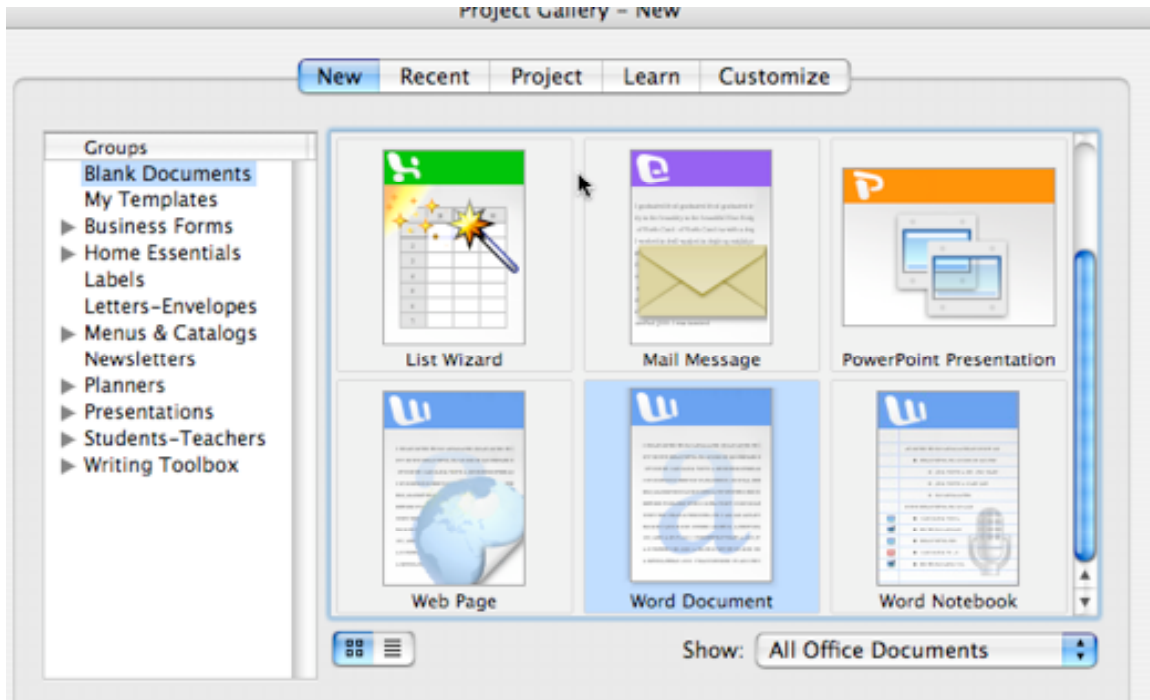


Microsoft Office 2004

8/11/06


This handout includes some of the updates and changes that affect the use of all applications in the Office Suite.

