
Contents

Chapter 1

Office 2003

Overview	1
Manual Conventions	1
Office 2003 Topics	2
Introduction	5
Navigating Task Panes	5
Getting Started Task Pane	5
New Document Task Pane	6
New	6
Templates	6
Research Task Pane	7
Clip Art Task Pane	7
Search Clip Art	8
The Clip Organizer	8
Clips Online	9
Clipboard Task Pane	9
Diagram Gallery	10
Insert Diagram	10
Organization Chart	10
Venn Diagram	12
Pyramid Chart	12
Cycle Chart	12
Target Diagram	13
Radial Diagram	13
Type A Question For Help	13
Smart Tags	14
Smart Tag Options	14
Document Recovery	15
AutoRecover Options	15

Chapter 2

Outlook 2003

List of Topics	17
The Navigation Pane	18
The Reading Pane	18
Autocomplete Address	19
Choice of Editor	19
Colour Flags	20
Mail Rules	20
Create A Mail Rule	21
Colour Appointments	22
Creating a colour-coded appointment	22

Modify Categories	22
Search Folders	23
Create a Search Folder	23
Junk Email Filter	23
Multiple Reminders	24
Group Schedules	24
Creating a Group Schedule	24
Web Access	25
Security	25
Security Levels	25
Mailbox Cleanup	26

Chapter 3

Word 2003

List of Topics	27
Styles and Formatting Task Pane	28
Different types of Styles	28
Applying styles	29
Choosing styles to display	29
Select all instances	29
Reveal Formatting Task Pane	30
Distinguish Style Source	30
Compare selections	31
Protect Document Task Pane	31
Passwords	31
Restrict formats to be used	32
Mail Merge Task Pane	32
Select document type	32
Starting Document	33
Select recipients	33
Write your letter	34
Preview letters	34
Edit recipient list	35
Find/Exclude recipients	35
Reading Layout	37
Activate Reading Layout View	38
Zooming to best view	38
Reading View toolbar	38
Document Map / Thumbnails	38
View actual page / screens	39
Research	39
Reviewing toolbar	39
Smart Tags	39
Stop Recognizing	40
Smart Tag Options	40
Turn Off Smart Tags	40
Detect Contacts	41
Detect names	41
Detect addresses	41
AutoCorrect Options	41

AutoCorrect Smart Tag	41
Stop correcting	41
Multiple Selections	42
Watermarks	42
Creating picture watermarks	42
Creating text watermarks	42
Table Properties	43
Modify Table Properties	43
Drag table	43
Tracking Changes	44
Activating change-tracking	44
Marking changes	44
Display Options	45
Review Changes	45
Accepting / rejecting changes	45
Filtered HTML	45
Save As Web Page	45
Side-by-Side Compare	46
Constraints	46
Table of Contents	46
Outline View	47
Outline View Advantages	47
Promote and Demote	47
Move Up and Down	48
Expand and Collapse	48
Show Levels	48
Show/Hide Formatting	48
Multiple Windows	49
Multiple Windows – Same File	49
Selection Techniques	50
Mouse	50
Keyboard	50
Formatting	50
Character	50
Paragraph	51
Editing	51
Keyboard	51
Mouse	51
Moving Around	52
Layout	52
Breaks	52
Right-Mouse Button	52
AutoCorrect & AutoText	52
Tabstops and Tabs	53

Chapter 4

Excel 2003

List of Topics	55
AutoSum	56

AutoAverage	56
AutoCount	56
AutoMax & AutoMin	56
More Functions... ..	57
AutoFill Smart Tag	57
Autofill technique	57
Autofill choices	57
Autofill dates	58
Autofill numbers	58
Autofill text	58
Colour-coded Sheet Tabs	59
Choose Colour	59
Draw Borders	59
Paste Options Smart Tag	60
Options	60
Find And Replace	61
Header And Footer	61
Insert Full Path Name button	62
Insert Graphic button	62
Find Best Function	62
Natural English search	62
Function Examples	63
Copy and paste function example	63
Formula Auditing	63
Error Checking button	64
Show Watch Window button	64
Evaluate Formula button	65
Trace Precedents Button	65
Trace Dependants button	65
List Management	66
Define A List	66
AutoFormat	67
PivotTables	67
Create a PivotTable	68
Formatting a PivotTable	68
PivotChart	69
Protection	70
Protect Sheet Options	70
Protect and Share Workbook	71
Other Features	71
Speech Playback	71
Email A Range	72
Merge and Center Cells	72
Pick from Drop-down List	72
Selection Techniques	73
Mouse	73
Keyboard	73

PowerPoint 2003

List of Topics	75
Normal View	76
Speaker's Notes	76
Task Panes	77
New Presentation Task Pane	77
Slide Layout Task Pane	78
Text Layouts	78
Content Layouts	78
Other Layouts	79
Slide Design Task Pane	79
Design Templates	79
Color Schemes	80
Animation Schemes	80
Slide Transition Task Pane	81
Custom Animation Task Pane	81
Text Autofit	82
Style Options	82
Tables	83
Autolayout Objects	83
Photo Album	84
Slide Show Annotations	85
Full Screen Movie Playback	85
Print Preview	86
Linked Slide Masters	86
Multiple Design Templates	87
Set Up Show	87
Web Page Preview	88
Save As Web Page	88
Summary Slide	89
Security	90
Grid Lines	90
Insert Multiple Images	90
Outlining	91
Entering Text	91
Moving Text	91
Promoting & Demoting	92
Expanding & Collapsing	92
Show/Hide Formatting	92
Slide Sorter View	93
Show/Hide Formatting	93
Copying Slides Between Presentations	93

Index

Office 2003

Overview

This manual was written to make the use of Office 2003 an easy and productive experience. It lists the important features of the Office applications, suggesting how they might be used effectively. It also makes suggestions about the way you use Office every day, offering some little-known tricks and tips.

Just one of these tips might save you many wasted and unproductive hours at the computer. You may have been using Office products for years now, yet not know some basic and very useful techniques.

Following this is a list of the topics covered in this section of the manual, so you can go directly to the ones that interest you the most. Remember, for even more detailed information, look in the online Help provided by Microsoft. (Key search words will be provided to help you search effectively.)

Manual Conventions

Various styles have been used consistently throughout the manual. Three of them are listed here:



Search Help For:

Keywords you enter in Help

Tip: **Tips that might be useful.**

When menu commands must be selected, **Menu > Submenu > Item** is used to indicate which menu to use.

Office 2003 Topics

Office 2003 Overview

- A New Look
- Navigating Task Panes
- Getting Started Task Pane
- New Document Task Pane
- File Search Task Pane
- Research Task Pane
- Clip Art Task Pane
- Clipboard Task Pane
- Diagram Gallery
- Type A Question For Help
- Smart Tags
- Document Recovery

Outlook 2003

- The Navigation Pane
- The Reading Pane
- Autocomplete Address
- Choice of Editor
- Colour Flags
- Colour Appointments
- Search Folders
- Junk Email Filter
- Multiple Reminders
- Group Schedules
- Web Access
- Distribution List Editing
- Security
- Mailbox Cleanup

Word 2003

- Styles and Formatting Task Pane
- Paragraph, Character, Table and List Styles
- Reveal Formatting Task Pane
- Protect Document Task Pane
- Mail Merge Task Pane
- Reading Layout

- Smart Tags
- Autocorrect Options
- Multiple Selections
- Watermarks
- Table Properties
- Tracking Changes
- Review Changes
- Filtered HTML
- Side-by-Side Compare
- Table of Contents
- Outline View
- Multiple Windows
- Selection Techniques
- Formatting
- Editing
- Moving Around
- Layout
- Good Shortcuts
- Tabstops and Tabs

Excel 2003

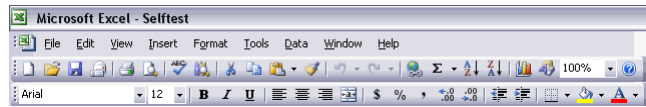
- AutoSum
- AutoFill Smart Tag
- Colour-coded Sheet Tabs
- Draw Borders
- Paste Options Smart Tag
- Find And Replace Enhancement
- Header And Footer Enhancement
- Find Best Function
- Function Examples
- Formula Auditing
- List Management
- PivotTables
- Protect Sheet Options
- Protect Shared Workbook
- Email A Range
- Links Management
- Merge and Center Cells
- Pick from Drop-down List

PowerPoint 2003

- Normal View
- New Task Panes
- New Presentation Task Pane
- Slide Layout Task Pane
- Slide Design Task Pane
- Slide Transition Task Pane
- Custom Animation Task Pane
- Text Autofit
- Contents Layout
- Tables
- Autolayout Objects
- Photo Album
- Slide Show Annotations
- Full Screen Movie Playback
- Print Preview
- Linked Slide Masters
- Multiple Design Templates
- Set Up Show
- Web Page Preview
- Save As Web Page
- Summary Slide
- Security
- Grid Lines
- Insert Multiple Images

Introduction

Use of colour and shading gives a fresh new look to Office applications, with colourful toolbars and buttons that make them easier to locate and see if they are activated.

