

Fast Track *to* MICROSOFT **OFFICE**

.....
Getting Started With **MS Office**
.....

Working With **Word**
.....

Playing With **Numbers In Excel**
.....

Pretty **PowerPoint** Presentations
.....

Organise Your Work With **Outlook**
.....

The **Basics Of Access**
.....

Tips & Tricks
.....

MS Access
MS Word
MS Excel
Outlook
Point



Fast Track to Microsoft Office 2003

By Team Digit

Credits

The People Behind This Book

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Microsoft Office 2003

Almost all of us use Microsoft Office. The suite is so well-designed, comprehensive and robust that it has become the *de facto* office applications suite in most offices and homes.

Indeed, the components of the suite have each become the standard in the area of productivity they offer. For example, MS Word is today *the* word processor of choice in most offices.

MS Office has a long history, and Office 2003 is the latest installment. There are significant improvements over previous versions, and in this book, we talk exclusively about this edition of Office. Note, however, that several features, menus and procedures are similar to those of Office XP, also known as Office 2002, so if you're using Office XP, you will be able to use most of the information that this book provides.

The book is organised, very naturally, according to the components of the suite. There's an introductory chapter about Office-wide features and what you need to know about the differences in the 2003 edition. The chapters that follow address the individual components: Word, Excel, PowerPoint, Outlook and Access.

We have covered Access, which not too many of you may be using. Our objective in covering Access has been to present the idea that Access need not be as intimidating as it seems at first glance, and that you can easily learn to use and take advantage of this powerful database application.

Help in the components of Office is so comprehensive, and the applications themselves so intuitive, that it's easy for anyone to use the suite without training. However, a little reading up on the features that Office provides will go a long way in increasing your productivity. It has, therefore, been our objective in this book to help you go a little deeper into Office, so you can take full advantage of the features it provides.

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1.1 Installing Office 2003

1.1.1 Minimum System Requirements For Microsoft Office 2003 Professional

- m Processor: 233 MHz or higher; Pentium III recommended.
- m Operating System: Windows 2000 Service Pack 3 or later, or Windows XP or later.
- m RAM: 64 MB (minimum); 128 MB (recommended)
- m Hard drive space: 450 MB.

Note: Hard disk space usage varies depending on the configuration; Custom installation choices may require more or less hard disk space; selection of the 'Complete' installation choice will require more hard disk space. The above listed requirement is for the default configuration.

- m Additional information on the system requirements for Microsoft Office 2003 Professional and specific items and services can be found at <http://snipurl.com/fjq1>.

1.1.2 The Installation Process

- m Insert the Office 2003 Installation CD into your CD drive. After a few seconds of copying installation files to your computer, the installation will begin. If the installation does not begin automatically, open 'My Computer', then open the OFFICE11 CD, and double-click the SETUPPRO.EXE.
- m You will be prompted for the Office 2003 product key. Type in the product key on the back of the CD. Use only five characters per field box, and ensure that there are a total of 25 characters. When you are finished, click 'Next'.
- m The next screen of the Office 2003 Installer will prompt you for your user name, initials, and organisation. Click 'Next' once this information is entered correctly.
- m The next window displays the End-User License Agreement (EULA). Click the checkbox at the bottom corresponding to 'I accept the terms in the License Agreement'. It is recommended that you go through this once. Then click 'Next'.

- m The next window displays the installation options for Office 2003. If you just want to install everything that Office provides, click the selection button corresponding to 'Complete' under the 'or choose an install type' option. Then click 'Next' at the bottom of the window. The other options are as follows:

Typical Install: As the name implies, this option installs the programs and options most commonly used by the masses.

Complete Install: Installs every program and every option that your edition has to offer onto the hard drive.

Minimal Install: This is a bare-bones installation that is a viable choice if you're low on hard drive space.

Custom Install: Here's where you'll find maximum configurability. If you have a good idea of how you'll be using Office and its individual applications, this selection will let you tailor the installation more tightly to your specific needs.

If you don't do a complete install, later on, you can always install any component that you want. Of course, you will need the Office CD to do this.

With the large hard drives of today, if you have the storage to spare, we recommend the 'Complete Install' option, particularly if you will use the software to produce work under time constraints. Limited or partial installations of Office can create problems at the most inopportune moments. You may call up what you would expect to be a routine feature in Word, for example, and discover that the feature was never installed in the first place. When that happens, the program will run an installation routine that calls for the installation CD to be placed in the original CD drive that was used during installation.

If you don't have the CD handy, it's easy enough to cancel the routine and continue work without that feature, but as you may expect, this doesn't always work smoothly. You've probably seen Word, or another Office component, crash—more than once—when

the program tried to install a requested feature and the original installation CD wasn't available.

- m Once you're done choosing what type of install to do, the 'Begin Installation' window will appear. Click on the 'Install' button at the bottom of the window. This will start the process of installing Microsoft Office 2003 on your computer.
- m After starting installation, a progress bar will be displayed showing that Microsoft Office 2003 is currently being installed on your computer. The time to complete the install will vary based on how fast your computer is.
- m The installer will inform you when the setup is complete. You will have the option to check for Microsoft Office updates and delete your installation files. Ensure that 'Check the Web for updates and additional downloads' is checked, and that 'Delete installation files' is unchecked. This is to ensure that if Office later finds a file missing, or if a file goes corrupt, it can recover it from these installation files. Click the 'Finish' button.
- m The installer will close. Internet Explorer should appear and take you to the Microsoft Office Update web site (<http://office.microsoft.com/officeupdate/>). If the Web browser doesn't appear, open Internet Explorer and go to the Microsoft Office Update web site yourself. At the site, click on the 'Check for Updates' link.
- m You will be prompted to install and run the 'Office Update Installation Engine'. This engine will allow Microsoft to scan and update Office 2003 via the Web. Click 'Yes' to install it.
- m The Office Update site will display any updates necessary. If there are any updates listed, follow the on-screen instructions to download and install them. Otherwise, close the Internet Explorer.

1.2 Office 2003 Keyboard Shortcuts

Keyboard shortcuts in Office are, like in any other suite or application, a great help. We provide the following list for easy reference. We're also providing this list so you can get an idea of what all has a shortcut in Office. Believe us, productivity can increase a lot if you do a certain task often, and get used to the keyboard shortcut for it!

1.2.1 In The Help Pane

- [F1] Display the Help Pane
- [F6] Move between the help pane and the active application
- [Tab] Select the next item in the Help Pane
- [Shift] + [Tab] Display the program control menu
- [Enter] Perform the action for the selected item
- [Down Arrow] In a Table of Contents, select the next item
- [Up Arrow] In a Table of Contents, select the previous item
- [Left Arrow] In a Table of Contents, expand the selected item
- [Right Arrow] In a Table of Contents, collapse the selected item
- [Alt] + [Left Arrow] Move back to the previous Task Pane
- [Alt] + [Right Arrow] Move forward to the next Task Pane
- [Ctrl] + [Space] Open the menu of Pane options
- [Ctrl] + [F1] Close and reopen the current Task Pane
- [Right Arrow] Expand a +/- list
- [Left Arrow] Collapse a +/- list

1.2.2 In The Help Window

- [Tab] Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
- [Shift] + [Tab] Select previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article
- [Enter] Perform the action for the selected Show All, Hide All, hidden text, or hyperlink
- [Alt] + [Left Arrow] Move back to the previous Help topic
- [Alt] + [Right Arrow] Move forward to the next Help topic
- [Ctrl] + [P] Print the current Help topic

[Down Arrow] Scroll a little down within the currently-displayed Help topic

[Up Arrow] Scroll a little up within the currently-displayed Help topic

[Page Down] Scroll a full page down within the currently-displayed Help topic

[Page Up] Scroll a full page up within the currently-displayed Help topic

[Alt] + [U] Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application

[Shift] + [F10] Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window)

1.2.3 Smart Tags

[Alt] + [Shift] + [F10] Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message

[Down Arrow] Select the next item in a smart tag menu

[Up Arrow] Select the previous item in a smart tag menu

[Enter] Perform the action for the selected item in a smart tag menu

[Esc] Close the smart tag menu or message

1.2.4 Task Panes

[F6] Move clockwise to a task pane from another pane in the program window (You may need to press [F6] more than once. If pressing [F6] doesn't display the task pane you want, try pressing [Alt] to place focus on the menu bar, and then pressing [Ctrl] + [Tab] to move to the task pane.)

[Shift] + [F6] Move anti-clockwise between the task panes in the program window

[Ctrl] + [Tab] When a menu or toolbar is active, move to a task pane (You may need to press [Ctrl] + [Tab] more than once.)

[Tab] When a task pane is active, select next option in the task pane

[Shift] + [Tab] When a task pane is active, select the previous option in the task pane

[Ctrl] + [F1] Open or Close the Task Pane

[Ctrl] + [Down Arrow] Display the full set of commands on the task pane menu

[Down Arrow] Move down among choices in a selected submenu; move down among certain options in a group of options

[Up Arrow] Move up among choices in a selected submenu; move up among certain options in a group of options

[Spacebar] or [Enter] Open the selected menu, or perform the action assigned to the selected button

[Shift] + [F10] Open a shortcut menu; open a drop-down menu for the selected gallery item

[End] When a menu or submenu is visible, select the last command on the menu or submenu

[Home] When a menu or submenu is visible, select the first command on the menu or submenu

[Page Down] Scroll down in the selected gallery list

[Page Up] Scroll up in the selected gallery list

[Ctrl] + [End] Move to the bottom of the selected gallery list

[Ctrl] + [Home] Move to the top of the selected gallery list

[Ctrl] + [Shift] + [Tab] Move between Slides and Outline tabs of the Outline and Slides pane in Normal view

1.2.5 Menus

[Shift] + [F10] Display a shortcut menu that shows a list of commands relevant to the selected object

[Alt] + [Spacebar] Display the program Control menu

[Down Arrow] or [Up Arrow] Select the next or the previous menu command

[Left Arrow] or [Right Arrow] Select the menu to the left or right, or switch between a sub-menu and its main menu

1.2.6 Toolbars

[F10] Make the menu bar active

[Ctrl] + [Tab] Select the next toolbar

[Ctrl] + [Shift] + [Tab] Select the previous toolbar

[Enter] Open the selected menu; perform the action assigned to the selected button; enter text in the selected text box; select an option in a list box or on a menu

[Enter] Enter text in the selected text box

[Arrows] Move through options in a list box or on a menu
[Tab] or [Shift] + [Tab] Select the next or previous button or menu on the active toolbar

1.2.7 Within 'Edit' Boxes

[Home] Move to the beginning of the entry
[End] Move to the end of the entry
[Left Arrow] Move one character to the left
[Ctrl] + [Left Arrow] Move one word to the left
[Shift] + [Home] Select from the insertion point to the beginning of the entry
[Shift] + [End] Select from the insertion point to the end of the entry
[Shift] + [Left Arrow] Select or cancel the selection one character to the left
[Ctrl] + [Shift] + [Left Arrow] Select or cancel the selection one word to the left

1.2.8 Within 'Open' And 'Save As' Dialog Boxes

[Alt] + [1] Go to the previous folder (Back button)
[Alt] + [2] Open the folder up one level from the open folder (Up One Level button)
[Alt] + [3] Open your Internet search page (Search the Web button)
[Alt] + [4] Delete the selected folder or file (Delete button)
[Alt] + [5] Create a new sub-folder in the open folder ('Create New Folder' button)
[Alt] + [6] Switch between List, Details, Properties, and Preview views (click the arrow next to Views)
[Alt] + [7] or [Alt] + [L] Show the Tools menu (Tools button)
[Shift] + [F10] Display a shortcut menu for a selected item such as a folder or file
[Tab] Move between options or areas in the dialog box [F4] or [Alt] + [I] Open the Look in list
[F5] Refresh the file list

1.3 Using Smart Tags

Smart tags in Office 2003 are indicated by a dotted purple line. They automatically recognise different types of data, depending on the Office application. For example, they recognise

- m Names (All applications)
- m Addresses (Word and Outlook)
- m Phone Numbers (Word and Outlook)
- m Financial Symbols (All applications)
- m Dates (All applications)
- m Time (Word and Outlook)

Note: Outlook is relevant if Word is set as the e-mail editor.

Moving the mouse cursor over the recognised text will display the Smart Tag button.

Clicking on the Smart Tag button will reveal its own set of possible options for each recognised format.

Some functionality may not be available depending on Internet accessibility and application configuration. For example, in the Person Names Smart Tag in Outlook 2003, the 'Call [phone number]' smart tag option will not work if Voice over IP (VoIP) capable software is not installed or configured. Additionally, the proper input/output devices required would have to be set up.

A typical use for a Smart Tag would be the following: say you type in a name that's recognised by Word (or any other Office application) as a name. The tag that appears, allows you to add that name to your contacts. Or, if you type in an address that's recognised as an address, you can have a map of the area quickly displayed in your browser with one click (of course, since India isn't mapped the way the United States is, the latter is just an example of the power of smart tags—it's not of any practical use.)

1.4 Using Task Panes

A major change to the previous version of Office, Office XP was the introduction of task panes. Office 2003, too, uses task panes,

which have replaced many of the dialog boxes that were a common feature in Office 97 and Office 2000. Office 2003 has also added new task panes such as the Research task pane.

A task pane is a multipurpose window pane that appears on the right side of the window of an Office application. The list that follows describes the global task panes that you will find in all the Office applications.

- m **New File Task Pane:** Enables you to start a new file in a particular application (for example, in Word, it is called the 'New Document' task pane; in Excel, it is called the 'New Workbook' task pane). It also provides access to various document templates and the capability to open recently used files.
- m **Office Clipboard Task Pane:** Enables you to view items that you copy and cut to the Office Clipboard. You can manage up to 24 items on the Clipboard and paste them in any application within Office.
- m **Clip Art Task Pane:** Enables you to search the Office Clip Gallery and insert clip art into your Office application documents.
- m **Search Task Pane:** Enables you to search for files from any of the Office applications.
- m **Research Task Pane:** This allows you to take advantage of a number of research and reference services. A number of these references are accessed via online services such as Microsoft Encarta.

Task panes also house features that handle specific purposes in each of the Office applications. For example, in PowerPoint, the 'Slide Layout' task pane is used to select a design format for a new or existing PowerPoint presentation slide.

When you are working in an Office application, such as Word or Excel, you can open a task pane and switch between the different task pane features offered in that particular application. To open a

task pane, follow these steps:

1. In the Office application window, select the 'View' menu and select 'Task Pane'. The 'New File' task pane appears on the right side of the application window (the 'New File' task pane is the default task pane for the Office applications).
2. To switch to a particular task pane that is available in the current Office application, click the task pane's drop-down arrow.
3. Click the item on the task pane menu that you want to use. You will find that the task pane also pops up when you select specific features in an application. For example, in Word, when you select 'Format' and then 'Styles and Formatting', the 'Styles and Formatting' task pane appears in the Word window.

1.4.1 The Research Task Pane

The newest Office task pane is the Research task pane. The Research task pane provides a tool that can be used to access all sorts of information related to a selection in a Word document, Excel worksheet, or PowerPoint presentation. These tools can be standard tools such as the 'Thesaurus', and can also consist of specialised data sources created to find specific kinds of information.

To use the Research task pane, follow these steps:

1. From an Office application window, select the term or phrase that will be used in the Research task pane search.
2. Select the 'View' menu and then select 'Task Pane' to open the task pane.
3. Select the task pane drop-down arrow and select 'Research'. The Research task pane will open.
4. Your selected term or phrase will appear in the 'Search For' box.
5. Click the 'Services' drop-down list and select the research services you want to use for the search. You can select 'All Research Sites', 'Factiva News Search', 'All Business and Financial Sites', and a number of other resource services.

6. After selecting the service or services, the search will be performed. Next, a list of found information will appear in the task pane.

7. To switch from the initial source to the next source (found in the search), click 'Next'.

8. To expand any of the found information, click the plus symbol next to a source heading.

If you want to conduct another search, type the keyword or phrase in the 'Search For' box and then click the green 'Search' arrow. Results are returned in the task pane. When you have finished working with the Research task pane, click 'Close'.

1.4.2 The Basic File Search Task Pane

The 'Basic File Search' task pane enables you to locate files stored on your computer or company network without leaving the Office application that is currently open. To use the Search task pane, follow these steps.

1. From an Office application window, select the 'File' menu and then select 'Search' to open the Search task pane.

2. Type the keyword or keywords that you want to use for the search into the Search text box.

3. To specify the locations that should be searched, click the 'Selected Locations' drop-down box. You can expand any of the locations listed, such as 'My Computer', by clicking the plus (+) symbol to the left of the location. This enables you to view folders and subfolders at that location. Use the checkboxes to the left of each location to specify whether that location should be searched.

4. To specify the types of files located during the search, click the 'Selected File Types' drop-down list. Select or deselect the checkboxes for particular Office applications (such as Word or Excel) to specify the types of files that should be included in the search.

5. When you are ready to run the search, click 'Go'.

The files that meet your search criteria appear in the Search task pane. To open one of the files (in the application that it was created in), click the filename.

You can also click the 'Advanced Search' link in the 'Search' task pane to run an advanced search. The 'Advanced Search' task pane enables you to create a search that uses conditional statements and allows you to search by file type, the date that the file was last modified, and a number of other parameters.

1.4.3 Other Standard Task Panes

Two other standard task panes that you will probably use a lot are the 'Clip Art' and 'Office Clipboard' task panes.

The Clip Art Task Pane

How you find and insert clip art in the Office applications has been made much easier by the introduction of the 'Clip Art' task pane. This task pane enables you to quickly search for clip art using a keyword search. Clip art that matches your search parameters is then immediately shown in the 'Clip Art' task pane as thumbnails. To use the 'Clip Art' task pane, follow these steps:

1. In Office applications such as Word or Excel, select 'Insert', point at 'Picture', then select 'Clip Art'. The 'Clip Art' task pane appears.
2. In the task pane's 'Search For' box, type keywords that Office can use to find your clip art images.
3. Use the 'Search In' drop-down box to specify the collections you want to include in the clip art search. Selected collections are marked with a checkmark in their checkbox that you can toggle on and off with a mouse click.
4. Use the 'Results Should Be' drop-down box to specify the type of files that should be included in the search. You can select or deselect file types such as 'Clip Art', 'Movies', and 'Sounds'.

5. When you have finished setting your search parameters, click the 'Search' button. When the search is complete, the clip art that meets your search criteria appears in the task pane.

6. In the Image list, locate the image that you want to place into your Office document. Then, click the image. The application inserts clip art document.

Using The Office Clipboard

Office 2003 provides a new version of the Office Clipboard that enables you to accumulate a total of 24 copied or cut items. This makes it easy to paste items within an Office document, between Office documents in an Office application, or to copy, cut, and paste items among your different Office applications.

To use the Office Clipboard, follow these steps:

1. In an Office application, select 'Edit' and then select 'Office Clipboard'. The 'Office Clipboard' task pane opens.

2. As you cut or copy items from your various Office applications, the items are placed on the 'Office Clipboard'.

3. To paste an item from the Clipboard, place the insertion point in your Office document at the place where you want to insert the item, and then click the item on the 'Office Clipboard' task pane.

Remove items from the 'Office Clipboard' by placing the mouse on the item. A drop-down arrow appears; click the drop-down arrow and select 'Delete' from the shortcut menu that appears. Clear the entire Clipboard by clicking 'Clear All' at the top of the task pane.

1.5 Menus And Toolbars In Office 2003

Here are some general tips about menus and toolbars that you'll find handy.

m If you wish to access all the available commands on a toolbar, click the 'Toolbar Options' button at the far right of the toolbar

(the narrow vertical strip). Here, you'll get the rest of the buttons, and you also have the options of showing toolbars on two rows, and adding or removing buttons. If you click 'Add or Remove buttons', you'll get the option of customising the toolbars.

- m When you get to 'Customize' by right-clicking on any toolbar, or as above, you can customise the toolbars you see and even those you don't. Simply check or uncheck toolbar names as required.
- m Under the 'Toolbars' tab in 'Customize', you'll find four buttons: 'New', 'Rename', 'Delete', 'Reset'. You can create your own toolbars that contains commands you use often, by clicking the New button. Now you'll get a floating, empty toolbar. Click the 'Commands' tab. There you'll find listed all the commands that are available in that Office application. Choose a command, and simply drag it onto your new toolbar!
- m Under the 'Toolbars' tab again, you can use the 'Delete' and 'Rename' buttons to delete and rename your custom toolbars, respectively. The 'Reset' toolbar function works for inbuilt toolbars, and resets that toolbar so it holds the default set of commands.
- m Under the 'Options' tab of the 'Customize' dialog box, you can set various menu display options. You can choose to show the full menu after a short delay. You can reset all menus and toolbars—not the custom ones you created—to their default state, as they were when Office was installed. You can choose between various types of menu animations.
- m To create a new menu, go to the 'Customize' dialog box again, and go to the 'Commands' tab. Scroll down the 'Categories' list to 'Built-in Menus' and 'New Menu'. Select 'Built-in Menus' to see a list—in the 'Commands' box—of all the menus and submenus in that Office application. You can drag any menu you like to any toolbar or menu bar, and then further customise it.

Alternatively, you can choose 'New Menu', which brings up the 'New Menu' command in the 'Commands' box. Drag this to a

toolbar or menu bar to create a new, empty menu. Customise it as you would customise a toolbar (described earlier), and rename it by right-clicking on it and choosing 'Name' from the menu that appears.

To remove a new menu item, open the 'Customize' dialog box again, and drag the menu item off onto anywhere on the 'Customize' dialog box.

1.6 Getting Help

In Office 2003, you can access Help in three ways.

- m Look at the text called "Type a question for help" on the top right-hand corner, and type your question in there. You'll get a list of possible help topics, or a message informing you that no matches were found for your question.
- m You can press [F1]. Alternatively, you can go to **Help > Microsoft (Application) Help**. This brings up the main Help task pane. You can either enter keywords into the search box or choose to browse for help topics in the 'Table Of Contents'.
- m Enable the 'Office Assistant' and click it, and type a question into the balloon it offers. To activate the 'Office Assistant', go to **Help > Show The Office Assistant**. To hide the Assistant, simply uncheck that checkbox. It may still pop up, though, and this can be irritating; to deactivate it for good, right-click the Assistant and choose 'Options'. Here, you can decide upon the fate of the 'Office Assistant'!

Word Games!



The word processor is the heart of any office application suite, and so it is with Microsoft Office—Word steals the show. Word is easy enough to use: just open it up and start typing! If that's where you're still at, this section is for you—we delve into some of the details of Word to help you create professional-looking documents.

2.1 Introduction To MS Word 2003

Installing and configuring Microsoft Office 2003 is only the beginning of our objective. However, you cannot deny the fact that having MS Office practically means having Word and Excel installed on your computer. In addition, as everybody already knows, Word is the one of the most-used word processing application on any desktop around the world.

There have been many versions of Microsoft Word, starting from a DOS-based text editor. Moreover, with each new revision there have been changes, for the better. In this chapter, we will look at all these new features and more, which will help you get the most out of your favourite word processor.

2.1.1 New Features In Word 2003

- m **Good Looks:** Microsoft Word 2003 is designed to fit in snugly with the Windows XP environment. The Task Panes feature from the previous version of Office is still available, which lets you access documents easily without having to search for them through your computer. Task bars, panes, menus and menu buttons have more definition and colour to completely meld with the Windows XP look and feel.
- m **Task Pane addition:** Another addition to the task panes is the Research Task pane. For using this particular feature, you have to be connected to the Internet. Consider this scenario: you're writing a paper and are stuck on a particular part where you do not have the information. Using the research task pane, you can specify the keywords or the phrase in the task pane, and Word searches for the same on Web sites and online databases you specified as resources. This is a very handy feature, which lets you write your paper and research at the same time.
- m **Improving your reading experience:** Microsoft Word 2003 now includes a new view called the Reading Layout view that lets you view a big multi-page document in the same window. When you are using this view, the standard toolbars are hidden and

the Clear Type text technology is used to provide you with as clear a view of the text as possible.

- m **Sharing Documents:** Word 2003 lets you collaborate on your work with anyone around the world using the Microsoft Share Point Team Services. A task pane called the Shared Workspace is present in Word, and opens when you access a document stored in the document library. The Shared Workspace is an area that is hosted on a Web server where users can share information, and is a very useful solution when working on projects.
- m **More Powerful Editing Controls:** For users who have Windows Server 2003 as the operating system, you can avail of more advanced features in Word 2003. This feature is known as Windows Rights Management. Using this, you can limit and control what's done to your document right from its beginning to end. And if the document gets waylaid, it will still only be available in the restricted manner in which you last left it. For instance, you can disable the print functionality of a document when you are distributing it. This feature can be very useful in corporate environments.

2.1.2 Microsoft Office Word 2003 Basics

Accessing Word 2003 is still the same as before, never mind the new features. In this part, we will cover the basics of Word 2003 which will help the uninitiated get started with their work.

1. Starting Microsoft Word 2003

You can start Microsoft Word 2003 by clicking on **Start > All Programs > Microsoft Office > Microsoft Office Word 2003**.

2. Creating A New Document

When you start Word for the first time, you will be automatically greeted with a blank document. On the right, you will see a task pane, which offers you other options. Clicking 'Blank document' will open another window with a blank document in it.

Alternatively, you can also click **File > New** in order to open a blank document.

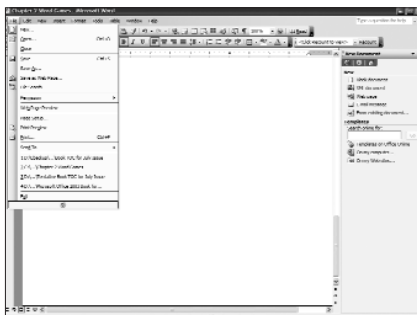
The other options include XML document, Web page, E-mail message and From Existing document. Here is what each clicking on each of these options do.

XML Document: Opens a blank document displaying the XML structure task pane.

Web page: Clicking on this option will open a blank document in the Web Layout view.

Email message: This option opens an e-mail message window.

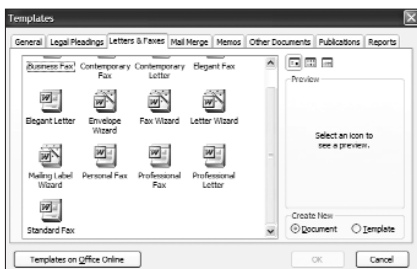
From Existing Document: This option will open the New from Existing Document dialog box that lets you choose what file to open.



Opening a blank document

3. Templates: You can also open pre-defined Word documents that serve as a structure for inserting your content on to a page. These documents are called Templates, and are discussed in detail later. You can access the Templates screen by clicking the 'On My Computer' link under the Template heading in the task pane on the right-hand side of the screen, as shown below.

Moreover, you can even download more templates by logging on to the Microsoft Office Web site, the link for which is available in the task pane.



Accessing Word Templates

2.1.3 Creating Your First Text Document

Inserting text onto a document is easy—all you need to do is type using the keyboard. However, this is not the only functionality provided in Word 2003. Typing is the most used way of creating a text document but you can also use input devices that let you actually write on a document. This comes in handy when using devices such as a Tablet PC.

You can also dictate to write a document in Word instead of typing. This may take some time for you to adapt to—nevertheless, this feature is included by default.

2.1.3.1 Typing A Document

Typing a document is the easiest part and users who have had any previous experience in using a typewriter or a computer where they needed to type in text can get on immediately with typing a Word document.

2.1.3.2 Speech To Text

You can use a microphone to dictate words onto your computer, and Word will automatically translate it into text without the need for you to type manually. To do so, access the Tools option in the Word 2003 menu bar and once there, click ‘Speech’. Using the Wizard, you can create a training profile, test and modify your speech settings.

Once you have completed this, you can then use the ‘Speech to Text’ feature in Word 2003. All you need to do is access the Speech function as mentioned above and then start speaking into the microphone. Speak clearly and slowly and your speech will be turned to text onscreen.



The Language Bar in Word

2.1.3.3 Writing Text On A Document

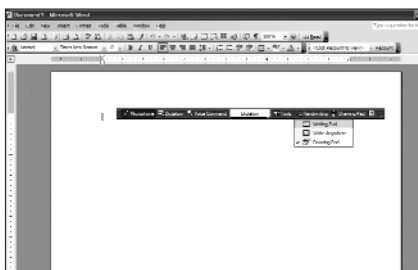
For writing text on a document, you can use the ink options available in Word 2003. This feature enables you to enter text into Word using your own handwriting. For doing this you will need to access the Handwriting option from the Language bar that we have mentioned in the Speech to Text section.

When you click on the Handwriting option, you will see two more options—‘Write Anywhere’ and ‘Writing Pad’. When you choose the Writing Pad option, you will see a small window with various tools, and you can click on the Ink symbol to start writing.

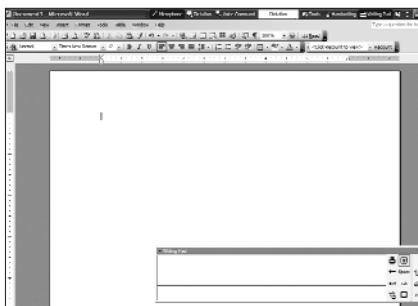
When you click the ‘Write Anywhere’ option, you will only see a tool bar. Click on the text or ‘T’ symbol in the toolbar and start writing using your stylus, Cat or mouse.

2.1.4 Document Views

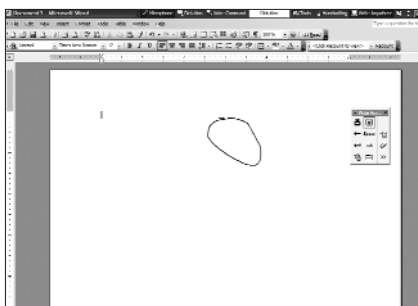
After you have typed or written in your text in Word, its time to view the text and check how it appears. For this, Word



Accessing Handwriting option in Word



Using the Writing Pad feature in Word



Using the Write Anywhere feature in Word

offers a number of views for you. We have briefly mentioned the number of views that are available in Word 2003.

2.1.4.1 Normal View

This is the view that Word offers when you are working on a document. This is a no-frills view and lets you get down to work and bother about all the customisation later.

2.1.4.2 Web Layout View

This view lets you view the page that you made, as it will look after it is saved as a Web page. Any objects that you have placed on the page will appear here and the margins are formatted as they would when you will view them as a Web page.

2.1.4.3 Print Layout View

This is the default view that Word uses when you first start using Word. This view also lets you check the way the document will look after it is printed. All changes including formatting are displayed in this view.

2.1.4.4 Reading Layout View

This is a new view available only in Word 2003. In this view, you can see one complete page at a time. All toolbars except for a navigation bar are hidden and this view uses the ClearType technology, which enhances the appearance of the displayed characters, images, etc. to give you better view of the document you have made. You can also switch the way you are viewing by choosing Thumbnails, Document Map and Multiple Page views respectively.

2.1.4.5 Outline View

Outline View is another view that lets you see the document after it is arranged using heading levels. You can also arrange the document in such a manner that will collapse the Outline View so that you only see the headings. This will be explained in detail later.

2.1.5 Saving Documents

Finally, after you have finished writing your document, it's time to

save and exit. Saving documents is very easy and all you have to do is go to the File option in the menu bar and click on 'Save As'. You will see a dialog box asking you for a location and the format in which you want to save the document. By default, the location to save the document is the 'My Documents' folder.

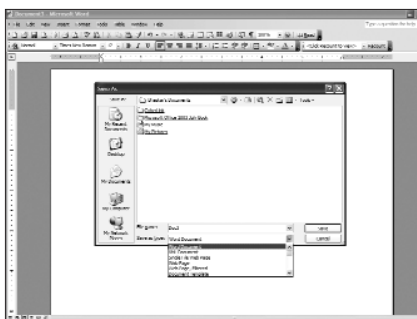
When you go to save the document, you will see a variety of formats in which you can save the document by clicking on the little arrow in the 'Save as type' box. Here's a lowdown on the different formats:

2.1.5.1 Word Document

This is the default option and will save your document in the latest format of Word.

2.1.5.2 XML Document

XML or eXtensible Markup Language is a Web page scripting document and is meant for different applications to share data online.



Using the 'Write Anywhere' feature in Word

2.1.5.3 Single File Web Page

This will save your document in a single Web page file containing any or all objects in the Web page.

2.1.5.4 Web Page

This will save the document as a Web page and all the graphics and objects used on the Web page are saved in a separate folder.

2.1.5.5 Document Template

This is a very good option for creating a document that will be used as the basic structure for future document contents. For instance, a memo or letterhead for an organisation can be saved as a template and used for future purposes.

2.1.5.6 Rich Text Format

This is a simple, very basic format in which you can save your document. Some formatting of the document may be lost but saving a document in this format will let the document be accessed in a wide variety of diverse word processors.

2.1.5.7 Plain Text

This format lets you save the document in simple ASCII text. All formatting except for paragraphs will be lost when you save a document in this format.

2.1.5.8 Earlier Versions Of Word

You also have the option of saving the document in earlier versions of Word. This is useful in scenarios where you have to distribute the Word file and you know that all users do not have the latest version of Word installed on their computers.

2.1.5.9 The WordPerfect, Works And Word For Macintosh Formats

Saving a document in these formats will make it compatible to be read in these applications.

You can save the same document in multiple formats and also change the location and keep a copy of the same file, if you so desire.

After you have saved the document in your format of choice, click on 'File-Exit' to Exit Microsoft Office Word 2003.

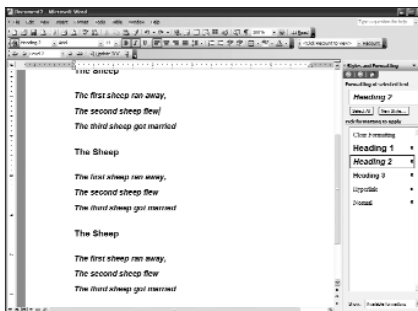
2.2 Formatting In Word 2003

There are various ways in which you can optimise Word 2003 to maximise your productivity. In this section, we look at what you can do with Word to get your work done without any hassles.

