

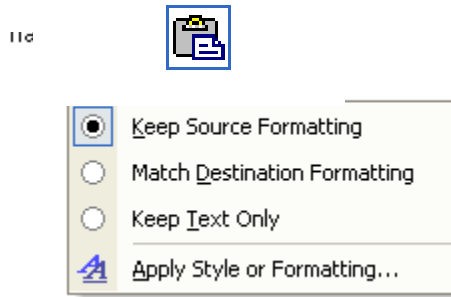
What's New with Office and Windows XP

Changes that Occur While You Work	2
New Automatic Paste Icon Options	2
Toolbars Pop Up As Needed	2
Compress and Rotate Images with the Picture Toolbar	2
Rotate Pictures within Word	2
Capture Multiple Copies to the Clipboard	3
Hyperlinks that Link Only at your Command	3
New Numbering Icon Options	3
Better Control When Numbering Lists	4
New Features to Increase Productivity	5
Clipboard Available All the Time in All Applications	5
Remove “Misbehaving” Formatting	5
Create Cycle, Radial, Pyramid, Target, and Venn Diagrams	6
Create flexible, varied Organization Charts	6
“New” Reviewing Toolbar Features	7
To “Accept and Reject Revisions” use the Reviewing Toolbar	7
Force Revisions Made by Others	7
Insert Comments to Summarize and Annotate	7
Compare Two Documents	7
Toolbar Tips	8
Noteworthy Outlook Features	9
Resend a Previously Undeliverable Message	9
Recall a message after you have sent it	9
Recommended Changes to Enhance System Operations	10
Insert images More Easily	10
Deactivate the New Drawing Canvas Feature	11
Display More “Recently Used Files”	11
Saving Documents	11
Customize Your Toolbars by Adding Buttons	12
Rearrange toolbar buttons	12
Remove toolbar buttons	12
Add the Equation Editor button	13
Need More Help With XP?	13

Changes that Occur While You Work

New Automatic Paste Icon Options

When you select and copy information from one application to another, as off the Internet, this Paste icon will always appear. Since text on the Internet is formatted differently than in a Word document, this will help to immediately allow you to match your existing Word text. Click on it and you will usually want to choose Keep Text Only. The icon will disappear as soon as you continue working.



Toolbars Pop Up As Needed

Toolbars make word processing easier – to display a toolbar, chose **View > Toolbars** and make a selection (a display shortcut is to right click to the right of the toolbars). Mastering the Table Toolbar will improve both word processing and web design.

Compress and Rotate Images with the Picture Toolbar



Rotate Left



Compress



Compress pictures to change picture resolution within Office.

Save room on your hard disk and reduce download time
Use **Compress** to:

- Reduce resolution (to 96 dots per inch (dpi) for Web and 200 dpi for print), and unnecessary information is discarded.
- Discard extra information. Otherwise, when a picture has been [cropped](#) or resized, the “hidden” parts of the picture are stored in the file.

Rotate Pictures within Word

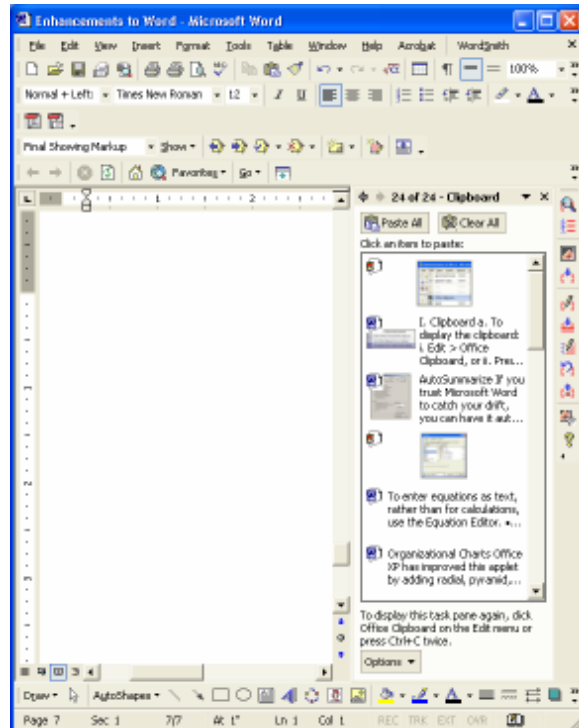
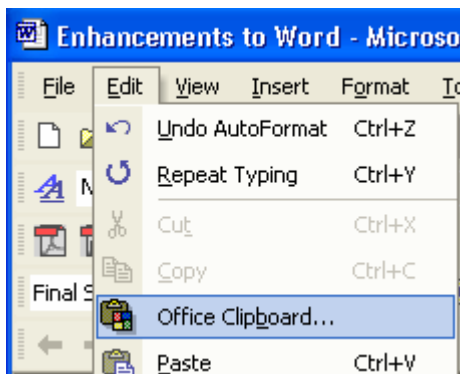
- Rotate pictures freely or precisely

