











## GETTING TO KNOW OFFICE 2003

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The much anticipated Office 2003 upgrade took place earlier this week. Are you confused about the changes Microsoft inflicted on your familiar Word, PowerPoint, or Excel programs? Fear not, Staff Learning and Development is here to help. We'll take you through the changes to your favorite programs, and show you some of the new programs included in the upgrade.

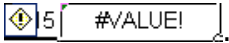
### General Changes to all Programs

- The toolbar buttons have a slightly different look. For example, here are the New File, Open File, and Save File buttons in Word 2000: . Here are the same three buttons in Word 2003: . As you can see, they still look (and function) the same, they are just more three-dimensional in Office 2003.
- Buttons will occasionally appear underneath the text as you work in your document. The AutoCorrect Options  button, the Paste Options  button, the Insert Options  button, and the Auto Fill Options  button (Excel only) have options you can choose that will bring up menus of choices related to that button.
- A Task Pane window will appear on the right of the screen when you launch any of the Microsoft Office programs. This window allows you to easily create new files or open previously-created files, and also allows you to search Microsoft Office Online for help with topics. Click in the heading area to get a list of the different types of menus available for that program. Click on the  symbol to close the Task Pane window. It can be reopened by going to the View menu and selecting Task Pane.
- The  icon for accessing the Help window has been added to the default toolbar.

### Word

- Word 2003 has added a new way of viewing documents. In addition to the regular layouts (Normal, Print, Outline, Web Page), a *Reading Layout* has been added. This formats the text in such a way that it is easier for reading. No other editing can be done in this view, however.
- Thumbnails are also available to help you easily navigate through your document. They can be accessed by going to the View menu and selecting Thumbnails.

### Excel

- A new tool has been added in for correcting problems with formulas. If you click in a cell that has an error in the formula, a Caution symbol will appear next to the cell . This contains a drop down menu that can be used to fix the formula error.
- In prior versions of Excel, when you clicked on the Equal button on the formula bar, a dialog box would appear to assist you in editing your formula. In Excel 2003, the dialog box no longer appears, so when you need to edit a formula - simply highlight the appropriate cell containing the formula or function argument, and make changes directly

within the formula bar. When finished, click the green Enter checkmark on the formula bar. The cell result will automatically be recalculated.

- Excel 2003 now includes formatting options for international numbers. To access these, go to the Format menu, then Cells, then Number.
- A new menu of options for conceptual diagrams has also been added. This can be accessed by going to the Insert menu and selecting Diagrams.
- Sheet tabs now can now be color coded, to allow you to more easily locate (or organize) your sheets.

### **PowerPoint**

- When you launch PowerPoint 2003, it automatically creates a new blank presentation with a title slide for you to edit. You can either begin working on your presentation in that window, or select "New Presentation" from the Task Pane window to select a slide layout.
- PowerPoint has a new Save feature, "Package as CD," in the File menu. This creates a compact presentation, including the viewer software, which can be run on any machine regardless of whether the presentation machine has PowerPoint installed.
- Added functionality is also available for movie clips.

### **Access**

- Access 2003 now discovers errors in form and report designs automatically, and suggests corrections to the errors in most cases.

### **InfoPath**

InfoPath is a new tool designed for creating and filling out forms. Forms can be created to interface with both Excel and Access. They can be designed to handle both submissions and queries to the underlying table. In addition, InfoPath allows forms to be spell-checked and formatted just like data entered into Word.

### **Publisher**

Publisher is a desktop publishing system. With it, you can easily create professional-looking brochures, cards, invitations, and newsletters, just to name a few of the options available. There is a wide range of templates available to work with.

### **What Hasn't Changed...**

Files you created in other versions of Office (such as Office 2000) can be opened in Office 2003 without problems. You can even save a document in Office 2003 and reopen it in a prior version of Office (for example, on a home computer running Office 97) without problems. Access databases are the exception – once you open these in Office 2003, they cannot be opened in Office 97.

### **For More Information...**

The Staff Learning and Development Computer Handouts web page at <http://www.lib.umd.edu/groups/learning/handouts.html> contains updated versions of workshop handouts for Access, Excel, and PowerPoint 2003. In addition, the tutorials available at <http://www.lib.umd.edu/groups/learning/stafflearningresources.html> are also updated to Office 2003. A handout for Publisher will be added to the website later this fall, so check back later for more in-depth information about this program!

In addition, you may wish to consult the *Microsoft Office Training Home Page* at <http://office.microsoft.com/training> for other online resources.