



# TIPS & TRICKS

## OFFICE 2000, 2002 XP



# TIPS & TRICKS

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# OFFICE 2000

## Important Note:

If you are using **Office XP 2002**; (Word XP, PowerPoint XP, Excel XP and Outlook XP), you are advised to try this section of **Office 2000 Tips & Tricks** as well and do not ignore it. These tips are also safe and tested to work in the XP version to enhance your output. It does not make a sense; we repeat all these Office 2000 Tips in the Office XP 2002 section.

## Increase or Decrease Text Size

To quickly increase or decrease the size of text in Microsoft Word, Microsoft PowerPoint®, Microsoft FrontPage®, or Microsoft Publisher, first, select the text you want to resize. Then, to increase the font size, press **CTRL+SHIFT+>**. To decrease the font size, press **CTRL+SHIFT+<**.

## Get an Office 2000 Tip a Day

Want more tips and tricks? You can get a tip of the day delivered to you by the **Office Assistant**. To get your daily tips follow these steps:

1. Click the Office Assistant. If the Assistant isn't visible, click **Show the Office Assistant** on the **Help** menu.
2. Click **Options**.
3. On the **Options** tab, select the **Show the Tip of the Day at startup** check box.

## Send an Office Document without opening Outlook

Ever need to get that important Word document to your boss or friend in a hurry? Here's how you can do it without even opening Outlook.

1. On the **File** menu, point to **Send To**, and then click **Mail Recipient (as Attachment)**.
2. Fill in the **Receipts**, **Subject**, and message boxes and click **Send**.

## Copy and Paste up to 12 Pieces of information at once

If you're constantly copying text and data between different Office programs, here's a way to save time by copying multiple items at once.

For example, you can copy a chart in Microsoft Excel, switch to Microsoft PowerPoint® and copy a bulleted list, switch to Microsoft Internet Explorer and copy a page of text, and then switch to Microsoft Word and paste the collection of copied items into your document. Here's how:

1. In any Office 2000 program, on the **View** menu, point to **Toolbars** and click **Clipboard** to display the Office Clipboard.
2. Select an item you want to copy.
3. Copy the item into the Office Clipboard by clicking **Copy** on the **Edit** menu or clicking the **Copy** button on the Clipboard toolbar.

4. Repeat steps two through four until you have copied all the items (up to 12) you want. If the item you want to copy is in another program, switch to that program first.
5. In an Office program, click where you want to paste the items.
6. To paste all the items at once, click **Paste All** on the Clipboard toolbar. Or to paste the items one at a time, click the icon for the item you want to paste.

**Note:** You can copy items while using any program that provides copy and cut functionality, but you can paste items only into Microsoft Access, Excel, Microsoft Outlook®, PowerPoint, or Word.

## Fine-Tune your Fonts in Word

When you're using a small font in a tight space, sometimes the 8-point font is too large to fit and the 7-point font is too small to read. Luckily, you can choose a font size that's halfway in between those two by doing:

1. Selecting **Font** from the **Format** menu.
2. Then, on the **Font** tab, typing 7.5 in the **Size** box and clicking **OK**.

**Note:** This tip works with any size true type font (think 250.5)—not only in Word but also in Excel.

## Copy Formatting using Format Painter

**Format Painter** copies the formatting (size, font style, color, borders, etc.) from a selected object or text and applies it to the next object or text you click. To copy formatting in any Office 2000 program using the **Format Painter**, follow these steps:

1. Select the text or object that has the formatting you want to copy.
2. On the **Standard** toolbar, click **Format Painter**.
3. Select the text or object you want to apply the formatting to, and the formatting appears automatically.

## Use Format Painter to Copy Formatting Multiple Times

This is a tip that I share with everyone I know who uses Office. If you double-click **Format Painter**, you can copy the selected formatting to several locations. To turn off **Format Painter**, click the **Format Painter** button again or press **ESC**.

