

# Office 2000 Beginning

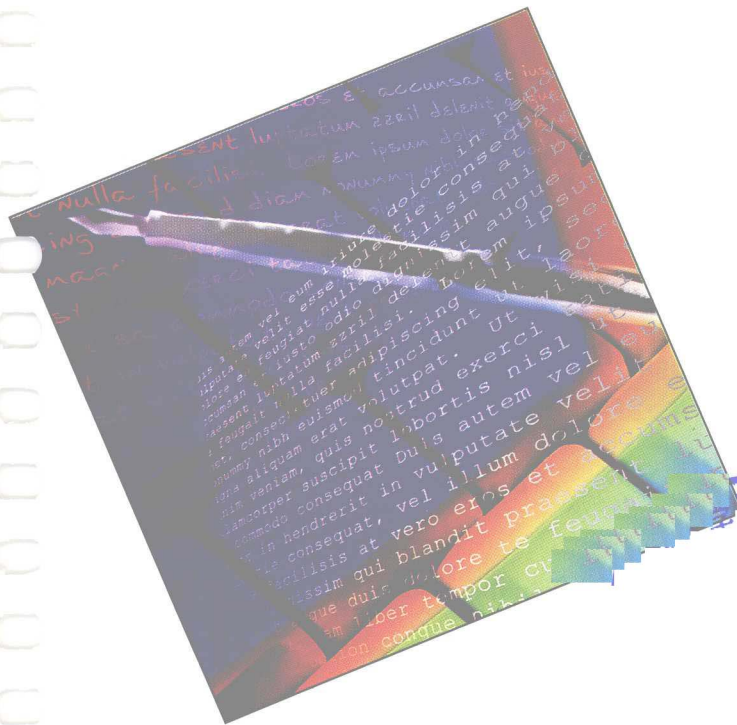
A PROFESSIONAL APPROACH

- Includes Student Template Files CD-ROM



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# Office 2000



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**McGraw Hill** **Glencoe McGraw-Hill**

New York, New York   Columbus, Ohio   Woodland Hills, California   Peoria, Illinois

This program has been prepared with the assistance of Gleason Group, Inc., Norwalk, CT.

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**Glencoe/McGraw-Hill**



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**Office 2000: A Professional Approach, Beginning Course**

*Student Edition*

ISBN 0-02-805600-0

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# Preface

*Office 2000: Beginning Course* is written to help you become familiar with Microsoft Office 2000. The text takes you step-by-step through the basic Office features that you're likely to use in both your personal and business life.

## Organization of the Text

The text includes four *sections*—Word, Excel, PowerPoint, and Access. Each section is divided into *units* and each unit is divided into *lessons*. Each lesson builds on previously learned procedures. This building block approach, together with the Case Study and the other features listed below, enable you to maximize the learning process.

## Case Study

Learning about the features of Office is one thing, but applying what you learn is another. That's why a Case Study begins every section of the text. A Case Study offers the opportunity to learn Office in a realistic business context. The files in each section relate to the section's Case Study.

## Features of the Text

- ✓ Objectives are listed for each lesson
- ✓ Required skills for the *Microsoft Office User Specialist (MOUS) Certification Program* are listed for each lesson
- ✓ The *estimated time* required to complete each lesson (up to the "Concepts Review") is stated
- ✓ Within a lesson, each *heading* corresponds to an objective
- ✓ Easy-to-follow *Exercises* emphasize "learning by doing"
- ✓ *Key terms* are italicized and defined as they are encountered
- ✓ Extensive *graphics* display screen contents
- ✓ *Toolbar buttons* and *keyboard keys* are shown in the text when they are used
- ✓ *Large toolbar buttons in the margins* provide easy-to-see references
- ✓ Lessons contain important *Notes* and useful *Tips*
- ✓ A *Command Summary* lists the commands learned in the lesson
- ✓ *Using Help* introduces you to a Help topic related to lesson content
- ✓ *Concepts Review* includes true/false, short answer, and critical thinking questions that focus on lesson content

- ✔ *Skills Review* provides skill reinforcement for each lesson
- ✔ *Lesson Applications* ask you to apply your skills in a more challenging way
- ✔ *Unit Applications* give you the opportunity to use the skills you learn in a unit
- ✔ Appendices
- ✔ Glossary
- ✔ Index

## *MOUS Certification Program*

The Microsoft Office User Specialist (MOUS) certification program offers certification at two skill levels—“Core” and “Expert.” This certification can be a valuable asset in any job search. *Office 2000: Beginning Course*, together with its companion text, *Office 2000: Advanced Course*, provide instruction for all MOUS Activities required for certification at the following levels:

- Word, Excel, PowerPoint, Access, and Outlook MOUS Level 1 (“Core”)
- PowerPoint and Access MOUS Level 2 (“Expert”)

For a complete listing of the MOUS Skills covered in this text (and a correlation to the lessons in the text), see *Appendix F: “MOUS Certification.”* For more information about the MOUS Certification program see the *Certification Procedures* manual in the Teacher’s Classroom Resources, or go to [www.mous.net](http://www.mous.net).

## *Conventions Used in the Text*

This text uses a number of conventions to help you learn the program and save your work.