Use either the **Rotate Left** icon on the Picture toolbar to rotate 90 degrees left or right, or the **green Free Rotate** button that appears when you click on a picture to rotate freely by any degree.

Capture Multiple Copies to the Clipboard

- Allows you to make up to 24 copies at one time to the clipboard and then paste them into Word in any order you choose.

Display the clipboard: **Edit > Office Clipboard**. A new task bar opens in the right section of the Word window.



Hyperlinks that Link Only at your Command

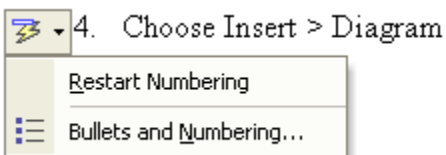
Hyperlinks that are typed into Word have a nice safety feature to prevent you from accidentally opening the web browser (Internet Explorer). To go to a link, hold down the Ctrl key while you click on the link.

<http://www.steds.org/>
CTRL + click to follow link

www.steds.org

New Numbering Icon Options

A new icon appears as you work to allow a choice for how automatic numbering should work.



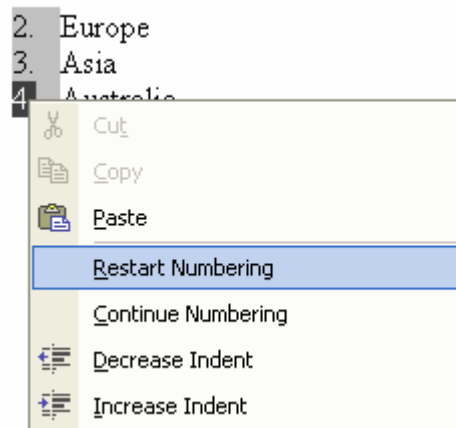
Better Control When Numbering Lists

For an existing numbered list, by simply clicking on the numbers the list becomes highlighted and provides an easy choice of options when you right-click on top of the numbers.

In this example the list has started numbering on 2, not 1.

2. Europe
3. Asia
4. Australia

Right-clicking over the numbers reveals options for indenting and numbering



New Features to Increase Productivity

Clipboard Available All the Time in All Applications

Make the Clipboard available all the time rather than in the random fashion it natively opens in. At the bottom of the new Clipboard Task Bar, choose Change Options.

Select **Collect without Showing Office Clipboard** to continuously collect items to the clipboard

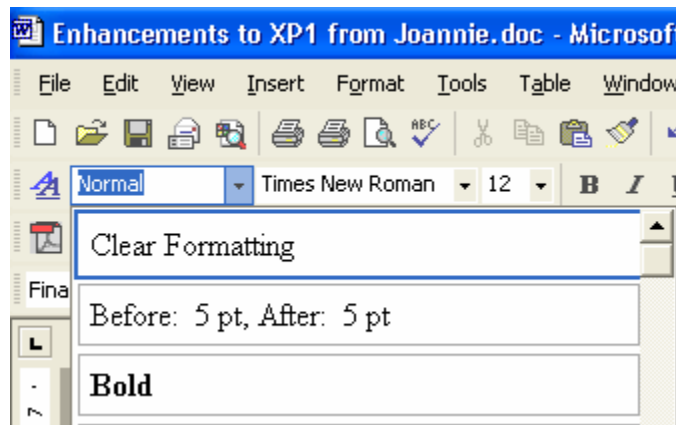


To display the contents of the clipboard, **right-click** on the Clipboard icon in the System Tray located near the Time, in the lower right-hand corner of the screen.