2.2.1 Styles

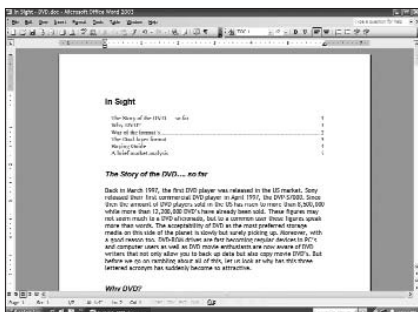
Word 2003 has inbuilt styles. Styles define the way the text is arranged on a document. As in our daily life, styles affect the way a

To access the Styles and Formatting menu, click **Format > Styles and Formatting**. An alternative method will be to click on the 'AA' symbol at the far left corner of the toolbar. This will open the Styles and Formatting task pane.



The Styles Task Pane

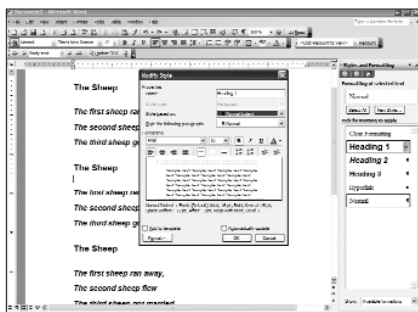
Now, using this style pane you can apply different styles to the text on your document. For instance, if you want the headings of all the documents to be in a particular heading style, select all the headings that you would like to change on the document and then choose the heading style. All the headings will then be converted to the style that you chose.



Creating Table of Contents

Applying styles and formatting is particularly useful when you want to make a 'Table of Contents' document as Word automatically picks up the style from the document and presents it in the same style as you had specified in the document along with automatic page numbers. The Document Map view is another function that benefits from the application of Styles on a document.

You can also create your own custom styles and modify styles. For modifying styles, you can click on the drop-down arrow beside the Heading Style caption in the task pane and click on 'Modify'. You will be presented with options that you can modify. You can also change the font style and colors by clicking the 'Font' button at the bottom of the dialog box.



Modifying Styles

2.2.2 Themes

Themes or styles can be applied to documents to maintain a particular look and feel throughout the entire document. In doing this, you give the Word document a consistent appearance, thereby making the reader accustomed to the manner in which the document should be read.



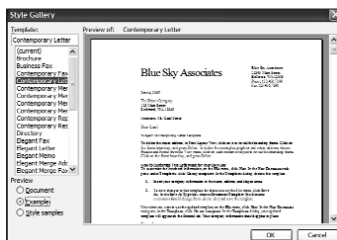
The Format > Theme window

Applying themes, you can specify what subject matter in the document is important, and accordingly arrange it in a particular manner so that readers can skim through the parts which may not be as important. Here's how you can apply a theme to a document.

1. Open a new document or an existing document to which you want to apply the theme.

2. Click 'Format' in the menu bar, and there click on 'Theme'. The Theme dialog Window opens.

3. Choose the theme that you want, and the preview pane will let you preview that particular theme.



The Style Gallery

4. To apply styles, click 'Style Gallery' at the bottom of the screen. This will let you apply different styles to your document.

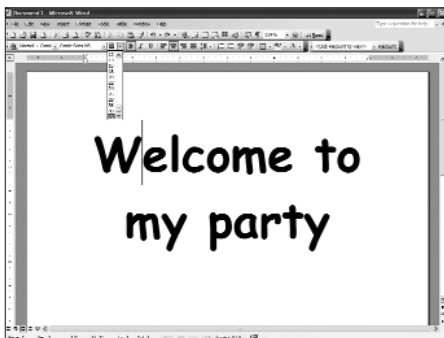
2.2.3 Fonts And More

Writing in Word can be quite puzzling when you have to type different matter for different audiences. Using the same styles and fonts and point sizes will not make your document appealing.

For instance, typing an invitation in Verdana 12 for your kid's birthday party will definitely not appeal to the other kids. For them, the font used should be brighter, livelier, something on the lines of Chiller or Comic sans in Bold, and 16 pt. So how do you make these changes?

2.2.3.1 Changing The Font Size

For changing the font size, select the text for which you want to increase or decrease the font size. Then click on the Font Size down arrow in the Formatting toolbar. This toolbar is usually on the right-hand side of the toolbar and below the menu bar. You can drag and arrange this toolbar below the general one



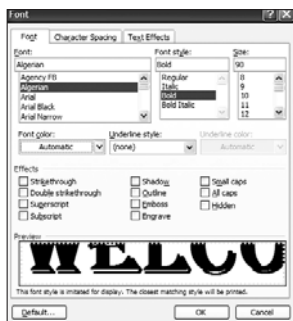
Changing Font Size

for more accessibility. Click on the font size that you would like, and the text will immediately increase or decrease its font size.

2.2.3.2 Changing The Font Type

If you would like to change the font type, first of all, select the text for which you want change the font type. Then click on the Font down arrow in the Formatting toolbar. Click on the font type that you that you want, and the font type of the selected text will immediately change.

You can also apply other enhancements to your text such as making it bold, italicised, or underlined. Moreover, you can also change font colours making your text colourful rather than the regular, drab black. To do so, you can use the shortcuts on the Formatting Toolbar or you can select the text that you want to enhance and then click on **Format > Font**. Here, you will be presented with a host of options for decorating your text.



Changing Font Options

You can also apply effects to your text using the 'Text Effect' option. Choose the 'Text Effect' you like and you will see the preview of the effect in a small preview pane below. If you like it, click 'OK' to apply the effect to the text.

2.2.3.3 Downloading And Installing Fonts

Sometimes you may come across documents that use a completely different font that's not available by default in Word 2003. If you want to use such a font then you need to source this font by either downloading it or copying it from some other computer.

There are many Web sites that offer fonts for download coupled with detailed instructions for installation. Download

and install the fonts of your choice and give your creativity a free rein!

2.2.3.4 Spacing Text

Reading text on a Word document should be stress-free and easy on the eyes. You may have come across documents in which the author has paid no attention to arranging the text, and has made a mess of the document. Users will easily tire reading documents that do not contain orderly text spacing and are arranged in a jumbled manner. Here are tips to avoid being a member of this tribe!

2.2.3.4.1 Indents

Indents are meant to align the text on the page properly. You can use the default indent spacing that Word sets by default, but you may have to change these settings on some occasions. You can set indents in various ways for different text, the most common of them being the paragraph indent. This indent lets a reader know where a paragraph ends, and where the next one begins. Here's what you need to do.

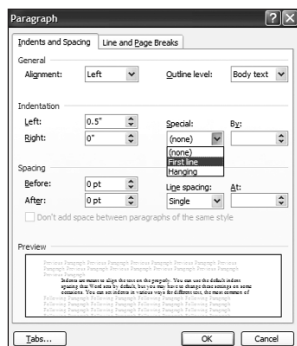
1. Select the text for which you want to change the indent.
2. Click on 'Format-Paragraph' in the menu bar.
3. Then click on the drop-down arrow beside 'Special' and choose whether you want the paragraph style to be first-line or hanging. Choosing first line indent will automatically create a 1.5 inch space on the first line of every paragraph. This is the general style when writing business documents.

You can also manually make changes to the indent size by dragging the indent markers on the ruler on the top of the page to the left or right depending on how you want to place the text.

In the 'Paragraph' dialog box, you will notice that under the heading 'Indentation' there is options for 'Left' and 'Right'. Changing the values in these boxes will affect the left and right

page margins of the document. So be sure to change them only if you really want to otherwise leave these options untouched.

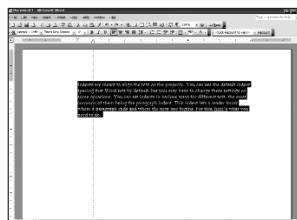
Under the 'Spacing' heading, you can change the amount of space that you want to leave after you finish a paragraph. There are a number of options for you to choose from.



Changing the paragraph indent

At the bottom of the 'Paragraph' dialog box, you will see the 'Tabs' button. Clicking this button will offer you options to control the text placement on the document using the 'Tab' key on the keyboard.

You can also control the tab setting manually by clicking on the ruler on the top of a document and setting the tabs. There are five different tab settings in all.



Changing indents manually

1. Setting the 'Left Tab' will align the text at this tab stop.
2. Setting the 'Right Tab' will align the text at this tab stop.
3. Setting the 'Center Tab' will align the text at this tab stop.
4. The 'Decimal Tab' creates a tab on which aligns number at their decimal points.
5. Setting the 'Bar tab' allows you to set a tab for bar characters.

The second tab in the 'Paragraph' dialog box is the 'Line and Page Breaks' tab. Here, you will find options that maintain a smooth flow of text in the document from one page to the other.

2.2.3.4.2 Using Bullets And Numbers

Using bullets and numbers when writing a document is a very good idea since you can explain the significant part of the text in

a few concise lines. You will find that most books contain one or the other form of bullets and numbers, especially student training manuals and books for professional courses. Creating a document that consists of bullets and numbers is easy and the only part that you will have to take care of is arranging the text on the document in a manner that makes the bullet points enhance the overall readability and makes the document easier to understand.

Disorganised or haphazard placement of bullets will, however, defeat the purpose of using them in the first place. For using bullets in your document, follow the steps below.

1. Click **Format > Bullets and Numbering** from the menu bar.

2. This will open the 'Bullets and Numbering' dialog box.

3. By default, the option is set to 'None'.

You can choose any of the templates that you see in the window and accordingly choose one. You can also customize your bullets using the 'Customize' button at the bottom of the dialog box. Using the 'Customize' button, you can also make pictures as your bullets rather than using the regular black dots.



Changing bullet options

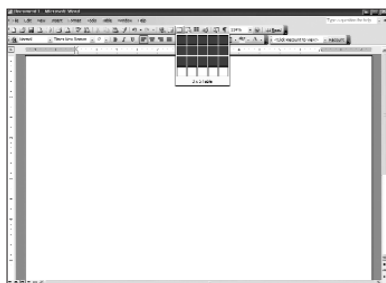
2.3 Tables in Word 2003

Tables are an integral part for presenting data in a specialized manner for easy reference in a document. However, fitting data on to the tables and getting the tables right can be a bit cumbersome. Nevertheless, it is important that tables be inserted in any document where you have figures to talk about. In this section, we will go through the art of mastering tables in Word 2003.

2.3.1 Creating Or Adding Tables To A Document

To create tables, either click 'Insert Table' icon on the formatting toolbar or click 'Table' on the menu bar and then click **Insert > Table**.

If go the menu bar way, you will be asked to specify the number of rows and columns you want in the table. Depending on the data that you need to fit in the table, specify the total number of rows and columns.



Inserting a table in a document

2.3.2 Inserting Data

In the table, each rectangular area is called a cell. Depending on how many cells you have, you can start adding data by clicking each of these cells, and then fill in the data accordingly.

2.3.3 Formatting Tables

Similar to formatting text, you can also format tables according to the style of the document or your own personal preferences. To do this, click **Table > Table Autoformat**.

You will see a host of options there to modify the way the table looks. Clicking on any of the options present in the list will give you a preview of how it will appear at the bottom of the window. If you are not satisfied, you can create your own style for the tables by clicking on the 'Modify' button. The 'Modify Table' window will provide you with options that will let you control the width, alignment of data, border styles and more, and give each table your own distinctive touch.

When working with tables you will invariably have to deal with adding and deleting rows and columns from a table. It is essential to know how to do it.

If you want to insert a row above or below the table, or in the middle of the table then follow these steps:

Place your cursor at the left of the table until you see an arrow.

Now left-click the mouse, and the whole row will be selected. Now go to 'Table' and then 'Insert' in the menu bar and there click on either the 'Rows below' or 'Rows above' option, depending on where you would like to place the rows.

Similarly, for adding columns, you can take the cursor to the top of the column until it becomes an arrow pointing downwards. Now left-click the mouse to select the entire column. Then go to **Table > Insert**, and there click on either the 'Columns to the left' or 'Columns to the right' option, depending on where you want to place the columns.

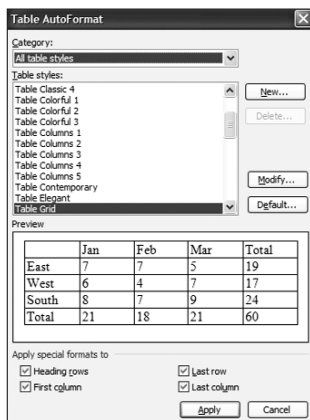


Table Autoformat

Some tables may require splitting after you have arranged the data in the cells. For this, you can select the row from which you want to start the new table and click on **Table > Split table** to split the table accordingly.

2.3.4 Arranging Text In Columns

You can also arrange text in columns in a document. This is particularly useful when you would like to preview text as it may appear in newspaper.

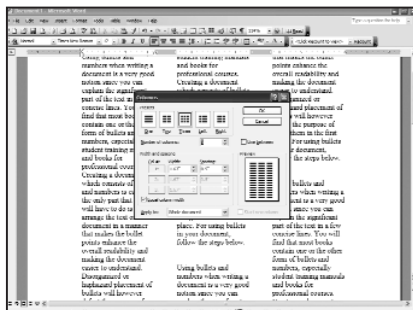
You can either choose the text of the entire document or some part of it to be in columns. If you want the entire document to be in columns, then click on 'Format' on the toolbar menu and then click 'Column'. Choose a column style that you prefer, and then click 'OK'.

You can also specify specific column sizes and spacing between the columns using the 'Columns' dialog box.

If you want only a particular section of the document to be in

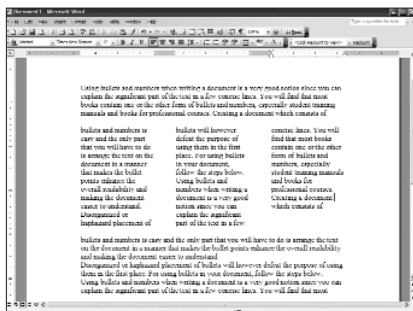
column form, you can go about it in two ways.

1. You can select the text, which you want to be in the form of a column and then click on **Format > Column**, click on the arrow beside 'Apply To', and choose 'Selected Text' option. This will create a document that consists of only some part of text in columns as illustrated in the adjoining image.



Arranging Text In Columns

2. Another way is to mark a particular section where you want the text to be arranged in columns. To do so, take the cursor to that particular section and then open the 'Columns' dialog box.



Text in Part Column

Click on the arrow beside 'Apply To', and choose the 'This Point Forward' option. Now, the text from this point onwards will be arranged in columns.

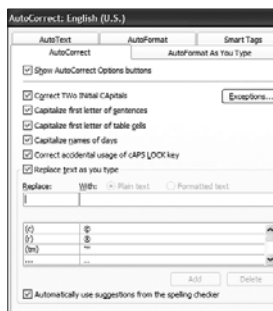
2.4 Editing In Word 2003

We will now talk about some tools that you will find extremely useful when using Word.

Using The AutoCorrect Feature

This is one of the best features in Word. Generally, when typing

users are bound to make mistakes called 'typos', short for typographical errors. The 'AutoCorrect' feature in Word generally corrects these for casual words such as 'which' and 'what' as you type. For those which it cannot, Word underlines them in green or red, thereby attracting our attention to those words. However, you can put this feature to good use by enabling other options in the 'AutoCorrect Options' dialog box. Let us now take a look at these options.



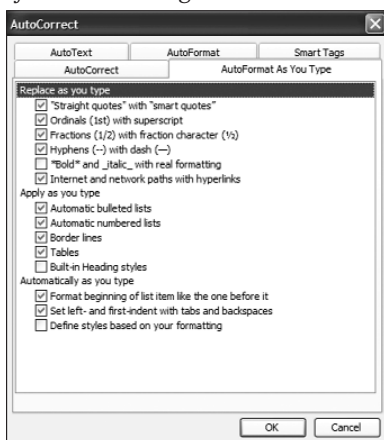
AutoCorrect Options

You can access the AutoCorrect Options by clicking on **Tools > AutoCorrect Options** in the Word menu bar. The first tab is the 'AutoCorrect' tab. Here, you can see options for correcting various typing mistakes. Under the checkbox, 'Replace Text as you type', you can specify the wrong spelling that you normally type and replace it with the proper spelling. Generally, in this tab, all the options are checked.

Sometimes, 'AutoCorrect' can be an irritation as it goes on capitalising each alphabet. To get past this, click the 'Exceptions' button and specify the words that you want it to ignore.

2.4.1 Using The 'AutoFormat As You Type' Feature

The 'AutoFormat As You Type' is a feature that corrects the formatting of the page as you want it to be while you are typing. Click on the 'AutoFormat As You Type' dialog box to access the options for this particular feature.



Autoformat as you type

There are three sub-heads in this dialog box, namely, 'Replace As You Type', 'Apply As You Type' and 'Automatically As You Type'.

2.4.1.1 Replace As You Type

This function lets you replace items or characters with other characters. The accompanying options are self-explanatory and it is up to you to choose according to your preferences.

2.4.1.2 Apply As You Type

Checking the 'Apply As You type' option lets Word automatically recognise when you want to carry on with bulleted lists, numbered lists, borderlines and tables.

The last option, 'Built-In heading styles', is left unchecked. If you check this box, Word will automatically start applying its heading styles from 1 to 9 to the headings and subheadings present in your document.

2.4.1.3 Automatically As You Type

There are three options under this heading. The first option will let you format the beginning of each list item as the one before it. For instance, if you would like the first word of each list item to be bold then you can choose this option.

The second option lets you use the 'Tab' and 'Backspace' keys to increase and decrease the indent on a page respectively. Finally, the last option lets you define your own formatting style that you can apply to all documents.

2.4.1.4 Using The AutoText Feature

This is the third tab on the 'AutoCorrect Options' dialog box. This option will let you predict the text that you are typing based on the first four letters of the word and try to complete the text for you.



AutoText Options

At the same time, you can also specify your own text and type in a name or word for it, and the next time you type that specific word, 'AutoText' will swing into action.

2.4.1.5 Using The AutoFormat Feature

The 'AutoFormat' tab is similar to the 'AutoFormat As You Type' in terms of options. So why should one include it in the first place?

The major difference is that 'AutoFormat' is applied to the complete document once you click **Format > AutoFormat**.



AutoFormat Options

2.4.2 Using The Smart Tags Feature

This is a very nifty feature in Word. What 'Smart Tags' basically do is recognise a particular data type (such as a person's name, you typed) and provide more options to the user (such as 'Open Contact', 'Add to Contacts' etc.) and thus make it easier for the user. You can turn on some 'Smart Tags' or completely turn off this feature depending on your choice.

This completes one important part of the formatting tools that you will require when using Word. Let us now take a look at some of the other important factors involved in formatting a document to give it that professional look.



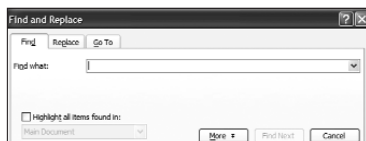
Smart Tags Options

2.4.3 Find And Replace

You can access this tool by clicking on **Edit > Find**. The Find and Replace dialog box opens. The 'Find' dialog box is self-explanatory.

Type in the keyword you want to locate in the document and Word will locate it for you. The interesting part here is the 'Find and Replace' option.

You can access this dialog box by clicking on **Edit > Replace**. In this dialog box, you can specify a word that you would like to replace in the whole document in the 'Find' box and the replacement word for it in the 'Replace With' dialog box.



Find and Replace Options

Next, click the 'Replace' button if you want to check each word before replacing it or click the 'Replace All' button if you want to replace all the words at one go. For instance, if you want to replace the word 'but' with 'however', when you click 'Replace All', 'but' will change to 'however' throughout the document. To avoid such a situation, check the box beside the option 'Find whole words only', which can be accessed by clicking the 'More' button in the 'Find and Replace' dialog box.

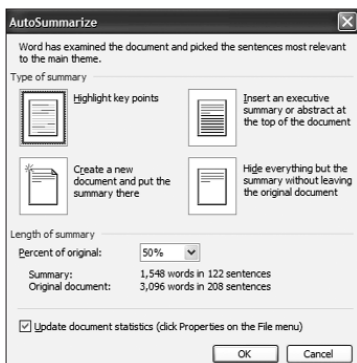
Access this dialog box by clicking **Edit > Go To**. The last option is the 'Go To' dialog box that lets you move in the document using the criteria that you specify in the 'Go To' box such as 'Page', 'Heading' or 'Object'. If you choose 'Object', you will get a drop down list that will let you choose a variety of items to search for such as video, audio, system log files etc. that you may have embedded in the document.

2.4.4 AutoSummarize

'AutoSummarize' is another tool that comes in handy for users who have to deal with documents as large as 20 pages or so. All you need to do is go to **Tools > AutoSummarize** and click on the option.

Word by itself will go through the document and summarise (or at least try to) the whole document for you.

For 'AutoSummarize', you are presented with four options and a scale that adjust the amount of summarisation of the document. Clicking on the scale will let you increase or decrease the percentage of the summarisation. Once you have chosen your options you can click the 'OK' button in order to let Word summarise the document for you.

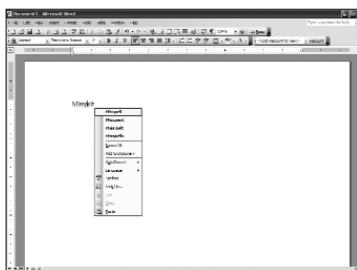


AutoSummarize Options

2.4.5 Spelling And Grammar

Typing a text document of twenty-odd pages can be quite a burden. In case the typing work has to be completed in a short time period, even the best spelling bee champion will find that some spelling mistakes have invariably crept into the document.

Enter the ‘Spelling and Grammar’ functionality of Word. This utility runs behind the screen and highlights a wrongly spelt word. It does so by underlining the word with a wavy red line. If it is a grammatical error then it is underlined using a green wavy line. For correcting the particular word, right-click it, and Word will list options specific to that word as shown in the image. In document, press ‘Ctrl + Home’ to start of the document and the ‘Spelling and Grammar’ dialog



Spelling and Grammar

Alternatively, click ‘Tools’ and then ‘Spelling and Grammar’ from the menu bar. Word will start highlighting what it thinks is wrong or should be changed, and you have the option of ignoring it, adding a new word to the dictionary, moving to the next sentence and changing the highlighted word. After you have finished checking the document, you can click ‘Close’ to exit the ‘Spelling and Grammar’ dialog box.

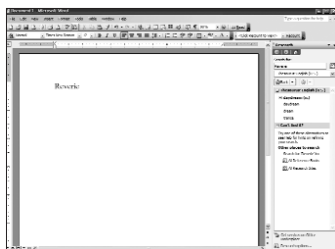


'Spelling And Grammar' suggestions

2.4.6 The Thesaurus

Word 2003 comes with a built-in, more powerful Thesaurus. With the Thesaurus, you can look up a word and get more data on it. You can perhaps use a more refined synonym for the same word in the document and also improve your vocabulary at the same time.

For using the Thesaurus, select the word you want the Thesaurus to look for, and click **Tools > Language > Thesaurus** to open the Thesaurus. The Thesaurus, in this case, will open in a task pane on the right side of the document, and list the various options and other information about that particular word. The Thesaurus is definitely an indispensable tool for users about words.



Thesaurus

2.5 Collaborating On Documents

Certain documents may sometimes require more than one author to be working on them at the same time and making changes to

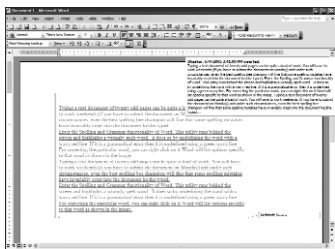
the documents. Such scenarios are a welcome invitation for disaster. More often than not, it has been found that either the changes made at some point of time to the document have been overwritten or the changes that were made were not implemented at all. Confusion is the name of the game in such instances. However, with Word 2003, all this can be easily avoided.

Word offers tools such as 'Track Changes', 'Reviewing' and 'Comments' that let a team of users edit a document without falling into the confusion trap. Let us look at how these tools can be used to our advantage.

2.5.1 Track Changes

'Track Changes' is the tool that you use when you start collaborating on a document. For enabling this tool, go to 'Tools' in the menu bar and click 'Track Changes'. Once you have enabled this option you will see the 'Reviewing' toolbar appear by default. The Reviewing toolbar consists of different tools and their shortcuts, which include 'Accept Changes', 'Reject Changes', 'Insert Comment' and 'Highlight Tools'.

The changes that you now make to the document will be in a different colour and underlined at the same time. If you right-click on the underlined text, you will get the option to either 'Accept' or 'Reject' the changes made to the document.



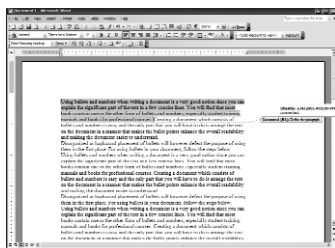
Track Changes

For any changes that have been made to the document you can click on the new text, and then click on 'Accept Changes' or 'Reject Changes'. If you want to add some more information to a particular piece or point out a mistake, you can use the 'Insert Comment' tool to comment that particular section.

For adding comments you can click on a particular section and then click on the 'Add Comment' button or click 'Insert' on the menu bar, and then click 'Insert Comment'. Type in the comment in the little bubble that appears and the next time anyone opens the document, they will be able to see the comment.

For deleting a comment, you can right-click on the comment and choose 'Delete Comment'. Alternatively, you can click on the 'Reject Change/Delete Comment' button in the Reviewing toolbar to delete the comments.

As you have observed in this section, Editing in Word 2003 is trouble-free and straightforward. However, if you do get stuck while editing, always remember the Edit > Undo or 'Ctrl + Z' keys to get you out of the quagmire!



How a Comment appears

2.6 More With Word 2003

Besides all the functions that we have already mentioned for Word, there are a lot more tasks that you can do with Word 2003. In this section we will discuss some of them briefly.

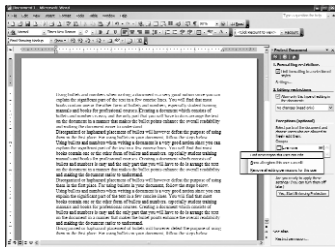
2.6.1 Controlling Your Document

Word 2003 lets you control your document in many other ways apart from password protection. For instance, if you do not want any one to edit your document or want to allow only some users to minimally edit your document you can change the 'permissions' of the document to enforce these rules. To do so, you will need to perform the following steps:

1. Firstly, go to **Tools > Protect Document**.
2. You will see a task pane with options that will let you specify the extent to which the document can be edited. You can also specify

the formatting settings that you would not like to change in the document and also protect it.

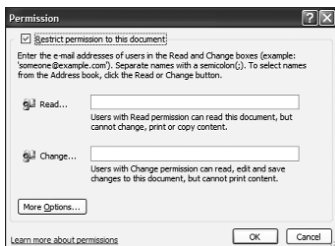
3. Finally, when you are done specifying the rules, you can click the ‘Start Enforcing’ button to protect the document.



Protecting a document

At the bottom of the task pane, you will see that there is a small hyperlink called 'Restrict Permission'. Clicking this will open a dialog box which explains the 'Information Rights Management (IRM)' feature in Office 2003. You will need to download and install a client for working with this feature.

For installing and downloading this client, you need to be connected to the Internet. To install the client, you need to have a Microsoft Passport account and after installation, you will be issued a IRM certificate from Microsoft to restrict permissions to other users from using the document.



The permissions dialog box

2.6.2 Password Protection

You can also password protect your document, incidentally the the oldest protection method used for documents. For password protecting a document, go to **Tools > Options** and in the 'Options' dialog box click 'Security'. Here, you can specify a password to protect your document. Depending on how paranoid you are, you can click the 'Advanced' button in order to choose the password encryption type for your document.



IRM certificate options

Once you have set the password, click 'OK' to exit the 'Options' dialog box. Close the document and the next time you try opening the document, you will be prompted for a password!

2.6.3 Adding Headers And Footers

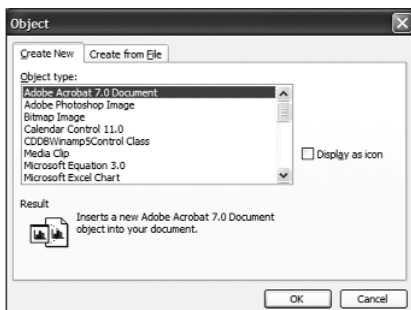
Most Word documents that we come across do not have headers and footers, however if you are a user who likes to read books and magazines then you must have definitely noticed that each page on a magazine or a newspaper consists of a header and a footer. You can also add headers and footers to your Word document. To do so, click **View > Headers and Footers**. Once you click this, you will see a toolbar and the text edit box at the top of the page. You can insert the header name here, and it will continue to all the other pages of the document. Similarly repeat the process for adding footers in a document.



Header and Footer

2.6.4 Adding Objects To A Word Document

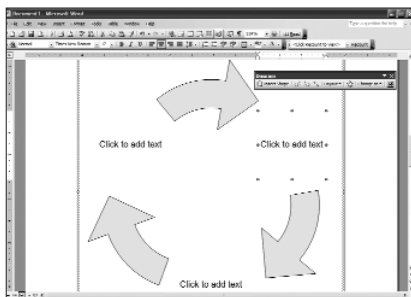
To make your document more impressive, you can add objects to your document. This can range from anything like a small clipart to a PowerPoint presentation or a small movie. To insert an object in the document access the 'Insert' menu and click on 'Object'. Choose from the list of available options, and accordingly your selection gets embedded in the document.



Embedding an Object

2.6.4.1 Adding Diagrams

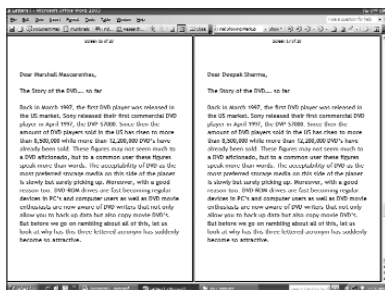
You can also add various diagrams to your document. For instance, if you have to define the workflow of a particular process, you can add a diagram that will not only save your time but also make it more understandable for other users to grasp the concept. To add a diagram, access the 'Insert' menu, and click on 'Diagram'. Choose from the available templates and click 'Ok'. The chosen diagram will appear in your document along with a toolbox that will let you resize and redo the diagram according to your convenience.



Adding Diagrams

2.6.5 Mail Merge

Word 2003 offers another feature called 'Mail Merge' that lets you merge any data with any document to create a single word file. For instance, if you have a document which contains a list of addresses and another document which contains a letter, you can create a third document that will contain the addresses and the letter such that each address is singularly picked up followed by the letter. This is especially useful when you want to mass mail personalised letters to a number of recipients. You can follow these simple instructions mentioned below to create your own mail merge document.



A mail merge of documents

1. Click **Tools > Letters and Mailings > Mail Merge** to open the Mail Merge task pane.
2. This task pane has a Wizard-like interface and all you have to do is click on the links to specify the changes to be made.
3. In the first window, you will be asked to choose a document type which includes 'Letters', 'E-mail messages', 'Envelopes', 'Mailing Labels' and 'Directory'.
4. Next up, you need to choose the starting document for doing the mail merge. You can either choose a document that you are working on, or a template or a previous mail-merge document.
5. Next, you will have to specify the recipients of the mail. Word offers to pick addresses from your Outlook address book, or from a ready list that you may have on another document. You can also create a completely new list of recipients. If you choose the option of creating a new address list, Word will offer you the options of creating the address book and saving it. You can also customise the address book by deleting or adding more fields according to your choice.
6. After this, you are asked to write your letter. If you already have written the letter, then just click on the top of the document where you would generally put the contact information and move on to the next step.
7. Here, you can preview the document that you have created.
8. The last step offers you the option of printing or editing the 'Mail Merge' document. If you choose 'Print', you will be asked to specify the pages that you want to print which include 'All' (pages), a specific range or just the current one. Once you have chosen an option, the 'Print' dialog box opens and you are free to print the mail merge document.

9. If you choose 'Edit', you get a similar option box as mentioned in step 8, but after making your choice Word will create a new file that contains each letter or e-mail that you have created. You can then further edit and personalise each document as you want it to be.

2.6.6 Creating Macros

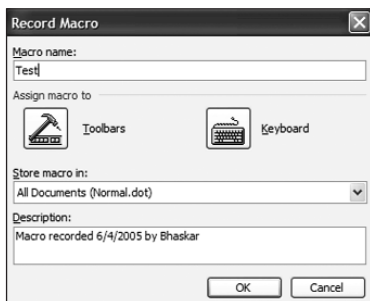
Certain tasks in Word can get repetitive over time, and in such cases, you can create macros that will perform the desired task automatically for you.

Basically, a 'macro' is a set of tasks that you record in Word and run every time you want to perform the same tasks again in Word. Word automatically executes the steps for you using the macro.

For creating a macro, there are two distinct steps—recording the macro and running the macro.

For recording the macro, access 'Tools' from the menu bar and then click **Macro > Record New Macro**. You will be presented with a dialog box that will let you record and name the macro. You can also specify if you want to use the Macro globally or only for the current document. If you want the macro to be available globally, let the option remain as it is. However, if you are recording a macro specifically for the current document only and will not be using it later at any time, then you can choose the current document only option.

After you have made your choice and clicked 'Ok', you will notice that there is a small cassette tape symbol on the cursors tail. This is the macro at work that's recording every step which you are performing in Word. You will also notice a small toolbar



Record Macro

that has a 'Stop' and 'Pause' button. You can click the 'Stop' button on this toolbar to stop recording the macro.

After you have finished recording the Macro, you can access **Tools > Macro > Macros**, and choose the Macro name to be run on the document. Click 'OK' and the Macro starts performing the task assigned to it.

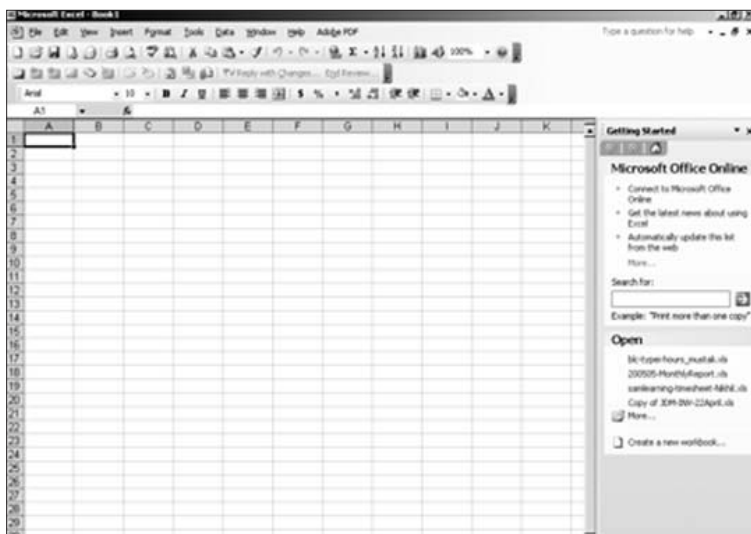
In this chapter, we have discussed the features and functionalities of Word at length. Nevertheless, there is still more to Word 2003 than what is mentioned above. However, we cannot cover all that information in this book. This chapter is intended to make you understand and help you come to a certain level of proficiency while using Microsoft Office Word 2003.

