

Microsoft Office, the Differences

Patti Greenleaf 696-5218

All Three Programs

To Save a File Down

1. On the menu bar, **select File**, slide down and **select Save As**.
2. Choose the location where you want to save the information (probably 3 1/2" Floppy), give the file a name, then in the bottom left where it says **Save As Type**, click on the down arrow and select the follow for each of the different programs:

Program	Choice
Word	Word 6.0/95
Excel	Microsoft Excel 5.0/95 Workbook
PowerPoint	PowerPoint 95

3. Once you have made the selection, **click Save**.

To Tell Which Version of Word A Computer Has

1. On the menu bar, **select Help**.
2. Slide down and **select About Microsoft Word** (or Excel, or PowerPoint etc.)
3. This will give you a window that tells you about the program that you are in and the first line of text should tell which version it is.

WordArt is Fun!

Excellent

Inserting a WordArt Object

Click on the **WordArt Icon** on the drawing toolbar

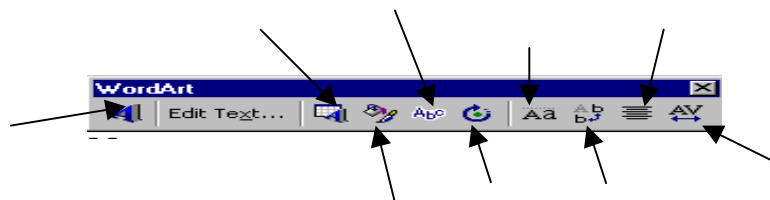


Select a WordArt Style

Enter text in the Enter Text Here dialog box then **Click OK**

Move the WordArt to where you want it to go

Make any other changes to the WordArt using the WordArt toolbar that appears.



To work with the text wrapping with a WordArt picture go to format WordArt.

Inserting Pictures (Clip Art)

In Word 97 you no longer have to insert a frame around a picture that you have inserted. You do have to spend some time with the text-wrapping feature to have your picture work with your graphic.

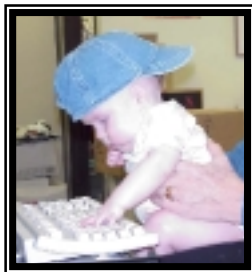
Go to **Insert** and click on **Picture** and pull to **From File**.

Change to the location the file is located (i.e. floppy, desktop, my documents, server, a folder you created, etc.)

Click on the picture.

Click **Insert**.

Wrapping Text around the Picture



To make the text wrap around the picture, do the following:

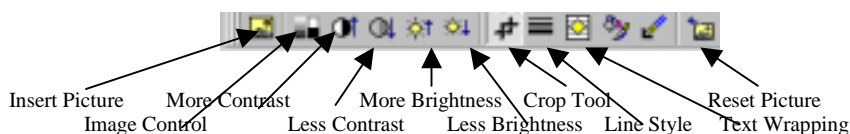
Right Click on the picture and pull to **Format Picture**

Click on the **Position** tab and check **Float over text**.

Click on the **Wrapping** tab and select choices for the **Wrapping Style** and **Wrapping to the text to wrap**. Click **OK**.

Use the Picture Tool Bar

If the Picture Toolbar is not visible, go to **View** and pull to **Toolbars** and pull to **Picture**
(Note: if **Picture** already has a check in front of it, you already have the toolbar)



To make these work, click on the picture and then click on the tool on the toolbar.

The contrast and brightness will change the image one click at a time.

The Crop Tool lets you crop part of the image. Place the tool over one of the size boxes and move it in the direction you want

The Line Style lets you determine what type of line you would like as a border around your picture.

Word

To Work with AutoCorrect

This feature in Word allows you to customize options to meet your needs. For instance, if you have a common phrase you type quite a bit or you want it to correct something for you automatically. The difference between AutoFormat As You Type and AutoFormat is that the AutoFormat as you type makes the formatting changes to the information that

you are typing. The AutoFormat will make the formatting changes to material you bring in from some place else.