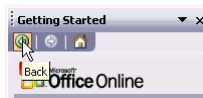


Colourful Toolbars

A toolbar – the ‘Task Pane’ – initially appears on the right-hand side of the page, and displays a wide variety of different information. Depending on the commands you choose in menus, or buttons you click, different content appears in the Task Pane area.

At the top of the Task Pane, a drop-down menu lists the available topics. The list varies, depending on the application being used, and whether or not there is an open document.

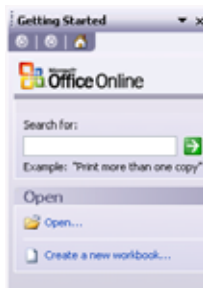
Navigating Task Panes



Navigating

Just like a web browser, there are buttons at the top of the Task Panes – *Back*, *Forward*, and *Home*. Click these buttons, and you will go ‘back’ through the various Task Panes you have used, until you come to the first one you opened.

Click the *Home* button to go to the *Getting Started* Task Pane.



Getting Started

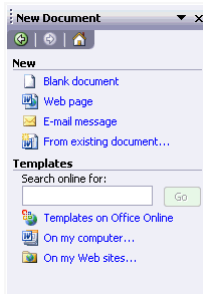
Getting Started Task Pane

This Task Pane offers a place to begin: creating new files, searching for help on a topic, opening recent files... Like a home page on a website, it serves as a starting point for other activities.

To access this Task Pane, you can press CTRL-F1, but you probably won’t need to very often: *Task Panes appear automatically* when certain toolbar buttons are clicked, and from there you can navigate easily to the Getting Started Task Pane by clicking the ‘Home’ icon at the top of the Task Pane.

The other links found in the Getting Started Task Pane let you:

- open any file, including recently saved files
- create new documents
- search for help in simple English

*New Document*

New Document Task Pane

The New Document Task Pane gives an overview of the various types of new document you can create from templates, including templates you have created as well as Office templates on your computer and online.

New

The '[Blank document](#)' link simply creates a new empty document, based on the 'Normal.dot' template (which is a special file that is used when you click on the 'New Document' button in the Standard toolbar).

Tip: The Normal.dot template is very important, and should not be changed without knowing what you are doing. A message may appear asking if you want to save changes. Don't, unless you know what you are doing.

The '[Web page](#)' link creates a similar empty document, but places you in 'Web Layout' view.

The '[Email message](#)' link is a shortcut for creating a new blank document and then clicking the 'Email' button on the Standard Toolbar.

The '[From existing document](#)' link creates a new document based on an existing file. It is safer than opening a file and saving it under a new name.

Templates

The use of templates as a basis for new documents is a huge time-saver. You can have:

- Word templates that have page numbers in place
- Headers and footers already filled in with company logo
- Documents with headings and topics already present
- PowerPoint templates that have backgrounds in place
- PowerPoint Presentations with topics in place
- Photo albums based on folders of images

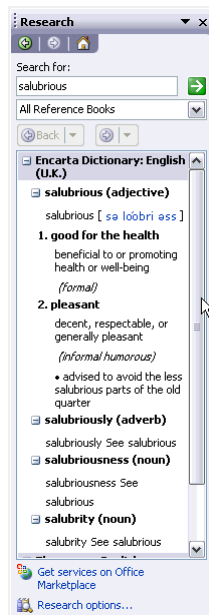
Research Task Pane

Are you searching for a definition of a word, a synonym, or an explanation? The Research Task Pane gives you access to some different resources such as a dictionary, a thesaurus, an encyclopedia, translation services, and financial and business web services. This can be slow and tedious, since on-line searching is not always possible.

Tip: A quick way to display the Research Task Pane is to hold down 'ALT' key and click with the mouse on a word in a document. The Research Task Pane will appear with the synonyms of the word you clicked on. This works in all Office applications including Outlook.

Before searching, you can choose to limit your search to one or more of the services by clicking on the drop-down menu at the top of the Task Pane just under the 'Search for:' word entry area.

Click the '[Research Options](#)' link at the bottom of the Task Pane to select relevant options. The dialog box that appears lists the various Thesauruses that are available, allowing you to check and uncheck the ones you need.



Research Task Pane

Clip Art Task Pane

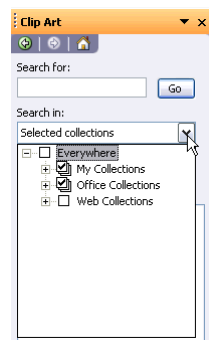
The Clip Art has been improved by placing it within a Task Pane, rather than the dialog box that used to appear. This keeps the clipart you need within view.

There are many different *collections* of Clip Art: 'My Collections', 'Office Collections', and 'Online Collections'. *It is a good idea to turn off 'Online Collections', as it can take too long to search via the internet* (see illustration at left).

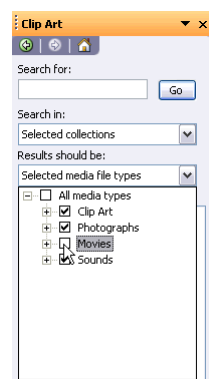
Having selected the 'collections' you wish to search, it is also a good idea to narrow-down the search by choosing the *media types* to omit from the search. If you only want photos, then turn off 'Clip Art', 'Movies', and 'Sounds' in the list by clicking on the tick box to the left of the headings.

For instance, if you need a specific type of photo, then click the '+' sign next to 'Photos', and choose the category of image you are looking for.

If you need a specific type of Clip Art, turn off the other types; click on the '+' sign next to 'Clip Art', and turn off the categories you are not interested in searching by clicking on the tick to remove it (see illustration at left).



Clip Art Collections



Clip Art Media Types

Search Clip Art

To search the Clip Art:

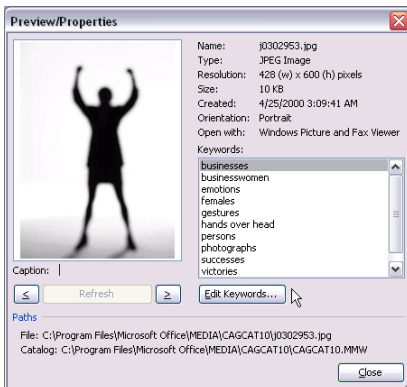
1. Turn off the collections you don't wish to search by removing the ticks next to the headings (such as 'Web Collections')
2. Type a search word or phrase in the 'Search for:' area at the top of the Clip Art Task Pane
3. Click the 'Go' button at the end of the 'Search for:' area.

Clip Preview/Properties: The Clip Preview/Properties brings up a window in which you can see the image, and find detailed information about the file – name, type, resolution, size, date created, application that opens it, and keywords (which can be added to and modified).

To access the Clip Preview/Properties:

1. Click on the drop-down list that appears at the right of a clip when you move the mouse over it.
2. Choose 'Preview/Properties' from the bottom of the list.

You can also move from one clip to the next within the Preview/Properties window by clicking the arrow buttons below the image. If the clip contains animation (such as movie files or the animated GIFs suitable for webpages), you will see the animation.