Remove “Misbehaving” Formatting

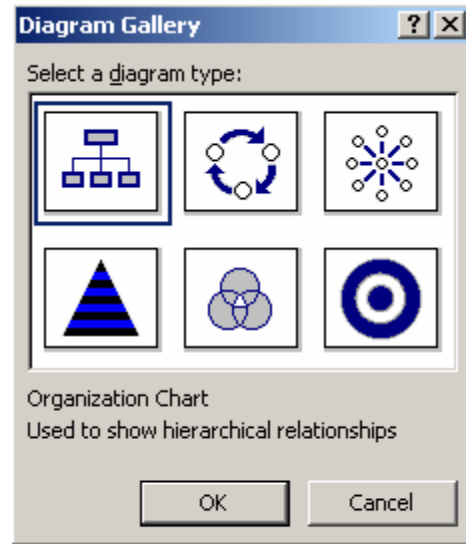
When you get in a formatting jam, highlight the section of your document that is misbehaving and start fresh. Click the small down-pointing arrow next to **Normal** on the toolbar > Choose **Clear Formatting**.



Create Cycle, Radial, Pyramid, Target, and Venn Diagrams

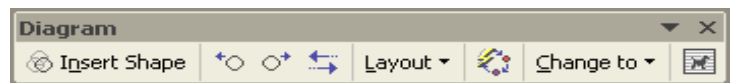
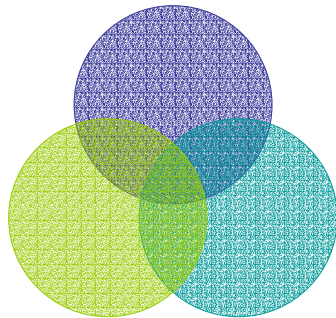
- The Diagram Gallery is completely new, powerful, and available in Word, Excel, or PowerPoint.
- Learn how to make illustrations clarify the important points in your lessons

Choose Insert > Diagram and make a choice

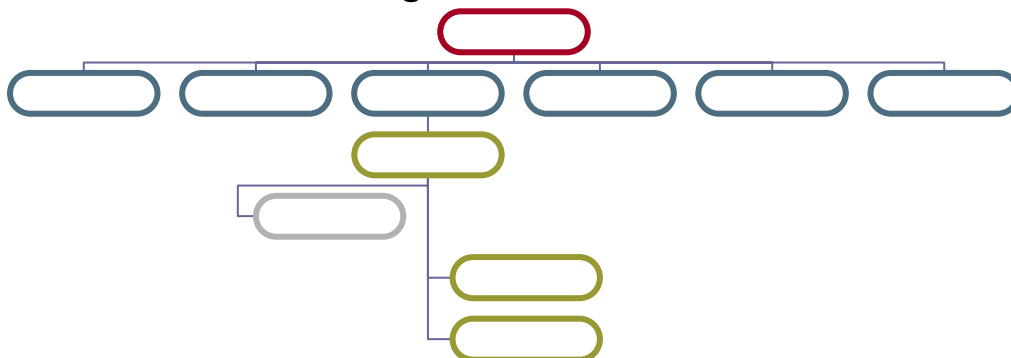


Here is a basic Venn Diagram.

Use the Diagram Toolbar that automatically pops up to see how you can modify colors, number of circles, or select other designer looks.



Create flexible, varied Organization Charts



“New” Reviewing Toolbar Features

To “Accept and Reject Revisions” use the Reviewing Toolbar

- This feature has had a major overhaul. Consult the Help menu for greater details.



The new Reviewing toolbar replaces the Accept or Reject dialog.

Force Revisions Made by Others

You can force Word to record revisions made by anyone who edits your file. Simply click Tools > Protect Document, select Tracked Changes, and enter a password.

Insert Comments to Summarize and Annotate

- Use this as a summarizing exercise. Have students explain the main points in a document in a comment balloon. Then Click the **Reviewing Panel** (the rightmost button on the toolbar) to have a summary of their notes shown at the bottom of the document. This summary of comments can be printed separately from the document.

