

Getting Started

In this textbook, you will learn to operate one or more microcomputer application programs that combine to make an application “suite.” This suite of programs is called Microsoft Office Professional 2000. Before you begin, you should familiarize yourself with the basics of computers, including hardware, software, the keyboard, the mouse, and Office Assistant (a help program).

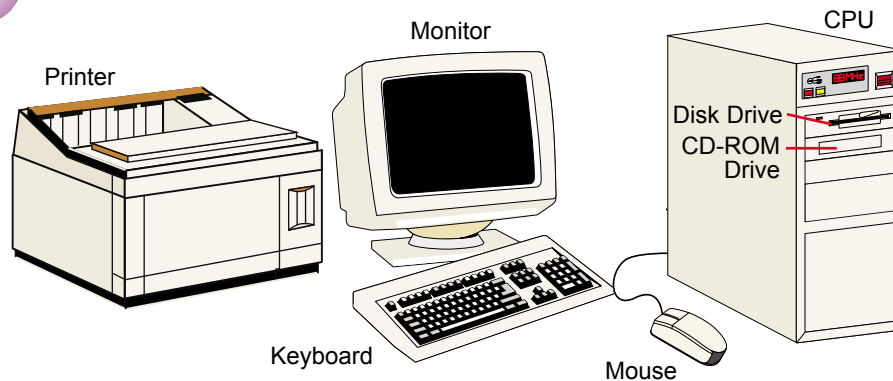
Identifying Computer Hardware

The computer equipment you will use to operate the suite of programs is referred to as *hardware*. You will need access to an IBM PC or an IBM-compatible computer. This computer system should consist of the CPU, monitor, keyboard, printer, disk drive, and mouse. If you are not sure what equipment you will be operating, check with your instructor. The computer system displayed in figure G.1 consists of six components. Each component is discussed separately in the material that follows.

figure

G.1

IBM Personal Computer System



CPU

CPU stands for Central Processing Unit and is the intelligence of the computer. All the processing occurs in the CPU. Silicon chips, which contain miniaturized circuitry, are placed on boards that are plugged into slots within the CPU. Whenever an instruction is given to the computer, that instruction is processed through circuitry in the CPU.

Monitor

The monitor is a piece of equipment that looks like a television screen. It displays the information of a program and the text being input at the keyboard. The quality of display for monitors varies depending on the type of monitor and the type of resolution. Monitors can also vary in size—generally from 14-inch size up to 21-inch size.

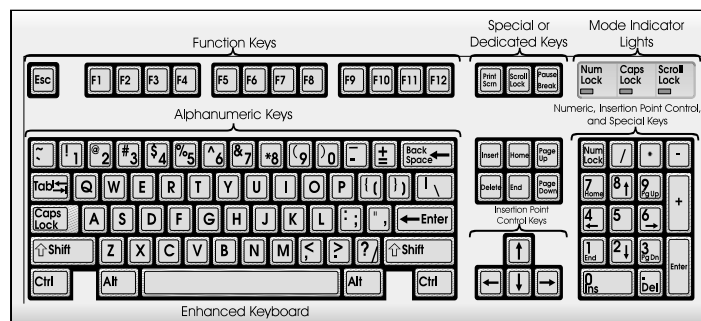
Keyboard

The keyboard is used to input information into the computer. Keyboards for microcomputers vary in the number and location of the keys. Microcomputers have the alphabetic and numeric keys in the same location as the keys on a typewriter. The symbol keys, however, may be placed in a variety of locations, depending on the manufacturer. In addition to letters, numbers, and symbols, most microcomputer keyboards contain function keys, arrow keys, and a numeric keypad. Figure G.2 shows an enhanced keyboard.

figure

G.2

Microcomputer Enhanced Keyboard



The 12 keys at the top of the enhanced keyboard, labeled with the letter F followed by a number, are called *function keys*. These keys can be used to perform functions within each of the suite programs.

To the right of the regular keys is a group of *special* or *dedicated keys*. These keys are labeled with specific functions that will be performed when you press the key. Below the special keys are arrow keys. These keys are used to move the insertion point in the document screen.

In the upper right corner of the keyboard are three mode indicator lights. When certain modes have been selected, a light appears on the keyboard. For example, if you press the Caps Lock key, which disables the lowercase alphabet, a light appears next to Caps Lock. Similarly, pressing the Num Lock key will disable the special functions on the numeric keypad, which is located at the right side of the keyboard.

Disk Drive

Depending on the computer system you are using, Microsoft Office Professional is installed on a hard drive or as part of a network system. Whether you are using

the suite on a hard drive or network system, you will need to have a disk drive available for inserting a 3.5-inch disk, on which you will save and open documents.

The memory capacity for disks varies depending on the density of the disk. Disk memory is measured in kilobytes (thousands) and megabytes (millions). The memory capacity for a 3.5-inch double density (DD) disk is 720,000 bytes (720 kilobytes, which is written as 720Kb). The memory capacity for a 3.5-inch high density disk (HD) is 1,440,000 bytes (1.44 megabytes, which is written as 1.44Mb).