Clip Preview Properties

The Clip Organizer

The Clip Organizer is a management tool to help deal with the large amount of graphic, movie, and sound data files that you can now access. To display the Clip Organizer:

1. Choose **Insert > Picture > Clip Art** to display the Clip Art Task Pane.
2. Click on '**Organize Clips...**' at the bottom of the Task Pane to start using the Clip Organizer.

You can search within the Clip Organizer using keywords, and the results will appear in the window.



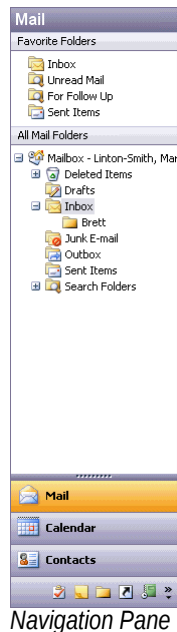
Clip Organiser

Outlook 2003

List of Topics

Outlook 2003

- The Navigation Pane
- The Reading Pane
- Autocomplete Address
- Choice of Editor
- Colour Flags
- Mail Rules
- Colour Appointments
- Search Folders
- Junk Email Filter
- Multiple Reminders
- Group Schedules
- Web Access
- Distribution List Editing
- Security
- Mailbox Cleanup



Navigation Pane

The Navigation Pane

The area to the left of the screen used to be called the 'Outlook Bar'. This has now been replaced by the 'Navigation Pane', which is a combination of icons representing Mail, Contacts, etc., and the Folders list that was previously a separate pane.

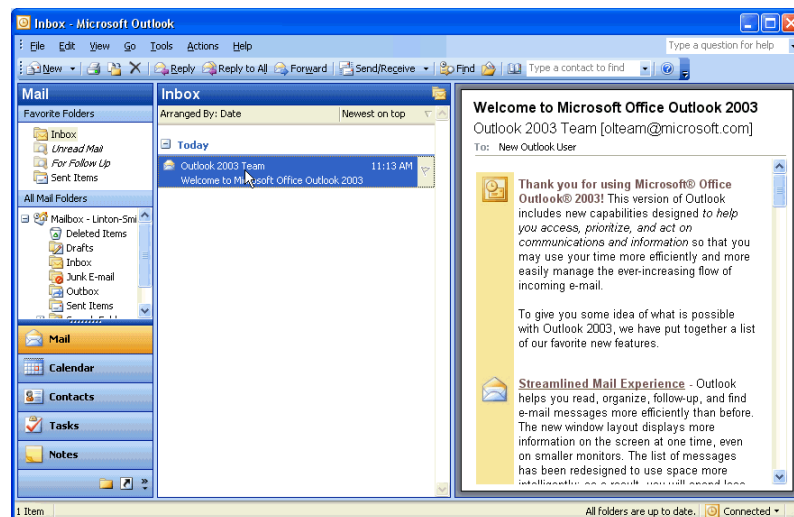
The icons appear on buttons that 'light up' when selected (in the picture to the left, the gold colour indicates that 'Mail' is the current view).

Another feature is the ability to collapse and hide the large buttons by dragging the divider (the grey line just above the 'Mail' button) downwards. As you do, the buttons disappear, and the icons appear as small versions in a row at the bottom of the Pane. (In the 'Navigation Pane' picture, icons represent 'Tasks', 'Notes', 'Folders', 'Shortcuts', and 'Journal'.

Tip: If you click on the '>>' icon to the right of the other icons, a list appears with options that allow you to show and hide icons, or change the order of the buttons/icons.

The Reading Pane

The Reading Pane is an optional way to read email. By switching it on, you can see the body of the messages to the right, or below, the list of messages. This used to be called the 'Preview Pane' in earlier versions of Outlook. To view messages in the Reading Pane, choose **View > Reading Pane**, or simply click on the button in the toolbar.



Reading Pane

The improvement in Outlook 2003 is that the Reading Pane may appear at the right of the messages *rather than only below*. This is better, because you can still see the whole list of messages, and the *message list word-wraps* to fit in the available space.

Reading Pane options include the choice of whether the message is deemed to have been read if it only appears in the Reading Pane, and how many seconds may elapse *before the message is deemed to have been read*.

Tip: By using the Reading Pane you can read messages without them being marked as 'read', and without a 'Read Receipt' being sent to the sender. This is useful if you just want to 'glance' at messages.

Autocomplete Address

You will notice as you start to type an email address into a new email that choices will appear in a list that becomes smaller as you type more of the address. This list is based on previous email addresses typed, *not your Outlook Contacts*. You can keep typing, or select from the list using either the mouse or the arrow keys.

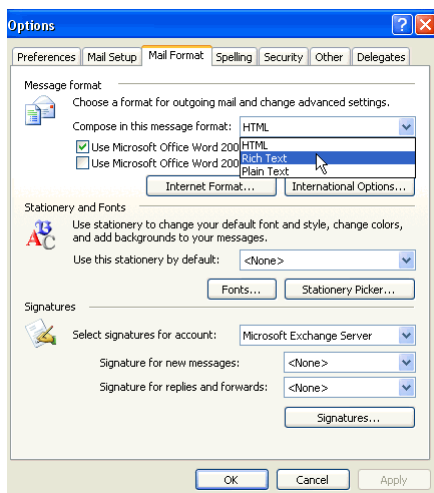
Tip: If multiple matches are found, a red wavy line appears below the name. Right-click the name to see the other choices.

Choice of Editor

In Outlook 2003, you can choose the application used to create and edit messages. The choice is between Outlook itself, or Microsoft Word, with all its features for text formatting; tables; columns etc. *You are still using Outlook, but with Word's menus*. This allows very heavily-formatted email messages.

When sending the message, it can maintain most of the formatting if it is sent in HTML format (like a web page), rather than plain text or even Rich Text Format.

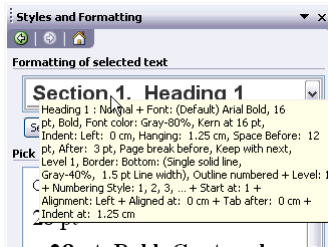
Tip: Some Internet Service Providers treat email messages with a lot of HTML as 'spam', and either reject them or damage their appearance. It is preferable to send them as 'Rich Text Format' if formatting is required. Another choice to consider is the use of 'Stationery' for email messages, which creates graphic backgrounds. This also adds unnecessary size to email messages, and should be avoided.



Choice of email editor

List of Topics

- Styles and Formatting Task Pane
- Paragraph, Character, Table and List Styles
- Reveal Formatting Task Pane
- Protect Document Task Pane
- Mail Merge Task Pane
- Reading Layout
- Smart Tags
- Autocorrect Options
- Multiple Selections
- Watermarks
- Table Properties
- Tracking Changes
- Review Changes
- Filtered HTML
- Side-by-Side Compare
- Table of Contents
- Outline View
- Multiple Windows
- Selection Techniques
- Formatting
- Editing
- Moving Around
- Layout
- Good Shortcuts
- Tabstops and Tabs



Style information display

Styles and Formatting Task Pane



Search Help For:

Paragraph Styles, then choose 'About formatting text by using styles'

In this Task Pane, you can apply styles of formatting with a single click.

The styles appear in the task pane as they will appear on the page. Font, size, colour, numbering, and borders will all appear in the task pane. You can view only *formatting in use*, *all available formatting*, or *all formats*.

When the mouse is moved over the style name, a note appears with all formatting information about the paragraph style. If you click on the button at the right of the style name, a drop-down menu will appear at the right of the style name. This menu allows you to:

- Select all instances of the style
- Modify the style

Different types of Styles

There are four different types of styles:

- Paragraph (which can affect all aspects of entire paragraphs)
- Character (which affect only the selected characters or words)
- Table (which store and apply borders, fonts, and colours to tables)
- List (which stores list formatting such as bullet and numbering styles)

Paragraph: All Word documents have a large number of paragraph styles already defined. They include headings labelled 'Normal', 'Heading 1' through to 'Heading 9', 'Body Text', 'List Bullet', and so on. They may be modified in each document without affecting others. A 'template' may be created that simply contains redefined versions of the standard styles.