Word XP will display comments in colored balloons in the right margin and automatically chooses a different color for each reviewer. You can also format text in the balloon with Word’s standard formatting tools, like **Ctrl-B** for bold.

Comments can be hidden to display a clean document, or also printed separately.

Fighting Pirates are we
Standing tall fraternally
(St. Ed’s will fight)
As the blue and white
Rejoice in revelry

Comment: The main theme is that St. Ed’s will **fight**

Compare Two Documents

Remember to always give each version of a document a descriptive name to facilitate easy reference back to earlier versions. Occasionally two copies of a document can inadvertently get stored in two different folders with the same name and that’s when problems can arise if they have both been accessed and changed.

Microsoft can help when two documents appear to be the same. Merge the two documents by selecting **Tools > Compare and Merge Documents** and then viewing the differences. You can merge them into the original document or into a new file.

Toolbar Tips

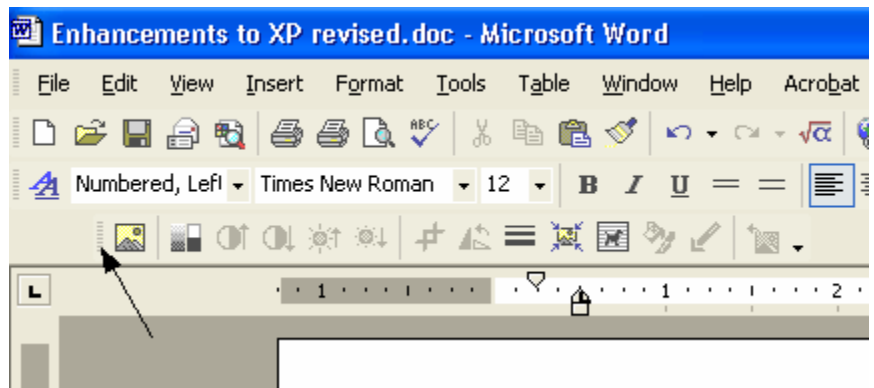
Think of your screen as a collection of window panes and toolbars. We would all be happier if the toolbars “*stayed where they should be*” and “*appeared when we needed them.*” Since Windows does not always cooperate, here are tips for handling toolbars:

1. To move toolbars that appear within the document space, click on their title bar.

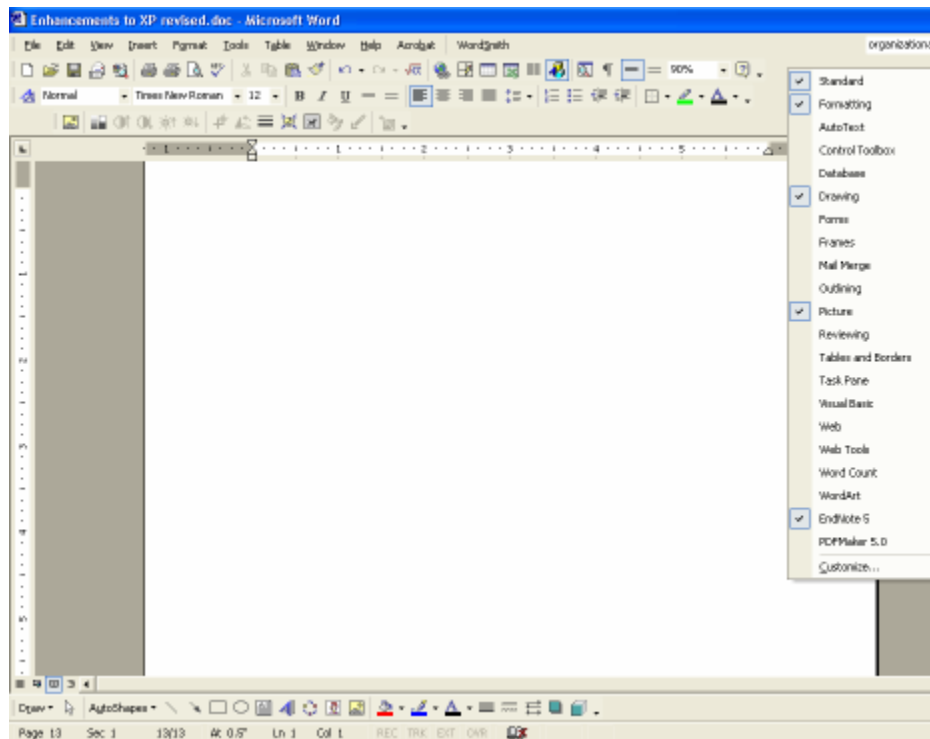


2. If the toolbar appears to be missing, it may be above the document window in with the other toolbars, as shown to the right.