Printer

When you create a document in one of the suite programs, it is considered *soft copy*. If you want a *hard copy* of a document, you need to print it. To print documents you will need to access a printer. Printers are either *impact* or *nonimpact*. Impact printers have a mechanism that strikes the paper to create text. Nonimpact printers use a variety of methods—heat, ink jet, laser—to print characters. These printers are much quieter and faster than impact printers.

Mouse

Many functions in the suite programs are designed to operate more efficiently with a *mouse*. A mouse is an input device that sits on a flat surface next to the computer. A mouse can be operated with the left or the right hand. Moving the mouse on the flat surface causes a corresponding mouse pointer to move on the screen. Figure G.1 shows an illustration of a mouse. For specific instructions on how to use a mouse, please refer to the “Using the Mouse” text later in this section.

Maintaining Disks

You will be copying chapter folders onto a 3.5-inch disk and then saving and opening files from this disk. To ensure that you will be able to retrieve information from the disk, you need to follow certain rules of disk maintenance. To properly maintain a 3.5-inch disk, follow these rules:

- Do not expose the disk to extreme heat or cold.
- Keep the disk away from magnets and magnetic fields. They can erase the information saved on the disk.
- Do not wipe or clean the magnetic surface of the disk.
- Keep the disk away from food, liquids, and smoke.
- Never remove the disk from the disk drive when the drive light is on.
- Carry the disk in a plastic case to prevent damage to the metal shutter.

The 3.5-inch disk on which you will open and save files must be formatted. Most likely, any disk you purchase will already be formatted. Formatting is a process that establishes tracks and sectors on which information is stored and prepares the disk to accept data from the disk operating system (and erases anything previously saved on the disk). If you are using a disk that is not formatted, check with your instructor on the steps needed to format. (You can also look up the steps to format using the Windows Help feature. The Windows Help feature is presented later in this section.)

Using the Mouse

The programs in the Microsoft Office Professional suite can be operated using a keyboard or they can be operated with the keyboard and a mouse. The mouse may have two or three buttons on top, which are tapped to execute specific functions and commands. To use the mouse, rest it on a flat surface or a mouse pad. Put your hand over it with your palm resting on top of the mouse and your wrist resting on the table surface. As you move the mouse on the flat surface, a corresponding pointer moves on the screen.

When using the mouse, there are four terms you should understand—point, click, double-click, and drag. When operating the mouse, you may need to *point* to a specific command, button, or icon. Point means to position the mouse pointer on the desired item. With the mouse pointer positioned on the desired item, you may need to *click* a button on the mouse. Click means quickly tapping a button on the mouse once. To complete two steps at one time, such as choosing and then executing a function, *double-click* a mouse button. Double-click means to tap the left mouse button twice in quick succession. The term *drag* means to press and hold the left mouse button, move the mouse pointer to a specific location, and then release the button.

Using the Mouse Pointer

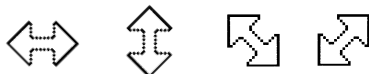
The mouse pointer will change appearance depending on the function being performed or where the pointer is positioned. The mouse pointer may appear as one of the following images:



The mouse pointer appears as an I-beam (called the *I-beam pointer*) in the document screen and can be used to move the insertion point or select text.



The mouse pointer appears as an arrow pointing up and to the left (called the *arrow pointer*) when it is moved to the Title bar, Menu bar, or one of the toolbars at the top of the screen or when a dialog box is displayed. For example, to open a new document with the mouse, you would move the I-beam pointer to the File option on the Menu bar. When the I-beam pointer is moved to the Menu bar, it turns into an arrow pointer. To make a selection, position the tip of the arrow pointer on the File option, and then click the left mouse button. At the drop-down menu that displays, make selections by positioning the arrow pointer on the desired option, and then clicking the left mouse button.



The mouse pointer becomes a double-headed arrow (either pointing left and right, pointing up and down, or pointing diagonally) when performing certain functions such as changing the size of a picture.



In certain situations, such as moving a picture or frame, the mouse pointer becomes a four-headed arrow. The four-headed arrow means that you can move the object left, right, up, or down.



When a request is being processed or when a program is being loaded, the mouse pointer may appear with an hourglass beside it. The hourglass image means “please wait.” When the process is completed, the hourglass image is removed.



The mouse pointer displays as a hand with a pointing index finger in certain functions such as Help and indicates that there is more information available about the item.

Choosing Commands

Once a program is open, several methods can be used in the program to choose commands. A command is an instruction that tells the program to do something. You can choose a command with one of the following methods:

- Click a toolbar button with the mouse.
- Choose a command from a menu.
- Use shortcut keys.
- Use a shortcut menu.