Character: This sort of style is rarely used, but can be extremely useful. For instance, in the document you are reading, character styles are used whenever words need to be *emphasised*. Menu commands (e.g. **File > New...**) stand out due to character styles. If they need to be changed, the style is redefined, and *all instances change immediately!*

Table: Previously, Word tables had to be individually formatted. With 'table styles', formatting can be applied to a table with one click on a style name in the Styles and Formatting Task Pane.

List: Lists of numbered and bulleted paragraphs may be preformatted with particular numbering styles or types of bullets for each level.

Applying styles

Tip: Using these styles gives you access to more of Word's powerful features, such as automatic Table of Contents; Document Map; Outline View

When the cursor is in a paragraph, just click on a style name, and it will be applied to that paragraph. Some manual formatting of the words will be retained, such as bold and italic. *(If the style is also bold, the bold words will appear as not bold - to make them stand out).*

Tip: A way to avoid losing styling applied to words and phrases (as opposed to whole paragraphs) is to use *Character Styles*, which are similar to paragraph styles, instead of manual formatting. (See also "Different types of Styles" on page 28.)

To apply a character format, first select the word(s) you want to affect, then click the character style name in the Styles and Formatting Task Pane.

Choosing styles to display

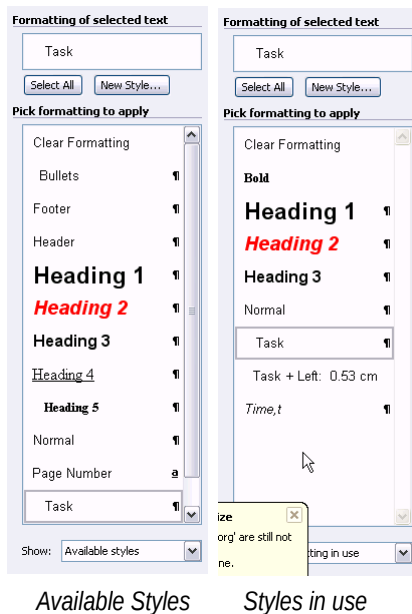
By limiting the styles to display, quicker choices can be made from a more suitable list of styles.

Typically, the best view would be 'Styles In Use', which lists only those styles that have been applied to paragraphs in the document.

Another choice is 'Available formatting', which is determined by you: click on the 'Show' drop-down menu at the bottom, and make your selections from the list of styles.

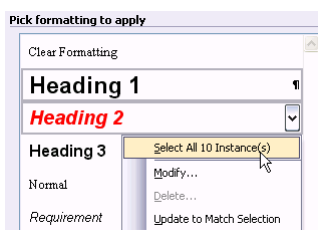
The list may be customised, allowing you to choose from the entire list of available Word styles, or just the typical styles such as headings, body text, bullets, etc..

Tip: If a style name appears with additional information (such as 'Task + Left: 0.50cm'), then those paragraphs have had 'over-rides' applied to them (additional formatting that may or may not be necessary). To remove such over-rides, just click in the affected paragraph (or choose 'Select All x Instance(s)' in the drop-down list next to the style name) and then click on the regular style name instead.



Available Styles

Styles in use



Select All Instances...

Select all instances

When you click on the drop-down menu to the right of the style name in the Styles and Formatting Task Pane, you can choose to 'Select All Instances'. Multiple selections are made of all instances of this style throughout the document!

This is not as useless as it might appear. For instance, if you select all headings of a particular level in a document, you can:

- Copy and paste them into another file as an outline
- Change all instances to another style
- Delete all instances of a style
- Create a new style based on the selection

Tip: When 'over-rides' (additional formatting that may or may not be necessary) appear in the list of Styles in Use, you can use this technique to locate them and remove the over-ride (CTRL-Spacebar will remove extra character formatting, and CTRL-Q will remove extra paragraph formatting)

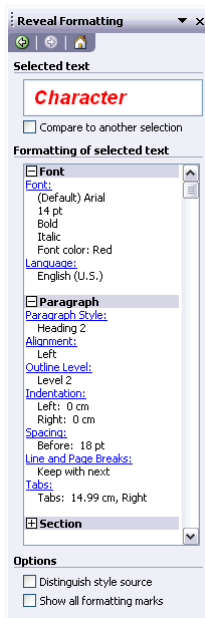
Reveal Formatting Task Pane

You can examine all aspects of a particular paragraph's format via collapsible headings in this Task Pane:

- Font: Typeface, Size, Colour, Underlining etc.
- Paragraph: Indentation, Alignment, Space Before, Line Breaks etc.
- Section: Margins, Page Size, Orientation, etc.

There are hyperlinks to each aspect of the formatting that, when clicked, take you to the correct dialog box. *This is not the best way to reformat your document. The Styles and Formatting Task Pane is best for this.*

A very practical use for this Task Pane is to examine the Section formatting for each section of a document. Just by clicking within a section, its formatting settings (number of columns; margins, etc.) will be revealed, *and are able to be modified*).

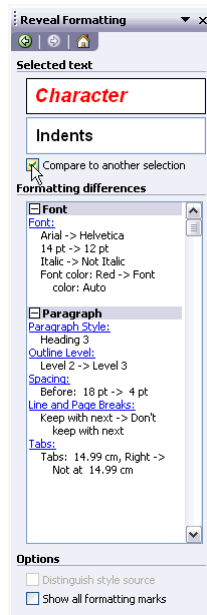


Reveal Formatting

Distinguish Style Source

If you click this check box, the *paragraph style name* is revealed in the Task Pane directly under Font and Paragraph information. This helps speed up the process of locating the style name.

Parts: The Font, Paragraph, and Section parts of this Task Pane are collapsible, and the small plus sign next to them indicates they are currently collapsed. If a minus sign is showing, then the part is expanded.



Compare Formatting

Compare selections

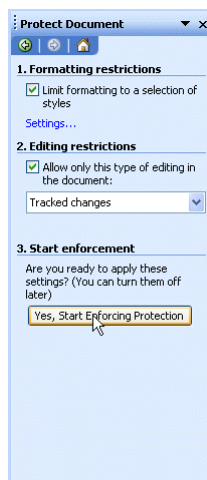
If you tick the box 'Compare to another selection', you will be presented with a list of all differences between the paragraph the cursor was in before the box was ticked, and any other paragraph you click on.

In the illustrated example, the cursor was in a *level 2 heading* before 'Compare to another selection' was ticked. Then a *level 3 heading* was clicked on. The differences in font and paragraph formatting are listed under category headings (such as 'Font:') which can be expanded and collapsed using the plus and minus signs next to them.

You can use these headings to modify selections, *although it is not the best way to do so*. The best way is by using Styles (in the Styles and Formatting Task Pane).

Tip: It is useful to be able to format 'Sections' of a document from within this Task Pane. Settings such as numbers of columns; margins; and page size can all be changed from within this Task Pane. Just click the hyperlinked headings to go to the relevant dialog box...

Protect Document Task Pane



Protect Document



Search Help For:

Protect document, then 'Protect a document from unauthorized changes'

This Task Pane gives you control over who is able to modify a document, and in what ways they are able to modify it. You can:

- password-protect the file to prevent unauthorised reading
- lock the formatting so that only certain styles can be used.

Tip: This is not a good idea if other users are using earlier versions of Word, since the earlier versions *totally ignore* these restrictions!

Passwords

The choice of password protection used to be found in the 'Save' dialog, well-hidden in the Save Options. Now, the Task Pane makes the access to editing restrictions far more accessible. To activate password protection:

1. Check the box marked 'Allow only this type of editing in the document'
2. Choose the type of restriction you want from the drop-down list
3. From the 'Exceptions' section, select the users you want to be able to modify the document freely.
4. Click the 'Yes, Start Enforcing Protection' button in the 'Start Enforcement' section at the bottom of the Task Pane.