Excel @ Work



Excel is a powerful spreadsheet application. It can also be used for various database functions. It's easy to use Excel for basic everyday tasks, but here, we try to give you a systematic idea of what you can do with it. The Tips and Tricks section, at the end of this book, goes on to give you even more examples of Excel at work.

3.1 Introduction To Excel 2003



This is what a blank Excel spreadsheet looks like

Microsoft Excel is a member of the spreadsheet family of software. Spreadsheet software is used to store information in columns and rows that can then be organised and/or processed. Spreadsheets are designed to work well with numbers, but often include text. Sometimes text in a spreadsheet is called a label, because it is labelling columns and rows of numbers. Numbers are sometimes called values, and can include numbers for counts or measurements, dates, times, and calculations from numbers.

Spreadsheets can help organise information, like alphabetising a list of names or other text or reordering records according to a numeric field. However, spreadsheets are more often used for calculating, such as totalling a column of numbers, or generating a more sophisticated formula to calculate some statistical measures on a list of numbers.

Spreadsheets and databases are in competition—they have similar features. Yet the way they work in the background is different. When you work in a spreadsheet, you view the data you are entering as a section. In a database, you only see the data you are entering—you have to request a report or different display to see more of the information. Other differences are:

- m Databases are more often used for applications with long textual entries
- m Very large applications (thousands of entries) are more often handled in databases
- m Spreadsheets are easier to learn to use and get calculations from than a database program

This last reason is why many researchers and students prefer spreadsheets for keeping track of their data over databases.

It is impossible to give a complete listing of applications that can be done using spreadsheets, but they include budgeting displays, checkbook registers, enrollment records, inventories, coded surveys, field and laboratory research data, and financial and accounting applications.

3.1.1 Basic Terms And Definitions

Cell

This is the basic unit of the spreadsheet. It is a location that can contain information, and is most often defined by its column and row address. For example, C6 represents a cell in the third column (column C) and sixth row. The naming convention for a cell reference is the alphabetic column letter position followed by the row number. C6 is correct but 6C is not. You may use either lower or upper case letters when referencing a column.

Active Cell Or Selected Cell

The cell with the dark border around it is the active cell. This is the cell that can be acted upon, and indicates where the insertion

point is located. You can select a new active cell by using the keyboard's arrow keys, or clicking on a new cell with the mouse. You can also use keys such as [Page Down], [Page Up] and [Home] to change the active cell location.

Block

A group of adjacent cells forming a rectangle is called a block. It is defined by the addresses of the two cells that are in the opposite corners of the rectangle block area, from the top left cell in the block to the bottom right cell in the block. A block of cells can be marked by using the mouse or by holding down [Shift] and using the arrow keys. Once a block is defined, you can do many things with that block such as move it, copy it, delete it, or alter the display of its contents with formatting options.

Workbook

This is Excel's name for a file. A workbook can have multiple sheets with different information on each sheet. This permits you to keep related data in one file rather than break it up into several different files.

Constant Values

Excel calls data that you type directly into a cell a 'Constant Value'. These can include text, whole numbers, decimal numbers, dates, times, currency, percentages, and scientific notation.

Formulas

A formula is a sequence of values, cell references, names, functions, or operators that produces a new value from existing values. A formula will display on the screen as a number if it is correctly formed, but the formula bar will show what is really stored in that cell. As numbers affecting the formula change, the formula value will change—but the formula bar will always display the same thing.

3.2 New Features In Excel 2003

Excel 2003 hasn't improved much over previous versions, and the new features are few. Here's a list of the new features.

- m The ability to import and export XML data, and map the elements to cells in a worksheet. This feature is not available in all editions of Excel 2003 (see below for more)
- m A 'designated' list feature that identifies a worksheet list by outlining it with a blue border
- m Minor AutoFilter enhancements
- m The ability to synchronise worksheet scrolling to make it easier to compare two sheets
- m Fixes for some of the statistical functions
- m Integration with Microsoft SharePoint Services
- m Create 'Smart Documents' that utilise Smart Tags

XML Features

Unfortunately, not too many Excel users will find value in the new XML features. For example, say you have a worksheet database table and you want to export it to an XML file. You'd expect Excel 2003 to be able to handle such a task, but it can't. In order to export an arbitrary range of data to an XML file, you must first map the data to an 'XML schema file' (an XML schema provides a means for defining the structure, content and semantics of XML documents). And it's not possible to create such a file using Excel.

Also remember that the new XML features are available only in the Professional edition of Office.

Excel's new XML powers basically boil down to the ability to import data from a new source. When you open an XML file, you have the ability to map the elements to cells in a worksheet. For multi-element XML files, they come in as a list.

New List-Related Features

A common use for an Excel spreadsheet is to store a list of data. With Excel 2003, you can officially designate such a range list.

After doing so, if 'AutoFiltering' is turned on, the list appears with a blue outline—the outline gets thicker when the list is activated. As an option, you can choose to display summary formulas at the bottom in the 'total row'. You must choose these summary formulas from a dropdown list (custom formulas are not allowed). The formula that's created uses the SUBTOTAL function.

Novice users might like this new list feature, because it can prevent some errors. For example, if you insert a new row within your list, it doesn't actually insert a new row. Rather, it moves the subsequent cells in the list down so it doesn't mess up other non-list data to the left or right.

Other uses might be confused. After all, people have been using lists in Excel for about 15 years. When you refer to a list, do you mean a 'designated' list or a normal list?

A new toolbar, List and XML, appears when a list is active. This toolbar has commands to work with lists. For example, you can insert or delete rows, access the Sort dialog box, and access the data entry form.

Perhaps the most useful aspect of designating a list concerns charting. If you create a chart from data in a designated list, the chart series expands automatically when the list is augmented with new data. In the past, this type of 'auto-expanding' chart required using some non-intuitive names and editing the chart SERIES formula.

Related to the new list feature is an enhancement in the SUBTOTAL function. This has always been one of Excel's most confusing functions, and now it's even more confusing. Excel 2003 enables you to use this function to work with visible data only. You do this by adding 100 to the first argument. In the past, SUBTOTAL ignored hidden data only if the data was hidden by AutoFiltering or an outline. Now, the function works as expected even if the data is hidden manually.

AutoFilter Enhancements

In Excel 2003, the AutoFilter drop-downs display two new items at the top: Sort Ascending and Sort Descending. These items perform just like the convenient buttons in the 'Standard' toolbar.

Synchronised Scrolling

Another new feature is called 'Compare side-by-side'. This gives you synchronised scrolling when viewing two sheets to compare them. Unfortunately, the actual sheet comparison must be done with your eyes—there's no way to automatically compare.

Statistical Functions

Microsoft's marketing literature refers to 'enhancements' to the statistical functions, but the truth is, these functions have been broken for more than a decade, and they finally return accurate results in Excel 2003.

Office-Wide Enhancements

Excel users will notice a few other differences, which are actually part of the Office-wide enhancements. Excel looks a bit different cosmetically. The toolbar icons now use more colours, and the toolbars themselves have a 3D look.

You'll also find that the toolbars pick up the colours used in the Windows colour scheme. This will not affect those of you who prefer the Windows XP Classic scheme. In fact, there is a downside. Those who don't use the XP Windows themes will find that it's difficult to determine the row and column of the active cell. In the past, the row and column borders of the active cell changed colours. Now the colour change is very subtle.

Another new Office feature is the 'Research' pane, which appears in the 'Task' pane. You can use this to search for information or access premium content (assuming you've purchased a subscription).

The Help System

Now, the results from your search always appear in the Task pane, even if you've chosen to turn off the Task pane. The Help text itself appears in a pop-up window. In other words, accessing the Help system now requires two windows: the Task pane window and the Help window itself. One potential advantage is that the Help system can now access updated Help topics on the Internet.

Another new Office 2003 feature is Rights Management, which is a 'persistent file-level protection technology that helps protect digital intellectual property from unauthorised use.' This is another one of those features that is available only in the Professional edition.

3.3 Excel 2003 Basics

A spreadsheet is an online version of an accountant's worksheet, which can automatically do most of the calculating (and recalculating) for you. You can do budgets, analyse data, generate sorted lists, or keep track of your grades.

3.3.1 Creating And Opening Workbooks

To create a new Excel workbook or to open an existing workbook, click on 'File' in the menu and click the down-arrow icon for the full list of options. Or, click on the 'new' or 'open' icons on the standard toolbar. If you select to open an existing workbook, you will get a navigation menu to select the file you want to open. Note under the 'File' menu, you can also press [Control] + [N] to create a New workbook, or [Control] + [O] for the menu to select an existing file to open.

When you open Excel, a new workbook is created for you. A workbook is a set of worksheets. A worksheet is a page in your workbook. Excel allows you to quickly switch between different worksheets in a workbook, and between different open workbooks.

When you create a new workbook in Excel, you get three worksheets in the new workbook, but you can add many more worksheets to a workbook if you need (up to 255).

3.3.2 The Menu Bar

The Menu bar opens menus from which you can select to perform any possible function in Excel.

Click on a Menu item, e.g. 'Format,' for a drop down menu of all the format options. Some items in the menu, e.g. 'Row,' will open another menu with further options. Other items, e.g. 'Cells,' list a shortcut (press [Ctrl] + [1]) to select an option without having to use the Menu bar. It is a good idea to remember shortcuts for functions you commonly perform.

3.3.3 Toolbars

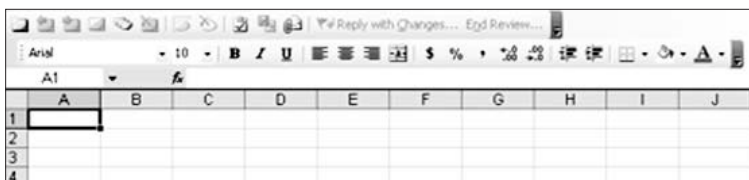
There are many toolbars available in Excel, which allow you to choose a particular function with a click of the mouse, saving you the time of searching through the menu of all options. When you open Excel, the 'Standard' toolbar and the 'Formatting' toolbar are available at the top of the screen. The 'Standard' toolbar is on top, and the 'Formatting' toolbar typically is just beneath the 'Standard' toolbar.

These two toolbars include the most commonly used operations, such as opening, saving, or printing a file, copying and pasting, and formatting text.

In addition to these toolbars, Excel offers the option of displaying several more toolbars, covering such options as creating charts, drawing, and forms. You can display or hide any of the available toolbars as desired. To display or hide toolbars, select 'View' from the menu, then 'Toolbars,' to see a list of all available toolbars. Click to add a checkmark beside the name of the toolbars you want to display, or remove the checkmark to hide a toolbar.

3.3.4 Name Box / Formula Bar

The name box indicates the currently active cell. The 'Formula' bar (the area after the 'fx') indicates the contents of the cell. In this case, there is nothing in cell A1, so the formula bar is empty.



The cell within the box is currently the active cell. This is where you can directly type in data. When you type into the formula bar, it gets entered into the active cell.

3.3.5 Sheet Selector

Click on a tab to pull a worksheet to the front to work on it.

3.3.6 Adding, Naming, And Deleting Worksheets

When you create a new workbook, the default is to include three worksheets. To add more worksheets, click 'Insert' on the menu bar, and select to insert a 'Worksheet.' The tab for Sheet 4 in the 'Sheet Selector' is added on the left. To move a sheet tab, click on the tab, hold it down and drag it to a new location. To rename a sheet, double click on the tab and enter the new name to overwrite the previous name (e.g. 'Budget' to replace 'Sheet 1'). To delete a worksheet, simply right-click the worksheet's tab and select 'Delete'.



By default, a new Workbook opens up with three Worksheets

3.3.7 The Status Bar

The Status Bar, right at the bottom, provides information about a command or operation in process, and indicates such things as whether the Caps lock or Number lock functions are on.

3.3.8 Saving And Printing Your Work

Don't forget to save your work often, especially if you are creating a long, involved workbook.

Click 'File' on the menu bar to save or print your work. The first time you save a workbook, you will need to give it a name. If you want to change the name later, or if you want to keep the old version in the old name and create a new version with a new name, use the 'Save As' feature: this will create a duplicate file and save it under a new name. Your old file with the old name will still be there, and you will now be working in the new file with the new name. Remember that you can always use [Ctrl] + [S] for the 'Save' command.

If you want to see what a printout will look like before you actually print something, use the 'Print Preview' feature. You can edit things based on what you see in the print preview so that it will print the way you want it to look. Selecting to 'Print' brings up a menu of options to print the whole workbook, one sheet, or just a selected area of a sheet. Remember that the gridlines you see in Excel do not, by default, show up in the printout.

You can save or print files using the icons on the standard toolbar, but the 'Print' icon defaults to printing the entire workbook.

3.3.9 Entering Labels, Data, And Other Attributes

A new worksheet is a grid of rows and columns. The rows are labelled with numbers, and the columns are labelled with letters. Each intersection of a row and a column is a cell. Each cell has an address, which is the column letter and the row number. The arrow on the worksheet to the right points to cell A1, which is currently highlighted, indicating that it is an active cell. A cell must be active to enter information into it. To highlight (select) a cell, click on it.

To select more than one cell:

- m Click on a cell (e.g. A1), hold the shift key while you click another (e.g. D4) to select all cells between and including A1 and D4.

- m Click on a cell (e.g. A1), hold and drag the mouse across the desired range, un-clicking on another cell (e.g. D4) to select all cells between and including A1 and D4.
- m To select several cells which are not adjacent, press 'control' and click on the cells you want to select. Click a number or letter labelling a row or column to select that entire row or column.
- m One worksheet can have up to 256 columns and 65,536 rows, so it'll be a while before you run out of space.
- m Each cell can contain a label, value, logical value, or formula.
- m Labels can contain any combination of letters, numbers, or symbols.
- m Values are numbers. Only values (numbers) can be used in calculations. A value can also be a date or a time.
- m Logical values are 'true' or 'false.'
- m Formulas automatically do calculations on the values in other specified cells and display the result in the cell in which the formula is entered (for example, you can specify that cell D3 is to contain the sum of the numbers in B3 and C3; the number displayed in D3 will then be a function of the numbers entered into B3 and C3).

To enter information into a cell, select the cell and begin typing. Note that as you type information into the cell, the information you enter also displays in the formula bar. You can also enter information into the formula bar, and the information will appear in the selected cell.

When you have finished entering the label or value:

- m Press [Enter] to move to the next cell below (in this case, A2)
- m Press [Tab] to move to the next cell to the right (in this case, B1)
- m Click on any cell to select it

Unless the information you enter is formatted as a value or as a formula, Excel will interpret it as a label, and defaults to align any text on the left side of the cell.

If you are creating a long worksheet and you will be repeating the same label information in many different cells, you can use the 'AutoComplete' function. This function will look at other entries in the same column and attempt to match a previous entry with your current entry. For example, if you have already typed 'House' in another cell and you type 'H' in a new cell, Excel will automatically enter 'House'. If you intended to type 'House' into the cell, your task is done, and you can move on to the next cell. If you intended to type something else, e.g. 'Hearth', into the cell, just continue typing to enter the term.

To turn on the 'AutoComplete function', go to **Tools > Options > Edit**, and click to put a check in the box beside 'Enable AutoComplete for cell values.'

Another way to quickly enter repeated labels is to use the 'Pick List' feature. Right click on a cell, then select 'Pick From List.' This will give you a menu of all other entries in cells in that column. Click on an item in the menu to enter it into the currently selected cell.

A value is a number, date, or time, plus a few symbols if necessary to further define the numbers (such as : . , + - () % \$ /).

Numbers are assumed to be positive; to enter a negative number, use a minus sign, or enclose the number in parentheses.

Dates are stored as MM/DD/YYYY, but you do not have to enter it precisely in that format. First off, you can change it to reflect Indian (UK) usage, as DD/MM/YYYY; do this by formatting the cells that contain your dates. Select the cell(s), then go to **Format > Cells**, and in the 'Number' tab, click 'Date'. Here, under the 'Locale' drop-down menu, select 'English (United Kingdom)'. Alternatively, you can go to the **Control Panel > Regional And**

Language Options, and in the first tab, select 'English (UK)'. The change will reflect all across Office, including Excel.

If you enter 'aug 9' or 'aug-9', Excel will recognise it as August 9 of the current year, and store it as 9/8/2005. Enter the four-digit year for a year other than the current year (e.g. 'aug 9, 2004'). To enter the current day's date, press [Ctrl] + [;].

Times default to a 24-hour clock. Use 'a' or 'p' to indicate 'am' or 'pm' if you use a 12 hour clock (e.g. '8:30 p' is interpreted as 8:30 PM). To enter the current time, press [Ctrl] + [:] (shift-semicolon) at the same time.

An entry interpreted as a value (number, date, or time) is aligned to the right side of the cell. To reformat a value, select the cells, then go to Format > Cell, and click the 'Alignment' tab to see the options available.

3.3.10 Adjusting Column And Row Sizes

If you have a label that does not fit in the default size of a cell, you can make that column wider by moving the cursor to the border between the column headers, then click and drag the border to a new location to specify how wide you want the column to be. Note that the other columns do not change size; they just move to the right.

Double-clicking on the border between the column headers will automatically adjust the column width so that it is just wide enough to fit the labels in that column. This is a quick way to resize several columns. Row heights can be adjusted in the same way.

To change several columns (or rows) at once, press [Ctrl] and click on columns (or rows) to select them. Click on 'Format' in the menu, then select 'Column,' then 'Width.' The current column width is displayed. Overwrite the width with the desired width, and all selected columns will be resized to the new width.

To change all columns (or rows) on a sheet at the same time, click in the upper left corner of the sheet (the intersection of the column labels and row labels) to select the entire sheet. Click on 'Format' in the menu, then select 'Column,' then 'Width.' The current column width is displayed. Overwrite the width with the desired width, and all columns in the worksheet will be resized to the new width.

3.3.11 Adding, Deleting And Copying Columns Or Rows

If you need to add information between existing columns or rows, it is easy to insert a new column or row. Right-click on a cell to bring up a menu of options. Select 'Insert' from the menu. Your options are:

- m Shift cells right: Move the contents of the selected cell and all cells to its right, one column to the right, and insert a new cell here.
- m Shift cells down: Move the contents of the selected cell and all cells below it, down one row, and insert a new cell here.
- m Entire row: Move this entire row and all the rows below it down one row, and insert a new row here.
- m Entire column: Move this entire column and all the columns to its right, one column to the right, and also insert a new column here.

If you need to delete a cell, or an entire column or row, right click on a cell to bring up a menu of options. Select 'Delete' from the menu. Your options are:

- m Shift cells left: Delete the contents of the selected cell, and shift all cells to its right one column to the left.
- m Shift cells up: Delete the contents of the selected cell, and shift all cells below it up one row.

- m Entire row: Delete this entire row and move all the rows below it down up one row.
- m Entire column: Delete this entire column and move all the columns to its right one column to the left.

You can use the cut, copy, and paste icons in the standard toolbar to move or copy one column or row to another column or row. Select a column or row, click 'Cut' in the standard toolbar, then select another column or row and click 'Paste' to move the column or row. Use 'Copy' to copy one column or row into another column or row.

3.3.12 Formatting Labels And Values

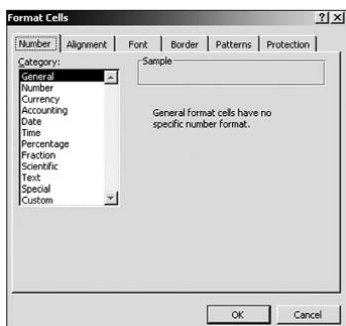
Each cell can be formatted to display text and/or numbers in a specified way. Select a range of cells for formatting. Then right-click on the selected range to get a menu of possible operations. Select 'Format Cells' from the list for a menu of formatting options. Or, select 'Format' from the menu bar, then select 'Cells.'

You can format cells after entering information, or pre-format a cell or a range of cells before entering data.

Click the tabs to specify formats for:

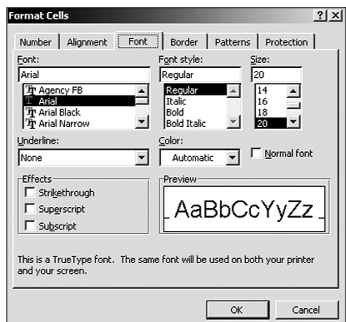
- m Numbers (e.g., currency, fractions, dates)
- m Alignment (e.g., left, right, centre)
- m Font (font name, size etc)
- m Border (around the cell or data)
- m Patterns (e.g., colour, shading)
- m Protection (hide or lock information)

Some of the most commonly-used text format options are available as icons on the Format toolbar (e.g., font, size, bold, alignment).

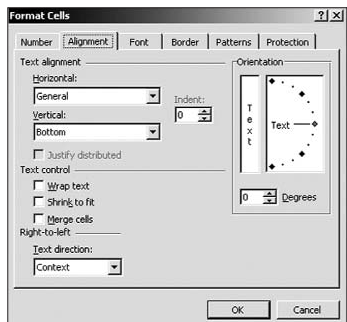


Format cells as numbers

You can also select from a list of predefined styles to format cells for numbers. To access the style menu, select 'Format' from the menu bar, then select 'Styles' for a list of preformatted options. Click the down arrow beside the 'Style' name (default is 'Normal') for a list of preformatted styles. Use the 'Format Cells' menu above if none of the preformatted styles fit your criteria.



Format cell fonts and effects



Format the alignment of cells

Note that you can create, edit, and delete styles in the 'Style' menu. When you click to 'Modify', 'Add', or 'Delete' a style, you can use the 'Format Cells' menu to select options for numbers, alignment, font, size, colour, or any other available formatting option. When you create a new style, it will be available in the 'Style' menu.

3.3.13 Copying And Editing Cells

You can delete (or clear) the contents of a cell while retaining the format, or clear the format while retaining the contents (when you clear the format, the cell's format reverts to 'Normal'). Select the cell(s) you want to clear. Then click on 'Edit' in the menu bar; select to 'Clear'; then select to clear 'Format' while retaining content, 'Content' while retaining format, or 'All' to clear both content and format.

To copy a format from one cell to another, use the 'format painter' icon in the standard toolbar. Select a cell, then click the 'format painter' icon; click on any other cell to copy the format to that cell. To copy a format to more than one cell, select the original cell, then double click on the 'format painter' icon; click on all the cells you want to format (you can also click and drag to format a range of cells); when all the desired cells have been formatted, click on the 'format painter' icon to turn the format painter function off.

To copy a format and content from one cell to another, right click on a cell to bring up a menu of options, then click to 'copy' the cell. This copies the format and contents of the cell. A dotted line will appear around the selected cell. Right click on any other cell, then click to 'Paste' into that cell. Both the format and the contents of the original cell will be pasted into the new cell. You can continue right-clicking on other cells to paste the format and contents into them also. To paste to an entire range of cells, select the range, then right click anywhere within the selected range, and 'Paste' the format and contents into all cells in the range. When you are finished copying, double-click anywhere on the worksheet to turn off the copy/paste function.

You can also use the 'Cut', 'Copy', and 'Paste' icons in the standard toolbar to move or copy the format and contents of one cell to another cell. Select a cell, click 'Cut' in the standard toolbar, then select another cell and click 'Paste' to move the format and contents of the first cell to the second cell. Use 'Copy' to copy the format and contents of the first cell to the second cell.

3.3.14 Formatting Tables

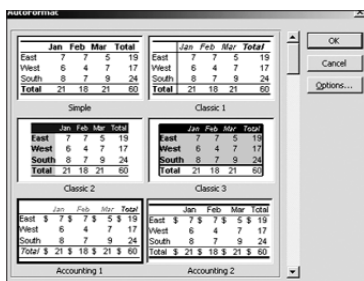
To make it easy to make your data look good, Excel allows you to select from a list of preformatted tables for your data. Once you have entered your data, click anywhere in your table, then select 'Format' from the menu bar, and select the 'AutoFormat' option. This will bring up a menu of preformatted tables. Scroll through the list to find one you like, click to select it, then click 'OK' to create a table for your data.

3.3.15 Using Formulas

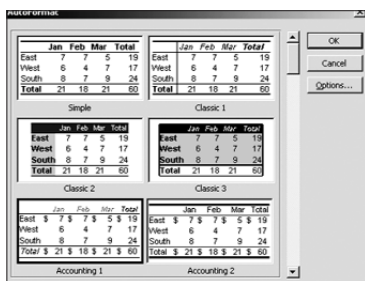
Formulas are what do the work in a spreadsheet program. Without formulas, an electronic spreadsheet wouldn't have much of an advantage over a paper version. But with formulas, you can have the spreadsheet program do all your calculations. Formulas take the values of a specified range of cells and perform mathematical operations on them. A formula can add, subtract, divide, multiply, compute averages or interest rates, and perform many other functions.

3.3.15.1 Creating A Formula

Suppose you have a list of various items, and you want to calculate the total number of items. Here, in column A, we have names of various items, and the number of each type of item is listed in column B. We want to find the total of all the items combined, and put that total in cell B6. We also want to change the numbers for each individual item when those numbers change, and we want the spreadsheet to automatically update the total.



A preformatted table in Excel



More preformatted tables!

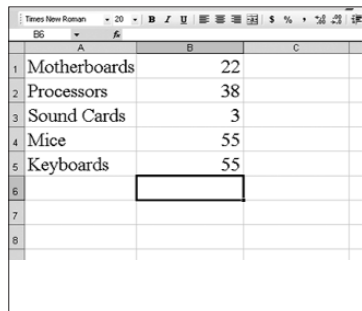
To do this, you enter a formula into cell B6. All formulas begin with an equals sign, so type an '=' and then enter the formula. In this case, we want to add the contents in cells B2, B3, B4, and B5, so you type '=B2+B3+B4+B5' into cell B6. You can enter the formula directly into the cell, or type it into the formula bar. You do not need to use capital letters; Excel will convert them to capitals if you don't use them.

When you press [Enter] or click another cell to go on to another task, the sum of the values in cells B2 through B5 will appear in B6. If you change one or more of the values in cells B2 through B5, the total in B6 will be instantly recalculated.

If you want 'total' just to be the sum of the values in cells B2 and B4, your formula would be '=B2+B4.'

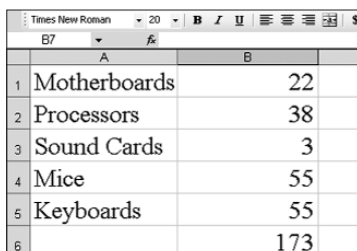
You can calculate the values from any selection of cells; they do not have to be contiguous. Thus, '=B2+B4+C7+F19' adds the values from all four cells and places the total in whatever cell you have entered the formula.

To calculate the average of the values in cells B2 through B5, you would add to get the total, then divide the total by the number of values added together: '= (B2+B3+B4+B5)/4' adds the values in the four cells, then divides the total by 4 to calculate the average number of items in each category. You can get really fancy with formulas: '= (F2+F22)/((E2+E5)-(F2*F3))' uses addition (+), subtraction (-), multiplication (*), and division (/). The parentheses indicate the order in which the operations are to be performed: the calculations start from the innermost parentheses and work their way out.



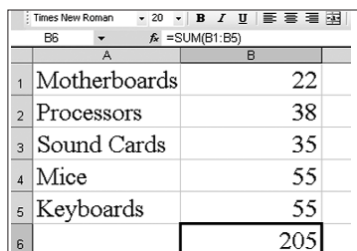
	A	B	C
1	Motherboards	22	
2	Processors	38	
3	Sound Cards	3	
4	Mice	55	
5	Keyboards	55	
6			
7			
8			

A typical set of entries to total



	A	B
1	Motherboards	22
2	Processors	38
3	Sound Cards	3
4	Mice	55
5	Keyboards	55
6		173

Enter a simple formula for totalling a column of values



	A	B
1	Motherboards	22
2	Processors	38
3	Sound Cards	35
4	Mice	55
5	Keyboards	55
6		205

Changes in values are reflected instantly in the total

3.3.15.2 Using Functions To Create Formulas

Rather than typing out the whole formula, there are shortcuts to creating commonly used formulas. The formula `'=B2+B3+B4+B5'` can be represented as a function: `'=SUM(B2:B5)'`. This function says that the cell is to contain the sum of the values in the cells from B2 through B5. Or, suppose you just want the sum of what is in cells B2 and B4; to add non-consecutive cells, use commas rather than a colon: `'=SUM(B2,B4,C7:C12)'` adds the values in cell B2, cell B4, and cells C7 through C12.

For common functions such as SUM, there are even shorter shortcuts. Click in cell B6 to select it, then click on the 'AutoSum' icon in the standard toolbar. Excel will assume that you wish to calculate the total of cells B2 through B5. Press [Enter] to accept Excel's assumption, and the total appears in cell B6.

The 'AutoSum' feature also works if you want to calculate the total of cells in a row. For example, to calculate the total of the values in cells B2, C2, D2, and E2 and put the total in cell F2, click in cell F2 and then click the 'AutoSum' icon. Excel will assume that you wish to calculate the total of cells B2 through E2.

Another way to create this function is to click on cell B2 and drag to cell B5 to select the column of numbers, and then click on the 'AutoSum' icon. The formula will be automatically entered, and the total will appear, in cell B6.

To enter individual or non-consecutive cells into the function, hold the [Ctrl] key and click on the cell(s) you want to include in your total. So, if you select cells B3, B5, F4, and G5, your function would look like `=SUM(B3,B5,F4,G5)`.

3.3.15.3 Other Functions Besides 'SUM'

As soon as you type `=` into the function bar, Excel assumes you are doing a SUM (or, that you are repeating the last type of function used), and SUM (or the last function you used if other than SUM) is displayed in the 'Name Box' to indicate that. But if you click on the down arrow to the right of the 'Name Box', you get a list of other functions you can use, including an option to see 'More Functions,' which offers functions. Explore them at your leisure and try some of them out. Do some experimenting to see how they work.

3.3.15.4 Copying Formulas

Suppose you include the number of items in each of your categories from various times past. You have put forth a lot of effort to create a formula to calculate the total of the items you now have. Do you have to go to all that effort to create formulas to calculate how many total items you had at various times past?

No. There is an easy way to create these new formulas: copy the one already made and apply it to the new 'total' cells.

To do this, just click on the cell with the function you want to copy (in this case, B6). Then click on the bottom right corner of the cell border, and drag it across the next two cells to copy the formula into them. Excel automatically copies the formula to the other cells, and edits the formulas so that they calculate the totals of the cells above them in that column.

Another way to copy a formula is to use the 'copy a Format and Content' function. Right-click on a cell to bring up a menu of options, and then click to 'Copy' the cell. This copies the format and content of the cell. When the cell contains a function, it

copies the function. A dotted line will appear around the selected cell. Right-click on any other cell, and then click to 'Paste' into that cell. You can continue right-clicking on other cells to paste the formula into other cells. When you are finished copying, double click anywhere on the worksheet to turn off the copy/paste function.

This will copy the function to the new cell(s). The function will also automatically be edited so that it takes the values from the appropriate cells. For example, if you copy the function from cell B6 in the example above and paste it into D6, the function will automatically change from '=SUM(B2:B5)' to '=SUM(D2:D5).'

3.4 Playing With Numbers, Labels And Formatting

3.4.1 Numbers In Excel

Entering a number into Excel is simple enough—just select the cell and enter the number into it! However, there are several things you need to remember—for example, Excel treats certain numbers as dates. Here's a walkthrough of what you need to keep in mind.

3.4.1.1 The Number Of Digits

Beyond 11 digits, Excel switches the display to scientific notation. For example, 123456789012 will be displayed as 1.23E+11, where the '1.23' can be anything based on what you've formatted the cell as. Also, Excel only accepts 15 significant digits—so whatever you enter beyond 15 digits is treated as zeroes. Thus 12,345,678,901,234,567,890 is treated as 2,345,678,901,234,500,000 (and displayed in scientific notation).

3.4.1.2 Displaying Long Numbers

If you enter a number that doesn't seem to fit in a cell, it will be displayed with hashes ('#####'). To correct this, simply increase the column width.

3.4.1.3 Fractions

If you simply enter a fraction such as 6/7, it will be interpreted as a date, as either the 6th of July or as the 7th of June, depending on your Windows settings. To make Excel accept 6/7 as a fraction, format the cell beforehand as a fraction. Alternatively, you can append a '0' before the fraction, for example, '0 6/7'.

3.4.1.4 Dates And Times

Excel interprets dates and times as numbers. Use slashes or hyphens to tell Excel that something is a date. When you enter '24/3', Excel will interpret it as the 24th of March, not as the fraction, as mentioned above. You can also specify the year, and if you don't, Excel will assume it's the current year. (Note that we're assuming you've either formatted the cells to reflect British date usage, or made a systemwide change in Windows for the same thing.)

For the 24th of March 2005, you can use any of the following:

24-03-05

24/3/05

24-3/05

24/3-05

For times, Excel uses colons. For 12 PM, you can enter '12:00:00 P.M.', or you can simply enter '12:00', or even '12:'.

Excel assumes that the time you set is AM, unless you specify the PM, or unless you use the 24-hour clock. To specify PM, use the letter 'P' or the abbreviation 'P.M.'

Another thing to remember is that '12.1' is the same as '12.01', not '12.10'.

Excel (by default) uses the 1900 date system. This simply means that the date 1 January 1900 has a true numeric value of 1, 2 Jan 1900 has a value of 2 etc. These values are called 'serial values' in Excel, and it is these serial values that allows us to use dates in calculations. Times are very similar, but Excel sees times as decimal

fractions, with 1 being the time 24:00 or 00:00. 18:00 has true value of 0.75 because it is three quarters of 24 hours.

For more details, see 'How Microsoft Excel stores dates and times' in Excel 'Help'.

To see the true value of a date and/or time simply format the cell as 'General'. For example, the date and time '3/July/2002 3:00:00 PM' has a true value of 37440.625 with the number after the decimal representing the time and the 37440 being the serial value for 3/July/2002.