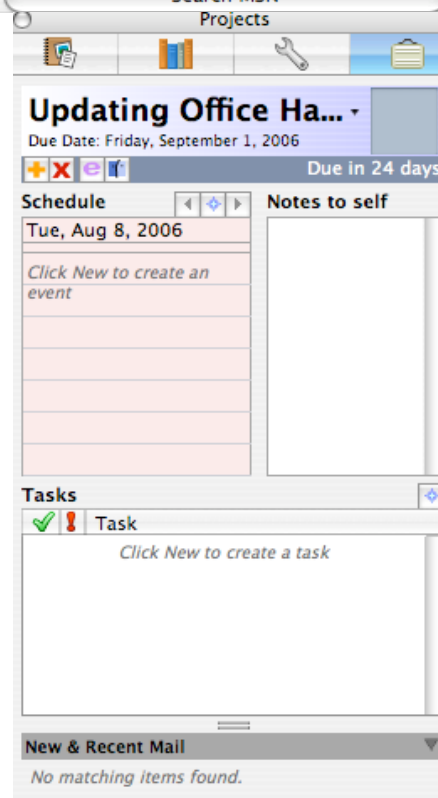
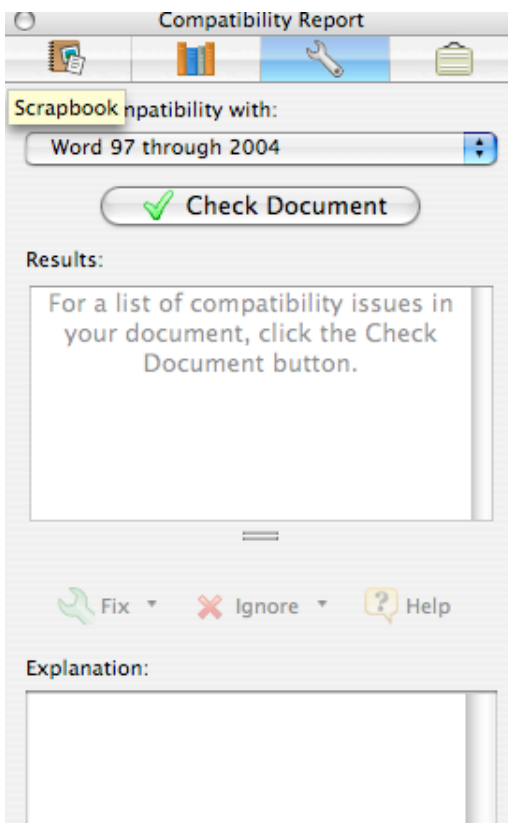
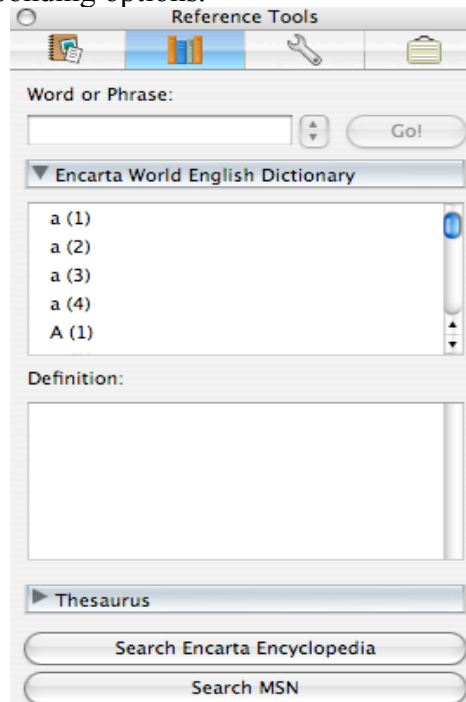
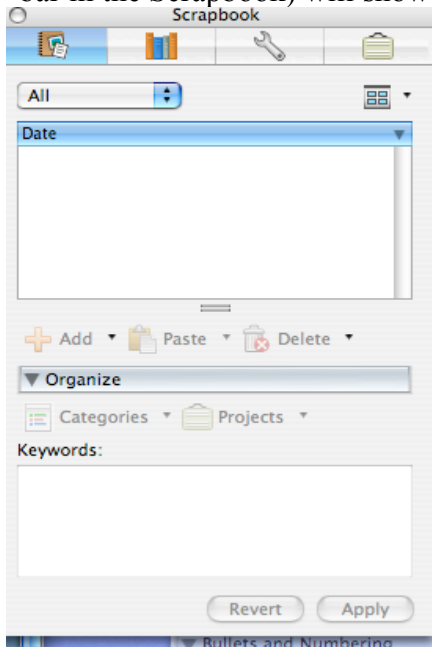
The Project Gallery



The 2004 Project Gallery now includes a section for new and recent documents as well as any Entourage projects that have been created. The Learn tab includes documents that include special formatting as well as information on how they were created.

The Office Toolbox (Office 2004 Mac)

Use the red Toolbox icon  on the Standard Toolbar to access the Toolbox Palette. Select the Scrapbook, Reference Tools, Compatibility Report or Project Palette by clicking the icons at the top of the Palette. Clicking any grey bar (such as the Organize bar in the Scrapbook) will show or hide corresponding options.



The Scrapbook

The Scrapbook allows users to store multiple items to be used in all Office documents.

Drop down menu allows users to display items by date created, title, category, project etc..

Use the Categories and Projects buttons to further organize the Scrapbook.

Drag this icon to see multiple Scrapbook items at once.

View object details, list or preview.

Use the drop down menus beside the Add, Paste and Delete buttons:

Add:

- Add a selection from an Office Document
- Add a File
- Add an object from the Clipboard

Paste

- Paste as usual
- Paste a selection as plain text (text formatting is ignored)
- Paste as a picture

Delete

- Delete the selected object from the Scrapbook
- Delete all visible objects from the Scrapbook
- Delete all objects from the scrapbook

- Add a selected item within an office document by clicking the Add button or dragging it to the Scrapbook
- Add any item by copying it and selecting Add from Clipboard from the Add drop down menu
- Drag an item from the Scrapbook onto any Office Document

Organizing Scrapbook Clips

- Double Click a clipping to give it a descriptive name
- Select a clip or group of clips and assign a Category or Project via the appropriate drop down menu

***To select a group of clips, hold down the Apple Key and click the desired clips. Release the Apple Key when done.

Reference Tools

Reference Tools

Word or Phrase:
 Go!