To Use AutoCorrect

1. **Select Tools** on the Menu Bar.
2. Slide down and **select AutoCorrect**.
3. In the AutoCorrect window make sure the **AutoCorrect** tab is selected.
4. For the first five options make sure there is a checkmark in the box if you want it selected. If you don't want the option click on the checkmark to get rid of it. If you want to type a word to replace if you type it incorrectly, in the box under where it says Replace: type the word incorrectly (i.e. studnet). In the box under With: type the word correctly (i.e. student). Then click the **Add** button.
5. Click **OK**



To Delete an AutoCorrect Word or Symbol

1. In the list of words, click on the entry that you want to delete to highlight it. Then click the **Delete** button.
2. Click **OK**.

To Use Auto Text

1. **Select Tools** on the Menu Bar.
2. Slide down and **select AutoCorrect**.
3. In the AutoCorrect window **select the AutoText** tab.
4. Where it says to enter AutoText entries here, **enter the phrase** you would like to add to AutoText, then click the **Add** button.
5. Click **OK**.

To Run Auto Text

1. As you type the phrase you will notice a yellow box with the phrase in it. To have the computer finish typing the phrase for you press **Enter** or **Tab**.

To Make Changes to the AutoFormat features

1. **Select Tools** on the Menu Bar.
2. Slide down and **select AutoCorrect**.
3. In the AutoCorrect window **select** the appropriate tab.
4. Make the desired changes AutoFormat features. You will probably want to make the changes in both windows.

Hyperlinks in Microsoft Word 97

1. On the menu bar, select **Tools**, slide down and select **AutoCorrect**.
2. Select the **AutoFormat As You Type** tab, and in the section "Replace As You Type", **uncheck** the box next to **Internet and network paths with hyperlinks**.

3. You must also select the **AutoFormat** tab, and in the section “Replace”, **uncheck** the box next to **Internet and network paths with hyperlinks**.
4. Click **OK**.

Grammar Checker

The grammar checker has been improved in the 97 version of Word. As you type the program places a green squiggly underline for any grammar mistakes it finds. If you do a right mouse click on the green squiggly line you will get a list that shows you what Word believes is wrong with the statement. If you like their choice click on the desired change to make the correction.

Mail Merge Printing

It came to our attention recently by a user in the district that the mail merge feature in Word 97 does not print selected pages the same way mail merge does in Word 95. If you are printing the whole job or the current page it is the same. However, if you only want to print only certain pages the process is a little different.

1. On the menu bar go to **File**, slide down and select **Print**.
2. In the Print window, click the **radio button** for **Pages** under Page Range. Then in the box next to Pages type an S before the page numbers you want to print. For instance, if you want to print pages 1, 4, and 7, in the box you would type s1, s4, s7.

Creating a Template

From Scratch, New Document

1. On the Menu Bar, **click** on **File**, select **New**
2. On the New Dialog box at the bottom right, select **Create New Template** (notice in the title bar it usually says Document 1 but now it says Template 1)
3. Type the document the way you want it to appear.
4. When you save it notice that it automatically wants to save it as a Document Template. (You can't save it as a different file type) It also wants to save it in the Templates folder; this is so that when you click **File, New** you can open the template file. Give the file a name and leave it in the template folder.

After You Have Created a Document

1. If you have typed a document and have decided that it would be a good template, you can save the file as a document template.
2. On the Menu Bar, **click** on **File**, select **Save As**.
3. In the Save As window in the bottom left where it says Save As Type change that to say Document Template. You will notice that it automatically changes the location of where it is going to save to the Template folder. Give the file a name and leave it in the template folder.

To Run a Template (that has been saved in the Template folder)

1. On the Menu Bar, **click** on **File**, select **New**.
2. In the list of file icons **double click** the template you want to open.