Restrict formats to be used

In the Protect Document Task Pane, the choice of '[Limit formatting to a selection of styles](#)' can be turned on, then the 'Settings' link can be clicked.

If you click the [Settings...](#) link, the 'Formatting Restrictions' dialog box appears. To impose restrictions:

1. Check the box marked 'Limit formatting to a selection of styles'
2. Click the '[Settings...](#)' link
3. Choose the styles you think should be allowed in the document.
4. Click the 'Recommended Minimum' button (which selects quite an extensive range), or click the 'None' button and then choose the ones you want manually.

Mail Merge Task Pane



Mail Merge Task Pane



Search Help For:

Mail Merge, then click 'About mail merge for form letters and mass mailings'

Mail Merge has been modified to appear in a Task Pane instead of a dialog box. It still follows the same procedure for those who are familiar with it, but breaks it down into six main steps:

- Select document type: letters, labels, etc.
- Select starting document: current document or template
- Select recipients: browse your computer for data file
- Write your letter (or set up labels): insert content
- Preview your letter (or labels): See an example of how it will look
- Complete mail merge: to a printer or a new document

For those who are comfortable with Mail Merge already, the Mail Merge toolbar is still available. There are buttons to insert Merge fields, insert Word fields, show sample data, and complete the merge.

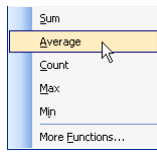
Select document type

The first step in creating a mail-merge document is to bring up the Mail Merge Task Pane by clicking at the top of the Task Pane area and choosing it from the list, or by choosing **Tools > Mail Merge**. In the Task Pane, you select the type of document by clicking within the circle ('radio button') next to your choice (see illustration at left). A description of the document type will appear in the Task Pane.

1. Bring up the Mail Merge Task Pane.
2. When you have made your choice, click at the bottom of the Pane on the words '[Next: Starting Document](#)'. (continued in "Starting Document" on page 33)

List of Topics

- AutoSum
- AutoFill Smart Tag
- Colour-coded Sheet Tabs
- Draw Borders
- Paste Options Smart Tag
- Find And Replace
- Header And Footer
- Find Best Function
- Function Examples
- Formula Auditing
- List Management
- PivotTables
- Protect Sheet Options
- Protect Shared Workbook
- Email A Range
- Links Management
- Merge and Center Cells
- Pick from Drop-down List



AutoSum Enhancements

AutoSum

Most Excel users are familiar with the AutoSum button  in the Standard Toolbar (the Greek symbol called ‘sigma’). Next to the button there is a *drop-down list* with other options as well as ‘Sum’. There is a list of the basic and typical functions likely to be useful, and the choice of any other function you might want to use. Here are some of the common ones:

AutoAverage

As with the AutoSum button, you first select the cell (or range of cells) that will contain the formula, then:

1. Click at the bottom of a range (or to the right of a range) of numbers.
2. Click on the drop-down list next to the AutoSum button and choose Average (as illustrated at left).
3. Click the button a second time if the automatic range selection is correct – otherwise, manually select the correct range.

Tip: If you select a *range of cells* to be filled with formulas rather than one cell, the formula will be entered with a single click.

AutoCount

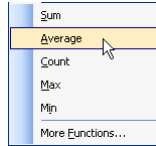
This will count the number of *numerical* entries in the automatically-selected range.

Tip: There is a function to count alphanumeric characters (both letters and numbers) – the ‘COUNTA’ function. You can use ‘COUNT’, then just type an ‘A’ at the end of the word ‘COUNT’.

AutoMax & AutoMin

Using the same technique described above, you can find the maximum or minimum number in a range of numbers *without having to select the range*:

1. Click at the bottom of a range (or to the right of a range) of numbers
2. Click on the drop-down list next to the AutoSum button and choose Max or Min.
3. Click the button a second time if the automatic range selection is correct – otherwise, manually select the correct range.



More Functions

More Functions...

The 'More Functions' command at the bottom of the AutoSum button drop-down list (illustrated to the left) gives access to the 'Insert Function' dialog box, in which you can:

- Type a brief description of what you want to achieve and let Excel find the best function.
- Choose from categories such as 'Statistical' or 'Financial'; and get help on any of the functions.

Tip: Type 'make a monthly payment', and Excel suggests the 'PMT' function...

AutoFill Smart Tag



Search Help For:

'Autofill'; 'create series'

Autofill technique

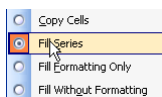
Rather than type tedious lists of dates, times, month names, day names or series of numbers, you can use the 'Autofill' technique:

1. Enter some data in a cell.
2. Move the mouse pointer to the lower-right corner of the cell until it changes from a white cross to a black cross.
3. Click and drag downwards (or any other direction – avoiding other data)
4. Release the mouse button when the indicator reaches the value you want.

Autofill choices

When the mouse is released, a Smart Tag appears to the lower right of the filled area . When it is clicked on, a drop-down list appears, containing:

- Copy Cells
- Fill Series
- Fill Formatting Only
- Fill Without Formatting



AutoFill Series

If the data is numbers, the initial result is *repetition of the same number*. But you can then choose 'Fill Series' from the list to create an *incrementing series* starting with the number you typed. (see illustration at left).

Total Row: In the List Toolbar, there is a button with the AutoSum icon called 'Toggle Total Row'. This will add an extra row at the end of the list with an automatic calculation. The type of calculation may be changed by clicking on the cell and choosing a different function from the pop-up list that appears.

AutoFormat

With any list or table in Excel, formatting can be very quickly applied by using the 'AutoFormat' command.

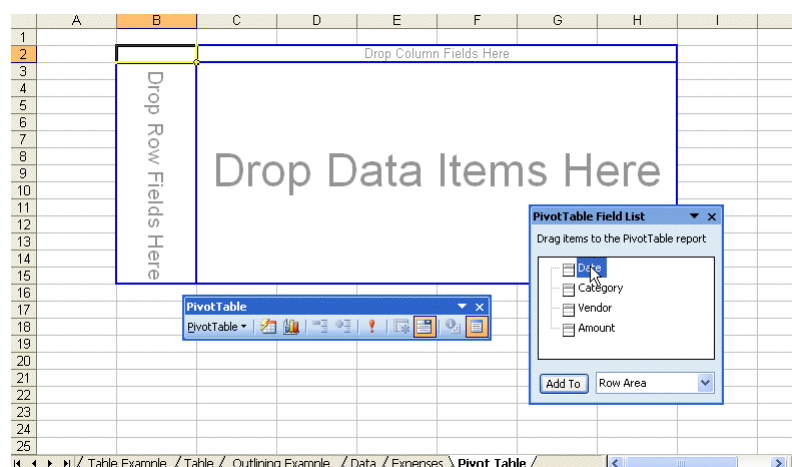
To apply automatic formatting to a region of cells:

1. Click anywhere within the region of cells
2. Choose **Format > AutoFormat...**
3. Choose one of the pre-defined formats and click 'OK'.

AutoFormat Options: If you don't want all the formatting (Number, Font, Border, Patterns, Alignment and Width/Height) to be applied, click 'Options' and remove ticks next to those you wish to remain unchanged.

PivotTables

PivotTables are one of the best features Excel offers, since they present large, unwieldy amounts of data in *summarised lists that are dynamic and interactive*. This means that you can drag headings to new positions in the summary table and *see the table change instantly to reflect the different headings*. Even better, if charts are based on PivotTables, they are also interactive, with drop-down lists on the chart itself that allow you to see different elements of the data charted.



Adding Fields to a PivotTable

Create a PivotTable

To create a Pivot Table, you first need a range of cells containing data that has repetitive labels, and numerical data you wish to summarise.

1. Click anywhere inside the range of cells you want to summarise
2. Choose **Data > PivotTable and PivotChart Report**
3. Click 'Finish' to accept the default settings

A new worksheet is created with a PivotTable in place. The PivotTable toolbar appears, and the PivotTable Field List appears. (See above illustration).

4. Drag fields from the PivotTable Field List into place on the PivotTable

Tip: Numerical data should be dragged to the area called 'Drop Data Items Here'.