To drag it back to the document window, click the shaded bar at the front of the toolbar and drag.



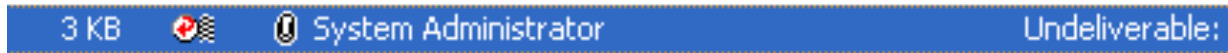
3. To either display a new toolbar or to verify which toolbars are currently open, select View > Toolbars. (A shortcut is to right-click at the far right end in the toolbar area).



4. **Standard** and **Formatting** should always be open. The **Display** toolbar, at the bottom of the window, is the third toolbar that are set on for all lab machines.

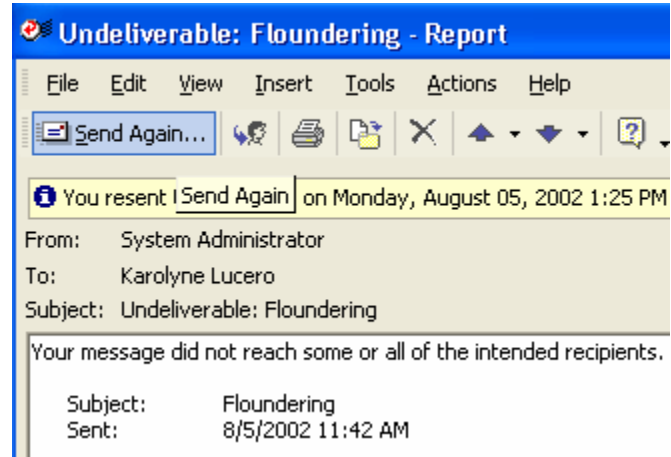
Noteworthy Outlook Features

Resend a Previously Undeliverable Message



Click **Send Again**

You will have the opportunity to enter the correct email address



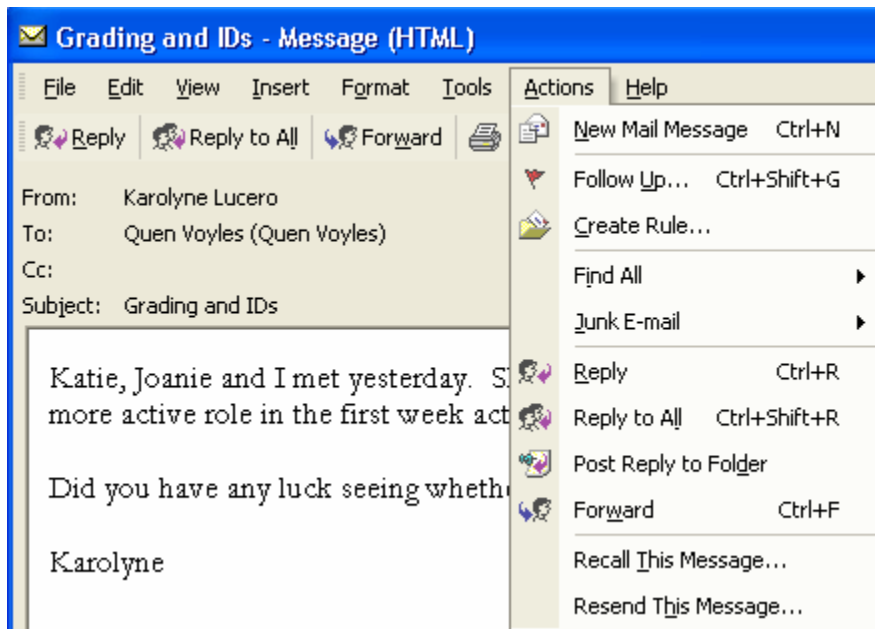
Recall a message after you have sent it

Go to the Send Folder and select the message you want to call back.