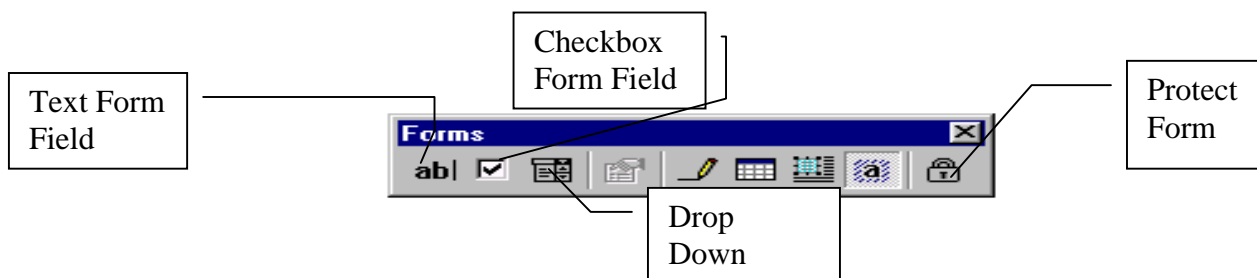
3. You will notice that on the top it will say Document 1 so that if you make changes it is not affecting your template.

To Make changes to your Template

1. On the Menu Bar, **click** on **File**, select **Open**.
2. In the Open window where it says Look in navigate to the Templates folder. (Go to the C drive, double click on the Program Files folder, double click on the Microsoft Office folder, double click on the Templates folder.)
3. Also in the Open window on the bottom left where it says Files of Type, select Document Templates.
4. This will allow you to see your template files, double click on the file you want to change.
5. Notice up in the title bar it says the name of the template not Document 1 so you are actually making changes to the template file.
6. When done making changes save it.

Creating Documents/Templates with Form Fields

1. You usually want to create a Form as a template so follow the steps to create a template. (On the Menu Bar, **click** on **File**, select **New**. On the New Dialog box at the bottom right, select **Create New Template**.)
2. To insert form fields you must turn on the Forms toolbar. On the Menu Bar, **select View**, slide down to **Toolbars**, slide over and **select Forms**.
3. When you are ready to insert a form field, click the appropriate icon from the form field menu.



4. To add options to the drop down field **double click on the field** once you have selected it from the Forms toolbar.
5. Continue this process until you have entered all the desired fields and text for your form.
6. Before you save it you need to protect it so that people can only type in the form field area. **Select the Protect Form** icon on the Forms toolbar.
7. **Save** the document/template.

To Make changes to a Form Field Document/Template

1. Open the document/template.
2. Unprotect the file. On the Forms toolbar, **select Protect Form** icon.
3. Make changes; remember to protect the document again before you save it.

Working with Tables

In Word 97 you can draw your table and cells using a pencil-like mouse point. The biggest advantage of this is to able to place a table exactly where you want it.

To Draw Your Own Table

1. **Click on Table** on the Menu Bar and slide down and **select Draw Table**. Or **click the Draw Table** icon on the Standard Toolbar.
2. Draw your table and enter the information.
3. You can make necessary formatting changes in the Table menu or on the Table and Borders Toolbar which will appear when you draw your table.

Other New Features of the Table

In the Table menu or on the Tables and Borders Toolbar you can distribute your rows or columns evenly. Making which every rows or columns you highlight equal length.

In the Tables and Borders Toolbar, you can align text vertically in a cell.

Where Has the Thesaurus Gone

The Thesaurus is now in the Language submenu of the Tools Menu. On the Menu Bar, **click on Tools**, slide down and **select Language**. The keystroke combination for Thesaurus is still Shift+F7.

Excel

Creating Notes (Comments)

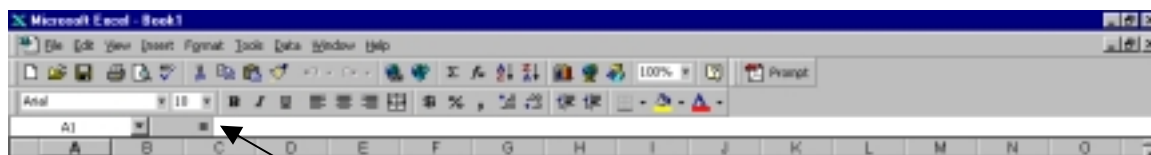
The Notes command found in the Insert Menu is now called Comment

To Insert a Comment

On the Menu Bar, click on Insert, slide down and select comment.
In the box provided type your comment.