5. Drag fields to different positions to see the PivotTable change dynamically.
6. Drag fields off the PivotTable to remove them.

Tip: Drag some fields into the area called 'Drop Page Fields Here', and choose criteria from the drop-down list that appears to the right of the field name to 'filter' the PivotTable data. (See illustration at left).

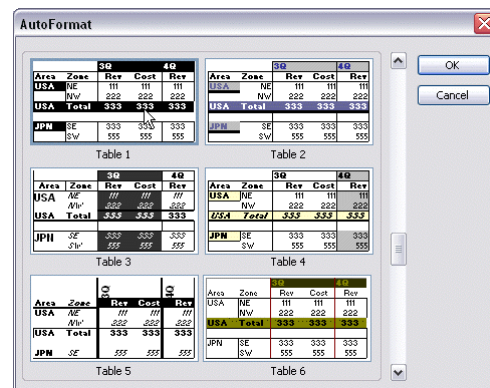


Fields Drop-down list

Formatting a PivotTable

To format a PivotTable with borders, shading, fonts and number formatting:

1. Click anywhere within the PivotTable
2. Choose **Format > AutoFormat...** (or click the 'Format Report' button in the PivotTable toolbar).



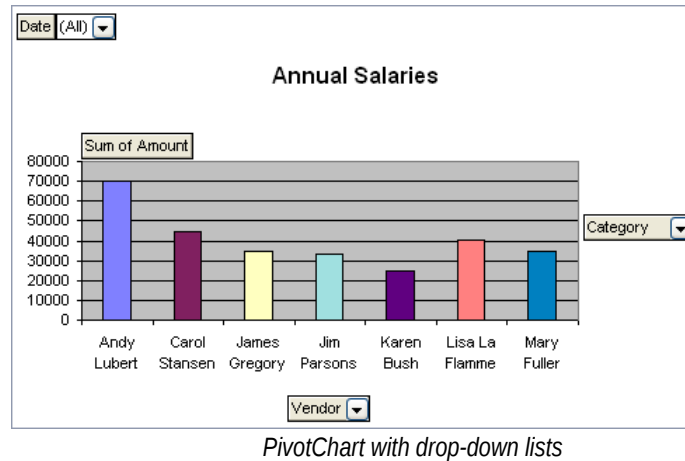
PivotTable AutoFormat choices

The AutoFormat dialog box appears with many formatting choices.

3. Select the format you think appropriate
4. Click 'OK'.

PivotChart

It is simple to create a chart based on a PivotTable – a PivotChart. These charts are also dynamic, having drop-down lists on the chart itself.



PivotChart with drop-down lists

To create a PivotChart:

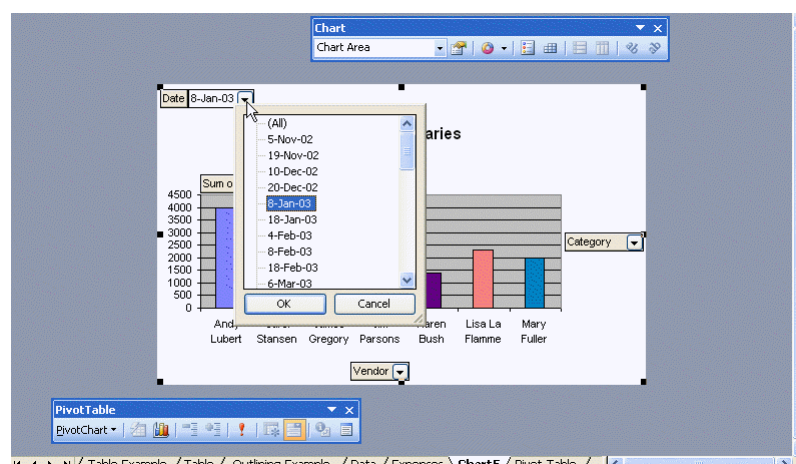
1. Click any part of a PivotTable.
2. Click on the 'Chart Wizard' button in the PivotTable toolbar (or the Standard toolbar).

The chart appears in a new sheet of the workbook. You can click on the drop-down lists and choose different criteria. The chart will automatically update. The chart can be modified in the usual way using the Chart toolbar, changing type, colours, text, axes, etc..

Tip: A PivotChart saves having to create a number of different charts – it can be quickly modified and printed.

Changing a PivotChart: If you click on the drop-down lists on the chart, a list appears with the choices of the items being charted:

Changing A PivotTable



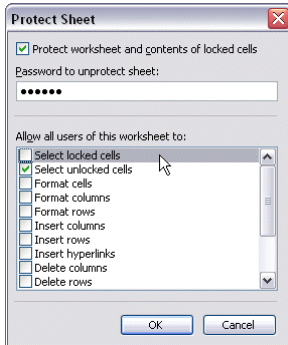
Protection

Protect Sheet Options

There are many actions to 'protect' a worksheet against:

- Inadvertent modification of formulas
- Deletion of data
- Incorrect entry of data
- Modification of layout
- Modification of formatting

As in previous versions of Excel, you remove the 'locked' formatting from cells, and then protect the sheet (with a password or not). In Excel 2003, the options have been extended considerably. To access the options, choose **Tools > Protection > Protect Sheet**. (see illustration at left).



Protect Sheet Options

Before protecting the worksheet, however, it is important to change the cells' formatting.

1. Select the cells that should *still be editable when the sheet is protected*, then choose **Format > Cells**, and select the 'Protection' tab.
2. Remove the tick next to 'Locked', then click OK. (This has no effect until the worksheet is protected.)



Remove 'Locked' Formatting

Go To > Special: In order to rapidly select all the cells in a worksheet that contain *numeric data*:

1. Choose **Edit > Go To...** (you may have to wait or click on the double-chevron at the bottom of the menu before it appears).

Tip: Press F5 on the keyboard as a shortcut. CTRL-G is another shortcut.

2. Click the 'Special...' button at the bottom left of the dialog box.
3. Click the 'radio button' next to 'Constants' (see illustration at left).

'Constants' are *any cells that contain data* – as opposed to *formulas*.

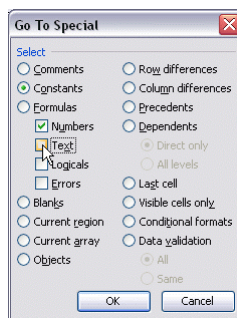
4. Remove the ticks next to 'Text', 'Logicals' and 'Errors' (the last two are rarely necessary).

(Unless you want to select all *text excluding numbers and dates*, in which case, remove the tick next to 'Numbers' instead!)

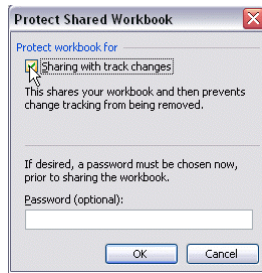
5. Click OK.

You have now selected all the cells containing numeric data, and can now modify the formatting to remove locked formatting by choosing **Format > Cells > Protection**.

Tip: It might also be a good idea to apply some subtle visual formatting to those cells that are unprotected, such as light grey shading.



Go To > Special...



Protect and Share...

Protect and Share Workbook



Search Help For:

'protect workbook'

Before sharing a workbook over a network (which was possible with earlier versions of Excel), you can protect the workbook's *structure* and *windows*:

Structure: When the structure of a workbook is protected, users are prevented from:

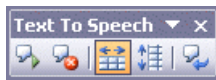
- viewing hidden worksheets
- moving, deleting, hiding or changing the names of worksheets
- inserting new worksheets
- moving or copying sheets to another workbook
- recording macros

Windows: When the windows of a workbook are protected, users are prevented from:

- changing the size and position of the windows
- moving, resizing or closing the windows

Other Features

Excel offers many other powerful features that you may find very useful. Here is a selection of some of them:



Text to Speech toolbar

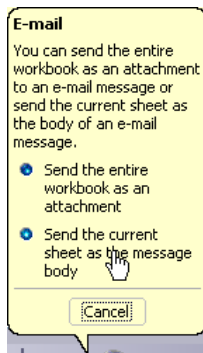
Speech Playback

Rather than have someone else read out the figures to you from an Excel worksheet while you check against the original data, *let Excel read it for you!* To activate text to speech:

1. Choose **Tools > Speech > Show Text to Speech Toolbar**
2. Select the range of cells you want Excel to read aloud
3. Click the 'Speak Cells' button in the new toolbar that appeared

You should now hear a synthesised voice read them aloud.