3.4.1.5 Adding Past 24 Hours

We can simply add times by using the Sum function or a simple addition sign, e.g., =Sum(A1:A5) would result in the total hours if A1:A5 contained valid times. There is however a big 'Gotcha!' and that is, unless told otherwise, Excel will not add past 24 hours. This is because when the time value exceeds 24 hours (true value of 1) it rolls into a new day and starts again. To force Excel not to default back to a new day after 24 hours we use a cell format of 37:30:55 or a 'Custom' format of [h]:mm:ss.

The same format can be used to get the total minutes or seconds of a time, for example to get the total minutes of the time 24:00 format the cell as [m] and you will get 1440 (see why below). To get the total seconds use a custom format of [s] and you get 86400.

3.4.1.6 Time And Date Calculations

If we wish to use these real time values in other calculations there are a few 'magic' numbers to keep in mind.

1. 60 (sixty minutes or sixty seconds)
2. 3600 (60 seconds * 60 minutes)
3. 24 (24 hours)
4. 1440 (60 minutes * 24 hours)
5. 86400 (24 hours * 60 minutes * 60 seconds)

Once we are armed with these magic numbers and the information above, the manipulation of times and dates is no longer a problem. See the examples below (they all assume the time is in cell A1).

If you have the number 5.50 and you really want 5:30 or 5:30 AM use:

=A1/24 (and format as needed).

If it should be 17:00 or 5:30PM use:

=(A1/24)+0.5

To get the opposite, that is a decimal time from a true time, use

=A1*24

If a cell has both the true date and true time (e.g., 22/Jan/02 15:36) and we only want the date, use:

=INT(A1)

To get the time only use:

=TEXT(A1,'hh:mm:ss')*1, and format as needed.

To find out the difference between two dates use:

=DATEDIF(A1,A2,'d') where A1 is the earlier date. This will result in the number of days between two dates. It will also accept 'm' or 'y' as the result to return, that is, months or years.

If, when working with dates and times we cannot know in advance which date or time is the earliest we can use the MIN and MAX functions, for example we could use:

=DATEDIF(MIN(A1,A2),MAX(A1,A2),'d')

Also when working with times we may need to account for Start Time and End Time with the Start Time being 8:50 PM in cell

A1 and the End Time 9:50 AM in cell A2. If we simply subtract the Start Time from the End Time (as in “=A2-A1”) we get “#####”, as Excel cannot work with negative times. So we can workaroud this in two ways, as below:

m =MAX(A1,A2)-MIN(A1:A2)

m =A1-A2+IF(A1>A2,1)

We can also easily tell Excel to add to any date any amount of days, months or years. Here's how:

=DATE(YEAR(A1)+value1,MONTH(A1)+value2,DAY(A1)+value3)

So to add one month to a date in cell A1 we could use:

=DATE(YEAR(A1),MONTH(A1)+1,DAY(A1))

There are, however, some other Date and Time functions Excel has that are part of the 'Analysis ToolPak'. Click 'Add-Ins' on the 'Tools' menu. Click to select the 'Analysis ToolPak' check box, and then click 'Yes' if you are asked whether you want to install it.

You will then have functions such as EDATE, EOMONTH, NETWORKDAYS, WEEKNUM, and more. All these will be found under the 'Date & Time' category of the 'Paste' function dialog, 'Function Wizard'. These are very easy to use and the 'Help' in Excel explains these well.

All too often, spreadsheets that have data imported (or just entered incorrectly) end up with dates and times being seen as text and not real numbers. You can easily spot this in Excel by widening the columns a bit then selecting the column and clicking on **Format > Cells > Alignment** and changing the Horizontal alignment to 'General', the cell's default. Then click 'OK', and look at your dates and times, any that are *not* right-aligned are not true date and/or times. Here's how to fix this:

1. Copy any empty cell that is not formatted as Text
2. Select the Column and format as any Date and/or Time format.
3. While the Column is still selected, go to **Edit > Paste Special > Add**.

This will force Excel to convert any text date and times to real dates and times. You may need to change the format again. Another simple method is to reference the cell(s) like:

=A1+0 or A1*1

This will also do the same.

3.4.2 Labels And Named Ranges

In a large workbook, if you want to go to a specific location, a great deal of worksheet-changing and scrolling can be involved. It's worse if you don't know exactly where you want to go. What if you could just type 'Total Sales', or pick from a list of places, and be transported to the exact cell you wanted? Another problem is figuring out what is going on in a formula in a spreadsheet. You read '=\$C\$6*\$B\$3', and you still don't know what you have in the cell, or what two elements are being multiplied. Wouldn't it be nice if you could read '=(Ram Sales)*Commission_Rate' instead? Or, if you're comfortable with formulas, '=SUM(Sales)' instead of '=SUM(\$C\$6:\$C\$10,\$F\$9:\$F\$14)'?

The answer is that you can have the easier-to-read version and much more by using Excel's ability to use labels and named ranges in formulas. Consider a simple example as shown below:

	A	B	C	D	E
1		Commission Listing			
2					
3	Commission		0.05		
4					
5	Salesperson	Sales	Commission	Withdrawals	Compensation
6	Renuka	9331			200
7	Aditya	3293.45			100
8	Robert	493.5			400
9	Preethi	49434.5			400
10	Ram	797.05			400
11					

The commission rate is in cell B3 here

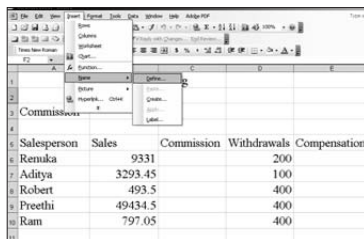
Imagine this listing is large enough to handle a hundred salespeople, with a commission rate in cell B3.

To begin with, the commission rate in this sheet is

going to be used in several places. Every time we add another salesperson we will have to look up the cell reference in order to enter the formula to calculate commissions. Why not name the cell 'Rate' and reference it in plain English rather than as B3?

Begin by highlighting the cell with the rate in it. On the Menu bar, choose **Insert > Name > Define**.

The 'Define Name' dialog box will open. Type the name that will refer to cell \$B\$3 into the 'Names' in the 'Workbook' box. A range name—the name you give to a cell or to a range of cells—must begin with a letter.



Click **Insert>Name>Define** to name a cell

There are four other rules that apply to range names:

1. They can be 1 to 255 characters long (it is better to keep them short).
2. They must not be of the same form as a cell reference ('A1' is not a valid name, 'Ram' is).
3. Single letter names can be any letter of the alphabet except 'R' or 'C'.
4. Any other character can be used except for the hyphen or the special characters \$, %, &, and #. You can use the underscore or a period to separate parts of a name.

In the example, we named the cell 'Rate'. From this point on, you will be able to type in 'Rate' instead of \$B\$3, and Excel will understand that you mean the contents of this cell.

The commission rate is also an example of a constant—a value that does not change and is used in formulas in the workbook. You

can define a constant and its fixed value as long as you do not give the constant the same name as another range in the workbook. Defined constants do not show up in the workbook, but they are defined using the Define Name dialog box just like a range, shown below. In the 'Refers to' box, type the equal sign and then the numeric value of the constant. You can then use the name of the constant in formulas. Now you can use 'Com_Rate' to refer to the commission rate in formulas.

Most worksheets use labels to identify rows and columns for the reader's convenience. For example, in this worksheet there is a row named 'Renuka' and a column named 'Sales'. Excel can use these labels in a couple of ways to identify cell and range contents. To identify Renuka's sales, we can enter the formula '=Sales Renuka' (or '=Renuka Sales'). In fact, if we had two columns named 'Sales', one under 'Current' and one under 'Prior', we could identify Renuka's sales as '=Current Sales Renuka' and as '=Prior Sales Renuka'. These are called 'stacked labels'.

It is important to note that by default Excel does not recognise labels in formulas. To use labels in formulas, go to **Tools > Options** and then select the 'Calculation' tab. Under 'Workbook Options', check 'Accept labels in formulas'. Labels will then be available for use in formulas on the worksheet where the labels appear. When enabled, labels work like relative cell references.

In the example, the formula that will calculate Renuka's commission is now simply '=(Sales Renuka)*Rate'.

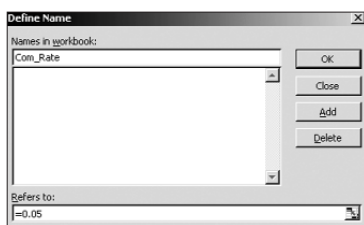
Alternatively, you could have entered '=Sales Renuka*Com_Rate' to use the constant. Since '(Sales Renuka)' is a relative cell reference, you can copy the formula down the 'Commission' column and it will update automatically.

Thus far, we have only identified or named individual cells. A range, however, can consist of many cells. These cells may be contiguous (all in the same rows, columns, or rectangular area) or

scattered. They can even be on different worksheets, as long as the cells or ranges to be included are in the same place on all the worksheets. There are several ways to select and name ranges.

In the example, it would be useful to have a named range for each distributor that would include the money paid to them—the commission and the withdrawals. One way to accomplish this is to highlight the cells in the range and then call up the ‘Define Name’ dialog box. Enter the name you want to give the range and then click ‘OK’.

If you need to define a named range that includes cells on multiple worksheets, you will have to use the ‘Define Name’ dialog box. Hold down [Ctrl] and press [F3] to open the dialog box. Type the name of the range in the ‘Names in Workbook’ box. Delete the cell reference in the ‘Refers to’ box. Click the tab for the first worksheet to be referenced. Then hold down [Shift] and click the tab for the last worksheet to be referenced. Finally, select the cell or cells to be included by clicking them in the visible worksheet (drag the dialog box out of the way if necessary). Then click ‘OK’. You can now use the new 3-D range in formulas simply by entering its name.



The Define Name dialog box

Another way to name a range is to highlight the cells in the range and then enter the new designation in the name box. This only works if all the cells in the range are on the same worksheet. If the cells are not contiguous, hold down [Ctrl] as you individually click the cells. When you have entered the name in the ‘Name’ box, simply press [Enter] to complete the designation.

Commission Listing				
Commission		0.05		
Salesperson	Sales	Commission	Withdrawals	Compensation
Renuka	9331	466.55	200	
Aditya	3293.45		100	
Robert	493.5		400	
Preethi	49434.5		400	
Ram	797.05		400	

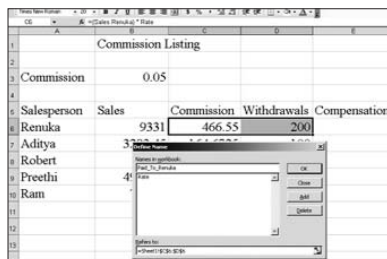
Commission calculated using names

When your multiple-cell ranges are named, you can use them in formulas as you used the named single cells. To summarise the amount paid to Renuka, the formula entered in cell F6 is now simply `=SUM(Paid_Renuka)`. This is much easier to understand than `=SUM(D6:E6)`.

Salesperson	Sales	Commission	Withdrawals	Compensation
Renuka	9331	466.55	200	
Aditya	3293.45	164.6725	100	
Robert	493.5	24.675	400	
Preethi	49434.5	2471.725	400	
Ram	797.05	39.8525	400	

Pasting using a relative cell reference

The only drawback is that Excel treats named ranges as absolute references. If you copy the formula for Renuka down to cell F7 for Aditya, you will just see Renuka's compensation total in F7. The formula does not update. On the other hand, the named range `Paid_Renuka` is available to any formula on any worksheet, which is a more flexible arrangement than references using labels.



Naming a range of cells

3.4.3 Formatting In Excel

3.4.3.1 Basic Cell Formatting

Simple formatting of cells in Excel can be achieved by going to **Format > Cells**. The tabs here, as you can see, are 'Number', 'Alignment', 'Font', 'Border', 'Patterns', and 'Protection'. Let's take a look at each of these.

Number: This is for formatting the cell if the cell contains a number. The default is 'General', which means 'No specific format'. Under 'Number', you can do things like specifying the number of decimal places to display.

If the number is a currency value, you have a range of prefixes to choose from. The default is '\$'; you can change this to 'INR'. Unfortunately, there is no 'Rs.'. Under 'Date', you have a wide range of options—as mentioned earlier, dates are treated as numbers in Excel, so you can choose how the number appears, as a date. It's a similar case with the 'Time' option. If you choose 'Text', the number will be treated as text, and it appears exactly as it is entered. There's another option here, 'Custom', which will be discussed later.

Alignment: This is, of course, for specifying the alignment of the cell—the horizontal and vertical alignment, the angle at which the text should appear, and so on and so forth.

Font: In addition to specifying the font and font style, you can also specify the font size, colour, whether it's underlined, whether it's to be superscripted, and so on.

Border: This specifies the border you'll give the cell—the gridlines that show up on the sheet are not the cell's borders; they will not show up when you print the page. But when you specify a border, it will show up when you print.

Patterns: Here you specify how the cell should be shaded, and with what colour. There are several textures available, and, of course, you can choose any colour at all.

Protection: Here you can choose to 'lock' a cell, meaning that no-one else can change its contents, and also to hide a cell. But, as mentioned in the dialog box, this has no effect unless the workbook is protected. To protect the workbook with a password, go to **Tools > Protection**.

3.4.3.2 Custom Formatting

Under the 'Number' tab in the Format Cells dialog box, you have an option called 'Custom', as we mentioned earlier. Custom formats cover a wide range. Here's a sampler: For more information on custom formats, do a search in Excel Help for 'number format codes'.

Dates are stored as floating point numbers. The integer part of the date is the number of days since Jan 1, 1900. The decimal part is the amount of time since midnight. .00 is midnight, .25 is 6 AM, .50 is noon, etc. This means that any date can be formatted as a decimal number. To see the many ways that numbers can appear in Excel, have a look at the table below. The value 38027.375 was placed in each cell appearing on the left side of the table.

In Excel, it looks like...	when formatted with:
10/2/04 9:00 AM	d/m/yy h:mm AM/PM
10/02/04	dd/mm/yy
Tuesday, 10/02/2004	dddd, dd/mm/yyyy
Tuesday	dddd
Feb 10, 2004	mmmm dd, yyyy
38,027	#,###
38,027.38	#,###.00
38.0K	#.0,K
.04M	#.00,,\M

Each cell was then formatted differently while leaving the value in the cell untouched. The first five formats of the table show a sampling of date formats. Some are quite normal and show date or date and time. One is a bit strange and shows only the day of the week. It's hard to imagine 38,027.375 appearing as only 'Tuesday'!

From the sixth example onwards, we're treating the value not as a date, but as a standard number. The formats in the bottom right show how to affect the number of decimals to display as well as how many numbers to the left of the decimal to display. Note that a comma will remove three digits from a number—38,027 becomes 38. A 'K' is placed at the end to denote thousands. Two commas will replace 6 digits. In this case, a '\M' is used to denote millions as opposed to just 'M' which has already been used for months.

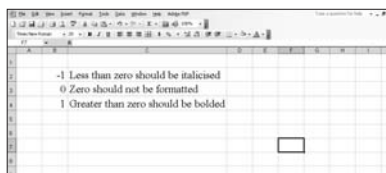
3.4.3.3 Conditional Formatting

Conditional Formatting is one of the features that takes Excel from a simple spreadsheet tool to an application builder. Depending on the value of a cell, you can change the formatting of that cell. Formatting in cells can also be conditional based off of the values in another cell or the results of a calculation. This is done dynamically saving the user the trouble of changing the format themselves.

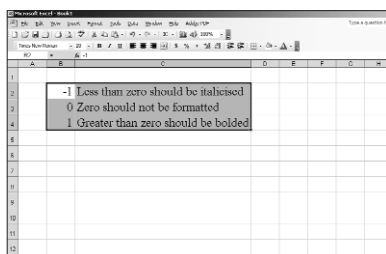
You can use conditional formatting in Excel to track things like invoicing. With conditional formatting, you can tell at a glance which clients owe money and which ones are paid up. You can also use different colouring for charges and deposits.

Here, we will set up cells to be italicised, bolded or left as they are based on whether or not they are less than, greater than, or equal to zero. We'll make cells change colours based off of this condition.

1. Open a new Excel file.
2. Type in some sample numbers in a column. In this sample, we have typed 0, -1, and 1. When we're finished, our sample file will show the conditional formatting in action immediately. In column C, we have typed descriptions on what format the cells should be.
3. Select the cells you want to be affected by the conditional formatting. In this example, we have selected B2, B3, B4, C2, C3, and C4.



The conditional formatting example



First, select the cells you wish to format

4. Go to **Format > Conditional Formatting...**

The Conditional Formatting box will appear.

5. In this box, change Condition 1 to 'Formula Is'.

6. Next, you can type '=B2=0' without the quotation marks. This is saying

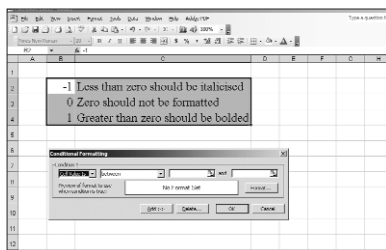
that if the cell in this row that resides on the B column is equal to zero, then the conditional formatting will be applied.

7. Click 'Format'... to specify the format applied when the condition is true. The format can include font, cell colour, borders, and more. In this example, we set the formatting to not format the cell at all.

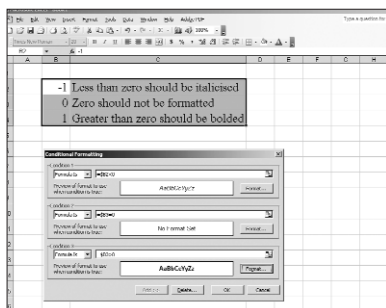
8. Click 'Add >>' to add another row in the Conditional Formatting box.

9. Repeat steps 5 through 7 twice. Specify different formatting options and use the following formulas: '=B2<0' and '=B2>0'. When you're done, your Conditional Formatting box should look like the sample alongside.

10. When you are done, click OK and your Excel file should look like the example on the next page.

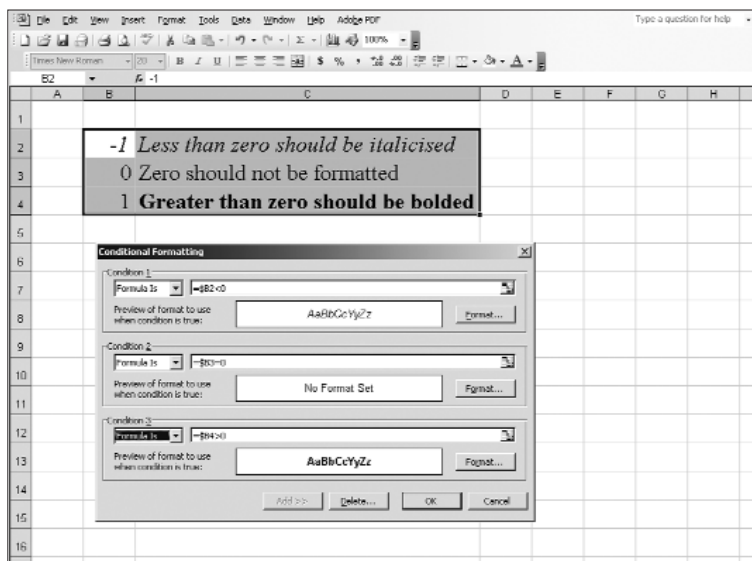


Bring up the Conditional Formatting box



Keep adding conditions till you're done

The possibilities are almost endless with conditional formatting. Instead of using 'Formula Is', you can use 'Cell Value Is'. From there, you can specify what the cell value should be equal to, should not be equal to, should be between etc. Sadly, you are limited to only three possible conditions on any given cell. If you are going to be using alpha characters instead of numeric characters, the alpha characters must reside within quotation marks in your formula. For example: `=B2='Ram'`.



When you click 'OK', the formatting gets applied as above

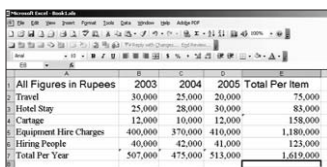
3.5 Creating Charts In Excel

So, now you have a worksheet, with labels and values and formulas all in a table format. That's enough to have all the information you need to record, track, and analyse data. But there is more you can do to illustrate it, and to make the analysis easier. Using charts, you can create a variety of graphical displays of your data. Depending on what you want to illustrate or emphasize, Excel offers many different chart options, such as pie charts, columns, bars, lines, or areas.

You can put a chart on a worksheet with the data it is charting, in which case it is called an embedded chart. Or you can put your chart on a separate chart sheet.

Let's say you've created a worksheet to keep track of your budget. You have all the information you need to see and compare how much you are spending on various items each year. But it's just a

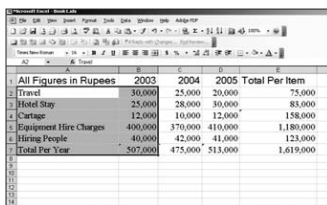
long list of numbers that you have to make an effort to think about to get various comparisons. With a chart, you can quickly create graphics which can show you what you want to know in easy to grasp visual representations.



	2003	2004	2005	Total Per Item
All Figures in Rupees				
Travel	30,000	25,000	20,000	75,000
Hotel Stay	25,000	28,000	30,000	83,000
Cartage	12,000	10,000	12,000	158,000
Equipment Hire Charges	400,000	370,000	410,000	1,180,000
Hiring People	40,000	42,000	41,000	123,000
Total Per Year	507,000	475,000	513,000	1,619,000

A table of expenses

For example, suppose you want to compare the amount of your budget that you spent on various items during the year 2003. A pie chart would be just the thing. To create a pie chart, first you must select what information on your worksheet you want to be charted. You want the numbers in the 2003 column, and you want the labels so you know what the numbers mean. So, select all the relevant cells: click on cell A2 and drag to cell B6 (or, hold down the [Ctrl] key and click on individual cells to select, or use any of the other methods of selecting a range of cells).

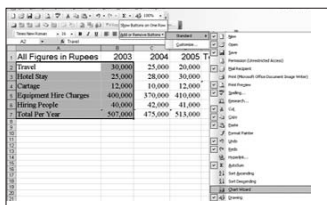


	2003	2004	2005	Total Per Item
All Figures in Rupees				
Travel	30,000	25,000	20,000	75,000
Hotel Stay	25,000	28,000	30,000	83,000
Cartage	12,000	10,000	12,000	158,000
Equipment Hire Charges	400,000	370,000	410,000	1,180,000
Hiring People	40,000	42,000	41,000	123,000
Total Per Year	507,000	475,000	513,000	1,619,000

Select the range for the chart

Now, click on the 'Chart Wizard' icon in the Standard toolbar to activate the 'Chart Wizard', which will take you through the steps of creating a chart. If the 'Chart Wizard' icon is not on the Standard toolbar, then click the down arrow at the far right end of the toolbar to find the 'Chart Wizard' icon. Add this button to the Standard toolbar if you'd like.

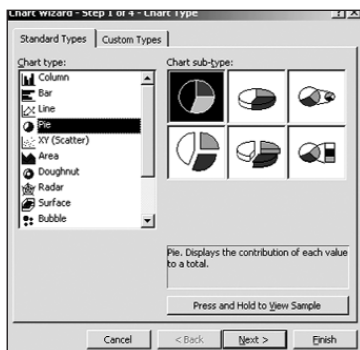
The Chart Wizard takes you through four steps. First, select a chart type. You want a pie chart, so click on 'Pie' to get a choice of pie charts. Note that you can click 'Press and hold to view sample' to preview what your chart will look like. When you find a type of



Activate the Chart Wizard

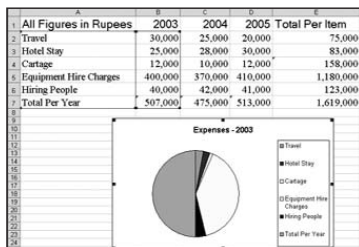
chart you like, click 'Next' to get some 'Data Range' options, such as selecting whether to reverse the default axes.

The default axis is irrelevant in a pie chart, but in many others (such as a bar chart), it can make a big difference in how something is displayed, and thus in how it is interpreted when viewed. Then you can insert a title for your chart, and select from such options as whether and how to label the elements of the chart. The last step is to select whether you want your chart to be embedded in the current worksheet or placed on a separate chart sheet. When you have finished making your specifications for your chart, click 'Finish' to have it appear on your worksheet (or chart sheet).



The Chart Wizard, with all its options

Your chart will look something like this:

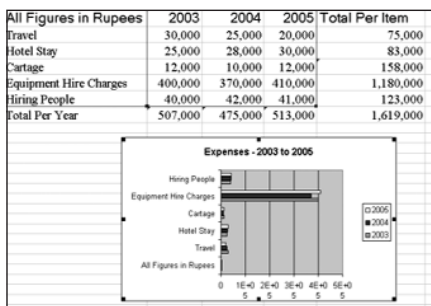


Charts appear in the same worksheet

At least, it will if you selected a flat pie chart, inserted 'Expenses - 2003' as a title, and did not select to 'Show percent' in the Data Labels option.

You can change the size, colours, locations, and fonts of various elements in the chart once you are done. Just click on any element to select it, then drag it elsewhere in the chart to move it, or drag an edge to resize it. If you double-click on an element in the chart, you will bring up a 'Format' menu to change the colour, font etc of the selected element. Or, right-click on the chart to bring up a menu of general chart options.

Let's look at one more example of a chart derived from the worksheet above, to get an idea of the versatility and usefulness of the Chart Wizard options for helping you interpret the data in your worksheet.



An example of a bar chart using the same data

Here, we selected everything but the 'totals' row and column. When these data are put in a bar graph, you can easily compare the amount spent on any of your categories in different years.

Also, do some experimenting with the various types of charts to see the many ways you can render a worksheet of data, or any subset of the data, into easily interpreted visual representations.

3.6 Formulas And Functions In Excel

3.6.1 Examples Of Formulas In Excel

There are hundreds of formulas and functions defined in Excel. Here's a sampler:

3.6.1.1 SUMIF

The Excel SUMIF formula/function can check to see if specified cells meet one condition.

=SUMIF(range,criteria,sum_range)

=SUMIF(A1:A10,'>20',B1:B10)

Which would SUM all numeric cells in the range B1:B20 where the corresponding row in A1:A10 was greater than 20. If we omit the last optional argument (sum_range) the SUMIF would sum all cells in the range A1:A10 which are greater than 20, i.e.,

=SUMIF(A1:A10,'>20')

Note the criteria argument is in the form of a number, expression, or text that defines which cells will be summed. For example, criteria can be expressed as 20, '20', '=20', '>20', 'North', 'N*'.

3.6.1.2 COUNTIF

The Excel COUNTIF formula/function can check to see if specified cells meet one condition.

COUNTIF Syntax

=COUNTIF(range,criteria)

=COUNTIF(A1:A20,'>20')

Which would COUNT all numeric cells in the range A1:A20 where values were greater than 20.

Note the criteria argument is in the form of a number, expression, or text that defines which cells will be counted. For example, criteria can be expressed as 20, '20', '=20', '>20', 'North', 'N*'.

3.6.1.3 A Formula To Calculate A Ratio

Excel provides no direct way to display the ratio between two values. For example, assume cell A1 contains 3, and cell B1 contains 24. The ratio between these two values is 1:8.

Following is a formula that displays the ratio between the values in cells A1 and B1:

```
=(LEFT(TEXT(A1/B1,'#####/#####'),FIND('/',TEXT(A1/B1,'#####/#####'))-1)&':&RIGHT(TEXT(A1/B1,'#####/#####'),LEN(TEXT(A1/B1,'#####/#####'))-FIND('/',TEXT(A1/B1,'#####/#####'))))
```

The formula automatically reduces the 'fraction' to the simplest form, and it allows up to four characters on either side of the colon.

Be aware that the result of these formulas is actually a time value, not a fractional value. For example, the ratio of 1:8 is not the same as 1/8. Rather, it is represented internally as 1:08 am.

3.6.1.4 Rounding Values To The Nearest Fraction

Suppose you want to round a rupee amount to the nearest 25 paise. For example, if a number appears as Rs 1.65, you would like to convert it to Rs 1.75. Excel's ROUND() function seems to work only with whole numbers, but you can use Excel's ROUND() function to achieve the rounding you want. The following formula, which assumes that your value is in cell A1, will do the job for you.

```
=ROUND(A1/.25,0)*.25
```

The formula divides the original value by .25 and then multiplies the result by .25. You can, of course, use a similar formula to round values to other fractions. For example, to round a rupee amount to the nearest 5 paise, simply substitute .05 for each of the two occurrences of '.25' in the preceding formula.

3.6.1.5 Sum The Largest Values In A Range

Say you need to calculate the sum of the three largest values in a range of 100 cells. The range isn't sorted, so you can't use a SUM function. What do you do?

Excel's LARGE function returns the nth-largest value in a range, in which n is the function's second argument. You need a formula that calls the LARGE function three times and then sums the results. The following formula, which assumes the numbers are located in the range A1:A100, will do the job:

```
=LARGE(A1:A100,1)+LARGE(A1:A100,2)+LARGE(A1:A100,3)
```

Another approach is to use an array formula like this one:

```
=SUM(LARGE(A1:A100,{1,2,3}))
```


The formula first passes an array of three values to the LARGE function, and then uses the SUM function to add the values returned by the LARGE function. Notice that the values 1 through 3 are enclosed in brackets rather than parentheses. After typing an array formula, press [Ctrl]+[Shift]+[Enter] instead of [Enter].

Formulas of this type can become unwieldy as *n* gets larger. For example, to sum the top 30 values in a range, a formula must contain a list of integers from 1 to 30. Here is a more general version of the array formula:

```
=SUM(LARGE(A1:A100,ROW(INDIRECT('1:30'))))
```

This formula uses the ROW function to generate a series of integers between 1 and 30, and uses this array as the second argument for the LARGE function. To sum a different quantity of numbers, just change the 30 to the desired number.

3.6.1.6 Rounding To N Significant Digits

Excel includes three functions (ROUND, ROUNDUP, and ROUNDDOWN) that round values to a specified number of digits. In some cases, however, you may need to round a value to a specified number of significant digits.

For example, you might want to express the value 1,432,187 in terms of two significant digits (that is, as 1,400,000). Here's an elegant solution. The formula below rounds the value in cell A1 to the number of significant digits specified in cell A2:

```
=ROUND(A1,A2-1-INT(LOG10(ABS(A1))))
```

3.6.1.7 Calculate The Day Of The Year And Days Remaining

If you've ever had to figure out which of the year's 365 days a particular date falls on, or how many days remain in the year, you've probably found that Excel lacks functions to perform the calculation. But you can create formulas to do the job.

This formula returns the day of the year for a date in cell A1:

```
=A1-DATE(YEAR(A1),1,0)
```

Note: Excel automatically formats the cell as a date, so change the number format to another option (like General).

To calculate the number of days remaining in the year (assuming that the date is in cell A1), use the following formula:

```
=DATE(YEAR(A1),12,31)-A1
```

3.6.1.8 Calculating A Conditional Average

In the real world, a simple average often isn't adequate for your needs. For example, an instructor might calculate student grades by averaging a series of test scores but omitting the two lowest scores. Or you might want to compute an average that ignores both the highest and lowest values.

In cases such as these, the AVERAGE function won't do, so you must create a more complex formula. The following Excel formula computes the average of the values contained in a range named 'scores,' but excludes the highest and lowest values:

```
=(SUM(scores)-MIN(scores)-MAX(scores))/(COUNT(scores)-2)
```

Here's an example that calculates an average excluding the two lowest scores:

```
=(SUM(scores)-MIN(scores)-SMALL(scores,2))/(COUNT(scores)-2)
```

3.6.1.9 Calculate The Number Of Days In A Month

Excel lacks a function for calculating the number of days in a particular month, but there's a way out. If cell A1 contains a date, this formula will return the number of days in the month:

```
=DAY(DATE(YEAR(A1),MONTH(A1)+1,1)-1).
```

3.6.1.10 Converting Non-Numbers To Actual Values

If you often import data into Excel from various applications, including Access, you'll find that values are sometimes imported as text, which means you can't use them in calculations or with commands that require values. This is a common problem in Excel. The good news is the Excel can identify such cells and you can easily correct them. You can use this method:

- m Select any empty cell
- m Enter the value 1 into that cell
- m Choose **Edit > Copy**
- m Select all the cells that need to be converted
- m Choose **Edit > Paste Special**
- m In the 'Paste Special' dialog box, select the 'Multiply' option, then click 'OK'.

This operation multiplies each cell by 1, and in the process converts the cell's contents to a value.

As we mentioned, there are thousands of formulas and functions you can use in Excel, and the above are just indicative. For a complete listing of Excel's formulas and their syntax, refer to Excel's Help with the keywords 'Worksheet functions listed by category'.

3.7 Pivot Table Reports

3.7.1 Why Use Pivot Table Reports?

Let's suppose you've compiled a large list of data—for example, sales figures for every product your company makes. But now you're ready to distil some meaningful information from the data. For example, you might want to answer the following questions:

- m What is the total sales for each product by region?
- m Which products are selling best over time?
- m Who is your highest-performing salesperson?

For these and other questions, you can create a 'PivotTable' report—an interactive table that automatically extracts, organises,

and summarises your data. You can then use the report to analyse the data—for example, make comparisons, detect patterns and relationships, and analyse trends.

3.7.1.1 Summarise And Analyse Your Data

To see the ‘big picture’ of your data, use a ‘PivotTable’ report to summarise and analyse the data. Control how Excel summarises the data—by sum, average, or count—without entering a single formula.

3.7.1.2 Add Or Remove Data

Not quite enough information in your ‘PivotTable’ report? For example, maybe you want to include sales figures broken down by salesperson. You can easily add or remove categories of data.

3.7.1.3 Quickly Rearrange The Layout

Not satisfied with the layout of your ‘PivotTable’ report? For example, maybe you’d prefer to display the salesperson information in rows instead of in columns. The interactive nature of your PivotTable report lets you literally turn the table: you can easily move (or ‘pivot’) the rows and columns to view different summaries of the data.

Are there other reasons to use page fields? If your ‘PivotTable’ report contains many fields, you can use page fields to keep your report compact and readable. Or, if you’re retrieving data from a large, external non-OLAP (Online Analytical Processing) database, use page fields to limit the amount of data retrieved at a time. That way, you can avoid long waits and memory problems.

3.7.1.4 Show Just The Details You Want

Want to zero in on specific details in a PivotTable report? You can display or hide items in a row or column—for example, specific products or salespersons. You can also display or hide details about items in row or column.

3.7.2 Prepare The Data For The PivotTable Report

Before you begin, it’s a good idea to make sure your data is well organised and ready to go.