Chose Actions > Recall this Message

You will have the option to Delete or Modify and Resend

Note: If the receiver has their Outlook mailbox open all day, you will not be able to retrieve it.

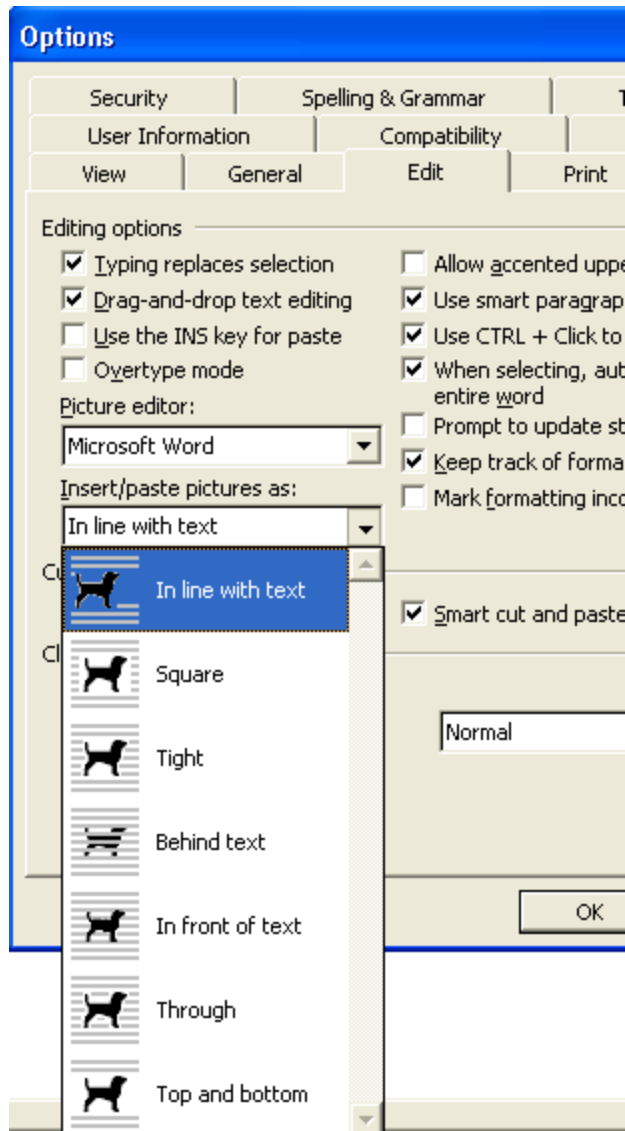


Recommended Changes to Enhance System Operations

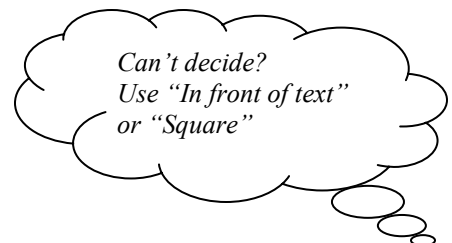
Insert images More Easily

To insert and paste graphics, here are some changes that you should make to your system to make working with graphics easier:

Click Tools > Options to open the Options window. Then click on the View tab. Make a choice by selecting one of the dog pictures below. In earlier versions of Word, pictures were automatically inserted as [inline](#), so that they move with text.



- Now you have a choice. Most of the time it is easier to have images floating, either:
- square with the text (as shown in the illustration to the left—note that white space is visible in front of the dog's chest
- tight so that text wraps in really close to the image
- behind the text, as in a watermark
- in front of text
- through the text
- or situated so that all the text breaks across the width of the page and no writing appears on either side of the dog.