To Edit or Delete a Comment

Place your mouse on top of the cell that has the comment and right mouse click.
On the menu that appears, select to either edit or delete comment.



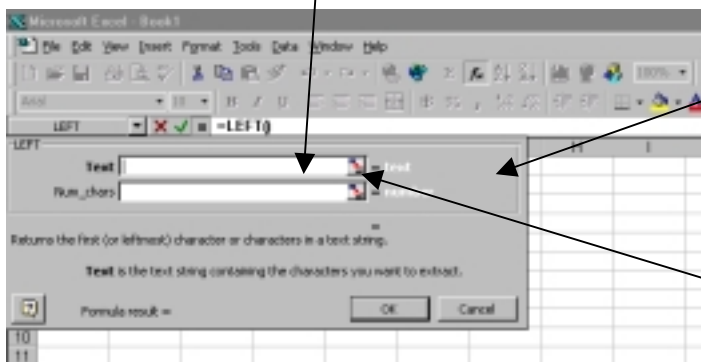
Entering a Formula

1. **Click on the cell** where you want to enter a formula
2. **Type an equal sign (=)** or **click on the equal sign** on the formula bar

3. **Type the formula** that you want to use
4. **Press Enter** or **Click the ✓** button next to the formula bar
5. Excel enters the formula in the active cell and displays the resulting value. The formula will still show up in the formula bar so that you can see both the formula and the result simultaneously.

Using the Function Wizard

1. If you'd like to paste a function into a particular cell,
2. **Click** on the **cell** that you want to paste a function into,
3. **Click the Function Wizard (Fx)** button next to the formula bar ,
4. Scroll through the choices and **find the function** you want and click on it, **Click OK.**
5. Then **type the cell coordinates** that should be included, use a colon between cell coordinates, type in any other needed information and **press OK.** For example =Average(A2:A8) would calculate the average for values in cells A2 through A8.



This window is also new in Excel 97 and usually is in the way because it is covering up your information. You can click on it with your mouse and drag it out of the way.

You can also click on this icon to get back to your worksheet to select the area for your function. To get back to this window click the icon again.

Range Finders

If you click on the formula or function in the Formula Bar you will notice that the formula becomes colored and is associated with the colored ranges in the worksheet.

Centering Headings across Columns

1. **Enter your data** into a cell in column A
2. **Select the cell** containing your data and **drag** through the cell range you want your heading centered across
3. **Click on the Merge and Center** icon on the toolbar

Once you have done this it makes the whole area you highlighted your A cell (or whatever cell you started with).

Creating A Chart

Most charts include a title, a legend to help clarify what each data series represents, a y-axis, and an x-axis. Typically, values are plotted along the vertical plane (y-axis) and categories are plotted along the horizontal plane (x-axis).

To create a chart

Select the data you want included in the chart from an existing worksheet
Click the Chart Wizard icon from the toolbar

A dialog wizard box will appear

Step 1

Click on the **Chart type** you would like to use

Click on the **Next** button to move to **Step 2**

- In the Data Range tab check to make sure the selected range is correct (the \$ in front of each column letter and row number indicates that these are absolute references). A series can be either the information in rows or columns, switch between the two to see how it changes your chart preview.
- In the Series tab you can choose to add or delete a series. The name box shows which information will be in the legend for a series. The values show which values will be displayed for a series.