What kind of data can you use to create a 'PivotTable' report, and what do you need to do to prepare it? Once you've prepared the data, you can create the 'PivotTable' report by using the 'PivotTable' and 'PivotChart' Wizard. In the wizard, you'll actually choose the data source. (You can choose data already entered in Excel, or data from a database, called an 'external data source'.).

If you've chosen an external data source, the wizard lets you use a separate program called 'Microsoft Query' to connect to the data source and select just the data you want.

3.7.2.1 What Types Of Data You Can Use

- m Excel list or database
- m External data source: For example, you can use a database file, text file, or a source on the Internet. For more information about data sources, type 'types of databases' in the Office Assistant or on the 'Answer Wizard' tab in the Excel 'Help' window, and then click 'Search'.
- m Multiple consolidation ranges: You can combine and summarise data from several different Excel lists.
- m Another 'PivotTable' report: Do you plan to use the same data to create multiple 'PivotTable' reports? If so, you can save memory and disk space by reusing a copy of the data from an existing 'PivotTable' report to create a new 'PivotTable' report. This action permanently links both the original and new 'PivotTable' reports. (For example, if you refresh the data in the original 'PivotTable' report, the data in the new report is also refreshed, and vice-versa.)

3.7.2.2 What You Need To Do To Prepare The Data

3.7.2.2.1 Prepare data from an Excel List or Database

There are a few things to consider in preparing your Excel data:

- m Make sure the list is well organised: Neatness counts! For example, make sure the first row of the list contains column labels, since Excel will use this data for the field names in the report.

Also, make sure each column contains similar items—for example, include text in one column and numeric values in a separate column.

- m Remove all automatic totals: Don't worry—the PivotTable report will calculate the subtotals and grand totals for you.
- m If you plan to add more data later, create a named range: Then, when you create the 'PivotTable' report, make sure to specify the named range. That way, whenever you add more source data, you can update the 'PivotTable' report to include the new data.
- m If you want to include filtered data, use the 'Advanced Filter' command: On the 'Data' menu, point to 'Filter', click 'Advanced Filter', and then click 'Copy' to another location. This extracts the filtered data to another worksheet location, so you can use it in your 'PivotTable' report. Don't filter the data in place by using the 'AutoFilter' command, or by using the 'Filter' the list, in-place option of the 'Advanced Filter' command. This merely changes your view of the data (not the data itself), and the 'PivotTable' report will include all the data in the list.

3.7.2.2 Prepare data from an external data source

There are a few things to consider in preparing your external data:

- m Install the necessary tools and drivers: You're probably all ready to go—just make sure you've installed 'Microsoft Query' and the appropriate open database connectivity (ODBC) drivers or data source drivers you need. (If you're not sure how to do this, type install 'Microsoft Query' in the Office Assistant or on the 'Answer Wizard' tab in the Excel Help window, click 'Search' and then click 'What you need to retrieve external data'). Then, when you create a 'PivotTable' report by using the 'PivotTable' and 'PivotChart Wizard', you'll use 'Microsoft Query' to actually retrieve the external data.
- m If applicable, get more details on OLAP source data: If you're retrieving source data from an OLAP database or cube file, you can find out more about the OLAP features of Excel by typing create a 'PivotTable' report from OLAP source data in the Office

Assistant or on the Answer Wizard tab in the Excel Help window, and then clicking Search.

- m Query files and report templates: To use a query (.dqy) file to retrieve the data, open the query file (for more information, type 'create .dqy files' in the Office Assistant or on the Answer Wizard tab in the Excel Help window, and then click Search). To use a report template (.xlt) that doesn't already include a PivotTable report, open the template (for more information, type ways to share external data in the Office Assistant or on the Answer Wizard tab in the Excel Help window, and then click Search).
- m Parameter queries: To use a parameter query to retrieve the data, you must first create the parameter query (for more information, type create a query that prompts for criteria in the Office Assistant or on the Answer Wizard tab in the Excel Help window, and then click Search). Note that you can't create a parameter query to retrieve source data from OLAP databases.
- m Web queries: To use a Web query to retrieve data over the Internet, you must first create a Web query (for more information, type 'create a Web query' in the Office Assistant or on the 'Answer Wizard' tab in the Excel 'Help' window, and then click 'Search').

3.7.2.2.3 Prepare data from Multiple Consolidation Ranges

There are a few things to consider in preparing data from multiple Excel lists:

- m Make sure the lists are well organised: Again, neatness counts. For example, make sure the lists have matching row and column names for items you want to summarise together.
- m Remove all automatic totals: The PivotTable report will calculate the subtotals and grand totals for you.
- m If you plan to add more data later, create named ranges: Then, when you create the PivotTable report, make sure to specify the named ranges. That way, whenever you add more source data, you can update the PivotTable report to include the new data.

3.7.2.2.4 Prepare data from another PivotTable Report

There are a few things to consider in preparing data from another PivotTable report:

- m Make sure both PivotTable reports are in the same workbook: If the original PivotTable report is in a different workbook, copy the original report to the workbook where you want the new report to appear.
- m Check the page field settings: In the original PivotTable report, you may have changed the page field settings so they retrieve external data for each page field item individually. In this case, you need to reset the page fields so they retrieve external data for all items at once. (For more information, type 'retrieve PivotTable page field data' in the Office Assistant or on the Answer Wizard tab in the Excel Help window, and then click Search.)

3.7.3 Creating A PivotTable Report

To create a PivotTable report, you use the PivotTable and PivotChart Wizard. Here, you do two things: (a) specify the data you want to use in the report, and (b) create the report framework. Later, you can use something called the PivotTable toolbar to arrange your data within that framework.

For example, you can choose which categories of data to include, and the corresponding data values to summarise. Next, tell Excel how to arrange the data categories in rows and columns of the report. When Excel creates the report, it automatically summarises and totals the data values. Here is the source data for our PivotTable report:

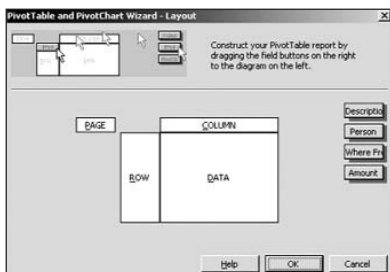
	Person	When Purchased	Amount
1	Sybil	Soap	21
2	Sybil	Ram	5
3	Sybil	Wet suit	32
4	Sybil	Mail Order	4
5	Robert	Soap	54
6	Robert	Wet suit	65
7	Robert	Mail Order	654
8	Ram	Wet suit	43
9	Ram	Mail Order	27
10	Ram	Soap	7
11	Carol	Wet suit	10
12	Carol	Mail Order	5
13	Carol	Soap	4
14	Carol	Wet suit	34
15	Carol	Mail Order	43
16	Carol	Soap	7
17	Carol	Wet suit	26
18	Carol	Mail Order	85
19	Carol	Wet suit	9
20	Carol	Mail Order	43
21	Carol	Wet suit	54
22	Carol	Mail Order	8

The source data for our PivotTable report

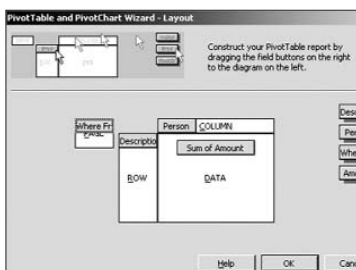
Open the workbook where you want to create the PivotTable report. If you're basing the report on an Excel list or database, click a cell in the list or database. On the Data menu, click the PivotTable and the PivotChart Report. In step 1 of the PivotTable and the PivotChart Wizard, follow the instructions, and click PivotTable under 'What kind of report do you want to create?' Follow the instructions in step 2 of the wizard. If you will be using a single data source, there isn't much more to it—simply confirm that the range selected is correct, and click 'Next'.

In the next dialog box, you need to select whether to place the PivotTable on a new or existing worksheet. Choose either. Now press 'Layout', and you'll come to a screen like the one alongside.

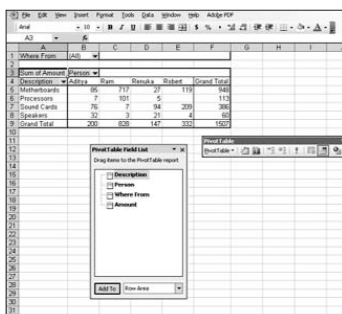
You now need to drag the elements to the places you want them to occupy in the PivotTable. We have used the fields Description, Person, Where From, and Amount, and we'll place them as we've done here. Click 'OK' and then 'Finish', and the PivotTable gets created, as shown in the adjoining figure.



Click 'Layout' to bring up this screen



We have placed the headings as above



Click 'OK', and the PivotTable gets created

3.7.4 Modifying PivotTables

3.7.4.1 The PivotTable Toolbar

If you need to manipulate your PivotTable, you'll find this toolbar useful. Here it is, in all its glory. So what do these functions do? Here's a description.



The PivotTable toolbar has many functions

Name	Function
PivotTable Menu	Lots of menu commands that allow you to take different actions on a PivotTable
Format Report	Displays the AutoFormat dialog box
Chart Wizard	Creates a PivotChart from the PivotTable
Hide detail	Stops detailed information in the PivotTable from being shown
Show details	Shows detailed information in the PivotTable
Refresh External Data	Updates the PivotTable if the information it's based on has changed
Include hidden items in totals	Makes subtotals and totals reflect information in details that have been hidden
Always display items	Specifies that certain PivotTable items should always be displayed
Field settings	Displays the PivotTable Field dialog box for a selected field
Show field list	Displays the PivotTable Field list dialog box

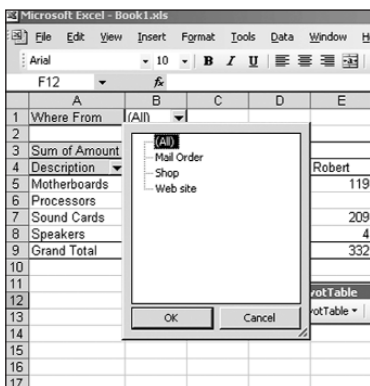
3.7.4.2 Rearranging Fields

The PivotTable will have page, row and column row areas. Each of these has a drop-down list which will display the items in that field, as shown in the adjoining figure.

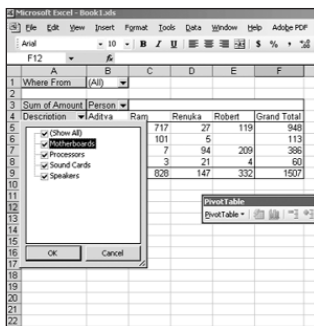
You can suppress the PivotTable's display to show what you want it to show, rather than everything. In our example, we used "Where From" as a field; say you only want this field to show "Mail orders", and nothing else. You do this by selecting "Mail orders"—or, basically, any one of the fields other than 'All'—and clicking 'OK'. The PivotTable will change to show only that data page.

The 'Where From' field, in our example, is placed in the page field area of the PivotTable. You can now choose one of the fields or all of them at once. The row and column field areas allow you to choose multiple subsets at the same time. Here, you can see the drop-down list for the row field area, which, in this PivotTable, holds the 'Description' field from the original data.

To remove from the display any items that show up in the listing, just uncheck the item. The PivotTable will be redrawn to reflect the change—that item will not be present any more. You can keep selecting and deselecting as you wish, but make sure at least one item remains selected!



A drop-down page field list

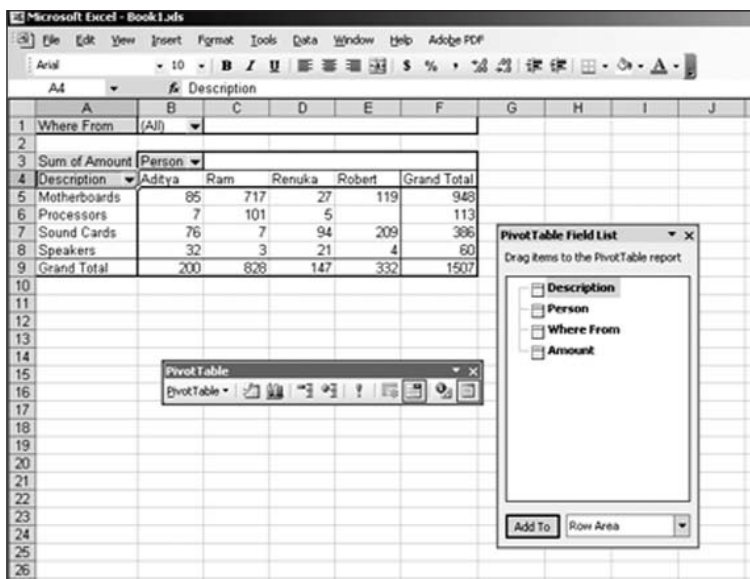


A drop-down row field list

3.7.4.3 Restructuring The PivotTable Using The PivotTable Field List

You can access the PivotTable field list by clicking on the PivotTable Field List option on the PivotTable toolbar, as shown below.

You can drag fields from the PivotTable field list and drop them into different areas of the PivotTable. Also, you can select a field, and use the drop-down list at the bottom of the dialog box to assign fields to different areas of the PivotTable—in this example, you can choose 'Row Area' and click 'Add To'.



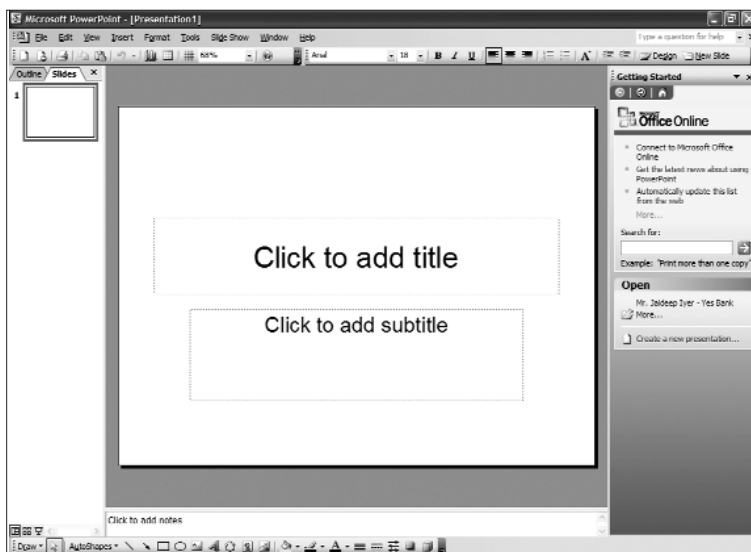
Accessing the PivotTable field list using the PivotTable toolbar

Power Points



If you need to make a presentation—and who doesn't?—it's more than likely that you'll be using Microsoft PowerPoint. Here are a few basic pointers that will help you use the software better. And for those of you who've never used PowerPoint before, this section will serve as a good starting point.

Introduction To PowerPoint 2003



Here's what comes up when you open PowerPoint

Most will agree when one says that we live in a world where people are impressed by outward appearances. In your personal life, it may be the car you drive or how much money you spend on your friends. When it comes to your professional life, it depends on the way you make your presentations. Everyone, from the marketing chap to the MD, has to give presentations, and if you have the right tools, the job is already half done.

PowerPoint has been and is the tool of choice for making presentations worldwide, given its ease of use and functionality. However, while most common users make do with the basic features of the software, you will really need to understand the software to make a presentation that will leave a lasting impression on your audience.

In this chapter, we will see how PowerPoint can be tailored to fulfill your professional needs.

4.1 New Features In PowerPoint 2003

Every new version of Microsoft PowerPoint seems to give us something in new terms of features, and this version is no different. However, the features that have been packed into this version of PowerPoint are some of the most wanted and useful ones.

Let's take a look at some of these features.

■ Navigation Tools

The Slide Navigator you've been so used to previously has been removed from this version. Its place has been taken by a new, more effective and extremely easy-to-use toolbar.

■ Slideshow Remarks

Handwritten remarks or annotations can now be added to slides using the new 'PowerPoint Ink' support in real-time as the presentation is going on. This will not only grab the attention of the audience, it will also give a more personal look-and-feel to your presentation. You can also save annotations for particular slides for later display.

■ Larger Movie Display Option

Remember the time you used to cringe when movies embedded in your PowerPoint presentation used to play in a teeny-weeny screen, and in most cases, did not serve the purpose they were meant for? Well, that's been improved.

■ CD Burning Option

This is one of the best new features. With this option, you can now burn your presentation on to a CD using the 'Package to CD' command, and your presentation is now ready to run on any computer, irrespective of whether the system has PowerPoint installed or not. Finally!

4.2 Using Microsoft Office PowerPoint 2003

Now that we are all worked up on using PowerPoint, let us start with a few small steps. We will first look at starting up PowerPoint, creating your first presentation, saving it and finally making a presentation to an audience.

4.2.1 Why PowerPoint?

PowerPoint can be used to make interactive, interesting presentations that will grab your audience's attention. Another point in PowerPoint's favour is that it can be changed on-the-go, with the newer features. Nevertheless, do not think that PowerPoint is always *the* solution to opt for. No software can beat traditional blackboard and chalk in a math class with its problem-solving, one-to-many sessions between a genius teacher and his eager-to-learn students! PowerPoint is not the tool for such a setting and it's best to stick to the tried and tested.

4.2.2 About PowerPoint2003

PowerPoint 2003 consistently maintains the look-and-feel of the Windows XP environment. Buttons are more coloured, as are the menus and toolbars. The first time you start PowerPoint, you will be greeted with the now-friendly 'Task Pane' offering you helpful options to create your first presentation.

4.2.3 Views in PowerPoint

Understanding the different views in PowerPoint is extremely important. This is because you can toggle between different views, using the toggling to your advantage. Another factor that makes it important is that you should know when to use what view. During a slideshow, it can turn very embarrassing if you fumble when switching views.

When you start PowerPoint, the default view is the 'Normal' view with the task pane on the right-hand side of the monitor, the 'Notes' pane at the bottom and the 'Slide/Outline' pane at the left.

You can change this view using the controls located below the 'Slide/Outline' pane. You will notice that the number of views that PowerPoint has is comparatively fewer than, say, in Word 2003, but that in no way means that the functionality of this software is impaired—it is only implemented in a different manner.

The 'Normal' view in PowerPoint is used to work on individual slides and/or add notes to slides. This is the most commonly-used view, as it offers the simplicity of working on only one slide at a time and accomplish the best on that particular slide.

The 'Slide Sorter' view is, as the name suggests, used to view your created slides, sort, and review them before you go for the final presentation. This is the view where you will want to set the transition times, and the other minute details that need your attention.

The 'Slideshow' view is the one that you will want to press to become the star for the most important show that you have prepared for a long time. Press this button and enthrall your audience!

Another addition to enhance your view is 'Zoom', which lets you zoom on to a particular slide to view or arrange objects on that slide in finer detail.

4.2.4 Creating Your First Presentation

As mentioned earlier, when you start PowerPoint, the first view that you see is the 'Normal' view with the 'New Presentation' task pane. When you click on the 'Create a new presentation' link in the task pane, you will be offered more options to create your presentation, which are 'Blank presentation', 'From Design Template', 'From AutoContent Wizard', and finally, 'From an existing presentation'.

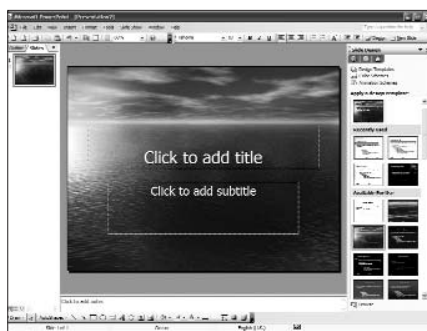
Before you move on to making a presentation, first make a provisional plan. Create your first presentation on a scribble pad using a pencil. Plan how to make the presentation, jot down the key points and a small end to it. Plan the duration of your presen-

tation with your major focus on delivering the key points for the time allotted to you with your intention being to attract your audience's attention and keep them that way, for as long your presentation goes on.

4.2.4.1 Design Templates

For beginners, using a 'Design Template' is the easiest way to create a presentation. A Design template offers you a helping hand to you and at the same time lets you retain control of how you want the presentation to be.

PowerPoint offers you immense varieties of design templates to choose from and also the option of going online and getting new ones needed for those special occasions.



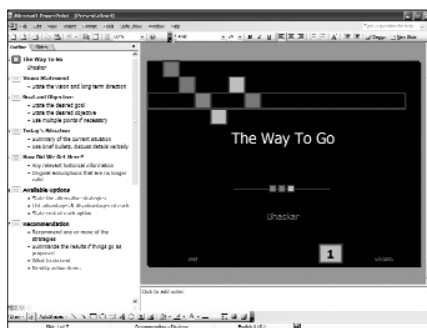
Using a design template

When you choose a design template, what you are basically doing is pointing PowerPoint to use this slide as a base for all the other slides to draw from. This slide is also called the 'Slide Master', which we will discuss later. If you choose more different templates for other slides, the particular design templates will only apply to those slides to which you have applied them, so there will be no particular 'Slide Master'.

4.2.4.2 AutoContent Wizard

The second option is to opt for the 'AutoContent Wizard'. This, as the name suggests, is a Wizard that will help you to fit your presentation into a defined number of slides depending on the options that you choose. For using the AutoContent Wizard, you can go the Task pane way and click 'From AutoContent Wizard'.

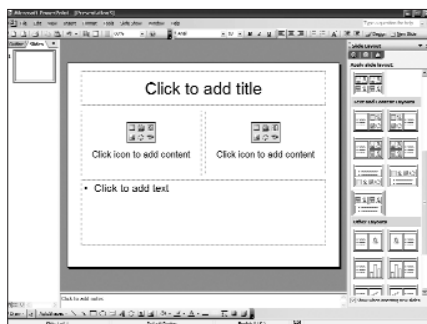
You can also go on adding more slides and modifying the content on the already-present slides according to your preferences. For personalising the AutoContent Wizard, you can add your own custom-made templates and those that you download from the Microsoft Web site.



The result of using the AutoContent Wizard

4.2.4.3 The Slide Layout View

Lastly, you can use the ‘Slide Layout’ view to create your slides. This view requires you to create slides from scratch. You have full control over what you want your slides to look like, and customise every slide to your preference. The ‘Help’ system in PowerPoint 2003 still offers you options to look at to create your slide. For instance, if you are creating a text-only slide, you may want to look at the ‘Text’ or ‘Text and Content’ slide templates on the task pane at the right.



Using the Slide Layout view

4.2.5 Slide Templates

Here is a brief description of what each slide template does for you:

Text Layouts: The slide will only contain your text, arranged in a variety of ways.

Content Layouts: This slide will contain everything but text such as a Clipart, a media file, an organisation chart etc.

Text and Content Layouts: The slide contains a combination of both text and content.

Other Layouts: These are a variety of slides containing specific content such as bullet lists, chart and bullet list and other combinations of text and objects.

4.2.6 Using Masters

Masters in PowerPoint refer to tools that let you create different templates on which the other slides will be based. The Master defines the parameters for all the other slides to refer and be arranged accordingly.

There are three masters available in PowerPoint, namely Slide Master, Handout Master and Notes Master.

4.2.6.1 Slide Master

The 'Slide Master' lets you define the specifics for other slides. In other words, this is a template that you will be creating. The Slide Master lets you customise all aspects when making a slide including fonts, their size and colour, backgrounds, special effects such as bullet effects etc.

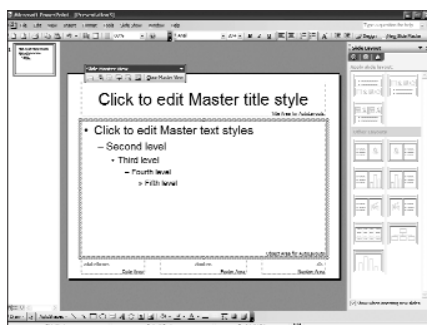
Using the Slide Master means that you want to define the same style for all the slides in your presentation. Thus, making any change in the Slide Master will normally result in a global change in your presentation.

For instance, if you want to specify certain information that you want to appear on every slide such as a symbol or header and footer, just make the change in the 'Master Slide', and it will be applied to all the slides that you have in the presentation. Slide Masters can be created for different slides in the same presentation. You can create a Slide Master specifically for the content, one

for the credits and the other for the presentation opening. Each of these Masters will be unique and making any changes in them will only affect slides that are based on that particular Slide Master.

For opening the Slide Master, go to View > Master > Slide Master. For changing or formatting the text that you want to change in a text box, you will need to click on that particular text box. Then fill in the text accordingly. You can format this text using regular tools and can change the font, style, borders etc. according to your preferences.

When you are done making changes to the Slide Master, click the 'Close Master View' in the Slide Master toolbox.



The Slide Master

4.2.6.2 Handout Master

The 'Handout Master' is similar to the Slide Master, with one difference: it lets you format the content that you will handout to your audience for referring to when you are making your presentation.

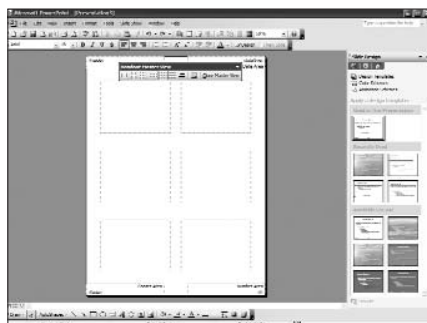
Giving handouts to an audience is considered a good technique to make your audience understand the presentation and pay attention to what you are saying. It also gives them a brief idea of what they missed, just in case some try to grab a wink in between!

The Handout Master can be accessed in a fashion similar to the Slide Master, only, in this case you will need to click on 'Handout Master' instead of 'Slide Master'.

You can add text and graphics to the Handout Master in a similar manner as you did in the Slide Master including formatting of text and backgrounds. You can also put in information regarding

how users can refer to slides and ensure smooth flow of data from the speaker to the audience during the presentation.

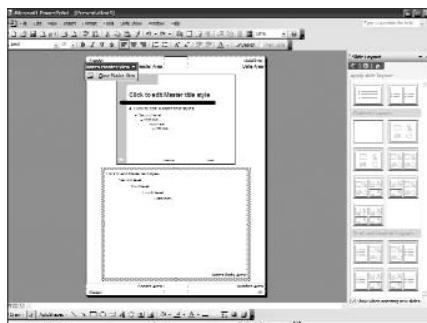
For printing your handouts, click on File > Print and in the 'Print' dialog box, click on 'Handouts' under the 'Print What' section. You can also get a preview of the handout print before you actually give the 'Print' command.



The Handout Master

4.2.6.3 Notes Master

The last and final master in PowerPoint 2003 is the 'Notes Master'. Notes are your personal, behind-the-scenes prompts to which you can refer. Notes Master is the master template that defines the style in which the notes appear to you. Similar to the other two masters, you can specify particular styles for the notes too.



The Notes Master

These are the most important things that you need to know when using PowerPoint 2003. In the next section, we will discuss the addition of charts, tables and other objects.

4.3 Charts and Tables

In the previous section, we have seen how to create slides and insert objects into slides. Customising slides was also discussed in

detail. In this chapter, we will look at inserting charts and tables in your presentation to make it more comprehensive.

PowerPoint presentations are mostly prepared to provide information, stuffing as much as possible, with little text accompanying it. When we talk about information, charts and tables invariably creep unnoticed into a presentation. Here, we will discuss how and what to insert in your slide to give it a professional feel without making the chart or table look like an unwanted guest.

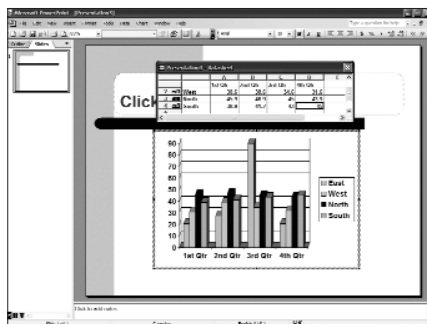
4.3.1 Charts

We will first look at charts. There are different types of charts that can be used in a presentation slide. There are column charts, bar charts, line charts, pie charts etc. Charts can be either 2D or 3D depending on how you want them to be.

Slides such as the 'Text and Content Layout' slide and 'Content Layout' slide will allow you to place charts in the slide. To place a chart in a slide, click on Insert > Chart. You will automatically see a chart in your slide with a small Excel sheet window.

When you click on the Chart option, you will see the menu bar on the top has also changed. New fields such as 'Data' and 'Chart' have appeared in the menu bar. Click on Chart > Chart Type to choose the chart type that you want. There are a variety of options available and you can choose any one you like.

For changing the data, just replace the data in the small datasheet window with the data that you want to enter and the data on the chart will be replaced automatically. This will also give you



Charts in PowerPoint

for other presentations.

For this, click on Chart >

Chart Type in the menu

bar. When the dialog box

opens, there's a tab

called 'Custom Charts'.

In this tab, you will need

to select the 'User

Defined' radio button in

the 'Select from' area.

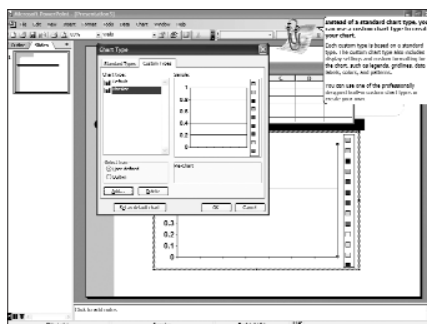
Then click 'Add' and

specify a name and

description for the chart

that you made. This chart

will be added to your 'Custom' list.



Custom Charts in PowerPoint

4.3.4 Creating Tables

Displaying information in a tabular format has long been a way of life for most users. In case of presentations, this is even more important, since you need to keep the data concise and clean. Tables come as welcome helpers in such scenarios.

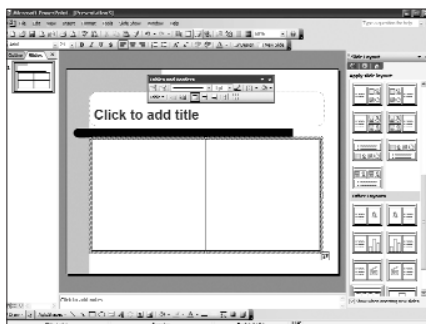
For inserting tables in a slide, go to Insert > Table from the menu bar. You will be presented with a small dialog box asking for the number of rows and columns to be added to the slide. Specify that and you have a ready-made table in your slide. All you need to do now, is fill in the data.

The drawback to creating tables in PowerPoint is that you cannot perform calculations or sort. For such functionality, you'd be better off creating a table in Word or Excel and importing it as an object in your PowerPoint slide. This is what we will talk about in a little while.

When working with tables you will have to deal with adding and deleting rows and columns from a table. Here is how you do it:

○ If you want to insert a row above, below or in the middle of the table, follow these steps:

Place your cursor on the left of the table until you see an arrow. Now left-click the mouse and the whole row will be selected. Go to Table > Insert, and click on either the 'Rows below' or 'Rows above' option, depending on where you want to place the new row.



Creating tables in PowerPoint

Similarly, for adding columns, you can take the cursor to the top of the column until it becomes an arrow pointing downwards. Now left-click the mouse to select the entire column. Then go to Table > Insert, and there click on either the 'Columns to the left' or 'Columns to the right' option, depending on where you want to place the column.

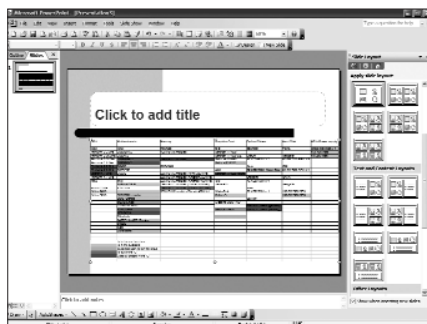
4.3.5 Inserting Excel And Word Tables In PowerPoint

As mentioned earlier, creating a table in PowerPoint results in quite a bit of loss in functionality. Therefore, it is better if we rely on Word or Excel for getting our tables done. There are various ways you can import tables from one application to another, starting with the simplest method of copying and pasting. However, copy and paste can result in loss of formatting.

For inserting an table in PowerPoint from Excel, go to Insert > Object. This will open the 'Insert Object' dialog box. You now have the option of either creating a new object, or you can create from a file. This is what we are going to do. So, click the 'Create from File' radio button, and in the next box, browse to the file you want to import. This will import the chart in to your PowerPoint slide.

Now, you can resize, edit, format, and do anything to the data that you would in Excel.

You can also copy and paste data from Excel to PowerPoint. This is simple to the point of copying which is create a table in Excel and then select the data region that you want to copy. Now, comes the part where things change a bit.



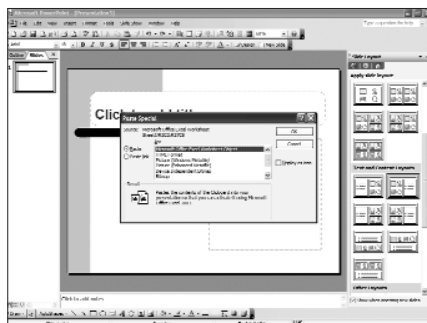
Importing an Excel chart

Instead of using the regular paste, click Edit > Paste Special. You will be presented with a dialog box that will let you choose from various options. Choose the first option, which is Microsoft Office Excel Worksheet Object, and click 'OK'. This will paste the selected data area from the Excel Worksheet into the PowerPoint slide. Now you can resize, edit and format data as you want.

You can perform similar operations with Word and PowerPoint. However, in the 'Insert Object' scenario, if you try inserting a document of which the table is a part, then the whole document will be inserted in the slide. In such a case, you can copy the table to single blank document and then insert that document in the slide. That'll do it.

4.4 Graphics and Media

In this section we will discuss how to animate your slides and insert media objects and also diagrams in your presentation.



Copy and then 'Paste Special'

4.4.1 Diagrams

First off, let us talk about diagrams. There are certain presentations where you have to use diagrams to drive home your point, for instance, when speaking about organisational hierarchy, or marketing heads of different territories who have performed well. Such information will need diagrams, and PowerPoint will let you integrate this easily and painlessly into your slides.

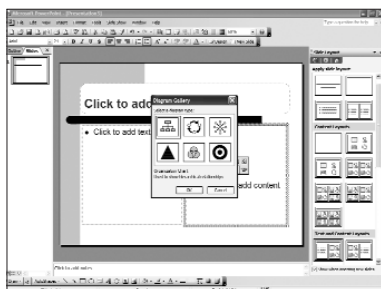
Organisational charts are a special category in the diagrams dialog box, which you can access by clicking Insert > Diagram. Alternatively, you can choose a 'Content only' or 'Text and Content Slide' layout from the task pane and click on the content icon in the placeholder to insert a diagram or organisational chart on to the slide. Click on the type of diagram that you want to insert and click 'OK'.

