

4. Microsoft Office 2000

4.1 MS Office Components

Microsoft Office 2000 is a software suite that consists of different applications that complete different activities. MS Office 2000 is by far the most widely recognized software suite in the world.

MS office has been evolved from Office 95, 97, 2000, to 2003 or XP. This lecture will only focus on MS Office 2000. The follows are the major components. Certainly, you can buy and setup each individual component separately.

- Word
- Excel
- PowerPoint
- Access
- Outlook
- FrontPage
- Publisher

4.2 Introduction into Microsoft Word

Starting Microsoft Word

Two Ways

- (1) Double click on the Microsoft Word icon on the desktop
- (2) Click on Start → Programs → Microsoft Office → Microsoft Word

Viewing the Toolbars

The toolbars in Microsoft Word provide easy access and functionality to the user. There are many shortcuts that can be taken by using the toolbar. First, make sure that the proper toolbars are visible on the screen.

- (1) Click **View**
- (2) Select **Toolbars**
- (3) Select **Standard, Formatting, and Drawing**

(4) Other toolbars can be selected if you wish

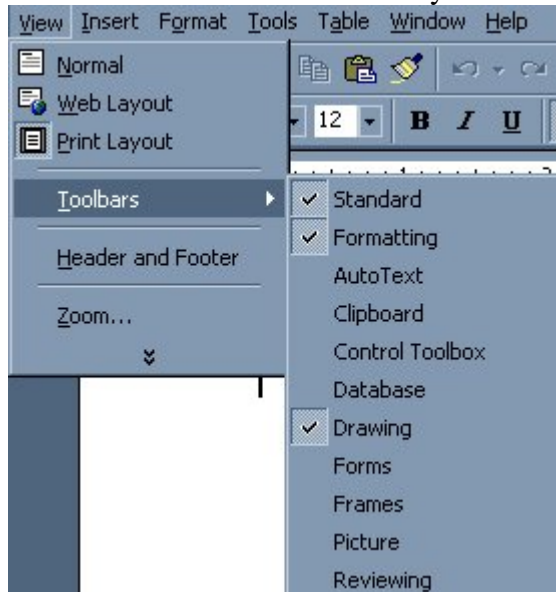


Figure 1. MS Word toolbars.

Creating A New Document

- (1) Click on File
- (2) Select New
 - To create a blank document, simply select **Blank Document**. To create a document based on one of the templates provided in Microsoft Word, select which one you would like to create and select **OK**

Formatting Text



Figure 2. Formatting text.

Inserting a Table

- (1) Click where you want your table to go
- (2) Click **Table** at top of screen
- (3) Select **Insert**
- (4) Select Table
- (5) Give your table dimensions

Inserting a Picture

- (1) Click where you want your picture to go
- (2) Click **Insert** at top of screen
- (3) Select **Picture**
- (4) Select **Clip Art or From File**
- (5) Select picture and click **Insert**

Inserting Page Numbers and Date/Time

- (1) Click **Insert** at top of screen
- (2) Select **Page Numbers and/or Date & Time**

Spell Checking Your Document

- (1) Click **Tools** at top of screen
- (2) Select **Spelling and Grammar**

Overview of creating a table of contents at the beginning of a document with MS Word

What is a table of contents?

A table of contents is a list of the headings in a document that you can insert in a specific location. You can use a table of contents to get an overview of the topics discussed in a document or to quickly navigate to a topic.

You can create a table of contents for a document that you plan to print as well as view in Word. For example, when you display the document in print layout view, the table of contents includes page numbers along with the headings. When you switch to web layout view, the headings are displayed as hyperlinks so that you can jump directly to a topic.

Creating a table of contents

To create a table of contents, use one of the following methods to specify the headings you want to include:

(1) Built-in heading styles

You can apply the built-in heading styles (Heading 1 through Heading 9). Create a table of contents by using built-in heading styles.

(2) Outline-level formats

If you don't want to change the formatting of headings, apply styles that include outline-level formats.

Create a table of contents by using built-in heading styles

- In your document, apply built-in heading styles (Heading 1 through Heading 9) to the headings you want to include in your table of contents.
- Click where you want to insert the table of contents.
- On the **Insert** menu, click **Index and Tables**, and then click the **Table of Contents** tab.
- Do one of the following:
 - To use one of the available designs, click a design in the **Formats** box.
 - To specify a custom table of contents layout, choose the options you want
- Select any other table of contents options you want.

4.2 Introduction to Microsoft PowerPoint

Starting Microsoft PowerPoint

Two Ways

- (1) Double click on the Microsoft PowerPoint icon on the desktop
- (2) Click on Start → Programs → Microsoft Office → Microsoft PowerPoint

Create a Blank Presentation

After you select Blank Presentation a window pops up asking you to select the layout of the first slide. Pre-designed slide layouts include:

- Title Slide
- Bulleted List
- Two Column Text
- Table
- Text & Chart
- Chart & Text
- Organizational Chart
- Chart
- Text & Clip Art
- Clip Art & Text
- Title Only
- Blank Slide

Different Views That PowerPoint Demonstrates

There are different views within Microsoft PowerPoint that allow you to look at your presentation from different perspectives (Figure 3, Table 1).