Choosing Commands on Toolbars

When a program such as Word or PowerPoint is open, several toolbars containing buttons for common tasks are available. In many of the suite programs, two toolbars are visible on the screen (unless your system has been customized). One toolbar is called the Standard toolbar; the other is referred to as the Formatting toolbar. To choose a command from a toolbar, position the tip of the arrow pointer on a button, and then click the left mouse button. For example, to print the document currently displayed in the document screen, position the tip of the arrow pointer on the Print button on the Standard toolbar, and then click the left mouse button.

Choosing Commands on the Menu Bar

Each of the suite applications contains a Menu bar that displays toward the top of the screen. This Menu bar contains a variety of options you can use to perform functions and commands on data. Functions are grouped logically into options, which display on the Menu bar. For example, features to work with files (documents) are grouped in the File option. Either the mouse or the keyboard can be used to make choices from the Menu bar or make a choice at a dialog box.

To use the mouse to make a choice from the Menu bar, move the I-beam pointer to the Menu bar. This causes the I-beam pointer to display as an arrow pointer. Position the tip of the arrow pointer on the desired option, and then click the left mouse button.

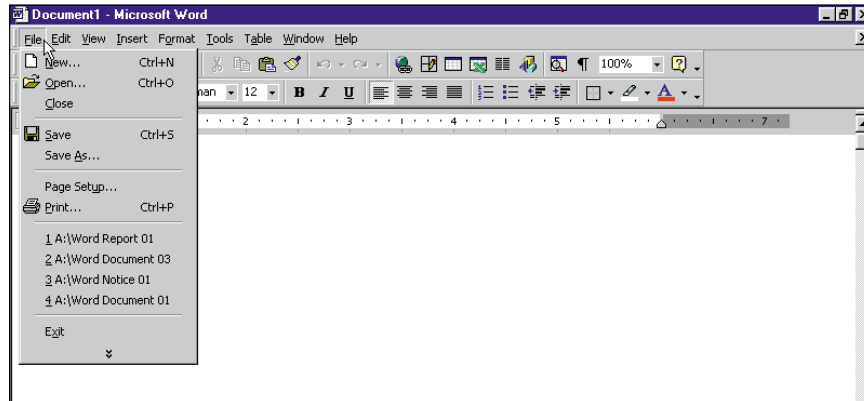
To use the keyboard, press the Alt key to make the Menu bar active. Options on the Menu bar display with an underline below one of the letters. To choose an option from the Menu bar, key the underlined letter of the desired option, or move the insertion point with the left or right arrow keys to the option desired, and then press Enter. This causes a drop-down menu to display.

For example, to display the File drop-down menu in Word as shown in figure G.3 using the mouse, position the arrow pointer on File on the Menu bar, and then click the left mouse button. To display the File drop-down menu with the keyboard, press the Alt key, and then key the letter F for File.

figure

G.3

Word File Drop-Down Menu



Choosing Commands from Drop-Down Menus

To choose a command from a drop-down menu with the mouse, position the arrow pointer on the desired option, and then click the left mouse button. At the drop-down menu that displays, drag the arrow pointer down the menu to the desired option, and then click the left mouse button.

To make a selection from the drop-down menu with the keyboard, key the underlined letter of the desired option. Once the drop-down menu displays, you do not need to hold down the Alt key with the underlined letter. If you want to close a drop-down menu without making a choice, click in the document screen outside the drop-down menu; or, press the Esc key twice.

If an option can be accessed by clicking a button on a toolbar, the button is displayed preceding the option in the drop-down menu. For example, buttons display before the New, Open, Save, and Print options at the File drop-down menu (see figure G.3).

Some menu options may be gray shaded (dimmed). When an option is dimmed, that option is currently not available. For example, if you choose the Table option on the Menu bar, the Table drop-down menu displays with dimmed options including Merge Cells and Table AutoFormat.

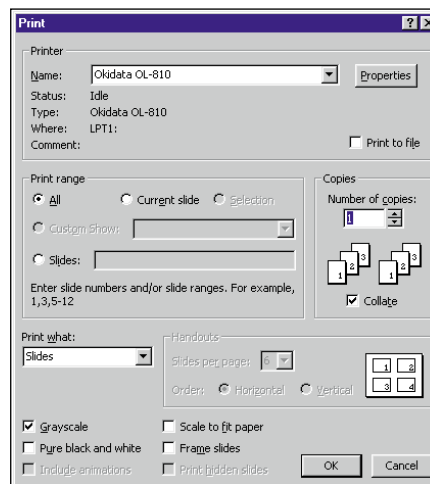
Some menu options are preceded by a check mark. The check mark indicates that the option is currently active. To make an option inactive (turn it off) using the mouse, position the arrow pointer on the option, and then click the left mouse button. To make an option inactive (turn it off) with the keyboard, key the underlined letter of the option.