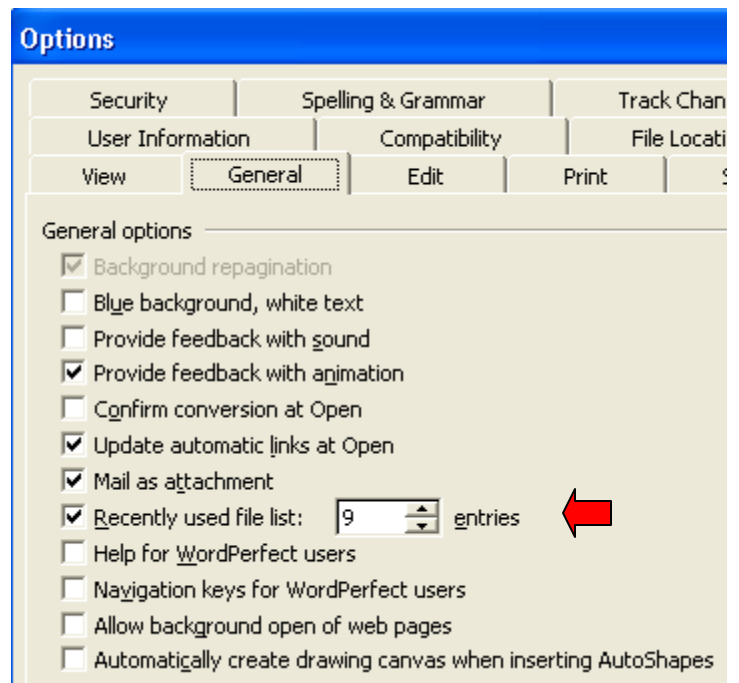
Deactivate the New Drawing Canvas Feature

Here's another automatic system option to deactivate. Choose Tools > Options and click on the General tab.

- Word now automatically creates a drawing canvas when you insert a graphic. While there are times it can help to arrange and move multiple graphics, most of the time it is unneeded.
- Clear the check box next to “Automatically create drawing canvas when inserting AutoShapes.”

Display More “Recently Used Files”

While you have this window open, increase the number of files from 4 to 9 and whenever you click File in Word, nine of your previous files will be at your fingertips.

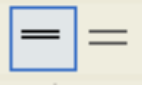


Saving Documents

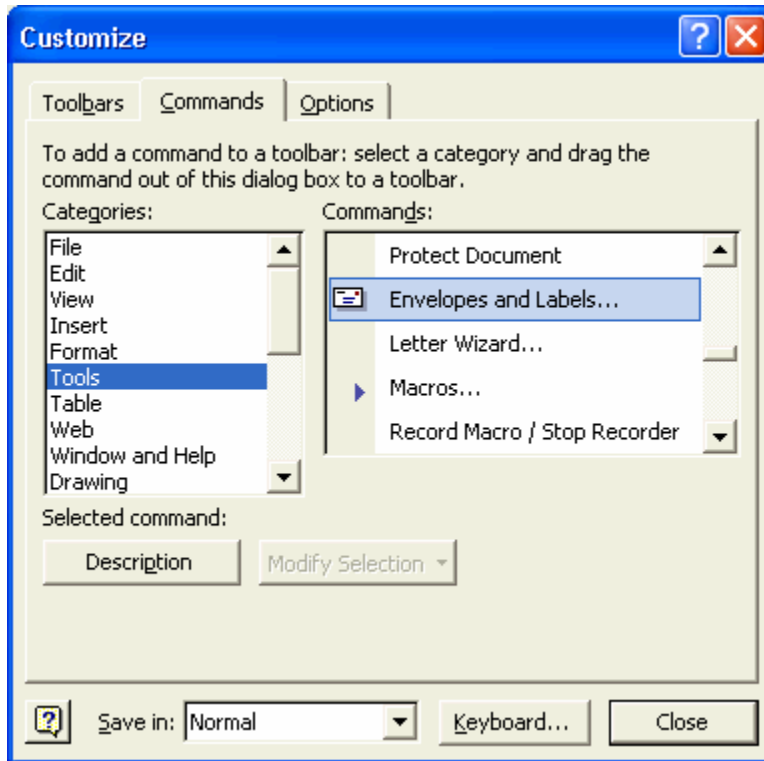
Something to consider . . .