This will insert a diagram on to your slide. Diagrams can range from 'Organisational Charts' to 'Venn Diagrams' to 'Pyramid and Radial' diagrams. Once you have inserted the diagram, you can insert more shapes according to your needs. You can also manually adjust the diagrams accordingly to fit in one presentation slide.

In the diagram box, you will see the placeholder to insert your text and other information. Text again can be formatted according to your specific needs.

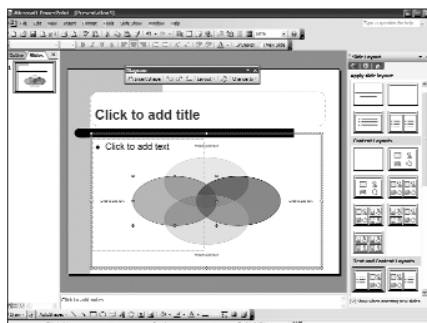
4.4.2 Adding Media Clips

Media clips must be added to your presentation to increase the effect of your presentation on the audience. One point that should be made clear here is that there is a fundamental difference between an animation and a movie. While an animation is an illustration that moves, a



Inserting a diagram

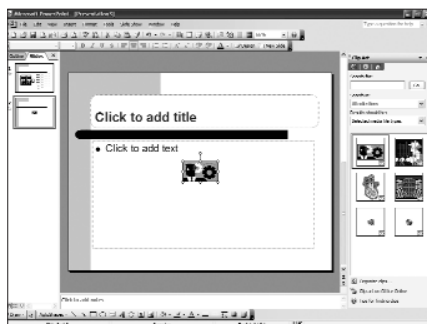
movie is a digital media clip that consists of audio and video. While an animation is good enough for slide transitions, adding a media clip which could be either sound or video, can be extremely effective. For instance, adding a voiceover narration to your presentation informing the audience about the objective and perhaps mentioning a brief detail of the company can really impress your audience.



Inserting a Venn diagram

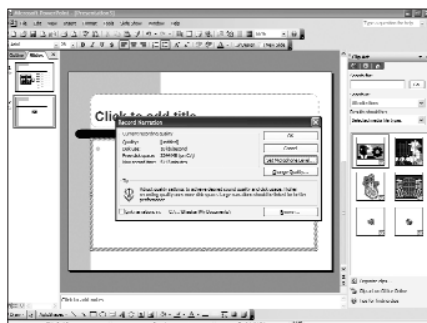
For adding movies and sounds in your slides, click Insert > Movies and Sounds. Now you will see a task pane where you will see a list consisting of movie clips. If you want to add a custom movie file, click on Insert > Movies and Sounds > Movie from File. This will insert the custom movie in your slide.

In a similar manner, you can also add sound clips to your presentation. We mentioned adding narration to your slides. This can be done by recording a voice and adding it to the slides. For this, choose the particular slide that you want to add the narration to and then click on Slide Show > Record Narration. This will open a dialog box and clicking 'OK' in this box will let you record voice or narration for that particular slide. Click 'OK' to start recording and as the slideshow progresses, you can record accordingly. As



Adding Movies

soon as the slideshow is over, PowerPoint prompts you to save the recording. If you think that the recording and the slide timings are done right, you can save the recording, else you could discard it.



Record a narration

Once you are done with the narration, press [F5] to start the presentation with it.

4.5 Saving And Exiting PowerPoint

After you have made the presentation and have completed a dry run, its time to save and exit the presentation. Generally, we do not pay attention to the options that are available in the 'Save' dialog box, and save the presentation as a PowerPoint presentation. However, there are other options such as Windows Metafile, GIF file, as a Design Template, a Web page, etc. Depending on what you want to save the presentation as, make your choice and save the presentation for optimal performance when you use it.

4.6 Package for CD

This is a completely new feature in PowerPoint 2003. Here are the steps you need to package the presentation on to a CD:

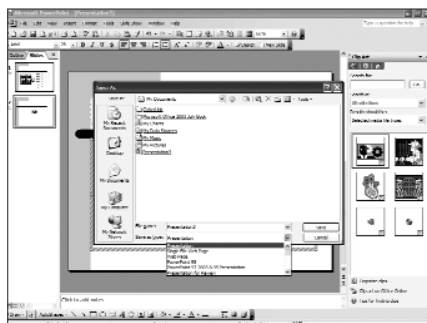
Click **File > Package for CD**. The dialog box for saving the presentation on a CD opens.

You can click 'Options' to choose more options for your presentation, including password-protecting your presentation. Once you are done making the changes, click the 'Copy to CD' button to burn the presentation on to a CD. Now you can carry this presentation around you on a CD, and run it even on computers that do not have PowerPoint installed.

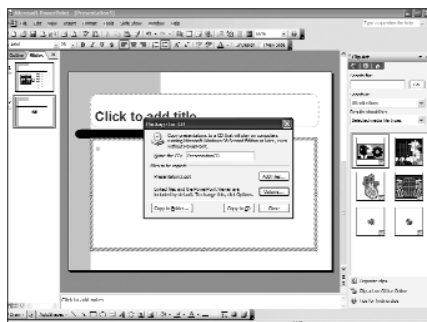
4.7 Using Animation Schemes

Animation Schemes are intended to animate slides. Animation schemes are used to give a more professional rather than the regular 'click and see all' style of presenting slides. For adding animation to your slides, you need to set your presentation in the 'Slide Sorter' view and then click on the slide to which you want to apply the animation. Then click SlideShow > Animation schemes. You will see a Slide Design task bar on the side, which will let you add different animations to your slide. Choose one, click 'Play', and you will get an instant preview for the effect that you applied on the slide. There are different styles of animation that you can choose from, and you can play around a lot before choosing the perfect animation for your slide. Also, you need not apply the same type of animation to all your slides. You can choose the best one for each individual slide—but ensure that they combine well and do not seem disharmonious.

You can also animate individual objects such as charts and text on a slide. For this, you will have to go back to the 'Slide Layout' view and for each object on a slide that you want to animate, click on that particular placeholder and then click on 'Animation



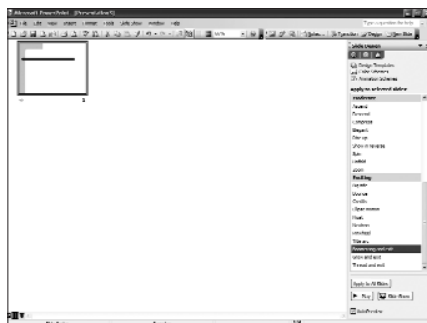
Saving a presentation leads to several options



Package for CD

Schemes'. You can then choose from a range of options to animate a particular object.

You can also use custom animations for each of the objects. While animation schemes will apply the same effect on all objects, custom animations will let you specify different animations for different objects. For instance, you can use the 'Fade' effect for the text to appear while you can use a Fly-in effect for the chart.

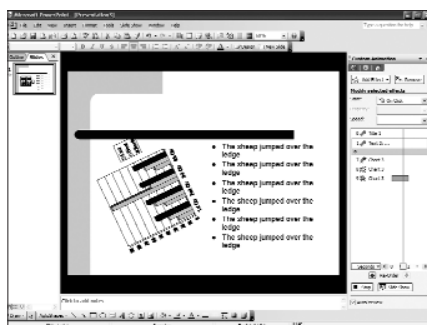


Adding Animations

For slide transitions, you can also set the speed so that the slide transitions are uniform. By default, the speed is set to fast. You can also add custom sounds for slide transitions. For performing these actions, you will need to access **Slide Show > Slide Transition**.

4.8 Finishing Touches: Rehearsing Your Presentation

We have seen how to create, modify, enhance and carry around our presentations. This is a lot of work; however, it is only the tip of the iceberg. Remember, you will be the person making the presentation! No amount of PowerPoint skills can clear a sudden lump in the throat. The only way to get



Custom Animations

rid of that is to rehearse your presentation. This is generally called a dummy presentation. Here are some tips on how to cope with the presentation jitters before you actually make one!

1. Make sure you play an active part in preparing the presentation even if it is not required from you. If you are suddenly required to step into someone else's shoes, make sure you are ready for it.

2. Know the shortcut keys well and all the views in PowerPoint.

3. Rehearse, rehearse, rehearse. Consciously pay attention to your body language. Slouching, unnecessary hand gestures, wiping your face while speaking, all point to nervousness. Other tell-tale signs are fidgeting, playing with an object, and not making eye contact with the audience. Make sure that you avoid all this.

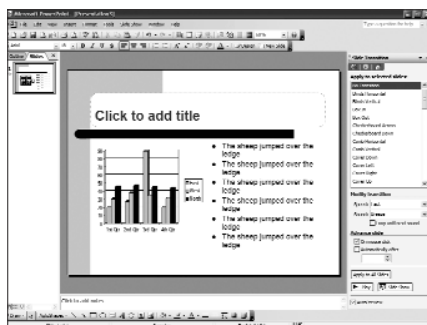
4. Avoid using filler words such as “umm” and “err” when making a presentation. If you do not remember what to say, pause your speech while you collect your thoughts.

5. Rehearse in front of colleagues or friends and ask them to point out your shortcomings. This will increase your confidence.

6. Know your subject matter inside out.

7. Use a wooden pointer or a laser or a pen to point to text or charts on the slide.

You can delve still deeper in PowerPoint 2003 and understand the finer details and intricacies that are hidden deeper within. PowerPoint 2003 gives you more power than ever before for improving your presentation skills, and there's no way you can mess up your presentation—even if it's your first one—unless you really intend to do so!



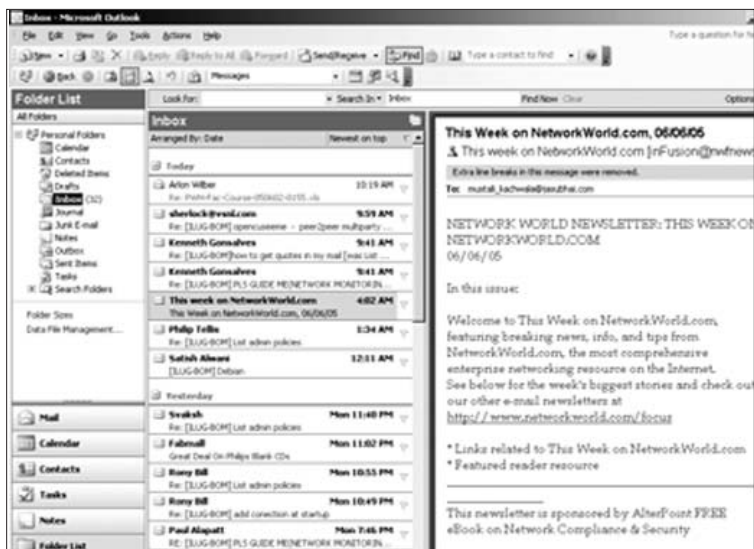
Slide Transitions

Change Your Outlook



So you thought Outlook was only an e-mail client? Well, Outlook does do a very good job as an e-mail client, but there's much more to it than that. It acts as your personal secretary. In this section, we discuss how you can use Outlook to maximise productivity. Also, the 2003 version has improved considerably on earlier versions.

5.1 Introduction To Outlook 2003



The Outlook window can look a little confusing when you first open it!

Let's look at what Outlook can do. Its functions may be summarised as follows:

- m E-mail: Outlook lets you send and receive POP and IMAP e-mail. However, you cannot send and receive messages from your Web e-mail accounts such as Hotmail, Rediffmail, Yahoo! Mail, and so on, unless you have paid for the specific service that lets you receive mails from these accounts into Outlook.
- m Contacts: You can maintain information about all your contacts using Outlook. You can retrieve information from this catalogue very easily, using the search feature that's built in. The information about contacts that you can store includes name, e-mail address, home address, telephone number, home page, and so on and so forth—so Outlook can act as your one-stop point for all information about your contacts.

- m The Calendar: Using Outlook's calendar, you can, for instance, create appointments, and have them displayed in a daily, weekly, or monthly view. Outlook can also notify you about these events with special reminders.
- m Tasks: With Outlook, you can create lists of tasks and have the program remind you when a certain task is due. Documents may also be linked to tasks.
- m Notes: You can create the electronic equivalent of Post-It notes using Outlook, a useful feature for quickly jotting down information when you are, for example, on the phone, or for information that doesn't merit a separate document. This reduces clutter. You can also display notes directly on the desktop.

5.2 New Features In Outlook 2003

Outlook 2003 has improved upon earlier versions, and has several new features. Here are some of them.

- m The Shortcut Bar from earlier versions of Outlook has been replaced by the new Navigation Pane, which provides centralised navigation. You can turn the Navigation Pane on and off by pressing [ALT]+[F1]. When you first open Outlook, the Navigation Pane will show your 'Favorite Folders' and 'All Mail Folders'. In the 'Favorite Folders' pane, e-mails are displayed in folders, but the messages aren't actually moved to the folder in the 'Favorite Folders' pane. The messages are still in their original folders but are also accessible in the 'Favorite Folders' pane, where they are more noticeable and more easily organised.

If you want to see all your Outlook folders, you'll need to display the Folder List, which includes all Outlook folders, such as 'Mail', 'Calendar', 'Contacts', and 'Public Folders'. The large buttons in the Navigation Pane allow you to easily switch to 'Mail', 'Calendar', 'Contacts', 'Tasks', 'Notes', 'Folder List', and 'Shortcuts'. Not all of these large buttons show by default—you can show fewer or more buttons in the button tray by using the menu after clicking the little icon with a right-arrow on it.

- **The Reading Pane:** In Outlook 2003, the 'Preview Pane' has been replaced by the 'Reading Pane'. You can read your messages as they would appear on paper in the 'Reading Pane'. The messages list is now vertical instead of horizontal, as in previous versions of Outlook. This provides a large space for the 'Reading Pane' on the right-hand side of the Outlook window. By default, the 'Reading Pane' is initially turned off in the Inbox—you can customise your Outlook 2003 'Reading Pane' to suit your needs. Two icons have been added to the 'Standard Toolbar' to facilitate turning the 'Reading Pane' on or off. You will soon notice that each sub-folder within the Inbox can have its own 'Reading Pane' setting.

Other Reading Pane options can be accessed from the 'Tools' menu by clicking **Tools > Options > Other tab**, and then clicking the 'Reading Pane' button. Options include moving the 'Reading Pane' back to the bottom (as in previous versions of Outlook) and hiding or showing message headers in the 'Reading Pane'.

- **Desktop Alerts:** A Desktop Alert is a notification that appears on your desktop when you receive e-mail items such as an messages, appointments and tasks. You can modify where the alert appears on your desktop, and for what how long it is displayed. By default, it will display in the lower right of your desktop for seven seconds.

In the case of an e-mail message, the alert displays the name of the sender, the subject, and the first two lines of the message. In the case of a meeting request, the alert displays the sender, subject, date, time, and location of the meeting. For a task request, the alert displays the sender, subject, and start date of the assigned task.

- **Address AutoComplete:** This feature suggests names as you type in the To, Cc and Bcc boxes. When you type the first letter of a name in one of these boxes, AutoComplete begins to suggest possible matches based on names you have typed in before. The more letters you type, the more likely is AutoComplete to find a match.

- m The 'Arrange by Group' option: Outlook 2003 includes an 'Arrange by Group' feature that helps you see your messages in different ways. There are 13 predefined, standard arrangements, such as grouping messages by date, conversation, category, flag, and importance.
- m Multiple Calendars: The Calendar view has been streamlined, and you can view multiple calendars at once. You can view other peoples' calendars next to your own: in 'Calendar', click 'Open a Shared Calendar'. To select another person's name from the address book, click 'Name' or type in the name into the 'Name' box. The new calendar will appear beside any calendar already in view.

Calendars are colour-coded and labelled to help you quickly compare schedules or schedule a meeting. After you open another person's calendar, you can easily show or hide that person's calendar.

- m Quick Flags: If you need to respond to an e-mail message but don't have the time, you can click the 'Flag' icon next to it to mark it with a 'Quick Flag'. Multi-coloured flags make it easy to categorise your messages. You have six different flag colours available for better organisation of important or follow-up items. To change the colour of the flag to something more meaningful to you, first flag it as normal. After the message is flagged, right-click the flag icon and choose the desired option.

5.3 The Basics Of Outlook 2003

5.3.1 The Folders

Items in Outlook are organised in folders. The program comes with a basic set of folders, which you can see on the left of the window. You can always add to this list. For instance, you can create a folder called 'Work' with a sub-folder called 'July Work'.

Do not confuse Outlook folders with Windows folders—the messages in a particular Outlook folder are not stored in any Windows folder.

The default 'Personal Folders' in Outlook include:

(a) Inbox: This is where the incoming mail is routed.

(b) Outbox: This is where mail that you've composed and has not yet been sent resides.

(c) Sent Items: By default, Outlook saves a copy of every message you send, in this folder.

(d) Drafts: If you write a message and decide to edit it and send it later, you can save the incomplete message in this folder.

(e) Deleted Items: When you delete a message, it goes into this folder. To permanently purge messages, you'll need to go into this folder and delete them.

(f) Calendar: It displays the current day divided into hours, and a monthly calendar.

(g) Contacts: All the information you have saved about your contacts resides in this folder.

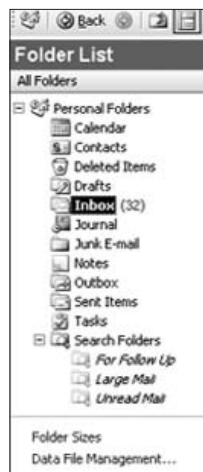
(h) Tasks: This folder displays the tasks you've written for yourself. It also displays the tasks someone else has set for you.

(i) Junk E-mail: Outlook 2003 can automatically classify e-mails as junk, based on the criteria you assign. For example, you may assume that all messages with the words "get out of debt" are junk, and Outlook will put all such messages in this folder.

(j) Notes: This folder contains the notes you've written out—the electronic equivalent of Post-It notes, like we mentioned earlier.

(k) Journal: Here, your activities are recorded. You need to turn on this feature, which is disabled by default. Once enabled, the Journal can track things such as the documents you open, what times of the day you e-mail a particular contact, and so on.

(l) Search Folders: They contain the results of searches for the messages you have conducted in the past. They also contain the parameters you used for the search. If you want to conduct a similar search again, such as "which e-mails did I received from these three contacts", you don't need to provide the information again.



The Folder List in Outlook shows you all the folders you have

5.3.2 The Navigation Pane

The 'Navigation Pane' corresponds to the 'Outlook Bar' in earlier versions of Outlook. It's on the left of the Outlook window. You can resize it, and if you drag it all the way down, the buttons will be replaced by icons at the bottom, and the default items you'll see on top are 'Favorite Folders' and 'All Mail Folders'.

Customising the 'Navigation Pane' is easy. Just right-click any button and choose 'Navigation Pane Options'. Customising the 'Navigation Pane' is a great way to make Outlook appear the way you want it to. Moreover, you can remove anything you don't use—for example, Notes.

5.3.3 Configuring E-mail Accounts

To configure e-mail accounts, you will need to know the IPs your incoming and outgoing mail server. Ask your system administrator or ISP for these. You'll also, of course, need to enter your name, e-mail address, and the password.

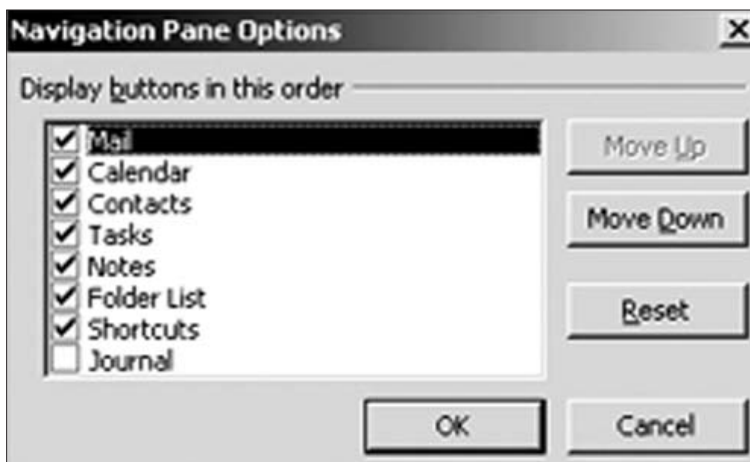
Go to **Tools > E-mail Accounts**. This opens the E-mail accounts wizard. Click the 'Add new e-mail account' radio button and click 'Next'. Now, you'll need to choose what type of server your account will be used in conjunction with. This is usually POP3 or IMAP.

Enter all the required information. You can checkmark the



This is what the 'Navigation Pane' looks like by default

When you drag the arrow down, all the items become icons



Outlook can look pretty confusing at first. Use the Navigation Pane Options to set what you want to and don't want to see on the left-hand side of the screen

'Remember Password' checkbox if you don't want to enter your password each time you send and receive.

In 'More Settings', you have the option of leaving your messages on the server. This means that after you receive your messages, there will still be a copy on the server, which is good, in case you delete an important message by mistake—but bad because your server will probably get filled up with mails you've already read.

Click 'Next', and then 'Finish'. Your account is set up. You can add more accounts the same way. Just repeat the steps in order.

To send and receive messages, click 'Send/Receive' on the toolbar. This will retrieve all mails from the server, and also send all mails in your Outbox. The messages you receive will automatically be routed to your Inbox.

5.4 Your Personal Mailman: Organising Your E-mails

5.4.1 Creating And Maintaining Folders

As we mentioned earlier, you can create your own mail folders in Outlook. To do so, go to **File > New Folder**, and specify the name of the folder, what it will contain, and which folder you want to make it a subfolder of. You can thus create several folders—say one for personal mails and one for office mails; then, within the ‘office’ folder, one for co-workers and one for senior colleagues, and so on. This is useful as your Inbox isn’t cluttered with mails all the time, and you can easily find a message when you need it. Of course, you can always search for mails based on certain criteria, but what if you don’t remember enough about a mail to be able to search for it? If you organise your folders effectively, you won’t need to search nearly as often.

5.4.2 Auto-directing Your Mail To Specific Folders

Once you’ve set up your personal mail folder hierarchy, you can make Outlook automatically direct mails to these folders, instead of dumping everything in your Inbox. Here’s how.

Go to **Tools > Rules and Alerts**. The ‘Rules and Alerts’ dialog box opens up. To start creating a new rule, click ‘New Rule’. This opens up a wizard. You can choose to create a rule from scratch, or use a template. Templates exist because many rules are used very often, for example, to move messages from a specific person to a specific folder. Of course, if you choose to create a new rule based on a template, you’ll need to edit it to suit your requirements. It’s easy to use a template—simply click ‘Start creating a rule from a template’, and it’s intuitive. Let’s do it the slightly harder way—creating a rule from scratch. Click ‘Start from a blank rule’.

In the Rules wizard, you’ll see ‘Step 1: Select conditions’, and ‘Step 2: Edit the rule description’. Depending on what you choose in the top box (see figure below), the description changes in the box below. Let’s take the example at the top of the first box: ‘from

people or distribution list', which is also the most obvious rule. Similar steps ensue for any of the rules in the top box—for example, with specific words in the subject, and so on.

When you checkmark 'from people or distribution list', the second box shows up 'Apply this rule after the message arrives from people or distribution list'. Here, 'people or distribution list' is hyperlinked. Click the hyperlink, and you'll get an address list. From the address list, you can specify what people's messages you want this rule to apply to.

This sets up what kinds of messages to catch with this specific rule. The next logical step is what action should be taken with the messages that are caught with the rule. You can choose to move it to a particular folder, to automatically delete the message, automatically forward it to someone, and so on.

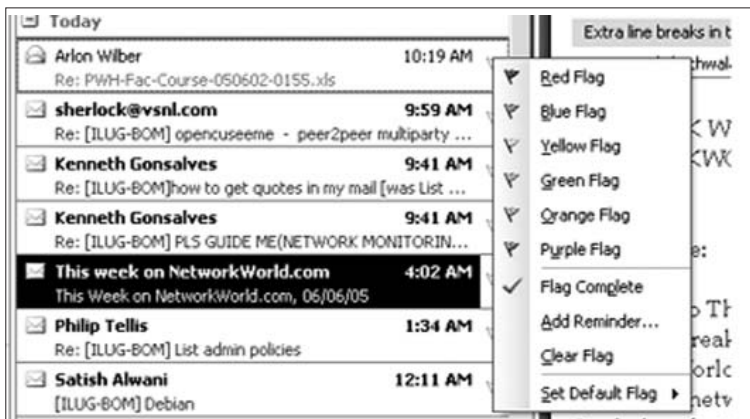
Since we're now organising your folders, let's say you want to move such messages to a particular folder. Simply specify that in the rule—it's easy and intuitive to do so. At this point, you may want to specify exceptions to your rule: say your rule was that all mails from your boss go into the 'Boss' folder. But if the boss is calling a meeting, you want it flagged and in your Inbox. Specify this: tell Outlook the rule applies unless the subject line contains the word 'meeting'. Again, it's easy, with the wizard, to specify exceptions.

Once you're done with specifying your rule, there are a couple of things to take care of. First, you have to name the rule. Second, you choose whether to turn the rule on right now (you can always turn it off whenever you want to). Third, once it's turned on, you choose whether to run the rule right now—in our example, all the messages from your boss will instantly be moved to the 'Boss' folder if you do this. Finally, you choose whether to apply the rule to all the mail accounts you've specified in Outlook, or only to specific accounts.

After you've set up all your rules, you'll find that maintaining your mails and folders gets a whole lot easier.

5.4.3 Quick-Flagging

This is a new feature in Outlook 2003. Basically, you can flag messages, based on certain criteria, with flags of different colours, so it's easy for you to remember what you need to do with them later.



When you right-click a flag, the flag options appear. You can set which flag you want for that item, add a reminder, set the default flag colour, and clear the flag

To flag a message with the default colour, click the flag-like button at the right end of the message in the Inbox (or any folder). This will tell Outlook that you need to follow up on this message, and it will show up in the 'For Follow Up' folder within 'Favorite Folders'.

To change the flag's colour, in order to make it easier for you to take specific actions based on colour, right-click the flag. This brings up a menu. The menu has several options. You can change the colour of the flag; you can set the default flag colour; you can remove the flag; and you can add a reminder to the flag that indicates exactly in what fashion you want to follow-up the message.

Flagging your messages ensures you won't forget to follow up your received mails in a timely and appropriate fashion.

5.4.4 Spam Control

Outlook 2003 has a junk e-mail filter that works pretty well. There are two aspects to the spam filter—first, it can treat e-mail as spam based on criteria that you specify; second, it can read your messages and based on words it finds in the message, decide whether a message is spam or not.

You can also set Outlook's 'sensitivity' to the spam it detects—basically, if you set the sensitivity to 'high', more mails will get detected as spam. Outlook's spam filter also learns with experience, and gets better and better at filtering junk e-mail. Here, we take a look at how you can tell Outlook what e-mails are to be treated as junk.



The 'low' setting is the default for junk e-mail. It's also the most recommended

Go to **Actions > Junk E-mail > Junk E-mail Options**. This opens up the 'Junk E-mail Options' dialog box, shown below.

The following are the elements in the Options tab:

1. "No Automatic Filtering" just turns the filter off.

2. "Low" is the default. As mentioned earlier, when the sensitivity is set to low, fewer mails are caught as junk.

3. "High": Use this setting if you receive too many junk mails. However, since this traps more mails as junk, it's likely that some useful mails may get caught as well. So, if you choose this option, remember to check the junk e-mail folder often for good mail.

4. “Safe Lists Only” means that Outlook will treat every mail as junk except for those that come from senders you specify as safe. You can specify safe senders and safe recipients in the next two tabs in the main ‘Junk E-mail Options’ dialog box.

Basically, under ‘Safe Senders’, you enter the e-mail addresses of people whose e-mails are never to be treated as junk. You can also specify domain names here, for example, your office domain name—assuming that no-one in your office sends you spam! In the ‘Safe Recipients’ list, you specify domain names or e-mail addresses of mailing or distribution lists to which you subscribe. These e-mails will then never be treated as junk.

5. ‘Permanently delete suspected junk e-mail...’ is not a recommended option, because there’s a high chance that, however good Outlook may be at filtering spam, there will be occasions when good e-mail gets trapped as spam.

In the ‘Blocked Senders’ tab, you specify, of course, e-mail addresses and domain names, mails from which are always to be treated as junk.

5.4.5 Importing And Exporting Messages

Outlook, like we mentioned earlier, stores messages in folders that aren’t the same as Windows folders. They’re actually files. You can import and export messages in the form of .pst files, and this can be useful in a variety of situations. You may want to export all your mails into a file so you can permanently archive and encrypt them. Or, you may want to transfer mails between computers. You may also want to keep a backup of your mails as a .pst file so that you can get your mails back in case one of your hard disk crashes, or if you need to re-install Outlook.

Outlook has a handy import/export utility for such situations. To begin the process, go to **File > Import and Export**. The ‘Import and Export wizard’ opens up. Here, choose ‘Export to a file’ and click ‘Next’, as shown on the next page.

Choose .pst from 'Create a file of type'. Now, choose the folder you want to export from. If you want to export all your mails, simply choose Inbox and include all subfolders.

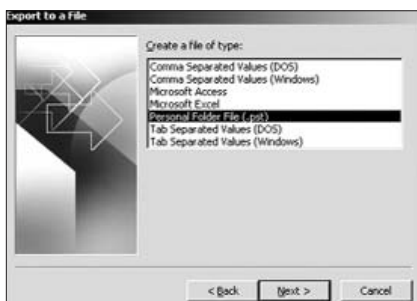
You now need to specify the filename for the .pst file, if you want to change it from the default. Another feature here is that if you exported files to a .pst file before, and are overwriting it, you have the option of just appending items to the old file. The options are shown in the adjoining figure:

When you click 'Finish', a dialog box comes up, which gives you the option of encrypting the file with a password. Do this if you want to, and finally, click 'OK'. Your .pst file is ready for import as and when the need arises.

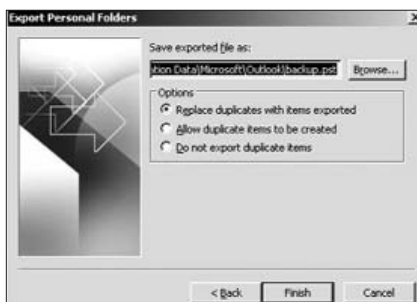
When you import a .pst file, Outlook will get populated with the mails



The Import and Export Wizard. You can also import from other programs such as Netscape



Choose the .pst option if you intend making a backup of all your mails



In the next step, you choose the .pst file to export to. Keep this file in a safe place

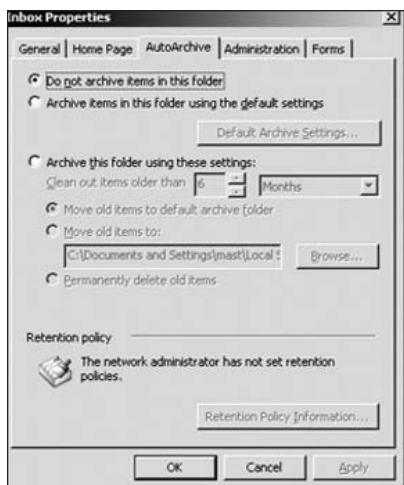
in the file, just the way you want it—with all your mail and other items, as well as folders, in place. To import, go to **File > Import and Export**. Choose ‘Import from another program or file’. In the next screen, choose ‘Personal Folder File’—this is the .pst format being referred to. Choose the file that you want to import (the one you created when you exported from Outlook). After you’ve chosen the .pst file, you can select the folder within that file to import from (unless you want to import the whole thing), and to which Outlook folder you want to import the file to.

5.4.6 Archiving Messages

‘AutoArchive’ is a very useful feature in Outlook. Messages older than a certain number of days or weeks are automatically archived, that is, moved to the ‘Archive’ folder. This process happens every few days—two weeks by default.

There are thus two things you can control here—how often the archival process takes place, and, how old you want messages to be before they get archived. You can set different values of this ‘archival age’ for each folder—the archival age is how old messages get before they are archived.

To set the archival age for a folder, click ‘Folder List’ on the ‘Navigation Pane’, and right-click the name of the folder whose archival age you want to set. Select ‘Properties’, and you’ll get the ‘Properties’ dialog box for that folder. In this box, click the ‘AutoArchive’ tab. You’ll see everything



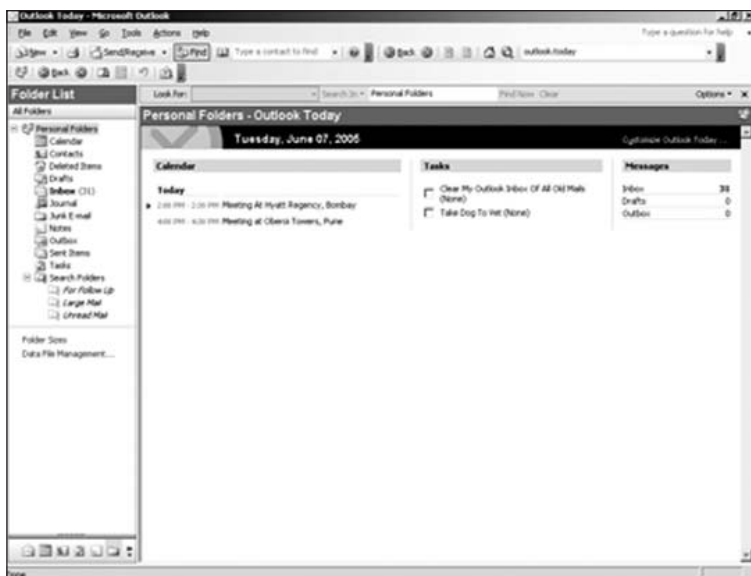
Each folder has Properties, and shown above is the AutoArchive tab for the Inbox

you need here: you can choose not to archive messages in that folder, you can choose to use the default settings, or you can specify the settings.

In the settings, you can choose the archival age, and where you want the items to be moved to—the default ‘Archive’ folder, or to any folder of your choice. You can also choose to permanently delete old items.