If an option from a drop-down menu displays followed by an ellipsis (...), a dialog box will display when that option is chosen. A dialog box provides a variety of options to let you specify how a command is to be carried out. For example, if you choose File and then Print from the PowerPoint Menu bar, the Print dialog box shown in figure G.4 displays.

figure

G.4

PowerPoint Print Dialog Box

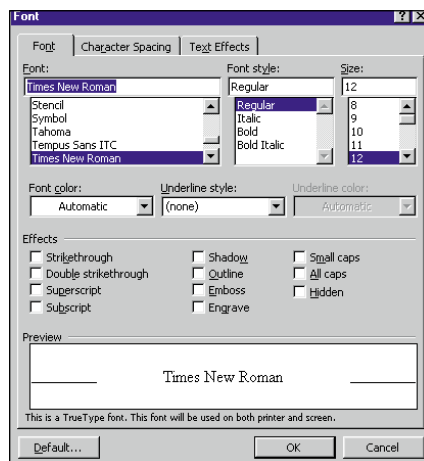


Or, if you choose Format and then Font from the Word Menu bar, the Font dialog box shown in figure G.5 displays.

figure

G.5

Word Font Dialog Box



Some dialog boxes provide a set of options. These options are contained on separate tabs. For example, the Font dialog box shown in figure G.5 contains a tab at the top of the dialog box with the word Font on it. Two other tabs display to the right of the Font tab. The tab that displays in the front is the active tab. To make a tab active using the mouse, position the arrow pointer on the desired tab, and then click the left mouse button. If you are using the keyboard, press Ctrl + Tab or press Alt + the underlined letter on the desired tab. For example, to change the tab to Character Spacing in the Font dialog box, click Character Spacing, or press Ctrl + Tab, or press Alt + R.

To choose options from a dialog box with the mouse, position the arrow pointer on the desired option, and then click the left mouse button. If you are using the keyboard, press the Tab key to move the insertion point forward from option to option. Press Shift + Tab to move the insertion point backward from option to option. You can also hold down the Alt key then press the underlined letter of the desired option. When an option is selected, it displays either in reverse video (white letters on a blue background) or surrounded by a dashed box called a *marquee*.

A dialog box contains one or more of the following elements: text boxes, list boxes, check boxes, option buttons, spin boxes, and command buttons.

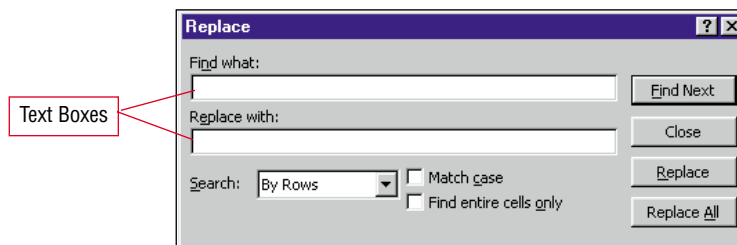
Text Boxes

Some options in a dialog box require text to be entered. For example, the boxes below the Find what and Replace with options at the Excel Replace dialog box shown in figure G.6 are text boxes. In a text box, you key text or edit existing text. Edit text in a text box in the same manner as normal text. Use the left and right arrow keys on the keyboard to move the insertion point without deleting text and use the Delete key or Backspace key to delete text.

figure

Excel Replace Dialog Box

G.6



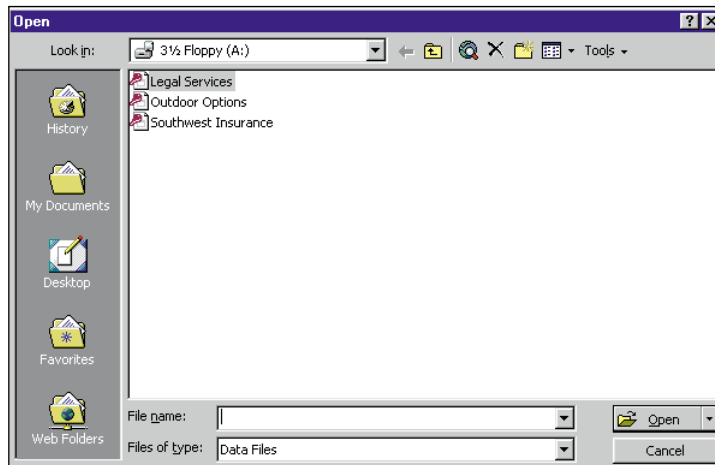
List Boxes

Some dialog boxes such as the Access Open dialog box shown in figure G.7 may contain a list box. The list of files below the Look in: option is contained in a list box. To make a selection from a list box with the mouse, move the arrow pointer to the desired option, and then click the left mouse button.

figure

G.7

Access Open Dialog Box



Some list boxes may contain a scroll bar. This scroll bar will display at the right side of the list box (a vertical scroll bar) or at the bottom of the list box (a horizontal scroll bar). Either a vertical scroll bar or a horizontal scroll bar can be used to move through the list if the list is longer than the box. To move down through a list on a vertical scroll bar, position the arrow pointer on the down scroll triangle and hold down the left mouse button. To scroll up through the list in a vertical scroll bar, position the arrow pointer on the up scroll triangle and hold down the left mouse button. You can also move the arrow pointer above the scroll box and click the left mouse button to scroll up the list or move the arrow pointer below the scroll box and click the left mouse button to move down the list. To move through a list with a horizontal scroll bar, click the left scroll triangle to scroll to the left of the list or click the right scroll triangle to scroll to the right of the list.