Click the **Next** button to move to **Step 3**

In this step you can make sure your charted data looks the way you want it (make changes as needed)

- Titles tab—enter the information you would like for your titles.
- Axis tab—you can decide to view axis titles or not.
- Gridlines tab—Add or delete horizontal and vertical gridlines.
- Legend tab—you can decide to whether to show the legend or not and the location of it.
- Data Labels tab—this is where you can give each piece of data a label.
- Data Table tab—you can select to have a table of the information placed with your chart.

Click on the **Next** button to move to **Step 4**

Decide if you want the chart to be on the same sheet as the data or on a separate sheet

Click Finish.

Page Break Preview

This command allows you to see how your sheet will print.

1. On the **Menu Bar**, **select View**. Slide down and **select Page Break Preview**.
2. You then can adjust the blue lines that show your page breaks by clicking on them and moving the lines. Depending on how you adjust these lines, it will change the size of your text when it is printed.
3. To get back to the normal view, on the **Menu Bar**, **select View**. Slide down and **select Normal**.

Conditional Formatting

Applies formatting automatically to a cell if its value meets criteria you specify.

1. Highlight the cells you want to have the conditional formatting.
2. On the **Menu Bar**, **select Format**. Slide down and **select Conditional Formatting**.
3. Entry criteria.

Working with Borders

In Excel 95, if you wanted to have a border at the bottom of a row all you had to do was highlight the information and then select the bottom border on the borders icon. This would in essence underline each row that was highlighted.

1. In Excel 97, you must highlight the cells where you want the border and then on the Menu Bar, **select Format**, and slide down and **select Cells**.
2. **Click** on the **Borders** tab.
3. On the left side of the window, click on the borders you want. For the one the bottom of each cell you must also select the middle border.

PowerPoint

Inserting a Custom Background to a Presentation

1. In the slide view, **click** on **Format** on the Menu Bar, and slide down to and **select Background**.
2. **Click** on the **down arrow** in the middle of the window, and **Fill Effects**.
3. Click on the **Picture Tab**.
4. Click on **Select Picture**.
5. Navigate to the folder with the picture file.
6. Double click on the desired **picture file**.
7. Click **OK**.
8. Back in the Background window, **select Apply** (to apply to one slide) or **select Apply to All** (to apply to all slides in the presentation).

Animation Settings (Renamed Custom Animation Settings)

Allow you to change the order of your animations, timings, the effects, chart effects or the play settings.

Select Slide Show from the Menu bar, slide down and **select custom animation**. Click on the various tabs to make your changes.

Interactive Settings (Renamed Action Settings)

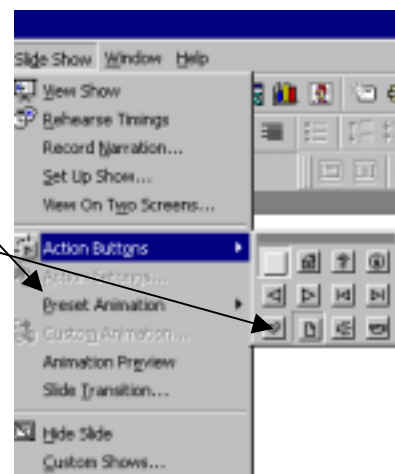
Interactive settings let you build interactions into your slides that will take you to other slides or allow you to run a program by clicking on the icon (text) during a presentation.

Branching to Another Slide or Embedded Program

Allows you to create branches in your presentation to another slide or another embedded presentation (maybe has different slide orientation). When you branch to a presentation you automatically return to the original presentation; when you branch within a presentation you can you Slide Navigator or create another button to return to the first slide.

Set up a branch to another slide or Web Page

1. Go to Slide Show and pull to **Action buttons**.
2. **Select the button**.
3. Draw the **shape of the button** on your slide, when you let go of the button, the Action Settings window will appear.
4. **Select Hyperlink To**, then select the slide you want to branch to on the drop down list: you can also select another PowerPoint Presentation or URL (type the entire address <http://www.amphi.com>).