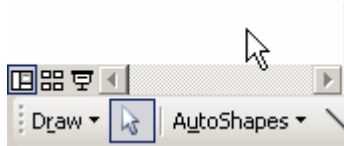





Figure 3. Views of PowerPoint presentations.

Table 1. Views of PowerPoint presentations.

Normal View	Slide Sorter View	Slide Show View
		
Switches to normal view, where you can work on one slide at a time or organize the structure of all the slides in your presentation	Displays miniature versions of all slides in a presentation, complete with text and graphics. In slide sorter view, you can reorder slides, add transitions, and animation effects. You can also set the timings for electronic slide shows.	Runs your slide show in a full screen, beginning with the current slide if you are in slide view or the selected slide if you are in slide sorter view. If you simply want to view your show from the first slide: <ol style="list-style-type: none"> (1) Click Slide Show at the top of the screen (2) Select View Show

Slide Manipulation

- Inserting A New Slide
 - (1) Click **Insert** at top of screen
 - (2) Select New Slide
- Formatting A Slide Background
 - You can format your slide to make it look however you would like, whether it is a background color, picture, or a design template built into Microsoft PowerPoint. The next step will show you how to apply a Design Template, but the other items mentioned above can be accomplished the same way.
 - (1) Click **Format** at the top of the screen
 - (2) Select Apply Design Template
 - (3) Select Design you wish to apply
 - (4) Click Apply Button

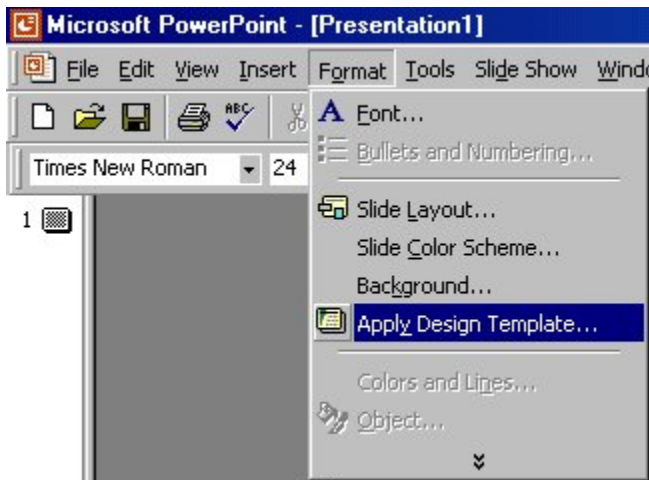


Figure 4. Slide background.

- Inserting Clipart & Pictures
 - (1) Display the slide you want to add a picture to.
 - (2) Click **Insert** at the top of the screen
 - (3) Select **Picture**
 - (4) Select **Clip Art**
 - (5) Click the category you want
 - (6) Click the picture you want
 - (7) Click Insert Clip on the shortcut menu
 - (8) When you are finished using the Clip Gallery, click the Close button on the Clip Gallery title bar

Adding Transitions to a Slide Show

You can add customized transitions to your slide show that will make it come alive and become appealing to your audience. Follow these steps when adding Slide Transitions.

- (1) In **slide or slide sorter view**, select the slide or slides you want to add a transition to.
- (2) On the **Slide Show** menu at the top of the screen, click **Slide Transition**

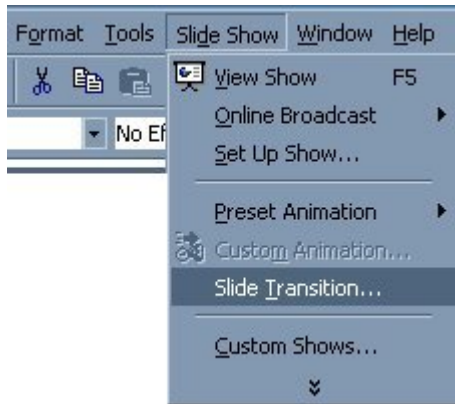


Figure 5. Slide transitions.

- (3) In the Effect box, click the transition you want, and then select any other options you want
- (4) To apply the transition to the selected slide, click Apply.
- (5) To apply the transition to all the slides, click Apply to All.
- (6) Repeat the process for each slide you want to add a transition to.
- (7) To view the transitions, on the Slide Show menu, click Animation Preview.