▼ Encarta World English Dictionary

- leapfrog
- leapt
- learn**
- learned
- learned helplessness

Definition:

learn *v*

- vti* to acquire knowledge of a subject or skill through education or experience
- vti* to gain information about somebody or something
- vt* to memorize something, for example, facts, a poem, a piece of music, or a dance

▼ Thesaurus

Meanings: English (US)

- study (v.)**
- find out (v.)

Synonyms:

- study**
- be taught
- be trained
- become skilled at
- gain knowledge of

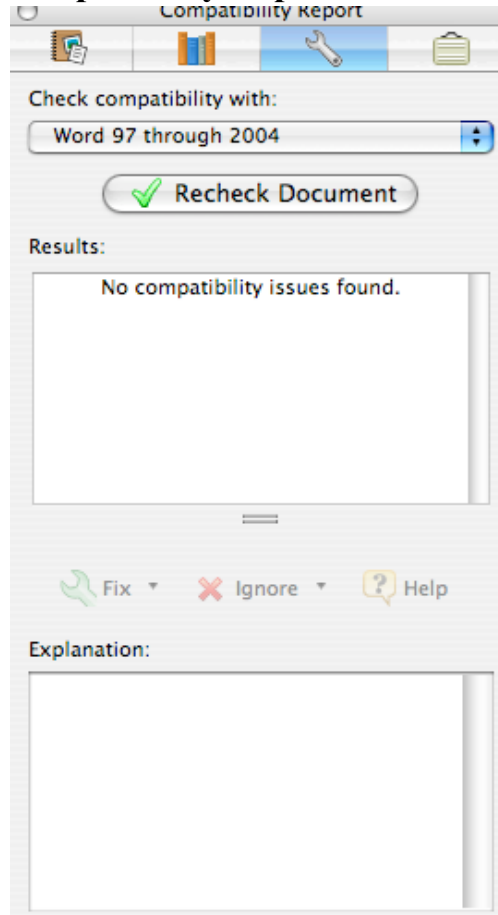
Insert Look Up

Search Encarta Encyclopedia

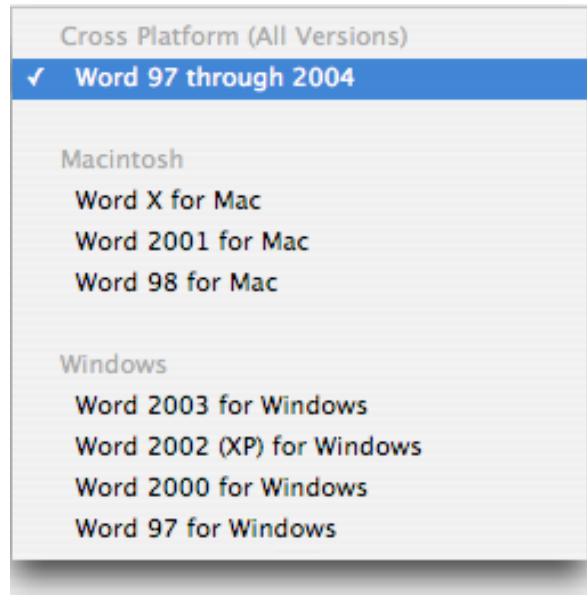
Search MSN

- Enter a Word or Phrase in the appropriate field and click Go! The Reference Tools will provide dictionary definitions and synonyms
- Select a synonym and click the Insert button to add the synonym to your document
- Select a synonym and click the Look Up button for more information
- Click Search Encarta Encyclopedia or Search MSN to find information on the word in the Word or Phrase field

Compatibility Report

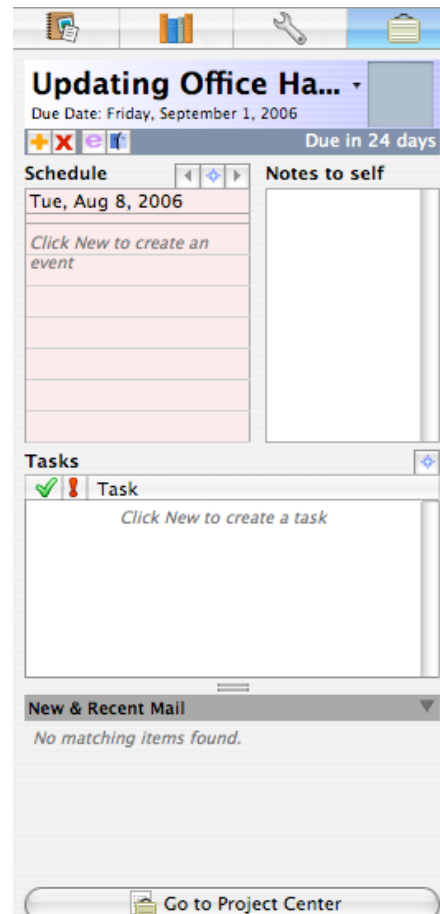


The Compatibility Report can be used to check for compatibility issues with other versions of Office. Use the Fix and Ignore buttons as desired.