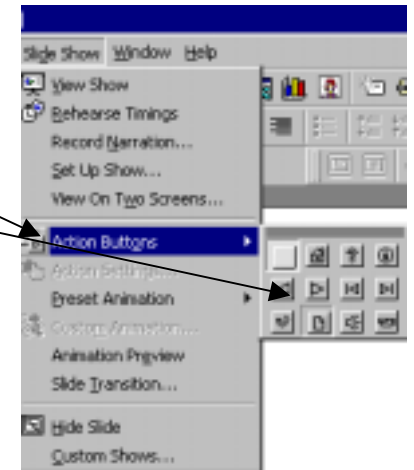
5. Click OK.

To return to the first slide create a button on the branch slide that returns you to the first slide.

Set up a branch to a Program

You can also branch to another program like Word or a specific page on the Internet to use while in your presentation.

1. Go to Slide Show and pull to **Action buttons**.
2. **Select the button.**
3. Draw the **shape of the button** on your slide, when you let go of the button, the Action Settings window will appear.
4. **Select Run Program**, then click on **Browse**.
5. Navigate to Find the program. **Double Click on the program.**
6. **Click OK.**



Recoloring Clip Art

Click on the **Recolor Clipart** icon on the picture toolbar. Make your changes in this window.

Inserting Sound Clips to a Presentation

1. Go to the **Insert** Menu Bar.
2. Click on **Movies and Sounds** and pull to **Sound from File**
3. In the Insert Sound window, navigate to the folder with the sound clip.
4. **Double click** on the desired **sound clip file**.

Inserting Movie Clips to a Presentation

1. Go to the **Insert** Menu Bar.
2. Click on **Movies and Sounds** and pull to **Movie from File**
3. In the Insert Movie window, navigate to the folder with the movie clip.
4. **Double click** on the desired **movie file**.

If you can't see the movie files in the folder type in *.mpg (or the extension of the movie, it might be *.avi also) where it asks for the filename.

Inserting a Custom Background to a Presentation

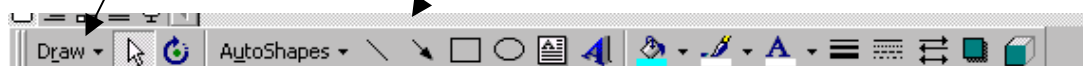
1. In the slide view, **click** on **Format** on the Menu Bar, and slide down to and **select Background**.
2. **Click** on the **down arrow** in the middle of the window, and **Fill Effects**.
3. Click on the **Picture Tab**.
4. Click on **Select Picture**.
5. Navigate to the folder with the picture file.
6. Double click on the desired **picture file**.
7. Click **OK**.
8. Back in the Background window, **select Apply** (to apply to one slide) or **select Apply to All** (to apply to all slides in the presentation).

Bring an Object Forward, Back, etc.

This option has moved to the Drawing Toolbar.

Click on **Draw**, and slide to and **select Order**.

Make your selection.



Slide Show Menu

The Slide Show menu is new in PowerPoint 97. It contains many commands that were on the Tools menu in PowerPoint 95.

This PowerPoint 97 Command	Allows you to
View Show	Launch your slide show in full screen view.
Rehearse Timings	Capture timings as you rehearse a presentation.
Record Narration	Make an audio recording to narrate the slide show.
Set Up Show	Define the type of show, a range of slides, advance method, and pen color.
View On Two Screens	Show a presentation from one computer on another through a serial connection.
Action Buttons	Place a button with interactive settings on a slide.
Action Settings	Define an action for the object, such as playing a sound when the object is clicked during a slide show.
Preset Animation	Apply animation effects to the selected object.
Custom Animation	Define animation, sound effects, and timing for objects on a slide.
Animation Preview	View the current slide in miniature, including all animation associated with the slide.
Slide Transition	Define special effects for progressing from one slide to the next in a slide show. This command was moved from the Tools

	menu.
Hide Slide	Skip a selected slide during a slide show. This command was moved from the Tools menu.
Custom Shows	Create sections within presentations, making it easier to tailor presentations for specific audiences.

Last modified 3/27/00