To make a selection from a list using the keyboard, move the insertion point into the box by holding down the Alt key and pressing the underlined letter of the desired option. Press the up and/or down arrow keys on the keyboard to move through the list.

In some dialog boxes where there is not enough room for a list box, lists of options are inserted in a drop-down list box. Options that contain a drop-down list box display with a down-pointing triangle. For example, the Underline style option at the Word Font dialog box (refer to figure G.5) contains a drop-down list. To display the list, click the down-pointing triangle to the right of the Underline style text box. If you are using the keyboard, press Alt + U.

Check Boxes

Some dialog boxes contain options preceded by a box. A check mark may or may not appear in the box. The Word Font dialog box (refer to figure G.5) displays a variety of check boxes within the Effects section. If a check mark appears in the box, the option is active (turned on). If there is no check mark in the check box, the option is inactive (turned off).

Any number of check boxes can be active. For example, in the Word Font dialog box, you can insert a check mark in any or all of the boxes in the Effects section and these options will be active.

To make a check box active or inactive with the mouse, position the tip of the arrow pointer in the check box, and then click the left mouse button. If you are using the keyboard, press Alt + the underlined letter of the desired option.

Option Buttons

In the PowerPoint Print dialog box (refer to figure G.4), the options in the Print range section are preceded by option buttons. Only one option button can be selected at any time. When an option button is selected, a dark circle displays in the button.

To select an option button with the mouse, position the tip of the arrow pointer inside the option button, and then click the left mouse button. To make a selection with the keyboard, hold down the Alt key, and then press the underlined letter of the desired option.

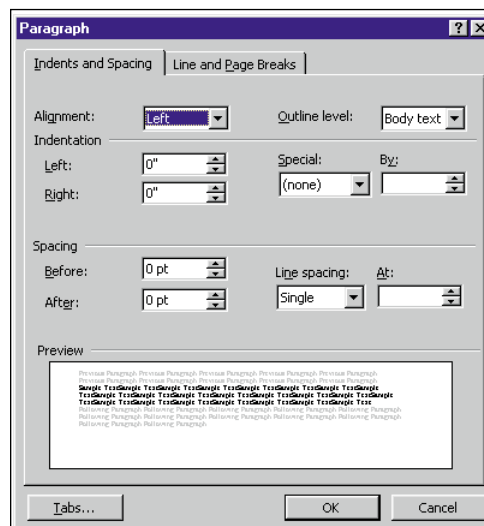
Spin Boxes

Some options in a dialog box contain measurements or numbers that can be increased or decreased. These options are generally located in a spin box. For example, the Word Paragraph dialog box shown in figure G.8 contains a variety of spin boxes located after the Left, Right, Before, and After options. To increase a number in a spin box, position the tip of the arrow pointer on the up-pointing triangle to the right of the desired option, and then click the left mouse button. To decrease the number, click the down-pointing triangle. If you are using the keyboard, press Alt + the underlined letter of the desired option, and then press the up arrow key to increase the number or the down arrow key to decrease the number.

figure

G.8

Word Paragraph Dialog Box



Command Buttons

In the Excel Replace dialog box (refer to figure G.6), the boxes at the right side of the dialog box are called *command buttons*. A command button is used to execute or cancel a command. Some command buttons display with an ellipsis (...). A command button that displays with an ellipsis will open another dialog box. To choose a command button with the mouse, position the arrow pointer on the desired button, and then click the left mouse button. To choose a command button with the keyboard, press the Tab key until the desired command button contains the marquee, and then press the Enter key.

Choosing Commands with Shortcut Keys

At the left side of a drop-down menu is a list of options. At the right side, shortcut keys for specific options may display. For example, the shortcut keys to save a document are Ctrl + S and are displayed to the right of the Save option at the File drop-down menu (refer to figure G.3). To use shortcut keys to choose a command, hold down the Ctrl key, key the letter for the command, and then release the Ctrl key.

Choosing Commands with Shortcut Menus

The software applications in the suite include menus that contain commands related to the item with which you are working. A shortcut menu appears right where you are working in the document. To display a shortcut menu, click the *right* mouse button or press Shift + F10.