5.5 Your Personal Secretary: Schedules, Tasks And Reminders

Unlike Outlook Express, Outlook is much more than an e-mail client. You can set up tasks, reminders and schedules for yourself. You can also assign tasks to others, meaning that they will receive a message with details about the task. With ‘Outlook Today’, you



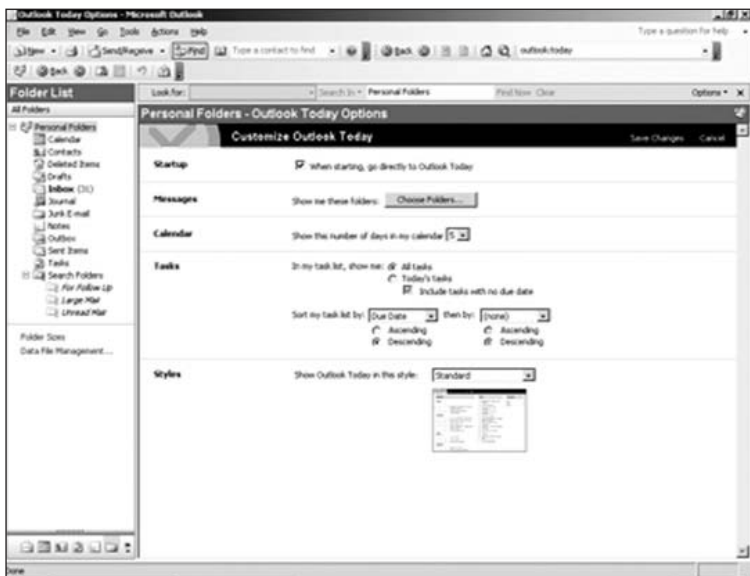
This is the default view when you open Outlook Today. You'll see 'Calendar', 'Tasks', and 'Messages'. The latter displays the most obvious folders by default

can see at a glance what tasks need to be done on a particular day—what tasks need to be finished, how much time remains until a particular task is due for completion, and so on. Outlook will also remind you about appointments, and so on. Let's take a look at these features of Outlook.

5.5.1 Outlook Today

Open 'Outlook Today' by clicking 'Shortcuts' in the 'Navigation Pane', and then clicking 'Outlook Today'. As shown below, the 'Outlook Today' view shows you the date, the calendar for the day with whatever you've marked on it, the tasks for the day, and what mail is in your 'Inbox', 'Drafts' (mail you haven't finished writing) and 'Outbox' (mails you haven't yet sent).

You can customise this view of Outlook Today. To do so, follow these steps:



You can customise Outlook Today as much as you wish—there are plenty of options available. Choose what you'd like to see when you open Outlook first thing in the morning!

To the right of the current date, you'll see 'Customise Outlook Today'. Click it. This brings up the 'Personal Folders - Outlook Today Options' screen. This has, essentially, five customisable items.

Startup: Here, you can choose whether to go to 'Outlook Today' directly when you start Outlook.

Messages: As we mentioned, the default folders that 'Outlook Today' shows is your 'Inbox', 'Drafts', and 'Outbox'. You can customise what folders you want to be shown up.

Calendar: By default, Outlook shows only the current day. You can choose how many days you want to see in the 'Calendar' view.

Tasks: Naturally, there will be tasks only if you've set them up—see section 5.4.2 for details on this. Under Tasks, you can choose to show all the tasks you've set up, or only the tasks for today. There's also an option to show tasks with no due date—which is useful if you want to get a handle on everything that faces you in, say, the next week. After that, there's the option on how you want your tasks arranged.

Styles: When you choose from the drop-down box, a little preview appears beneath. This will help you choose what layout you want for 'Outlook Today'.

5.5.2 Tasks

'Tasks', with their reminder feature, are again a very useful feature in Outlook. Shown below is the 'Task Form', which looks similar to an e-mail message.

You bring up the 'Task Form' by clicking 'Tasks' in the 'Navigation' pane and then clicking 'New'. Alternatively, go to **File > New > Task**. Here are the details of the 'Task' form.

Subject: Here, you type in the name of the task.

Due Date: When you click on the drop-down arrow next to 'Due Date', a calendar will pop up. Select the due date for the task from the calendar. This is linked to 'Outlook Today'—when this task is due, as you specify, your 'Outlook Today' on that day will show the task as due.

Start Date: Assign a start date for the task.

Status: This is for your reference. Assign a status if you wish, and

A 'Task Form' looks similar to an e-mail message. Here is the 'Task' pane within the 'Task Form'. You can associate contacts and categories with a task

this will show up when you open the task next—so you'll know what stage the task is in.

Priority: Similarly, select a priority for the task.

% Complete: This is again for your reference. Select the 'percent-age complete' for the task by clicking the arrows.

Reminder: This is probably the best part of the 'Tasks' feature. You can have Outlook remind you of a task. Use the drop-down menus to choose a date and time for the reminder.

Sound: Click the speaker icon to choose what sound will be played when it's time to remind you of the task. You'll need to browse, Explorer-style, to choose the sound file.

Contacts: This is just a field where you enter contacts who will be collaborating with you on this task.

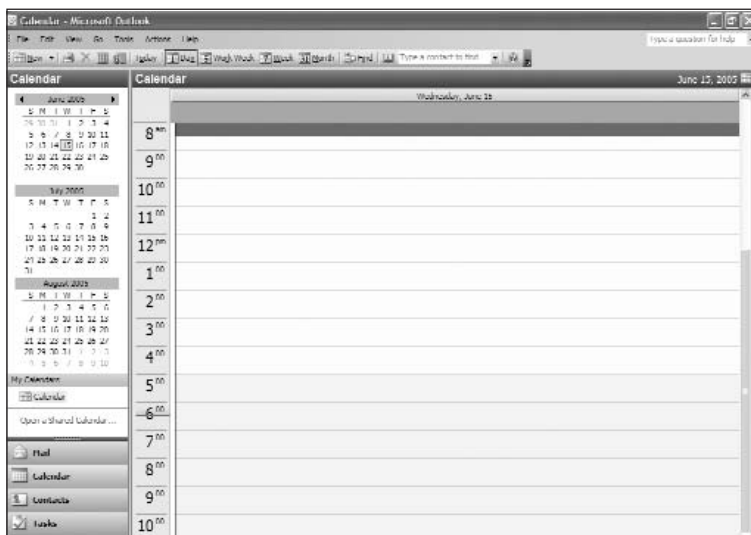
Finally, click 'Save and Close' to save the task. You can always edit it later by clicking on it in 'Outlook Today'.

Assigning a 'Task' to someone else is essentially the same procedure. Assigning a 'Task' to someone else means that you fill out the 'Task Form' as above, and send it just like an e-mail to the other person. If the other person accepts the task, it's added to his or her task list. The only major difference is that after filling out the 'Task Form', you click 'Assign Task' on the top.

5.5.3 Schedule Using The Calendar

Calendar in Outlook is more than just a calendar—you can use it for a lot of things, as we shall see. The basic calendar view is shown on the next page:

As you can see, you can choose the view of calendar you'd like to see—Day, Work Week, Week, or Month. Each day's calendar has a detailed view, showing you what's been planned hour by hour. You can navigate between days by double-clicking the dates on the calendar on the left. To add an appointment to a particular date and time, double-click that time slot. This brings up the 'Appointment Form'. The various fields are self-explanatory, and are for your reference.



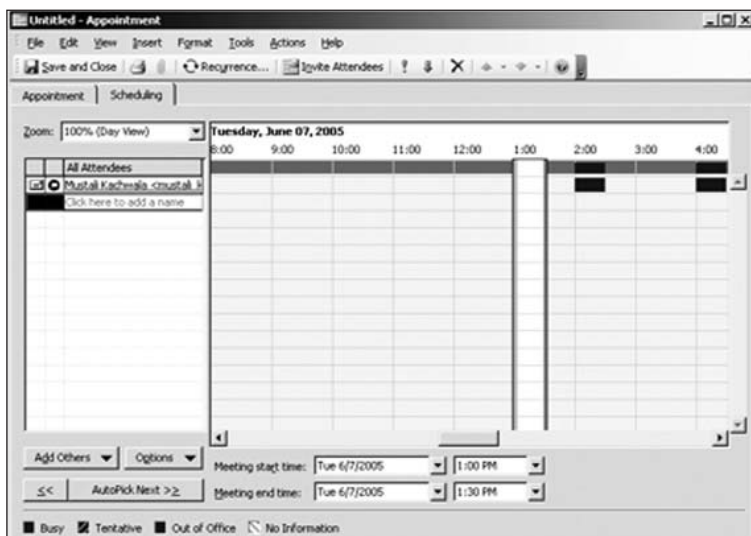
A basic view of the 'Calendar'—a very useful feature in Outlook

As with 'Tasks', you can set the reminder here, too. Specify how far ahead of time you wish to be reminded, and whether you wish to be reminded with a sound or not. Specify the sound, as with 'Tasks', using the speaker icon to browse for a sound file.

By pressing 'Contacts', you can specify what contacts of yours are associated with this appointment—your 'Contacts' will show up when you press this button, and you can choose from amongst them. Click 'Save And Close' to finish setting up the appointment or meeting.

You can invite others to this meeting by going to the 'Scheduling' tab within the 'Appointment Form'. The 'Scheduling' tab is shown on the next page.

On the bottom left, there's a button called 'Add Others'. Click this to add other people on your network to this meeting. In the Select Attendees And Resources dialog box, you can select the contacts you're inviting (or forcing!) to attend. 'Required' and



The scheduling tab in the 'Appointment Form'. You can add others to your meeting, set (and later check) the times they will be available, and so on

'Optional' here are self-explanatory. 'Resources' here may be used to specify the physical resources that will be used for the meeting, such as a conference room.

When you click 'OK', you'll return to the 'Scheduling' tab. Click 'AutoPick Next' to find the next time that the people you've noted will be available. Click '[<<]' to find the previous time slot when these people will be available. Now, under 'All Attendees', you'll see your list of people—and to the right of each person, you'll see the times for which that person is available.

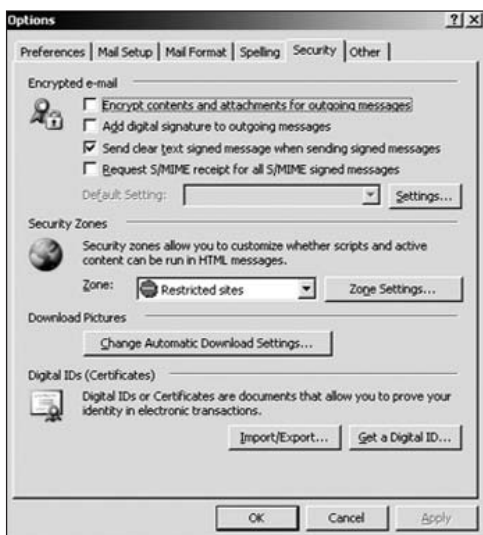
Now, go back to the 'Appointment' tab. This will have the 'To' fields filled in, because you'll be sending this schedule to a number of people. Now, you can also choose whether this will be an online or offline meeting—the fields are self-explanatory. Click 'Send' to send this meeting schedule to everyone on the list you created.

5.6 Security in Outlook

5.6.1 The Security Tab

Outlook's main security features, as in the 'Security' tab under **Tools > Options** (see below), are shared with those of the Internet Explorer.

Moreover, you can make changes to the security settings also by going to **Control Panel > Internet**, and looking at the 'Security' tab there. Here, as shown in the adjoining figure, you will see four main items viz., 'Encrypted e-mail', 'Security Zones', 'Download Pictures', and finally 'Digital IDs'. These four are explained below.



The Security tab under Options has settings shared with Internet Explorer

- m **Encrypted e-mail:** You can have your outgoing messages encrypted so only those who have the right key will be able to read them. When you check the 'Encrypt contents...' checkbox, all outgoing messages will be digitally encrypted; when you check 'Add digital signature...', your digital signature will be appended to all outgoing messages. Clicking 'Send clear'... will enable people whose e-mail clients don't support digital signatures to read your messages; and 'Request S/MIME...' will automatically request a receipt from someone you send an encrypted and signed message to. There's a button beneath these four checkboxes, called 'Settings'. Clicking this will change

Outlook's default security settings: you can choose a different 'Secure Message Format' and specify which digital certificates you want to use. So what's all this about encryption, certificates, and digitally signing messages?

A digital certificate is like a stamp of authenticity. You can send digitally signed messages in Outlook by attaching a digital certificate. Whoever issues your digital certificate is vouching for you, saying that you are who you say you are. Digital certificates are, basically, special files issued by the certificate authorities such as VeriSign or your company's internal security administrator.

Under the 'Digital IDs (Certificates)' tab, click 'Import/Export' to import an existing 'Digital ID', if you have one, or to export your 'Digital ID' to file. If you don't have one, click 'Get a Digital ID'. You'll get to the Microsoft Office Web site, which will provide you with more information on how to get a 'Digital ID'.

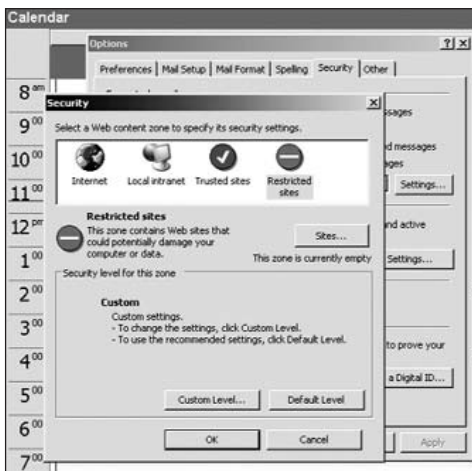
Now, we come to sending and receiving encrypted e-mails. To do this, a recipient needs to have a copy of your digital certificate, and vice-versa. So how does your recipient get your digital certificate? You can send it in a message by attaching it as a file. But a better way to exchange digital certificates is to send each other digitally signed messages. To digitally sign a message (which is what happens by default when you check the 'Add digital signature...' checkbox), click 'Digitally Sign' on the toolbar on the message, as shown below. You can also, here, encrypt the message manually, which is a better policy than checking the 'Encrypt contents...' checkbox and having all messages encrypted by default.

When the recipient receives your message, he or she will need to add you to his or her 'Contacts'. This will also add the digital certificate. So when you are the recipient, you add the other person to your 'Contacts', and his or her digital certificate will be added, too. Now, the two of you can send and receive encrypted mails.

- m Security Zones: The Security Zones tab looks as shown below, and is common to Internet Explorer and Outlook Express, as mentioned earlier.

These describe four 'zones' from where you can receive content. The first is 'Internet', which contains general sites. The second is 'Local intranet', which is self-explanatory. The third is 'Trusted sites', in which all those sites are placed from where content is always to be trusted. The

most interesting group is the 'Restricted sites', which is the opposite of 'Trusted sites'—these sites contain content that could harm Outlook or your entire computer.



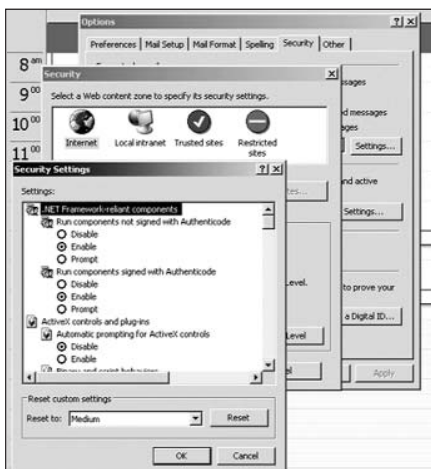
For each of the four zones, you can let the settings remain at their default, or customise them

There are three things to be looked at here. The first is, what sites are present in each zone. By default, everything is in Internet. You can manually add sites to zones. To do so, select the zone, click 'Sites', and enter the URL.

The second thing to be considered is, the default security level for each zone, and the third thing is setting customised levels of security for each zone.

Simply click each zone, and then 'Custom level', to see what the settings are for that zone. This will give you an idea of what's going on, and what sites to place in each zone.

Say you actually want to get your hands dirty and change the default settings. You'll need to know what ActiveX controls and so on are, which is out of the scope of this book. Assuming you do, here's what the 'Security Settings' tab looks like, which you get by clicking the 'Custom Level' button. What's shown alongside is the security settings for the Internet zone.



Use the custom settings only if you're familiar with the terms you'll see therein

- m **Download Pictures:** Here, there's only one button—'Change Automatic Download Settings'. Click it. You'll get a dialog box as shown in the adjoining figure.

The idea here is to prevent senders from identifying your computer when you open e-mails. So when 'Don't download pictures or other content automatically in HTML e-mail' is checked, these are blocked—so if these happen to be external links that can help the sender identify that you've read a message, they are blocked.



It's a good idea to leave all four options checked under Automatic Picture Download Settings

This may interfere with your preferences because there may be trusted sites, such as the originators of your newsletters, mail from whom you want to see in their entirety—complete with pictures and/or sounds. That’s what the next two checkboxes are for, and these are self-explanatory. The last checkbox is checked by default, and we recommend you leave it checked—when it’s checked, Outlook will warn you before downloading content while you’re editing, forwarding, or replying to e-mail.

- m Digital IDs (Certificates): This has already been discussed in the first section earlier.

5.6.2 Blocked Attachments

Many attachments are blocked in Outlook. The most common of these include .adp, .bat, .cmd, .com, .exe, .hlp, .lnk, .pif, .reg, .url, .vb, .vbe, .vbs, .wsc, .wsf, and .wsh. If you wish to actually open a file with such extensions—and you’d want to do it only if your source is absolutely trusted, and if you’ve also been intimated that the source is sending you such an attachment—there’s a registry hack that can stop Outlook from blocking the attachments you specify.

Open the registry editor by going to Start Menu > Run > “regedit”. Under the key:

HKEY_CURRENT_USER\Software\Microsoft\Office\11.0\Outlook\Security

add a new string value named Level1Remove. For the value for Level1Remove, enter a semicolon-delimited list of file extensions.

For instance, entering this:
.mdb;.url

would unblock Microsoft Access files and Internet shortcuts. Note that the use of a leading dot was not previously required, however, new security patches may require it. If you are using the

“mdb:url” format and extensions are blocked, add a dot to each extension. Note also that there is not a space between extensions.

5.6.3 Permissions

In Outlook 2003, you can restrict what a recipient can do with e-mails he or she receives from you.

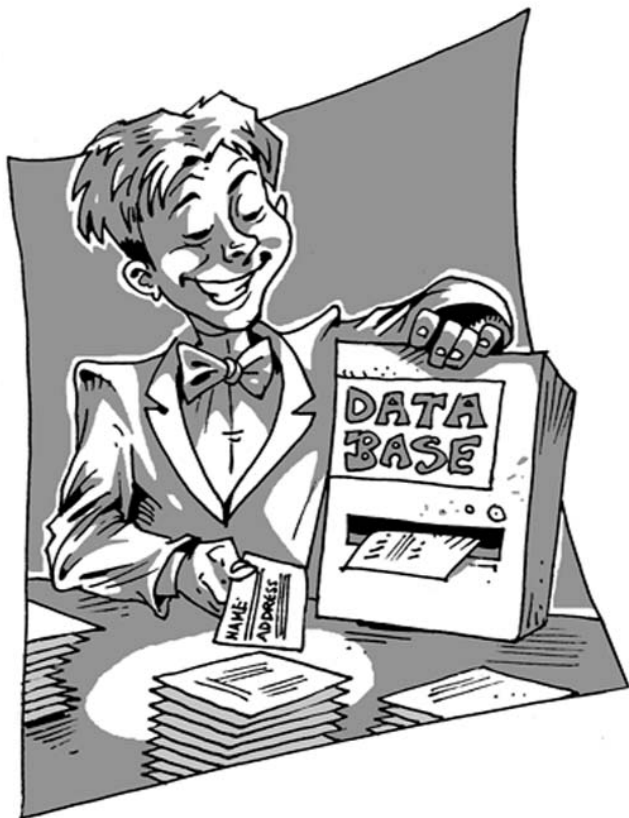
To prevent the recipient from forwarding, printing or copying the message, you can click ‘Permission’ on the toolbar—the icon with an envelope and a stop sign. The ‘InfoBar’—the grey area below the subject line—will show you info on what’s happened to the message after you clicked this option.

To use this feature, you need to have the ‘Windows Rights Management’ client. When you click ‘Permissions’ for the first time ever, a message box (see the adjoining figure) will pop up. It will ask whether to download the latest version of the Windows Rights Management client. Click the hyperlink ‘Learn more about this feature’ if you would like, then decide whether to download the latest version.



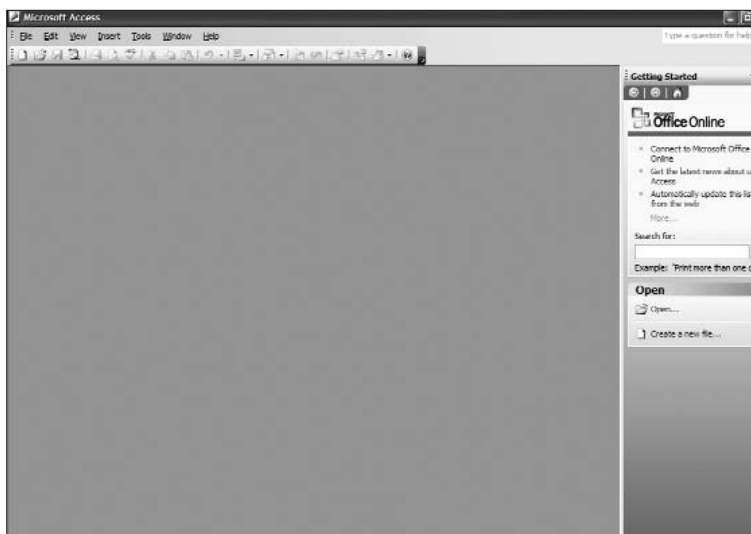
This box pops up when you want to restrict access in messages

Access Granted



Access is a database-management system that allows you to create, edit, and present a database in a variety of ways. The purpose of a database is not only to store a huge amount of information, but also to help you organise your data so that you can use it better. This chapter gives you an idea on how to start using Access.

6.1 The Basics Of Microsoft Office Access 2003



Access opens up with a blank screen and a task pane on the right

Access has long been looked upon as highly intimidating database software that gets installed with the complete installation of Microsoft Office 2003. In reality, however, nothing can be farther from the truth! Access is an extremely accessible (no pun intended) software. You only need to get the hang of it, and you will find that in no time, you're doing stuff with Access that you'd never imagined you could do. Now why would you want to use Access?

Let's see... if you take a quick look around your home, you may find a burgeoning collection of your movies that you have no idea how to keep track of, or for that matter, your expenses always seem to be greater than your income. If that's not reason enough, how about helping other people and maintaining a database of the nearest hospitals and medical stores in your neighbourhood, which you can update regularly and pass the information to people who need it at the most critical times?

Access lets you do all this and much more. Let's get on with learning Access.

6.1.1 New Features In Access 2003

As with all applications of Microsoft Office 2003, there are new features that have been added to Access 2003. Let's take a look at these features briefly.

1. Access is an Relational Database Management System (RDBMS). We will explain the meaning of this term once we start using it, but for now it would suffice to say that a new feature has been introduced in Access 2003 that makes it easier for users to identify dependencies in tables and how modifications in the content will affect the data.
2. New 'smart tags' handle the errors that you may make when using Access, and point out possible corrections for such errors.
3. Copying 'linked tables' has been made easier, and copying a 'relational table' from one database to another is much easier now.
4. A failsafe database backup feature has been introduced, which will let you backup entire databases using a menu option.

6.1.2 Using Access 2003

Similar to all other members of the Microsoft Office 2003 suite, you can click on **Start > Programs > Microsoft Office > Microsoft Office Access 2003** to start Access. When you start Access, you will be greeted with only a task pane and an empty window.

Unlike other Office products such as Word, Excel and PowerPoint, working in Access can seem comparatively overwhelming. Working with databases can be easy when you start, but can become tiring after some time. Also, creating a database from scratch will take more time and concentration, and sometimes this alone turns off many users. Hence, in our case, we will rely on the Access 2003 Wizards to take care of our first database.

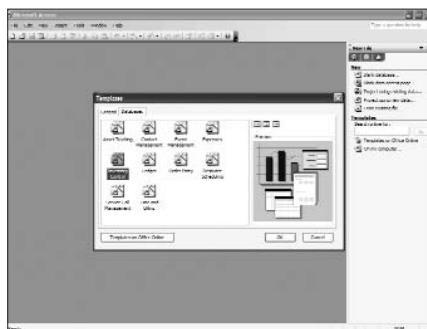
6.2 Databases

For understanding databases, we will have to think about data. A database can be defined as a collection of data—any data—as long as the data is related to each other. First of all, you will need to understand why we need to use a database. A very generic example would be movies. If you are a movie freak, you will want to sort your movie collection depending on the title, type of media, price of each movie and other relevant aspects. You will also need to update this database regularly.

Again, we can use movies as a very good example of data meant for a database since the data are interrelated. For instance, a movie title can be correlated with the cast. So you can have a database that contains separate tables for movie name, actors, and so on and relate it with each other. Now, if you had to sort this out in an Excel spreadsheet, it would be quite a large spreadsheet. Moreover, the search and query feature is not available in Excel.

In a database, you must specify the fields you want to enter into the database, and use a form or manually fill the database. The job is much easier using Access. You can print custom reports and query and sort data according to your preferences.

For creating a new database, click the 'Create a New file' link in the task pane on the right-hand side of the screen. On the next screen, under the 'Templates' heading, click 'My Computer', and in the dialog box that appears, click 'Databases'. Then choose the database type that most closely matches your need. Here, we choose 'Inventory Control' since we want to sort our movies.

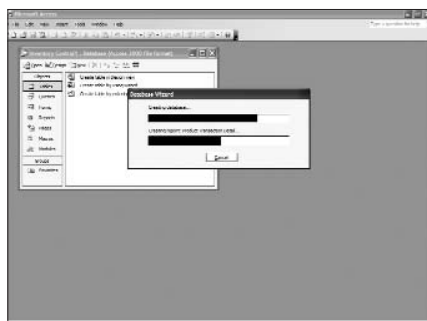


Creating a database

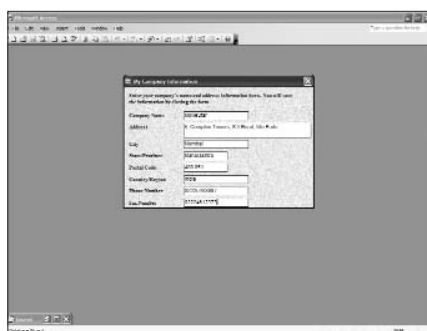
Next step, provide a name for your database and click 'Create' to create the database. Once the database is created, you will see a Wizard that will ask you specific questions about creating your database, and will also help you customise it. After you have answered a few questions that include questions on how to print reports, the database will be created.

You will see a status window as Access goes about creating all the elements for the database. In some cases, it will ask you to fill in information required in the database.

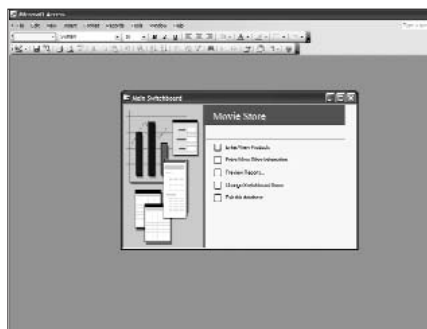
After finalising the database, you will be presented with a simple screen that will list all the elements in the database in the form of buttons. This is called the 'Switchboard', and in most cases, a main switchboard has sub-switchboards.



Finishing the creation of a database

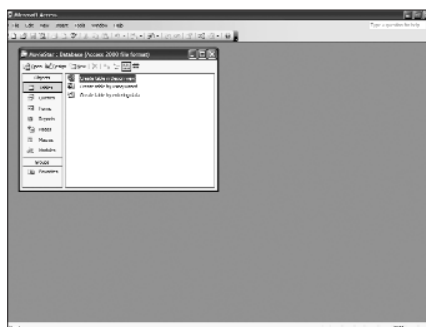


Entering information



The database Menu

This takes care of creating databases using the Wizard. We will now create a new database from a scratch and fill in the information. To do so, we will again need to go back to our friendly task pane and click 'Create A New File'. Then click 'Blank Database' under the 'New' section head in the task pane. You will be asked to provide a name for the database, and once you have done that your database will be created.



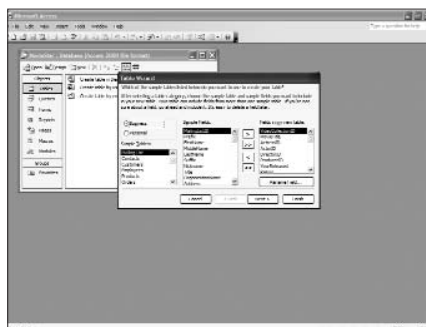
Manual Database

6.3 Tables

After the database has been created, you will have to specify tables in the database. 'Tables', 'Forms', and 'Queries' are objects that go into making a database.

You have the options for creating a table in the 'Design View', use a Wizard or create a table by entering data.

The Wizard is, again, the simplest option. Using the Wizard, you can create tables by choosing from a list of fields categorised under the 'Business' and 'Personal' options. All you need to decide is what fields you want in your table, and click 'Add' to add them to the

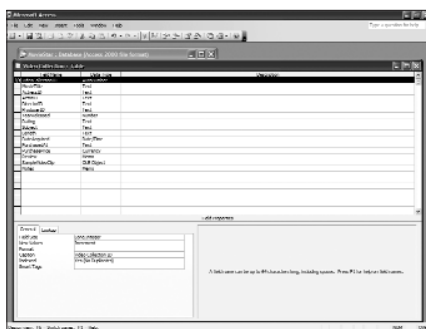


The table Wizard

database tables. You will also get a dialog box that asks to specify the 'primary key' for the table. We will come to this a little later.

For now, let the Wizard do everything for you, and click 'Next', and finally click, 'Finish'. In the last window, you will be asked the mode in which you will enter the data in the table. Choose 'Enter data directly into the table'.

You will be presented with a table that closely resembles an Excel spreadsheet. Close this window and you will be taken back to the original window. Now in that window, you will see a new table. In our case, we see a table known as 'Video Collection'. If you right-click this table, you will see an option called 'Design View'. Click on this option.

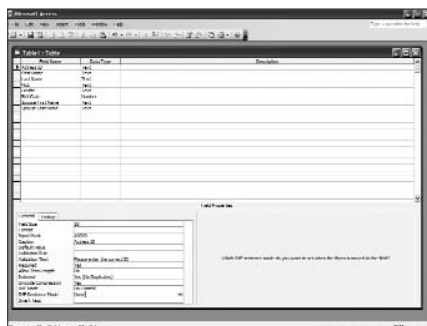


Using the Design View

You will see that the table opens in a new view that contains all the fields of the table listed in a descending manner, and clicking on any field provides you with the controls that are available for that particular field. 'Design View' is the best way to completely control the properties of a field.

We will now create a table using the 'Design View'. In this view, you can specify the field name and then specify the properties. This will create the table for you. Specify the name for the table and then close the table. If you have not created a 'Primary Key' for the table, Access will create it for you. However, this is not always right—it is best if you specify the primary key yourself.

We can enter data in the database by manually filling in the data in the tables. However, this is not our intention, and we will create a ‘front end’ that will enter the data in the database automatically. These are called ‘Forms’—we talk about Forms next.

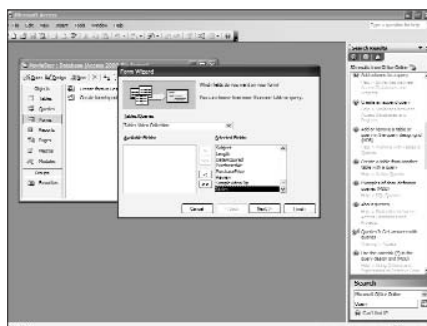


Using the Design View to create tables

6.4 Forms

Forms serve as the front-end into databases. Basically, Forms are Windows (in a manner of speaking) that we use which also let end-users enter data without direct access to the database.

The need for forms is simple. For a person who is creating a database, letting anyone access the database may lead to situations where the data filled in is not right, or someone may tamper with the database. A form prevents that, and since it is a front-end, it will only enter the data for the intended field in the database. Let's now look at creating forms.

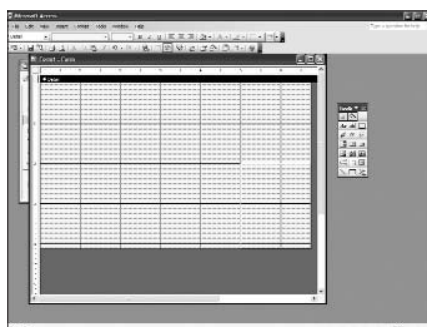


The Form Wizard

For creating forms, click the ‘Form’ tab in the Database window. You will be presented with two options: ‘Create a form using a Wizard’ and ‘Create a form using Design View’. We will first look at creating forms using the Wizard.

When you double-click 'Create a form using a Wizard', you will be presented with a window asking you to specify the fields you would like to be visible in the form. Moreover, you can also hide fields. Clicking 'Next' will take you to a screen where you can specify how you would like the form to appear. You can make it look like a datasheet, a PivotTable, or a PivotChart. Our suggestion would be to use the 'Justified' view, since all the fields are placed in a very accessible manner, although the form may look cluttered if there are a lot of fields.

Once you have decided the view, you will be asked to choose a style for the form. Finally, you can choose an option to directly go to the form to fill in the data or change the design data. Choose the first option for now.



Forms using the Design View

We now look at how to create a form using the Design View. For this, double-click the option 'Create Form in Design View'. You will see a window with a small toolbox.

This is the form you'll see when you want to enter data into the page. Right now, it's blank, but after you arrange the fields on the form, it'll get a completely different look.

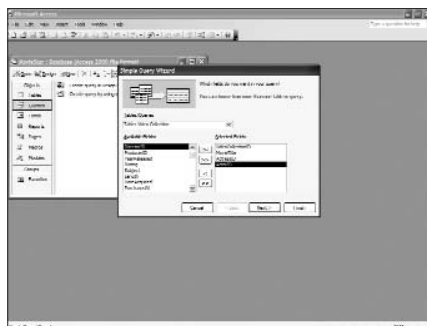
As shown above, you can now go on adding the different fields present in the table of the database to the form in the design view. For this, we will use the text box control from the toolbox. There are other controls available in the toolbox—feel free to experiment with the controls. Designing your form to be user friendly is an art, and nothing is more satisfying than seeing a well-designed data form.

One thing you must remember is that forms can only be used for entering data. For editing the data in a database, you will have to access the tables and then edit it as you would in a spreadsheet. Nevertheless, you can also perform these actions using queries, and this is what we'll talk about in the next section.