Tip: If you want cells to be read at a slower pace, click the 'Speak Cells on Enter' button in the toolbar, and each cell will be read aloud only when the Enter key is pressed. This is useful for entering data to prevent keyboard entry errors.



Email A Range

Email A Range

Rather than send an entire worksheet, you can select a range of cells or a 'Pivot Table' to send, and you have the choice of inserting the cells in the body of the message, or sending them as an attachment.

To email a range of cells:

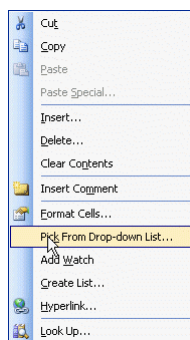
1. Select the range to be sent
2. Choose **File > Send To > Mail Recipient**
3. Complete the email header information (Addressee and Subject)
4. Click on 'Send this Selection'

Merge and Center Cells

When you want text headings to be centred across a number of columns, the best way to do it is to use the 'Merge and Center' button in the Formatting toolbar. To use the button:

1. Type a heading in the left-most column
2. Select the range of cells across the top of the columns in which the heading should be centred
3. Click the 'Merge and Center' button 

Tip: The process can be reversed by clicking the button again when the centred cell is selected.



Pick from Drop-Down List

Pick from Drop-down List

Rather than type an entry in a cell that is identical to one of the entries in the column above, you can right-click in a cell at the bottom of a list and choose 'Pick From Drop-down List...' which presents a list of unique entries based on the values in the column above (see illustration at left).

Tip: Typing an entry in the cell that is the same as one above causes Excel to automatically fill in the closest match. Press Enter to accept the automatic entry, or keep typing until the required data appears.

Selection Techniques

Mouse

Large Selection: Click on a cell; Shift-click at the end of the range

Discontiguous Selection: Make first selection as usual; hold down CTRL key and make second selection (and third and fourth...)

Select all Cells: Click at intersection of row and column headings

Tip: This is very useful for adjusting all column widths simultaneously; also for removing all page breaks!

Column/Columns: With white cross pointer, click on column heading/drag across headings

Row/Rows: With white cross pointer, click on row heading/drag down row headings

Multiple Worksheets: Click on worksheet tab; CTRL-click on other tabs. (Shift-click to select large contiguous range of worksheets)

Tip: This is useful for both inserting or deleting multiple worksheets! Choose Edit/Delete Sheet... or Insert/Worksheet...

Special: Choose Edit/Go To (F5), then click the 'Special' button. Select the type of cells you want to select (e.g. Constants, Numbers), then click OK.

Tip: This is the quickest way of selecting and clearing all the data within a worksheet or selected area!

Keyboard

Entire Region: (A 'region' is defined as adjacent rows and columns of data and headings.) Press CTRL-* (not '8')

Whole Column or Row of Data: Select top cell, then Press CTRL-Shift-Down Arrow

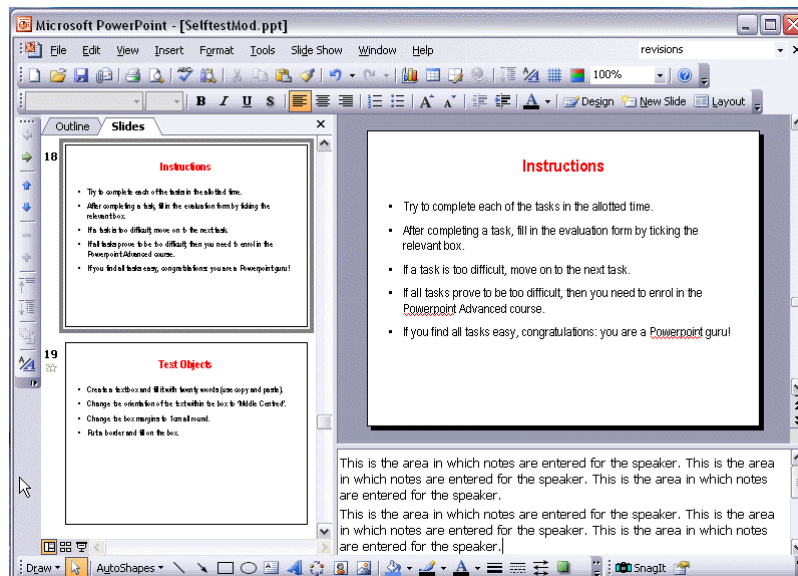
List of Topics

- Normal View
- New Task Panes
- New Presentation Task Pane
- Slide Layout Task Pane
- Slide Design Task Pane
- Slide Transition Task Pane
- Custom Animation Task Pane
- Text Autofit
- Style Options
- Contents Layout
- Tables
- Autolayout Objects
- Photo Album
- Slide Show Annotations
- Full Screen Movie Playback
- Print Preview
- Linked Slide Masters
- Multiple Design Templates
- Set Up Show
- Web Page Preview
- Save As Web Page
- Summary Slide
- Security
- Grid Lines
- Insert Multiple Images
- Outlining

Normal View

The default layout view in PowerPoint is called the 'Normal' view. It now contains three separate panes:

- The left side pane contains the Outline and the Slide Miniatures Views
- The lower pane contains the Speaker's Notes
- The main pane contains the Slide View



'Normal' View

The side pane and the bottom pane can be increased in size. When you do so, the main slide view automatically shrinks; and the miniature slides increase in size (as illustrated above).

Tip: Since the 'Outline' view no longer exists, it is the 'Normal' view in which you edit the outline contents. Just make it as wide as you need, and the slide becomes a miniature. Turn off the formatting using the 'Show Formatting' button in the Standard toolbar (also found in the 'Outlining' toolbar).

Speaker's Notes

The area at the lower right of the 'Normal' view is a very useful area that is not used by many. It is designed to contain all the detail that can't be put on the slide itself. The speaker or presenter can print out these notes (even give a copy to the audience members if necessary).

Tip: Another very valuable use for the Notes is during a presentation involving two monitors – the speaker can still see the notes while the audience cannot. Choose **Slide Show > Set Up Show...** and select the 'Primary' monitor and tick the box to 'Show Presenter View'.

Task Panes

PowerPoint 2003 has organised many commands into ‘Task Panes’ that appear at the right-hand side of the screen when necessary. Many dialog boxes were replaced by one Task Pane that presents all the choices in one pane. The new Task Panes *specific to PowerPoint* include:

- New Presentation Task Pane
- Slide Layout
- Slide Design (Designs / Color Schemes / Animation Schemes)
- Custom Animation
- Slide Transition

The other Task Panes are available to other Office applications and are discussed elsewhere. (See also “Clip Art Task Pane” on page 7.)

New Presentation Task Pane

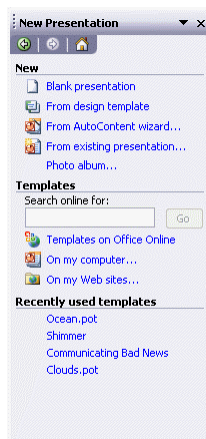
The New Presentation Task Pane presents you with many choices. New presentations are created using:

- [Blank presentation](#) (which has no design template)
- [From design template](#) (which creates a new presentation and gives you a choice of appearance)
- [From AutoContent Wizard...](#) (which takes you through a process of deciding the sort of content you wish to present and creates the slides for you based on your decisions)
- [From existing presentation...](#) (which allows you to create a new presentation based on an existing one, keeping the existing slides)
- [Photo Album...](#) (which helps you to create a slide show based on a series of digital images stored on your computer, or imported from a scanner or digital camera)

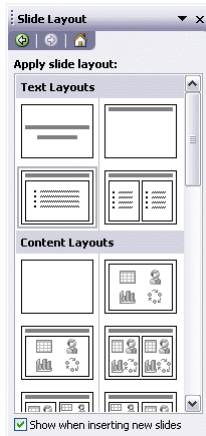
Templates exist upon which a presentation can be based. These are accessed by clicking one of the following choices:

- [Templates on Office Online](#) (which requires an internet connection)
- [On my computer...](#) (which accesses the pre-built templates that come with Office.
- [On my Web sites...](#) (which requires an internet connection)

Recently-used templates are listed below these choices to save time locating them.