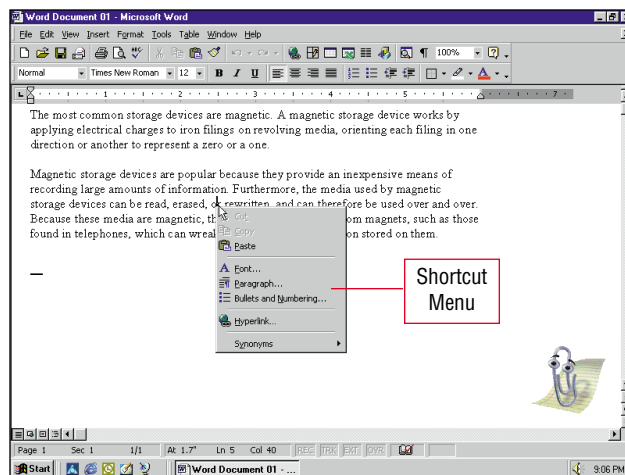
For example, if the insertion point is positioned in a paragraph of text in a Word document, clicking the *right* mouse button or pressing Shift + F10 will cause the shortcut menu shown in figure G.9 to display in the document screen.

To select an option from a shortcut menu with the mouse, click the desired option. If you are using the keyboard, press the up or down arrow key until the desired option is selected, and then press the Enter key. To close a shortcut menu without choosing an option, click anywhere outside the shortcut menu or press the Esc key.

figure

G.9

Word Shortcut Menu



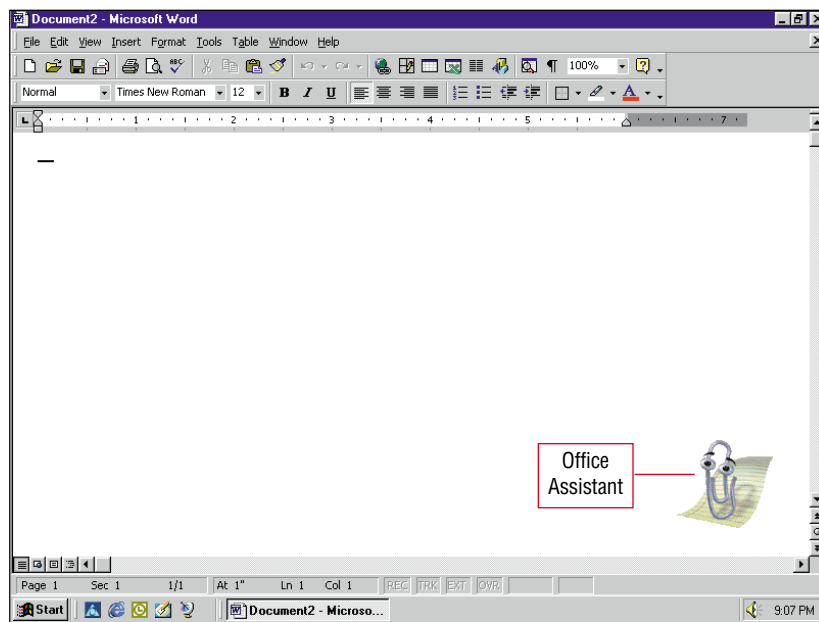
Using the Microsoft Office Assistant

Microsoft Office Professional 2000 includes an *Office Assistant*. This Assistant is a link to the on-screen Help feature that anticipates the type of help you need and suggests Help topics related to the work you are doing. The Assistant will also point out ways to perform tasks more easily and provide visual examples and step-by-step instructions for specific tasks. When you open a program, the Assistant displays, by default, in the lower right corner of the screen as shown in figure G.10. The default Assistant is named “Clippit,” and is an image of a paper clip. (This image can be changed.)

figure

G.10

Office Assistant

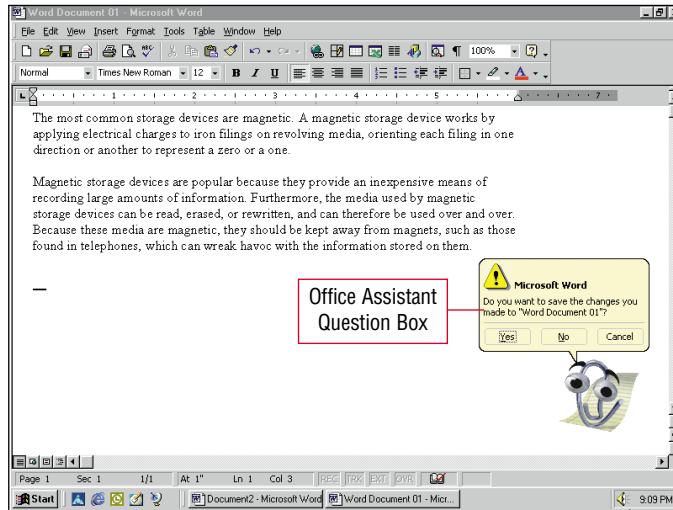


The Assistant will perform a variety of functions. For example, if you try to close a document without saving it, the Assistant will make a sound to get your attention and display a question box like the one shown in figure G.11. At this question, click the desired response.