6.5 Queries

A Query is a tool that is always mentioned in the same breath as 'database'. Queries are basically commands that let you access data from the database. A query is, simply put, a question that you ask the database, and in turn get a reply in the form of results. There are three types of queries that can be used to access data. Queries can also be created using the 'Wizard' and the 'Design View'. Let us first create a query using the 'Wizard'.

Click the 'Queries' object in the Database window, and you'll find two options—'Create query in Design View' and 'Create query using Wizard'. Click 'Create query using Wizard', and you will be presented with a Wizard. Now, you need to specify the fields you would like to use in your query. You can choose all the fields from the table or just some of them.



The Query Wizard

Next, you will be presented with the option to choose whether you want to get a 'detailed view' or a 'summary view'. In most cases, a 'detailed view' will present you with all data (records) from all fields. Depending on what you want your data to look like, you can choose either option. Finally, give a name to your query, and click 'Finish' to create it.

You can also design your own query. For this, choose 'Create query in Design View' from the 'Queries' object in the database window.

In the ‘Design View’, you will first have to choose for which table you are creating the query. You can choose from the ‘Show Table’ dialog box. By default, Access presents you with the ‘Select Query type’. If you want any other query type, you can choose that by clicking ‘Query’ on the menu bar, and then clicking the Query type, such as ‘Crosstab Query’.

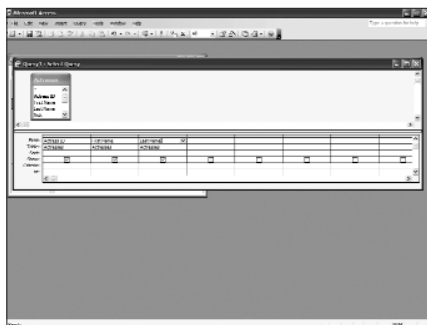
Once you've chosen the table you want to make the query from, you can add fields to the query designer. You can combine fields from two separate tables in the database and use it in the same query. For inserting a field in the query, click on the field tab in the bottom half of the 'Query' window, and there, specify the field you want from the drop-down list that appears. Repeat this for different fields if you want. You can also specify different criteria under 'Criteria', making the data sorting process more specific. Click 'Close' and you will be prompted to save and name the query. Remember, you cannot give the same name to a query and a table that exists in the database.

6.5.1 Editing Queries

You can also edit or modify previously made queries. To do so, right-click on the query to be edited and choose 'Design View'. You can add or modify the details in the query accordingly.

6.5.2 Applying Queries

The need for creating queries is to use them. For applying a query on a specific table, you can click on the 'Database' window, then click on



Query Design

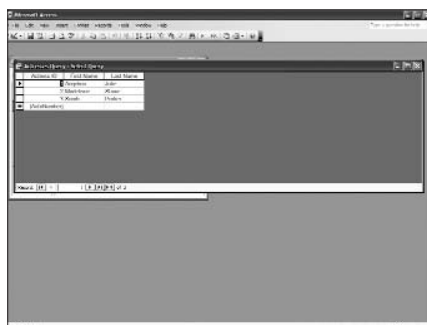
'Queries', and click on the 'Query' that you made. You will then be presented with a 'Query result' window that will show you the results of the query that you ran.

6.5.3 Types Of Queries

As mentioned earlier, there are different types of queries that you can use for sorting data in a database.

m Crosstab Query

The Crosstab query enables you to summarise large amounts of data and perform calculations on that data using various types of calculations.



A Query result

m Find Duplicates Query

This query is very useful for finding redundant data in a table. Using this query, you can search for particular fields that are more prone to redundancy in a database, such as City and PIN Code in most cases.

m Find Unmatched Query

This query lets you find all the records in a table that do not have related records in any other table in the database. You can create and use these queries to cater to your specific needs.

6.6 Linking Tables

Access lets you do a lot more with tables in a database rather than just create and sort data. In Access, you can relate tables in a database, and then run queries and access data from the resultant combination of tables. This changes the perspective from which you would handle data in a single table. Linking tables in Access is called 'Creating a Relationship'.

There are three types of relationships between the tables of a database in Access.

6.6.1 One-to-one

This is a rarely-used relationship since you can perform its function in the same table. For instance, in our Movie database, you can link an actor's performance to his awards field. In both the tables, the ActorID will be a unique field in both tables, and hence it will be a one-to-one relationship.

6.6.2 One-to-many

This is the most common type of relationship used in Access to link tables. Here, one field of one table can be linked to many fields in the other table. An example of this would be a link between the Actors and the Movies table. One actor may have performed in many movies, but in the case of those movies, the actor is a unique entity.

6.6.3 Many-to-many

These are complex relationships where multiple items in one table can be linked to multiple items on the other table. For this, Access creates an intermediate table called the junction table where all the information about the foreign keys and the primary keys are stored. An example would be a movie store where you can buy various movies from different vendors.

In this section, we will only be looking at a one-to-many scenario. For creating relationships, we will need to perform the following steps.

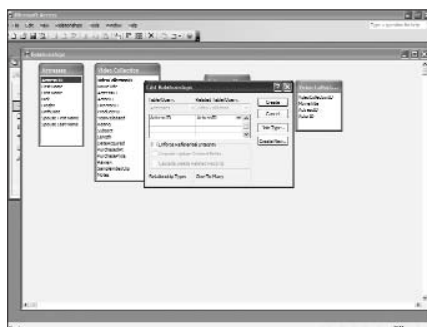
Open the database in Access. Click 'Relationships' on the toolbar, or alternatively, go to 'Tools' in the menu bar and there, click 'Relationships'. This will open the 'Show Table' dialog box. You can either choose the tables to which you want the relationships to be set to with each other, or queries, or both tables and queries.

To create relationships, you will need to drag a field from one table to that field on the other table with which you want to set the relationship. An ‘Edit relationships’ dialog box will appear. You can click ‘Create’ to set the relationship.

Once you have set the relationships, you can close the dialog box, and you will be asked if you would like to save the layout for the tables. Click 'Yes' to save the layout.

An important aspect you should remember after you set relationships is the idea of dependencies. When you create a relationship, you are creating dependencies. For instance, when you relate ActressID on the Actresses table to ActressID on the Movie table, you are making both these fields interdependent, thereby modifying data in any table on that particular field will affect the data in both the tables.

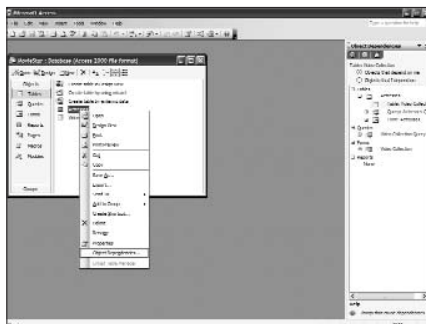
To check dependencies for particular objects, in the database window, go to tables and right-click that particular table, and click ‘Object Dependencies’. This will open a task pane showing the dependencies of that object on other objects.



Creating Relationships

6.7 Access Reports

All meetings need reports. In today's world, everything is done using reports. Sales reports, attrition reports, consumer complaint reports etc. are simple examples. Access is an RDBMS, and when we speak about databases, generating reports is one of the factors that differentiates a good software from an 'okay' software. Access offers many ways to generate reports, and is eminently customisable.



Dependencies

Let's look at how we can generate reports using Access. There are three types of reports available in Access. These are 'Columnar', 'Label' and 'Tabular'. The 'Label' type of report is actually a variation of the 'Columnar' type.

Reports can be generated using 'AutoReport', which is the fastest way to generate a report. Reports can be customised using the 'Report Wizard', or you can use the 'Design View' to make reports from a scratch.

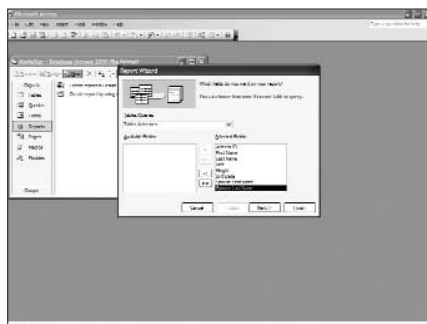
In order to use 'AutoReport', click 'Reports' in the database window. Then click 'New' and click 'AutoReport'. You will get an instant report



An AutoReport

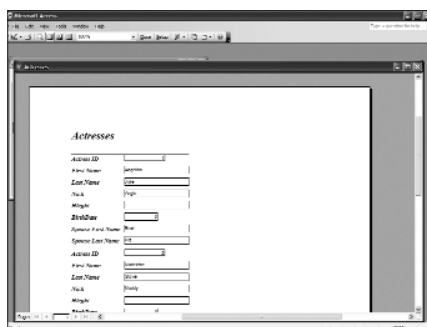
based on the table you choose. The drawback of this report is that it is not formatted properly and it also may not suit your needs.

The other way to do this is using the 'Report Wizard'. For this, follow the same steps as mentioned above for generating an 'AutoReport', but instead of clicking 'AutoReport', click 'Report Wizard' in the dialog box.



The report Wizard

Similar to the wizards we used earlier, you will have to specify the table for which you would like to generate a report, which could also include query tables. You will be taken through different steps asking you for information including the manner in which the data in the table should be presented. 'Justified' is generally a very good option.

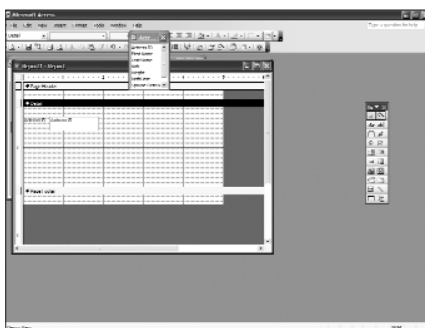


The ReportWizard done

'Design View' is again similar to the way we created forms. For this, you can click on the option 'Create report in Design view' in the Database window under the 'Reports' object, or else you can follow the same steps as mentioned for generating an AutoReport, but instead of clicking 'AutoReport', click 'Design View' in the dialog box.

You will be presented with the same screen as in designing forms with a toolbox, and a list with the names of the fields in the table that you are creating the report for. You can use the 'Print Preview' button to view how the report will look when you are designing it.

Besides the regular controls, you also have a 'Subform/Subreport' button in the 'Toolbox'. This control is used for creating relational reports. A relational report is a report created from multiple tables. The structure of such report is a master report and a sub-report.

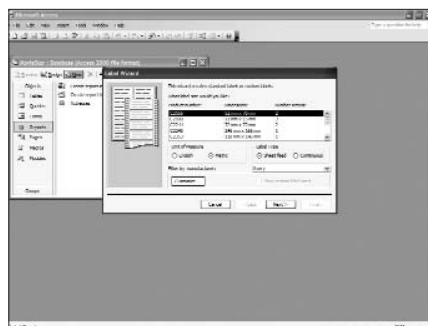


Designing a report

6.8 The Label Wizard

The Microsoft Access Report Wizard also has another feature called the Label Wizard. You can click on 'Reports' object in the database window and then click 'New' and click 'Label Wizard'.

This wizard is meant for creating standard mailing labels. The Label Wizard has a 'Customize' button that enables you to define your own label size and to save it as a template. Once saved, you can edit or duplicate your custom label templates.



The Label Wizard

In this chapter, we have covered the most important topics that will get you started off with Access. However, this is just the tip of the iceberg, and we would like to pique your curiosity! Moreover, databases are a science by themselves, and you actually have University courses on databases. There are various branches such as database planning, data mining, and many others, which form sub-parts for these courses. If you are serious about databases, Access is the best place to start!

Tips & Tricks



Tips & Tricks

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A Tips & Tricks section is the natural way to round off a discussion on MS Office. Here, then, is a compilation of Tips & Tricks from previous issues of *Digit*, grouped for easy reference. These tips cover several issues that the preceding chapters may not gone into.

7.1 Word 2003

Place Tables In Adjacent Columns

Use this in Word to put two tables adjacent to each other on a two-column page: first, insert two tables, one above the other. Adjust the column widths to ensure that the total width of each table is less than half the width of the page. Select both tables. Now on the 'Standard' toolbar, click the 'Columns' button, and then drag the pointer to select two columns.

Creating A Picture Of A Toolbar Icon In Word

To create a picture of a toolbar icon, you can use a screen capture program. But you can also try the following: in any Office program, right-click the button you want an image of, and then click 'Customize' on the shortcut menu. With the 'Customize' dialog box open, right-click the button again, and then click 'Copy Button Image' on the shortcut menu. Click 'Close'. Now you can paste the button image into your document.

Make Graphics Line Up Precisely With Text

You might sometimes need to include a picture of a toolbar icon. If you just copy and paste the icon into a line of text, the graphic usually appears higher than the text adjacent to it. To resolve this, do the following: first, select the graphic. Then on the 'Format' menu, click 'Font', and click the 'Character Spacing' tab. Click 'Lowered' in the 'Position' box, and then specify how much space you want in the 'By' box. Three points is usually enough for most toolbar icons.

Navigate Long Documents Easily With Hidden Bookmarks

When you work with long documents in Word, it can be difficult to remember where certain text appears. You can use hidden bookmarks to quickly navigate to that text. To add a bookmark, first, in your document, click where you want to place a bookmark. On the 'Insert' menu, click 'Bookmark'. When the 'Bookmark' dialog box opens, name your bookmark. Then click 'Add'. To find your bookmark, press [F5] to open the 'Find and Replace' dialog box. Click the

'Go To' tab, and type the bookmark name in the 'Enter Page Number' field. Click the 'Go To' button to get to the text you bookmarked.

Change The Default Open And Save Folders

When you choose to open a new document in Word, it usually begins browsing in a specific directory, such as My Documents. Similarly, when you choose to save, there is a default directory. You can change these defaults: go to Tools > Options. Click on the 'File Locations' tab. Click on 'Documents' under 'File Types', and then on 'Modify'. Use the 'Look in' list to locate the folder you want to use from now on. Click on the folder name, then click 'OK' to select that location. Finally, click 'OK'.

Print Out All Of Word's Shortcut Keys

Word has an inbuilt macro that generates a list of all the keyboard shortcuts available. To generate the document, go to Tools > Macro. Choose 'Macros'. Select 'Word commands' from the list in the 'Macros in' box. Now from the list in the 'Macro name' box, choose 'ListCommands'. Click Run. In the 'List Commands' dialog box, click 'Current menu and keyboard settings'. Click OK. The macro will run, generating a document in table form that you can print.

Create Your Own AutoText

AutoText is a way to store and quickly insert text, graphics, fields, tables, bookmarks, and other items that you use frequently. Word comes with a library of AutoText entries. To see there, look at the items listed under AutoText in the 'Insert' menu, or turn on the AutoText toolbar, and then click on 'All Entries'. You can create your own AutoText entries with either of the following methods.

Choose AutoCorrect or AutoCorrect Options from the Tools menu, then click on the AutoText tab. Type in the text of your new AutoText entry in the 'Enter AutoText entries here' box, then click Add. Make sure the 'Show AutoComplete tip' checkbox is checked. Click OK. Word will show a tip on the screen after you type the first four or five letters that match the AutoText entry. Press [Enter] to accept the entry, or keep typing to ignore it. If

'AutoComplete' is turned off, you can insert AutoText entries with the AutoText toolbar (see the next method).

Turn on the AutoText toolbar by choosing Toolbars from the View menu, then selecting AutoText. Select the text you want for an AutoText entry, then click on the 'New' button on the AutoText toolbar. Make up a shortcut name for this entry. To use the shortcut, type the shortcut, then immediately press [F3].

Precise Table Measurements

You can adjust table column and row widths by dragging the cell boundaries. But these boundaries snap to a grid, and it can be difficult to line up your columns or rows precisely. First, make the ruler visible (if it isn't already) by clicking 'Ruler' in the 'View' menu. Now, to turn off the default 'Snap to Grid', and to display detailed column and row measurements in the ruler, click a cell and then hold down [Alt] as you drag the column boundaries.

Adjust Table Placement

To reposition a table in Word, in the 'Print Layout' view, rest the pointer on the upper-left corner of the table until the table move handle (a four-headed arrow inside a box) appears. Click the handle, and use it to drag the table to the desired location.

Specify Spacing Between Sentences

Word can help you ensure that your spacing between sentences is consistent—one space or two. You can do this by setting rules for grammar and style. To do this, on the 'Tools' menu, click 'Options', and then click the 'Spelling & Grammar' tab. Click 'Settings'. In the 'Grammar and style options' box, under 'Require', select the options you want for the number of spaces required between sentences. To restore the original rules of the selected grammar and writing style, click 'Reset All'.

Position Clip Art Using Text Boxes

A text box is a moveable, resizable container for text or graphics. In Word, you can use a text box when you want more precise con-

trol over the position of clip art. On the 'Drawing' toolbar, click 'Text Box'. Click the border of the box that contains the words 'Create your drawing here', then click the text box that appears, and drag it where you would like to position the graphic. To add clip art to the text box, place your cursor within it, click 'Insert', point to 'Picture', and click 'Clip Art'. In the 'Insert Clip Art' task pane, use the search interface to select your clip art.

Note that you can use the options on the 'Drawing' toolbar to enhance a text box—for example, to change the fill colour, just as with any other drawing object.

Also, when using a text box to display a graphic, be sure to change the line colour on the text box to 'No line'. You can do this by right-clicking the border of the particular text box and choosing 'Format Text Box'.

Easy Access To Often-used Documents

The 'Work' menu is a great feature that you probably do not know about. You can use the 'Work' menu to keep an easily accessible list of your frequently-accessed Word files. To add the Work menu to the menu bar or a toolbar, on the 'Tools' menu, click 'Customize', and then click the 'Commands' tab. In the 'Categories' box, click 'Built-in Menus'. Click 'Work' in the 'Commands' box, and drag it to the menu bar or displayed toolbar. Now, with the Work menu in place, you can add any open Word document to your list. The options you have are:

- m To add the current document to the Work menu, click 'Add to Work Menu' on the Work menu.
- m To open a document on the Work menu, click the document you want to open on the Work menu.
- m To remove a document from the Work menu, press [Ctrl] + [Alt] + [-]. The cursor will look like a large, bold underscore. Now on the Work menu, click the document you want to remove.

Modify The Custom Dictionary

To add, delete, or edit words in a custom dictionary, go to Tools > Options, and click the 'Spelling & Grammar' tab. Click Custom Dictionaries. Choose the checkbox next to the dictionary you want to edit. Click 'Modify'. Then, do one of the following:

- To add a word, type it in the 'Word' box and click 'Add'.
- To delete a word, select it in the 'Dictionary' box and click 'Delete'.
- To edit a word, select it in the 'Dictionary' box, modify it, and then click 'Add'. Delete the previous version.

7.2 PowerPoint 2003

Create Bitmap Images Of Slides

If you want a quick way to send a single PowerPoint slide to someone, you can try converting the slide into a bitmap image. You can then resize, crop, and paste it into an e-mail message or an Office document. Here's how: open the slide you want use as an image. On the 'View' menu, click 'Notes Page'. The slide will appear on the notes page as an image. Right-click the slide image, and then click 'Copy' on the shortcut menu. The image is now stored on your clipboard, and you can paste it as a resizable object into any Office document.

Create A Photo Album Presentation

Did you know you could use PowerPoint to create a photo album? Here's how. On the 'Insert' menu, point to 'Picture', and then click 'New Photo Album'. In the 'Photo Album' dialog box, you can choose to add pictures from your hard disk or a peripheral device such as a scanner or digital camera. To add a picture from a file or disk, do the following: under 'Insert picture from', click 'File/Disk'. Locate the folder or disk that contains the picture you want to add to your photo album, click the picture file, and then click 'Insert'. Repeat for as many pictures as you want to add to your photo album. Or to capture them all at once, hold down [Ctrl], click each picture file you need, and then click 'Insert'. Next, specify the look of the album under 'Album Layout'. Finally, click 'Create'.

Nudging Objects

You can use the arrow keys to move objects very small distances. Select the object, then use your arrow keys. Each press of the key will move the object one 'Grid Unit', which is 1/12th of an inch. If you hold down [Alt] while nudging, or if you have the grid turned off, you can move the objects one pixel at a time.

Proportionate Resizing

Hold down [Shift] while resizing images. Doing so will allow you to resize an image without changing its proportional dimensions.

Using Your Toolbar On Other Machines

When you customise your toolbar configuration, its layout, icons, visible options, and positions are all recorded in a file called ppt.pcb. The ppt.pcb file is typically found at c:\windows\application data\microsoft\powerpoint\ppt.pcb, and by copying this file, you can port your toolbar customisation to other machines.

Multiple Slide Masters

A new feature since PowerPoint 2002 is that you can use multiple slide masters in a single presentation. The slide master is an element of the design template that stores information including styles, placeholders, and colour schemes. Using the slide master, you can make global changes—such as replacing a font style—across all the slides in your presentation.

When using multiple slide masters, remember that if you want to make a global change to your presentation, you need to change each slide master. To insert a slide master, go to View > Master, and click 'Slide Master'. Then do one of the following:

- m To insert a slide master that uses the default styles in PowerPoint, on the 'Slide Master View' toolbar, click 'Insert New Slide Master'.
- m To insert a slide master by adding a new design template, on the 'Formatting' toolbar, click 'Design', point to the design you want, click the arrow, and select one of the options on the shortcut menu.
- m To replace or add slide masters, go to View > Master, and click 'Slide Master'. On the toolbar, click 'Design'. If you want to replace selected, rather than all, masters in the presentation, select the masters in the thumbnails on the left. Then in the 'Slide Design' task pane, point to the design template you want, click the arrow, and perform one of the following tips:
- m To replace selected masters with masters for the new design template, click 'Replace Selected Designs'.

- m To replace all the current masters with masters for the new design template, click 'Replace All Designs'.
- m To add a new design template and its masters to the presentation, click 'Add Design'.

Resizing Proportionately

You can resize images while retaining proportions. Select the objects one at a time, keeping the [Shift] key pressed. Drag one object to the desired size, and PowerPoint will automatically scale them all.

Import Outlines From Word

Instead of creating presentation outlines in PowerPoint, they can be imported from Word.

First, open the file in Word, and click on File > Send To. Select 'Microsoft PowerPoint' to export the outline to PowerPoint. It will help to have the outline properly formatted with Word's heading styles.

Create Semi-transparent Objects

To create a semi-transparent object, select the object you want and then 'ungroup' it by clicking Draw > Ungroup from the 'Draw' toolbar. Once the object is ungrouped, regroup it by selecting the 'Group' option, again from the 'Draw' menu. This will convert the picture to a Microsoft Office Drawing Object. Click Format > Object. Under the 'Colours and Lines' tab, check the 'Semitransparent' box. Click 'OK'.

Use Curved Text

WordArt allows text to be styled and twisted in various ways. For using curved text in PowerPoint, click Insert > Picture > WordArt, choose the style you want to apply to the text, and click OK. A dialog box will prompt you for the text to be placed in the given format. After the WordArt object has been generated, select it and click on the 'Shape' button on the 'WordArt' toolbar. Here, you can choose the style in which you want the text to be bent.

7.3 Excel 2003

Generate Random Numbers In Excel

Sometimes you may need to populate a sheet with random numbers. There's an easy function you can use to do this automatically. Type `=RAND()` in a cell to generate a number between 0 and 1. You can type `=RAND()*100` to generate a number between 1 and 100. After entering a function, you can use the fill handle to quickly populate as many cells as you'd like with random numbers. To use the fill handle, click the cell, move your pointer over the lower-right corner of the cell until it turns into a black plus sign, and drag it horizontally or vertically across the cells you wish to populate.

Results Without Formulas

In Excel 2002 and above, using the Smart Tags, it's very easy to copy and paste a result without the formula. First select the cell that contains the data you want to copy. Press `[Ctrl] + [C]` to copy the cell data, and then press `[Ctrl] + [V]` to paste the data in a new location. Click the arrow next to the 'Paste Options' smart tag, and then click 'Values Only'.

Use Your Spreadsheet Like A Database

You can use AutoFilter to analyse the data in your Excel spreadsheet based on specific criteria. For example, if you are a salesman with a spreadsheet listing all the clients you have in each region you cover, you can use AutoFilter to sort by a specific region and get a snapshot of just the clients in that region. Here's how you to use the feature: first click a cell in the list you want to filter. You should choose a cell that appears in a row that contains a heading and related data, such as a set of client names or phone numbers. Now on the 'Data' menu, point to 'Filter', and then click 'AutoFilter'. Arrows will appear at the heading of each column. Click an arrow, and choose your filter criteria from the drop-down menu. For example, you could filter for a number that's greater or less than a target figure. Now only rows containing data that meet the criteria will be displayed.

Switch Between Absolute And Relative Cell References

When you create a formula in Excel, the formula can use relative cell references, which refer to cells relative to the position of the formula, or absolute references, which refer to cells in a specific location. Formulas can also contain a mix of relative and absolute references. An absolute reference is indicated by the '\$' symbol. For example, \$A\$1 is an absolute reference to column A, row 1. When working with formulas, you can easily change column and row references from relative to absolute, and back again, using this handy shortcut: first select the cell that contains the formula. In the formula bar, select the reference you want to change. Press [F4] to toggle through the combinations.

Clear All Spreadsheet Formatting

Here's an easy way to quickly clear all formatting in your Excel spreadsheet. Click any cell in the spreadsheet and then press [Ctrl] + [A] to select all cells in the worksheet. Then on the 'Edit' menu, point to 'Clear', and then click 'Formats'.

Combining Text From Different Cells

The '&' symbol consolidates text information in the same way as the '+' symbol adds numbers. The space between quotation marks adds a blank character between the separated texts. To combine text using '&': in cell A1, enter the text "Digit" (without quotes). In cell A2, enter the text "is a great". In cell A3, enter "magazine". Now in cell A5, type the formula: =A1&" "&A2&" "&A3

Locking A Range Of Cells

If you want to lock only a particular range of cells along with the formula instead of locking the entire sheet, use the following steps. First, unlock all the other cells. This is necessary because all the cells start with their 'Locked' property set to 'True'. Select the entire sheet by clicking on the grey square to the left of the grey letter A at the top of column A. Go to Format > Cells. Click the 'Protection' tab. Uncheck the 'Locked' checkbox. Click 'OK'. Then, you can protect a certain number of cells. For example, let's protect A4:B10: select cells A4:B10. Go to Format > Cells. Click the

Protection tab. Check the 'Locked' checkbox. Click OK. Now go to Tools > Protection > Protect Sheet. Enter a password if you want to. Now, only the cells in A4:B10 will be protected.

Add A Number To Every Cell

Say you have a spreadsheet full of values, and you need to add 0.2 to every cell. To do this, find a blank cell in your spreadsheet. Enter 0.2 in that cell. Select that cell and go to Edit > Copy. Now, select every cell that the operation needs to be applied to. From the menu, go to Edit > Paste Special. In the Paste Special dialog box, select 'Values' in the top section, and 'Add' in the 'Operation' section. Click 'OK'. This will add the contents of the clipboard (0.2) to every number in the selected range.

Sheet And Workbook Names And Paths

The 'Cell' function returns information about the formatting, location, or contents of the upper-left cell in a reference.

So, to get the name of the current sheet, you can use this formula:

```
=MID(CELL("filename"),FIND("[",CELL("filename"))+1,255)
```

To get the workbook name:

```
=MID(CELL("filename"),FIND("[",CELL("filename"))+1,(FIND("[",CELL("filename"))+1)-FIND("[",CELL("filename"))-2)
```

To get the path address and workbook name:

```
=CELL("filename")
```

To get the path address:

```
=MID(CELL("filename"),1,FIND("[",CELL("filename"))-1)
```

Keep Links Up-To-Date

In Excel, you can create formulas in one workbook that link to data stored in another source workbook. But if your source workbook changes regularly - for example, if you update the source and

save it under a new name each month—it can be very time-consuming to find and update links to the old source workbook. But there's an easy way to do this. First, open the workbook that contains the link(s). On the 'Edit' menu, click 'Links'. In the 'Source' box, click the name of the link with the source you would like to change. Click 'Change Source'. Finally, in the 'Change Source' dialog box, click the source workbook you want to refer to.

Of course, to successfully change source workbooks, the linked data must reside in the same cells in the new source workbook as they did in the old one.

7.4 Outlook 2003

Schedules At A Glance

The Calendar group schedule in Outlook makes it easy to see the combined schedules of a number of people or resources at a glance. You can create and save multiple group schedules, each showing a group of people or resources. To create a group, first click 'Calendar' on the 'Folder List' (or in the Outlook Shortcuts bar). Click Schedules in the 'Advanced' toolbar. In the 'Group Schedules' dialog box, click 'New'. Type a name for the new group schedule, and then click OK. In the dialog box that appears, click the 'Add Others' button, and then click either 'Add from Address Book' or 'Add Public Folder'. Select the names or the public folder, and then click 'Save and Close'.

To view the group calendar, select the group schedule you want to view, and then click 'Open'.

Unknown Sources

Want to keep e-mail messages from people that you don't know out of your Inbox? You can set rules to move messages from unknown sources to a separate folder where you can sort through them at your leisure.

First, create a new folder in your Inbox to hold any mail sent by an unknown source: in the Folder list, right-click Inbox and click

'New Folder'. Now, type a name for the folder, such as 'Unknown Senders', and click 'OK'.

Next, create a new rule with the 'Rules Wizard': on the Tools menu, click 'Rules Wizard'. Click 'New', and then click 'Start from a blank rule'. Click 'Check messages when they arrive', and click Next. In the 'Which condition(s) do you want to check?' box, select the 'On This Machine Only' check box. Click 'Next'. In the 'What do you want to do with the Message' box, click 'Move it to the Specified Folder'. In the 'Rule Description' box, click 'specified', click the folder you created (such as 'Unknown Senders'), and then click 'OK'. Click 'Next'. In the 'Add any Exceptions' box, check the 'Except if sender is in specified Address Book' checkbox. In the 'Rule description' box, click 'Specified'. In the 'Add Address List' dialog box, choose 'Outlook Address Book', click 'Add', and then click 'Next'. Type the name of your rule, click 'Finish', and then 'OK'.

Calendar-Viewing Shortcuts

- m In Outlook's Calendar, do the following:
- m Press [Alt] + [-] to display the current week.
- m Press [Alt] + [=] to display the current month.

Use vCards

Outlook supports the use of vCards, the Internet standard for creating and sharing virtual business cards. By adding a vCard to your e-mail signature, you can easily include your business contact information with every e-mail message you send.

If you receive a vCard and would like to save the information it contains, simply double-click it, and it will open as a contact item that you can easily save to your Contacts folder.

To include a vCard with your e-mail signature, go to Tools > Options, and then click the 'Mail Format' tab. Under 'Signature', click 'Signatures', and then click 'New'. Select the options you want, and then click 'Next'. Under 'vCard options', select a vCard from the list or click 'New vCard from Contact'.

Colour-Code Your Calendar

In your Outlook Calendar, you can use colours to help you manage your appointments. For example, you can choose colours with predefined labels such as “Personal”, “Needs Preparation,” or “Must Attend”; or, you can create your own labels. Here’s how.

To colour an appointment or meeting with a predefined label, click ‘Calendar’. Right-click an appointment or meeting, point to ‘Label’ on the shortcut menu, and then click a colour-coded label in the list. To remove the colour from the appointment or meeting, in the ‘Label’ list, click ‘None’.

To create your own coloured label, click ‘Calendar’. Right-click an appointment or meeting, point to ‘Label’ on the shortcut menu, and then click ‘Edit Labels’. Pick the colour you want to rename, type in your new label name, and click ‘OK’.

Find Related Messages In Outlook

Do you end up scanning Outlook folders to find messages previously sent or received as part of an extended e-mail conversation? Outlook can find and display these messages, if they are part of the same conversation string: select one of the messages in the e-mail conversation. On the ‘Actions’ menu, point to ‘Find All’, and click ‘Related Messages’.

You can also use a shortcut to find related messages. When you open an e-mail message you have already replied to, a yellow information bar indicates the date and time you replied to the message, and provides a link you can use to find all related messages. Click the information bar to view related messages. In Outlook 2002, the bar also indicates if the sender is currently online, and if that sender is an Instant Messenger contact.

Open, Dismiss, Or Snooze Multiple Reminders

Did you know that you could act on more than one reminder at a time in Outlook 2003? Your reminders are listed in the ‘Reminders’ window, which is accessible from the ‘View’ menu.

From there you can open, dismiss, or ‘snooze’ multiple reminders with a single click.

To work with multiple reminders, first select the first reminder. Hold down [Ctrl]. Select any additional reminders. Click ‘Open Item’, ‘Dismiss’, or ‘Snooze’.

Return Meeting Responses To The Right Person

Most administrative assistants have permission to send meeting requests from their bosses’ accounts—but sometimes, responses to those meeting requests end up in their bosses’ mailboxes. Here’s a way to return responses to the administrative assistant.

You can grant someone permission to send e-mail requests for you by using the ‘Delegate Access’ feature: go to Tools > Options, click the ‘Delegates’ tab, and click ‘Add’. With that done, it’s easy to specify that responses be returned to that person as a delegate.

To return responses to delegates, go to Tools > Options, and then click the ‘Delegates’ tab. Select ‘Send meeting requests and responses only to my delegates, not to me’.

Save Multiple Attachments Simultaneously

When you receive an Outlook message containing several attached files, you don’t have to open and save each file separately. You can save multiple attachments to the same location in a single step.

Click ‘Save Attachments’ on the ‘File’ menu. When the ‘Save All Attachments’ dialog box opens, click OK. Then select the folder where you want to save the files, and click ‘OK’.

When you use this shortcut, you must save all the files to the same folder. To save each attachment to a different folder, you will need to save them individually.

Get Rid Of Space-Stealing Files In Outlook

When it’s time to clean up their mailboxes, most people have trouble finding and deleting the messages that take up the most space,

such as those with large attachments. Here's a fast way to expose the space stealers hiding in your Outlook folders.

To create a customised search file in Outlook, go to **Tools > Advanced Find**, and then click the 'More Choices' tab. In the 'Look for' box, click 'Messages'. In the Size list, click 'greater than', and then type a number such as 500 (for files that are 500 kilobytes or larger). Select the remaining search options you want, and click 'Find Now'.

When the search is complete, you can save it as a shortcut. Here's how: click 'Save Search' on the 'File' menu of the 'Advanced Find' dialog box, and save it somewhere you can find it easily later, such as your desktop. Then, the next time you want to run this search, just double-click the shortcut.