Projects Palette

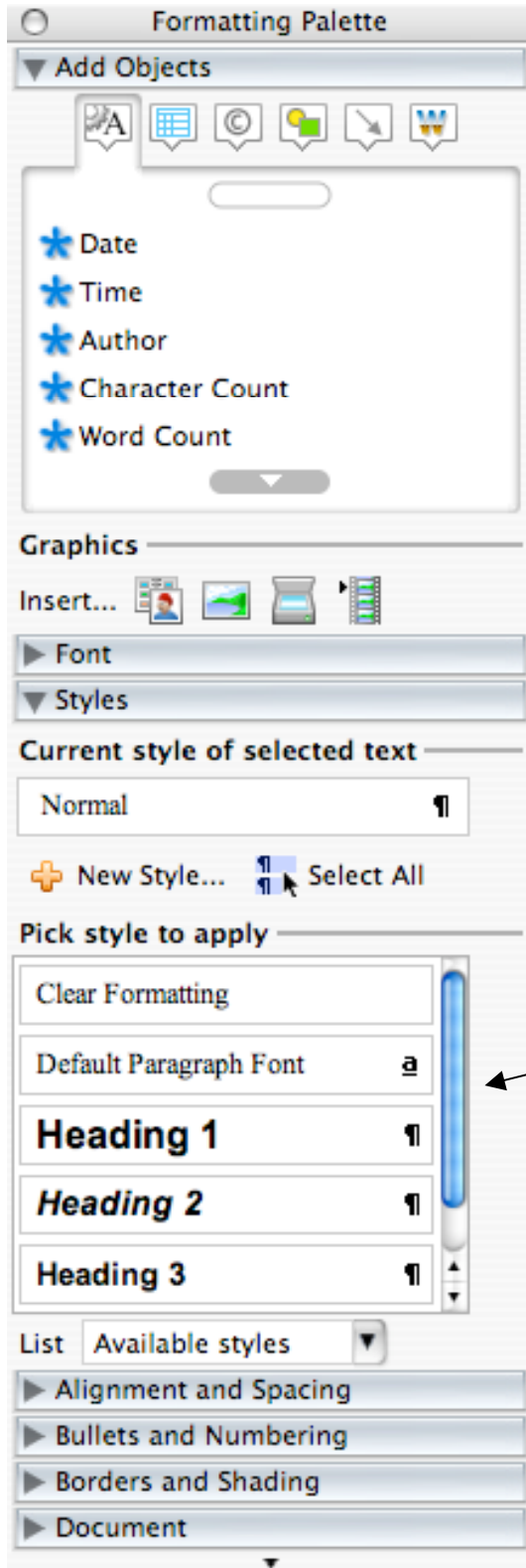
The Project Palette can be used in conjunction with Entourage to schedule projects as well as related tasks, contacts and events.



Formatting Palette Updates

Although each application has some new features added to the Formatting Palette, the Add Objects section occurs throughout Office. The Styles section is active only in Word, and is very useful.

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Add Objects

- Autotext, Tables, Symbols, AutoShapes, Lines and Word Art can be dragged to a document from the Objects section of the Formatting Palette. These objects are still available through the Insert Menu and the Drawing Toolbar as in the previous versions of MS Office for Mac.
- Graphics such as Clip Art, Pictures, and Movies can all be added via this section of the Formatting Palette. These are still available via the Insert Menu and the Drawing Toolbar as before.

Styles (Word Only)

- Styles contain formatting (font style, size, color...) that can be applied quickly to sections of text. For instance, a heading can be described as having font size 14, bold lettering and center alignment. Styles creating this type of information can be created using the Styles section of the Formatting Palette.
- To apply a set style, select the appropriate text and double click the desired style in the Styles section of the Formatting Palette.
- To create a customized style, set up text as desired. Select the text. Click the New Style button near the top of the Styles section.

7

- A style dialog box will appear. Name the style and make any changes necessary.