figure

G.11

Assistant Question Box



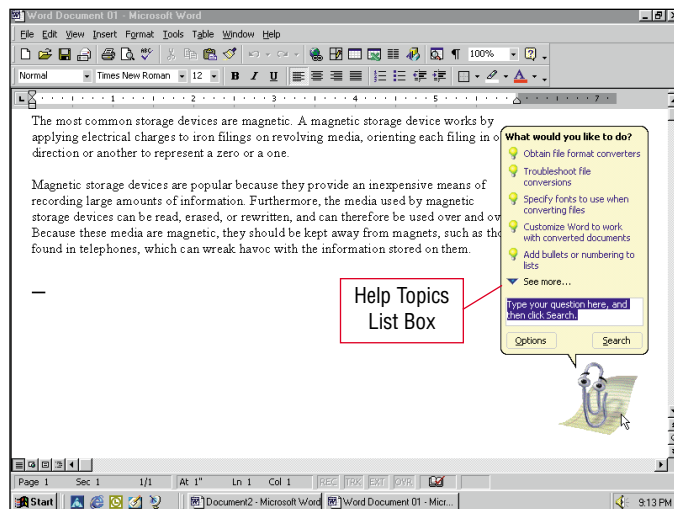
If you are completing a task that one of the Office programs will automatically format, the Assistant will specify what the particular program is doing. For example, if you key a numbered paragraph in Word, Word will automatically format this numbered paragraph. As you are keying the numbered paragraph, the Assistant will tell you that Word is automatically formatting the text and ask if you want to learn more about the feature.

If you are working on a task and want help, just click the Assistant. The Assistant will guess what kind of help you want and display a list of Help topics like the list shown in figure G.12. If the desired topic does not display, key a question in the text box that displays below the list of topics, and then click the Search button.

figure

G.12

Office Assistant Help Topics List



Occasionally, a light bulb will display above the Assistant. Click this light bulb and the Assistant will display a tip about the type of work you are doing.

Hiding/Turning Off the Office Assistant

To hide the Office Assistant, click Help and then Hide the Office Assistant. Redisplay the Office Assistant by clicking Help and then Show the Office Assistant. The Office Assistant can also be turned off for the entire Word session. To do this, click the Office Assistant and then click the Options button that displays in the yellow box. At the Office Assistant dialog box that displays, click the Use the Office Assistant option to remove the check mark, and then click OK.

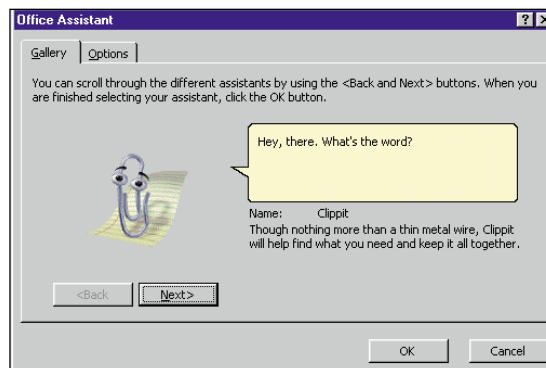
Changing the Assistant

Microsoft Office Professional offers a variety of other Office Assistants. To display and choose another Assistant, position the arrow pointer on the Assistant, and then click the *right* mouse button. At the shortcut menu that displays, click Choose Assistant. This displays the Office Assistant dialog box shown in figure G.13. At this dialog box, the current Assistant displays. To display other Assistants, click the Next button. You can choose from The Dot, F1, The Genius, Office Logo, Mother Nature, Links, and Rocky.

figure

G.13

Office Assistant Dialog Box



You can customize the Office Assistant by clicking the Options tab at the Office Assistant dialog box. This displays a dialog box with a variety of Help options. Insert a check mark before the features you want active and remove the check mark for those features you want inactive.

Working with Multiple Programs

As you learn the various applications in the Microsoft Office Professional suite, you will notice how executing commands in each is very similar. For example, the steps to save, close, and print are virtually the same whether you are working in Word, Excel, PowerPoint, or Access. This consistency among programs greatly enhances a user's ability to easily transfer knowledge learned in one program to another within the suite.

Another appeal of Microsoft Office Professional is the ability to have more than one program open at the same time. For example, you can open Word, create

a document, and then open Excel, create a spreadsheet, and copy the spreadsheet into Word.

When a program is open, the name of the program followed by a document name displays in a button on the Taskbar. When another program is opened, the name of the program displays in a button that is positioned to the right of the first program button. Figure G.14 shows the Taskbar with Word, Excel, and PowerPoint open. To move from one program to another, all you need to do is click the button on the Taskbar representing the desired program.

figure

G.14

Taskbar with Word, Excel, and PowerPoint Open



As you learn the applications in the Microsoft Office Professional suite, you will learn more about the features presented in this section.