- Text that you’re asked to key appears either in **boldface** or as a separate figure.
- Filenames appear in **boldface**.
- You’re asked to save each file with your initials, followed by the Exercise name. For example, an Exercise may end with the instruction: “Save the document as *[your initials]5-12.doc*.”
- Menu letters you can key to activate a command are shown as they appear on screen, with the letter underlined (for example, “Choose Print from the File menu”). Dialog box options are also shown this way, and, when otherwise it may be confusing, they appear in title case to increase readability (for example, in the Paragraph dialog box, “Page Break Before” rather than “Page break before”).

## *Organizing Folders*

To keep organized, it's a good idea to save your work for each section in a separate folder. (For example, save all your Word documents in a Word folder, all your Excel worksheets in an Excel folder, and so on.) Within the Word, Excel, and PowerPoint sections, the text instructs you to save your files by lesson (within each section's folder). Thus, you would save Word Lesson 4 files in a "Lesson 4" folder within your Word folder. You would save Excel Lesson 4 files in a "Lesson 4" folder within your Excel folder, and so on.

## *If You Are Unfamiliar with Windows*

If you're unfamiliar with Windows 98, you'll want to work through *Appendix A: "Windows Tutorial"* before beginning your first lesson. You may also need to review *Appendix B: "Using the Mouse," Appendix C: "Using Menus and Dialog Boxes,"* and *Appendix D: "File Management"* if you've never used a mouse or any version of Windows before.

## *Screen Differences*

As you read about and practice each concept, illustrations of the screens help you follow the instructions. Don't worry if your screen is different from the illustration. These differences are due to variations in system and computer configurations.

## *Acknowledgments*

We want to thank the many teachers and students who have provided us with guidance over the years. We would particularly like to thank the reviewers of this text: Susan Olson, Northwest Technical College, East Grand Forks, MN; Kathy Basil, L.A. Pierce College, Woodland Hills, CA; and Mary G. Logan, Delgado Community College, New Orleans, LA; Kathleen Anderson, Empire College, Santa Rosa, CA; John Walker, Doña Ana Community College (New Mexico State University), NM; Mary Davey, Computer Learning Network, Camp Hill, PA; Pamela Wiese, Hartnell College, San Jose, CA; Robert Schneider, San Francisco, CA; and John Carter, Doña Ana Community College (New Mexico State University), NM.

# Installation Requirements

You'll need Microsoft Office 2000 to work through this textbook. Office needs to be installed on the computer's hard drive (or on a network). Use the following checklist to evaluate installation requirements.

## Hardware

- Pentium computer with 32 MB or more of RAM
- 3.5-inch high-density disk drive and CD-ROM drive
- 200 MB or more of hard disk space for a "Typical" Office installation
- VGA or higher-resolution video monitor
- Printer (laser or ink-jet recommended)
- Mouse
- Optional:* Modem (Required for Outlook lessons. Also for Internet and e-mail activities.)

## Software

- Word 2000, Excel 2000, PowerPoint 2000, Access 2000, and Outlook 2000 (from Microsoft Office 2000)
- Windows 95 (or later) or Microsoft Windows NT Workstation 4.0 with Service Pack 3.0 installed
- Optional:* Browser and Internet Service Provider (Required for Outlook lessons. Also for Internet and e-mail activities.)

## Installing New Features

Some Lessons take advantage of Office features that may require installation. The following table lists those features, explains their use, and indicates where you can find the features in the Setup program. The procedure after the table explains how to install a feature.

### Features to Install for Word 2000

LESSON	FEATURE	USE	LOCATION IN SETUP PROGRAM
4	Thesaurus	Required to complete the exercises.	Office Tools; Proofing Tools; Thesaurus
5	Picture bullets and horizontal lines	Install to provide more variety. Not required.	Office Tools; Clip Gallery; Clip Files; Additional Bullets and Lines
6	Hyphenation	Required to complete the exercises.	Office Tools; Proofing Tools; Hyphenation

### Features to Install for PowerPoint 2000

LESSON	FEATURE	USE	LOCATION IN SETUP PROGRAM
2	Company Meeting wizard	Required to complete Exercise 2-18	Microsoft PowerPoint for Windows; Content Templates; Additional Content Templates
3	Design templates	Install to provide more variety. Used throughout course	Microsoft PowerPoint for Windows; Content Templates; Additional Design Templates
4	Import an outline from Word	Required to complete Exercises 4-9 and 4-15	Microsoft Office; Converters and Filters
5	Picture bullets	Install to provide more variety. Not required.	Office Tools; Clip Gallery; Clip Files
6	Clip art	Install to provide more variety. Used throughout course.	Office Tools; Clip Gallery

**Features to Install for Access 2000**

LESSON	FEATURE	USE	LOCATION IN SETUP PROGRAM
4	Table Wizard	Required to complete Lesson	Microsoft Access for Windows; Typical Wizards and Additional Wizards

*To install a feature:*

1. Close all programs.
2. Click the Windows Start button, point to Settings, and click Control Panel.
3. Double-click the Add/Remove Programs icon.
4. Display the Install/Uninstall tab, if necessary.
5. If you installed Office using the Office Setup program, choose Microsoft Office from the list of programs and click Add/Remove. If you installed an application individually, choose the application from the list and click Add/Remove.
6. Click the plus sign to the left of an Office feature to expand the options. Click the down arrow to the right of a feature you want to add and choose Run All From My Computer. When you're done choosing features, click Uppdate Now. Follow the onscreen instructions (which include loading the Office CD-ROM).

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