New Presentation
Task Pane



Slide Layout
Task Pane

Slide Layout Task Pane

The Slide Layout Task Pane gives you the choice of different layouts to apply to existing slides, or *use as the basis for a new slide*. The choices are broken down into three sections:

- Text Layouts (for titles and bullet point slides)
- Content Layouts (which contain icons that invoke various other applications and menu choices)
- Other Layouts (which include tables, charts, media clips, diagrams and org charts)

When the mouse hovers over the slide layout icons, a drop-down list appears to the right of each of them. When you click on the drop-down button, a menu appears with choices:

- Apply to Selected Slides (you should select multiple slides beforehand if necessary)
- Reapply Layout (which returns modified slides to the original layout)
- Insert New Slide (after the currently selected slide)

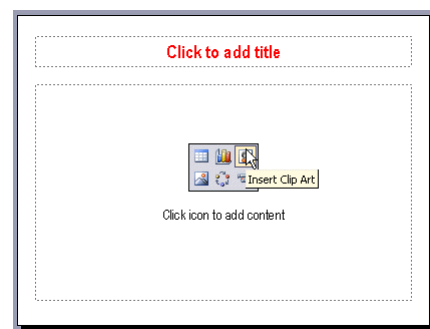
Text Layouts

These layouts affect the way text is positioned on the slide, and give options for multiple column layouts, Title Slides, and blank slides, as well as the usual bullet point layout (see illustration above left). You can quickly change the layout of an existing slide by clicking one of these slide layout buttons.

Content Layouts

The Content Layout choices all include icons representing the various types of content you might want to include on a slide:

- Table
- Chart
- Clip Art
- Picture
- Diagram or Org Chart
- Media Clip



Slide with Content Layout icons

When you click one of the icons, what happens depends on the icon you click: The Table icon requires you to choose how many rows and columns for the table; the Chart icon takes you into the Charting application and

Index

A

Animation
 Custom 81
 Animation Schemes 80
 Appointments
 Colour 22
 colour-coded 22
 Multiple Reminders 24
 Autocorrect
 Stop correcting 41
 AutoCorrect Options 41
 Autofill
 choices 57
 dates 58
 numbers 58
 technique 57
 text 58
 AutoFormat
 Lists 67

C

Categories
 modify 22
 Changes
 accepting / rejecting 45
 Review Changes 45
 Cleanup
 Mailbox 26
 Clip Art 7
 Search 8
 Clip Organizer 8
 Clipboard 9
 Clips Online 9
 Color Schemes 80
 Colour Appointments 22
 Compare
 Side-by-Side Word files 46
 Content Layouts 78
 Custom Animation 81

D

Define A List 66
 Design Templates 79
 Diagram
 insert 10
 Diagram Gallery 10

Diagram Gallery 10
 Diagrams
 Cycle Chart 12
 Pyramid Chart 12
 Radial Chart 13
 Target Chart 13
 Venn Diagram 12
 Drag Table 43

E

Editing
 Word 51
 Excel
 AutoSum 56
 Colour-coded Sheet Tabs 59
 Draw Borders 59
 Find And Replace 61
 Find Best Function 62
 Formula Auditing 63
 Function Examples 63
 Header And Footer 61
 List management 66
 Merge and Center Cells 72
 naming cells or ranges 73
 Pick from Drop-down List 72
 PivotChart 69
 PivotTables 67
 protection 70
 selection techniques 73
 Speech Playback 71

F

Filtered HTML
 Word 45
 Filtering
 during Mail Merge 36
 Formatting
 Word 50
 Formula Auditing
 Error Checking button 64
 Evaluate Formula button 65
 Formula Auditing toolbar 63
 Show Watch Window button 64
 Trace Dependents button 65
 Trace Precedents Button 65
 Full Screen Movie Playback 85
 Function Examples 63

G

Getting Started Task Pane 5
 Group Schedules
 creating 24
 creating in Outlook 24

H

Help
 Type A Question For Help 13
 HTML
 Filtered HTML export 45

I

Insert Diagram 10
 Introduction 5

L

Layout
 Word 52
 List Management 66
 Lists
 AutoFormat 67
 define a list 66

M

Macros
 blocked 25
 signed macros 25
 Mail Merge
 filtering 36
 Recipient List 35
 sorting 36
 Mail Merge Task Pane 32
 Mail Rules 20
 create 21
 Mailbox Cleanup 26
 Messages
 Colour Flags 20
 Modify Categories 22
 Moving Around
 Word 52
 Multiple Reminders 24
 Multiple Windows 49

N

Navigation pane 18
New Document Task Pane 6

O

Organization Chart 10
Outline View 47
 expand and collapse 48
 move up and down 48
 promote and demote 47
 show levels 48
 show/hide formatting 48
Outlook
 Autocomplete Address 19
 Choice of Editor 19
 Group Schedules 24
 Navigation Pane 18
 Reading Pane 18
 Security 25
 Web Access 25

P

PivotChart 69
PivotTable
 creating 68
 formatting 68
PivotTables 67
PowerPoint
 Animation Schemes 80
 Autolayout Objects 83
 Color Schemes 80
 Content Layouts 78
 Custom Animation 81
 Design Templates 79
 Full Screen Movie Playback 85
 Grid Lines 90
 Insert Multiple Images 90
 Linked Slide Masters 86
 Multiple Design Templates 87
 Normal View 76
 Print Preview 86
 Save As Web Page 88
 Security 90
 Set Up Show 87
 Slide Show Annotations 85
 Slide Transitions 81
 Speaker's Notes 76
 Summary Slide 89
 Tables 83

Web Page Preview 87
Protect Document
 Passwords 31
 Restrict formats 32
Protect Document Task Pane 31
Protection 70

R

Reading Layout 37
 activate 38
 Document Map 38
 Research button 39
 Reviewing toolbar 39
 Thumbnails 38
 view actual page / screens 39
 zooming to best view 38
Reading Pane 18
Reading View
 toolbar 38
Recipient List
 edit 35
Recover Documents
 AutoRecover options 15
Research Task Pane 7

S

Save As Web Page
 Word 45
Search Clip Art 8
Security Levels 25
Selecting
 Multiple Selections 42
Selection Techniques
 Excel 73
Selection techniques
 Word 50
Slide Layout
 Text Autofit 82
Slide Show Annotations 85
Smart Tags 14, 39
 AutoCorrect 41
 Autofill 57
 Detect addresses 41
 Detect Contacts 41
 Detect names 41
 Options 40
 Paste Options 60
 Stop Recognizing 40
Sorting

 during Mail Merge 36
Speaker's Notes 76
Styles 28
Styles and Formatting Task
 Pane 28

T

Table of Contents 46
Tables
 drag table 43
 Modify Table Properties 43
 Table Properties 43
Tables in PowerPoint 83
Tabstops and Tabs 53
Task Panes
 Getting Started 5
 Mail Merge 32
 Navigating 5
 New Document 6
 Protect Document 31
 Research 7
 Styles and Formatting 28
Templates 6
Text Autofit on slides 82
Tracking Changes 44
 marking changes 44
 Options 45
 review changes 45

W

Watermarks 42
 in Word documents 42
Word
 layout techniques 52
 moving around quickly 52
 multiple windows 49
 Outline view 47
 quick editing 51
 quick formatting 50
 review changes 45
 Save As Web Page 45
 selection techniques 50
 Table Properties 43
 tabstops 53
 Watermarks 42
Word Layouts
 Reading 37