Installing Additional Features

During a standard installation of Microsoft Office Professional, all features and applications may not be installed. To install additional features or applications, you would complete the following basic steps (you may want to refer to the Microsoft Office documentation for specific information):

1. At the Windows desktop, double-click the *My Computer* icon.
2. At the My Computer window, double-click the Control Panel icon.
3. At the Control Panel window, double-click the Add/Remove Program icon.
4. At the Add/Remove Programs Properties dialog box, click Install.
5. At the next screen, insert the Microsoft Office setup CD in the appropriate drive. Follow the steps provided by the Install Wizard to install additional features or applications.

Completing Computer Exercises

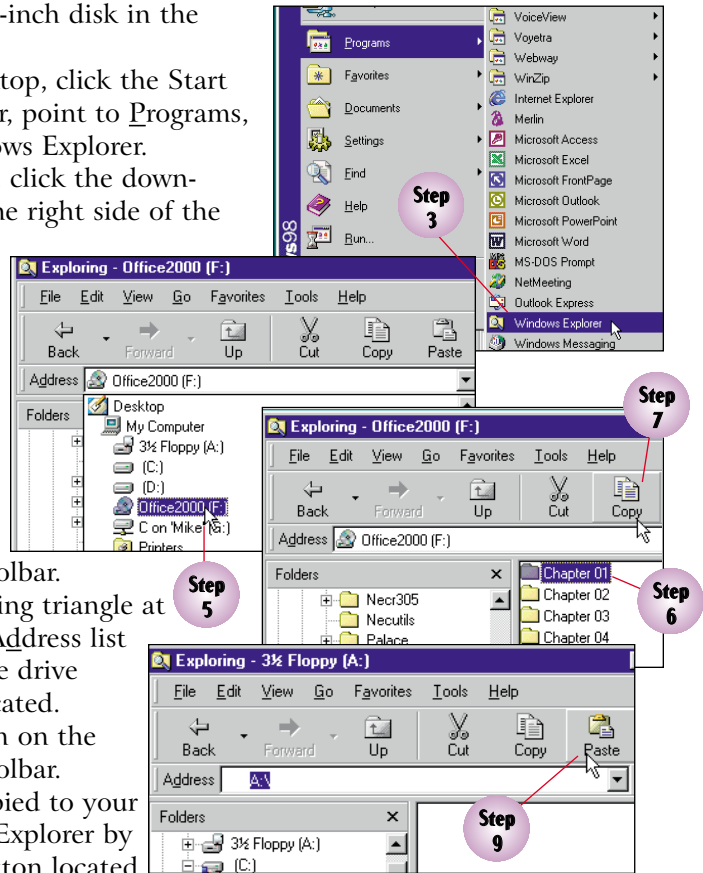
Some computer exercises in this textbook require that you open an existing file. Exercise files are saved on the CD that accompanies this textbook. The files you need for each chapter are saved in individual folders. Before beginning a chapter, copy the necessary folder from the CD to a preformatted data disk. After completing the exercises in a chapter, delete the chapter folder before copying the next chapter folder. (Check with your instructor before deleting a folder.)

Copying a Folder

The CD that accompanies this textbook contains numerous files you use to complete some exercises and assessments in chapters. As you begin working in a chapter, copy the chapter folder from the CD to your disk. (Not every chapter contains a folder on the CD. For example, when completing exercises in the Access chapters, you will copy database files from the CD rather than individual chapter folders. This is to ensure that there is adequate space on your disk for

saving files.) Copy the chapter folder from the CD to your disk using Windows Explorer by completing the following steps:

1. Insert the CD that accompanies this textbook in the CD-ROM drive.
2. Insert a formatted 3½-inch disk in the disk drive.
3. At the Windows desktop, click the Start button on the Taskbar, point to Programs, and then click Windows Explorer.
4. In Windows Explorer, click the down-pointing triangle at the right side of the Address list box.
5. At the drop-down list that displays, click the drive where the CD is located.
6. In the list box, click the chapter folder you want to copy.
7. Click the Copy button on the Windows Explorer toolbar.
8. Click the down-pointing triangle at the right side of the Address list box and then click the drive where your disk is located.
9. Click the Paste button on the Windows Explorer toolbar.
10. After the folder is copied to your disk, close Windows Explorer by clicking the Close button located in the upper right corner of Windows Explorer.



Deleting a Folder

Before copying a chapter folder onto your disk, delete any previous chapter folders. Do this in Windows Explorer by completing the following steps:

1. Insert your disk in the disk drive.
2. At the Windows desktop, click the Start button on the Taskbar, point to Programs, and then click Windows Explorer.
3. In Windows Explorer, click the down-pointing triangle at the right side of the Address list box.
4. At the drop-down list that displays, click the drive where your disk is located.
5. Click the chapter folder in the list box.
6. Click the Delete button on the Windows Explorer toolbar.
7. At the message asking if you want to remove the folder and all its contents, click the Yes button.
8. At the message asking if you want to delete a read-only file, click the yes to All button.
9. Close Windows Explorer by clicking the Close button located in the upper right corner of Windows Explorer.