Viewing The Slide Show

You can view your slide show by any of the following ways:

- (1) Click Slide Show at the lower left of the PowerPoint window.
- (2) On the Slide Show menu, click View Show.
- (3) On the View menu, click Slide Show.
- (4) Press F5 on the keyboard

Using animation with PowerPoint

The slide formats in MS PowerPoint are shown in Figure 6.

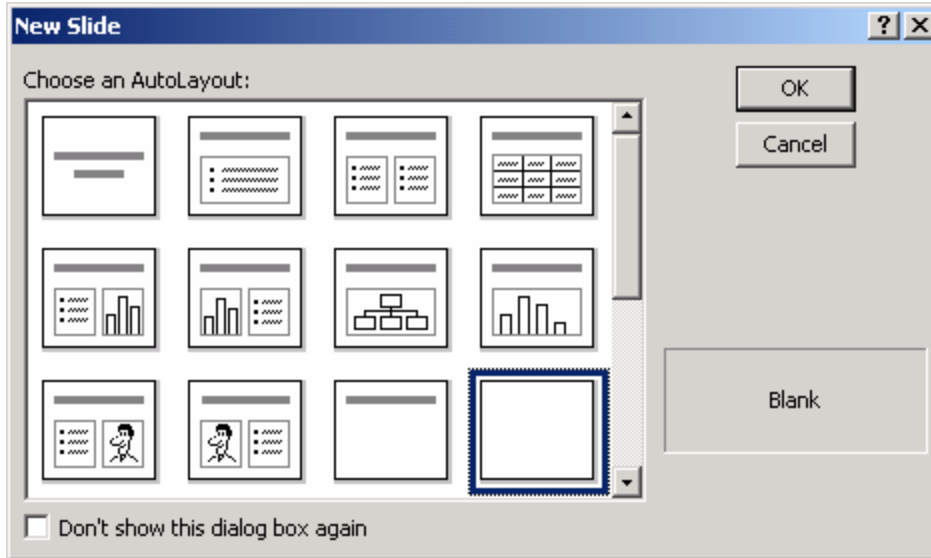


Figure 6. Slide formats of PowerPoint.

You can animate text, graphics, sounds, movies, charts, and other objects on your slides so that you can focus on important points, control the flow of information, and add interest to your presentation. You can set up the way you want text or an object to appear on your slide to fly in from the left, for example, and you can set text to appear by the letter, word, or paragraph. You can also choose whether you want other text or objects to dim or change color when you add a new element. You can change the order and timing of your animations, and you can set them to occur automatically without having to click the mouse. You can preview the animation of your text and objects to see how they all work together and adjust animations if necessary.

Animate text and objects:

- (1) In normal view, display the slide that has the text or objects you want to animate.
- (2) On the **Slide Show** menu, click **Custom Animation**, and then click the **Effects** tab.

If you are animating a chart created in Microsoft Graph, click the **Chart Effects** tab.

- (3) Under **Check to animate slide objects**, select the check box next to the text or object you want to animate.
- (4) Under **Entry animation and sound** and **Introduce text** (if you are animating text), select the options you want.

For Help on an option, click the question mark and then click the option.

- (5) Repeat steps 3 and 4 for every object you want to animate.
- (6) Click the **Order and Timing** tab.
- (7) To change the order of animation, select the object you want to change under **Animation order**, and then click one of the arrows to move the object up or down in the list.
- (8) To set the timing, select the object and then do one of the following:

To start the animation by clicking the text or object, click **On mouse click**.

To start the animation automatically, click **Automatically**, and then enter the number of seconds you want to have elapse between the previous animation and the current one.

- (9) To preview animations, click **Preview**.

Tip A quick way to create basic animation is to select the object you want to animate (in normal view), click the **Slide Show** menu, point to **Preset Animation**, and then click the option you want.

Animate the elements of a chart:

You can animate the elements of a chart created with Microsoft Graph or Microsoft Excel.

- (1) Select the chart you want to animate.
- (2) On the **Slide Show** menu, click **Custom Animation**, and then click the **Chart Effects** tab.
- (3) Under **Introduce chart elements**, select how you want to animate the chart.

Options in the list change depending on the type of chart selected.

- (4) Under **Entry animation and sound**, select the options you want.

For Help on an option, click the question mark  and then click the option.

- (5) Click the **Order and Timing** tab.
- (6) To change the order of animation, select the chart under **Animation order**, and then click one of the arrows to move the chart up or down in the list.

(7) To set the timing, select the chart and then do one of the following:

To start the animation by clicking the text or object, click **On mouse click**.

To start the animation automatically, click **Automatically**, and then enter the number of seconds you want to have elapse between the previous animation and the current one. The timing you set is also the time that will elapse between each animated element of the chart.

Class Exercises

- (1) Insertion of a table of contents for a MS Word document.
- (2) Animation of a PowerPoint presentation.

References

Microsoft Office 2000 Tutorial. (<http://www.bcschools.net/staff/MicrosoftOffice.htm>).