsoft Office 2000: Introductory Concepts and Techniques, Enhanced Edition (15 projects) Microsoft Office 2000: Advanced Concepts and Techniques (11 projects) Microsoft Office 2000: Post Advanced Concepts and Techniques (11 projects)
Integration	Integrating Microsoft Office XP Applications and the World Wide Web: Essential Concepts and Techniques
PIM	Microsoft Outlook 2002: Essential Concepts and Techniques
Microsoft Works	Microsoft Works 6: Complete Concepts and Techniques ² • Microsoft Works 2000: Complete Concepts and Techniques ²
Microsoft Windows	Microsoft Windows XP: Complete Concepts and Techniques ³ Microsoft Windows XP: Brief Concepts and Techniques Microsoft Windows 2000: Complete Concepts and Techniques (6 projects) ³ Microsoft Windows 2000: Brief Concepts and Techniques (2 projects) Microsoft Windows 98: Essential Concepts and Techniques (2 projects) Microsoft Windows 98: Complete Concepts and Techniques (6 projects) ³ Introduction to Microsoft Windows NT Workstation 4
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Spreadsheets	Microsoft Excel 2002 ³ • Microsoft Excel 2000 ³
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Presentation Graphics	Microsoft PowerPoint 2002 ³ • Microsoft PowerPoint 2000 ³
Desktop Publishing	Microsoft Publisher 2002 ² • Microsoft Publisher 2000 ²

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Programming	Microsoft Visual Basic.NET: Complete Concepts and Techniques ³ • Microsoft Visual Basic 6: Complete Concepts and Techniques ² • Programming in QBasic • Java Programming 2e: Complete Concepts and Techniques ² • Structured COBOL Programming 2e
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INTERNET

Browser	Microsoft Internet Explorer 6: Introductory Concepts and Techniques • Microsoft Internet Explorer 5: An Introduction • Netscape Navigator 6: An Introduction
Web Page Creation and Design	Web Design: Introductory Concepts and Techniques • HTML: Complete Concepts and Techniques 2e ³ Microsoft FrontPage 2002: Essential Concepts and Techniques • Microsoft FrontPage 2002 ³ Microsoft FrontPage 2000 ² • JavaScript: Complete Concepts and Techniques 2e ² • Macromedia Dreamweaver MX: Complete Concepts and Techniques ³

SYSTEMS ANALYSIS

Systems Analysis	Systems Analysis and Design 5e
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DATA COMMUNICATIONS

Data Communications	Business Data Communications: Introductory Concepts and Techniques 4e
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¹Available running under Windows XP or running under Windows 2000

²Also available as an Introductory Edition, which is a shortened version of the complete book

³Also available as an Introductory Edition, which is a shortened version of the complete book and also as a Comprehensive Edition, which is an extended version of the complete book



ESSENTIAL

Introduction to Computers

*and How to Purchase, Install,
and Maintain a Personal Computer*

OBJECTIVES

After completing this material, you will be able to:

- ☐ Define the term computer and discuss the four basic computer operations: input, processing, output, and storage
- ☐ Define data and information
- ☐ Explain the principal components of the computer and their use
- ☐ Describe the use of floppy disks, hard disks, and other storage media
- ☐ Discuss computer software and explain the difference between system software and application software
- ☐ Identify several types of personal computer application software
- ☐ Discuss computer communications channels and equipment and the Internet and World Wide Web
- ☐ Explain how to purchase, install, and maintain a personal computer
- ☐ Define e-commerce

Everyday, computers impact how individuals work and how they live. The use of personal computers continues to increase and has made computing available to almost anyone. In addition, advances in communications technology allow people to use personal computers to access and send information easily and quickly to other computers and computer users. At home, at work, and in the field, computers are helping people to do their work faster, more accurately, and in some cases, in ways that previously would not have been possible.