The changes in recent versions of WindowsXP reflect the importance of the Internet in communications. In the past we recommended to students that they always save their documents as Rich Text Format (rtf) when transporting them from home to school to accommodate changes between their home systems and the schools. Today, HTML, the language of the Internet, is available for students using any of the most recent versions of Office, most competitive products, and either Mac's or PC's. Students can save their work as HTML and post it to their webs or save it to their “untrustworthy floppies.” This year's goal should be to learn to create Word documents that are Internet “friendly.”

Customize Your Toolbars by Adding Buttons

- Any item that you repeatedly use from the dropdown Menu Bar on the top of the Office windows can be made into an icon on the toolbar.
 - Display buttons for single and double spacing 
 - Display envelope

Click Tools > Customize and select the Commands tab. Each item on the Menu bar at the top of the screen in every Office application, has many corresponding choices that you usually select from on the dropdown menu.



- In this example, click on Tools in the left pane (remember these are Windows!)
- Then scroll through the choices in the right pane until you see Envelopes and Labels and click on it to select it.
- To move the envelope icon to the toolbar, drag it out of this window. Decide where you want it to go. Just put your mouse firmly on the icon in the window and do not lift it until it is on one of the toolbars between two existing icons.

Rearrange toolbar buttons

If you drop it in the wrong place, just drag it again. They can only be dragged while this Customize window is open. When you close it, they are locked down.

Remove toolbar buttons

Click Tools > Options to unlock the toolbars. Now simply drag the icon off the toolbar. It is not necessary to worry about putting it back in any special place. Just drag it off!

Add the Equation Editor button

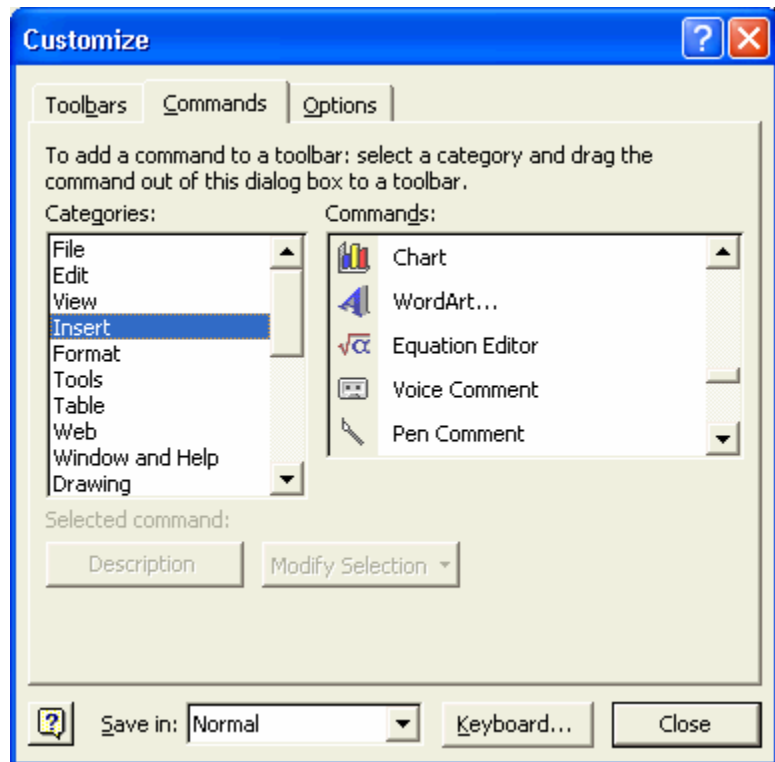
To enter equations as text, rather than for calculations, use the Equation Editor. Make this a key on your Standard Toolbar.

Click **Tools > Customize**

Shortcut Tip

Ctrl + H for superscripts

Ctrl + L for subscripts



Need More Help With XP?

Check Microsoft's Help Menu available in all the Office applications (Word, Excel, PowerPoint, FrontPage) and for Windows itself.

Type, “**What’s New**” into the **Help** menu of any Office applications. (The **F1** key is a shortcut for opening Help)

For help with Windows, click the **Start** button, choose **Help and Support**, and then select the topic: “**What’s New in Windows XP.**”

Prefer reading manuals?

The four labs each have manuals for those who are interested in the “bigger picture.”

*Prepared by Karolyne Lucero on August 12, 2002.
Submit questions or comments to klucero@steds.org.*