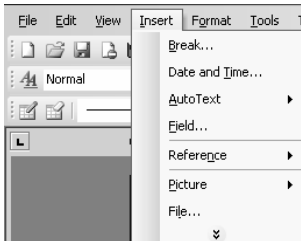


# Office 2003 – Quick Reference

## ALL OFFICE 2003 APPLICATIONS

### Personalized Menus & Toolbars

Office XP programs display the most recently used items selected from toolbars and menus

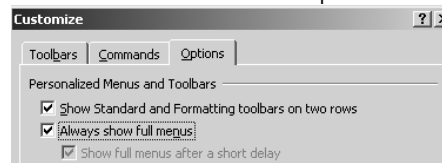


To select an item not currently shown:

1. Click the arrows at the bottom of the menu; or wait a few seconds for the entire menu to display

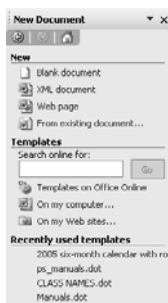
To permanently show full menus:

1. Select **Tools ▶ Customise...**
2. Click the **Options** tab
3. Click to place a tick beside the following **Personalized menus and Toolbars** options:



### Task Panes

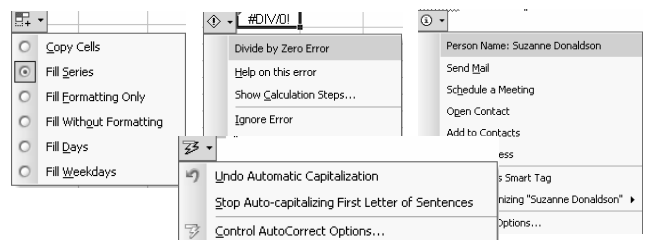
The Task Pane appears on the right side of the screen. Each Office 2003 has a number of different Task Panes.



- To open a Task Pane click on **View ▶ Task Pane** (or **Ctrl +F1**)
- To close the Task Pane, click
- To select a Task Pane:
  1. Click on the dropdown arrow beside the Task Pane title
  2. Select the required Task Pane from the list
  3. Make selections from within the pane area

### SmartTags

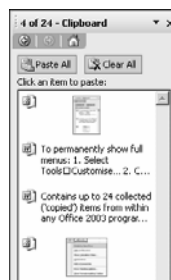
Each Office 2003 program has specific SmartTag indicators that appear when certain commands are given. Some are common to all programs (eg: Paste Options), others are program specific.



### Office Clipboard

Contains up to 24 collected ('copied') items from within any Office 2003 program. You can paste multiple items in a pre-selected order, or individual items from the list.

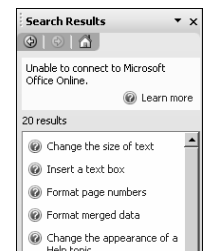
By default, the Clipboard Task Pane will appear once two items are copied, without the paste command being used.



### Help

The **Ask a Question** box is available in all Office 2003 programs.

1. Type or question and press **[Enter]**.
2. Click **Cancel** to search local help only.
3. Click the required option in the displayed list
4. Read the information
5. Click to close the **Office Help** window



### Opening, Saving and Closing Files

When Opening Saving and Closing files the following shortcuts will save you time:

1. **History** - Displays a list of the last files and folders accessed.
2. **My Documents** - Displays the files and folders located in the My Documents folder on the Desktop.
3. **Desktop** - Displays all files and folders located on the Desktop.
4. **Favourites** - Displays a list of all your Favourites. These are shortcuts you have created.

### Document Recovery

If a Microsoft Office program encounters a problem and stops responding you may be prompted to start the Recovery.

1. Select the recovered **File** and from the drop-down list choose **Save As**.
2. **Save** the recovered file with a different name.
3. **Open** the newly saved recovered file.
4. If required, you can then delete the original file.
5. When you have opened or saved all of the files you want to keep, click **Close** in the Document Recovery Task Pane.

WORD 2003

Mail Merge Wizard

Select **Tools** ► **Letters and Mailings** ► **Mail Merge Wizard...** (Mail Merge Task Pane will display)

Step 1: Choose a document type you want to merge the information to. Then choose the main document that you want to use. Click **[Next]**.

Step 2: Choose where the data is stored. Then select the records that you want to use by ticking the records or by using the drop down box next to each column name. Click **[Next]**.

Step 3: If your main document is blank, type the information that will appear in each copy. Then add fields by clicking the hyperlinks in the Task Pane. Click **[Next]**.

Step 4: Preview your merge and make any changes before you actually complete the merge. If you are merging letters, you can print the letters or modify them individually. If you choose to modify the letters, word saves them all to a single file with one letter per section break.

Selecting Non-Contiguous Text

1. Select the first block of text.
2. Hold down **[Ctrl]** and select the second block of text.
3. Continue to hold down **[Ctrl]** and select other required ranges.
4. Once selections are complete, release the **[Ctrl]** key.



Review Toolbar

To track changes in a document:

1. Click the **Track Changes** button  on the Reviewing toolbar.





EXCEL 2003

Moving Cells

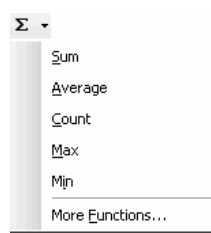
1. Position the mouse pointer anywhere on the border of the selected range (*mouse pointer will display as an arrow headed cross*).
2. Click and drag the cells to a new location and release the mouse.

Merging and Splitting Cells

1. Select the cells you want to merge and click the **Merge and Centre** button .
2. To split cells, click on the  button again.

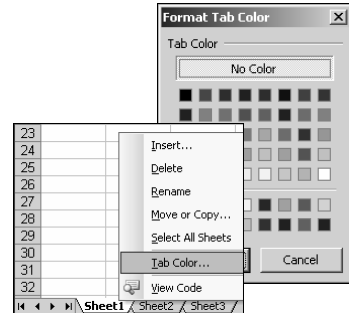
Extended AutoSum Button

1. From the **standard** toolbar, click the dropdown arrow beside the **AutoSum** button to display the following functions:
2. Select the required function.
3. Complete the formula and press **Enter**.



Coloured Sheet Tabs

1. Right click the **Sheet Tab**.
2. Select **Tab Colour...**
3. Select a colour by clicking
4. Click **OK**



POWERPOINT 2003

Print Preview

1. Select **File** ► **Print Preview** (*the Print Preview window will display*).



Custom Animations and Motion Paths

1. Select **Custom Animation** from the Task Pane Title dropdown arrow (*Custom Animation Task Pane will display*)
2. Select the item on the slide to animate
3. Click the **Add Effect** button to select an effect from the list: Entrance, Emphasis; Exit or Motion Paths (*A number beside the slide placeholder indicates an effect and the order it will appear during the presentation*).
4. Use options in the Task Pane to customize individual effects.