## Show Shortcut Keys in ScreenTips

You can teach yourself keyboard shortcuts for the most commonly used commands in Microsoft Word by turning on shortcut keys in ScreenTips. When you choose to show toolbar ScreenTips, you can specify that Word also display a shortcut key combination for the toolbar button. To display shortcut keys in **ScreenTips** follow these steps:

1. On the **Tools** menu, click **Customize**, and then click the **Options** tab.
2. If it's not already selected, select the **Show ScreenTips on toolbars** check box.
3. Select the **Show shortcut keys in ScreenTips** check box.

**Note:** When you select the **Show shortcut keys in ScreenTips** check box, the setting affects all Office programs except Microsoft Excel.

## Show All Menu Commands in Office 2000

By default, Office 2000 displays only the commands that you use most often on the new, personalized menus. Do you wish you could see all of the commands at once like you could in Office 97? To turn off personalized menus follow these steps:

1. On the **Tools** menu, click **Customize**, and then click the **Options** tab.
2. To show all the commands on the menus, clear the **Menus show recently used commands first** check box.

**Note:** You can do this from any Office 2000 program, and it applies to all of your other Office programs as well.

## Change the Font or Size of Text using Keyboard

You can use keyboard shortcuts to access the **Font** box and the **Font Size** box on the **Formatting** toolbar and then quickly change the font or size of selected text. Here's how you do it:

1. Select the text you want to change.
2. Press **CTRL+SHIFT+F** to access the **Font** box or **CTRL+SHIFT+P** to access the **Font Size** box.
3. Press **UP ARROW** or **DOWN ARROW** to select the font name or size you want.
4. Press **ENTER** to accept the font name or size.

**Note:** This tip works in the following Office 2000 programs: Microsoft Excel, Microsoft FrontPage®, PowerPoint, Microsoft Publisher, and Word.

## Repeat your Most Recent Action

For repetitive formatting tasks, remember the **F4** key. Whenever you press that key, you repeat your most recent action, whether it was adding borders, applying bold formatting to a selected word, or inserting a file or picture. **Format Painter** is better for applying complex formatting, but if you just need to repeat a single action, then **F4** is the key to use.

**Note:** This tip works in the following programs: Microsoft Excel, Microsoft PowerPoint®, Microsoft Visio®, and Microsoft Word.

## Add a Screen Shot to an Office Document

This is a great way to include screen shots in your documents. This adds a great look to your assignments and provides a quick reference to those points you are discussing about. To do this, follow these steps:

1. If you are working with multiple windows, click the one you want to make an image of to make that window active.

2. Press **ALT+PRINT SCREEN** to copy an image of the current window. This will copy the image on clipboard.
3. To paste the image into a document, click the **Edit** menu in that document, and then click **Paste**.

You can also take a screen shot of your entire screen by pressing **PRINT SCREEN**.

**Note:** This tip works in the following Office 2000 programs: Excel, Microsoft FrontPage®, Outlook, PowerPoint, Microsoft Publisher, and Microsoft Word.

## Insert a Drawing Object Multiple Times in Office 2000

Have you ever wanted to insert the same drawing object several times in a row in your document, worksheet, or presentation? It's easy. Instead of clicking the drawing object button every time you want to insert the object, you can take advantage of the drawing object button's "sticky" feature. Here is how:

1. To view the **Drawing** toolbar, right-click any toolbar and select **Drawing**.
2. To insert a drawing object several times, double-click the drawing object button (such as **Rectangle**) on the **Drawing** toolbar. The button stays selected or "sticky."
3. Insert your drawing object several times by clicking in the appropriate locations.
4. When you're finished inserting the objects, click the drawing object button again, or press **ESC**.

You can also turn any of the drawing objects available from the **AutoShapes** button on the **Drawing** toolbar into "sticky" drawing object buttons. Simply click the **AutoShapes** button, point to a category (such as **Flowchart**), and a submenu of shapes opens up. Drag the move handle at the top of the submenu to create a floating toolbar. Then double-click the drawing object button (such as **Flowchart: Process**). The button now stays "sticky."



# OFFICE XP 2002

## Important Note:

If you are using **Office XP 2002**; (Word XP, PowerPoint XP, Excel XP and Outlook XP), you are advised to try **Office 2000 Tips & Tricks** (in previous pages) as well and do not ignore them. These tips are also safe and tested to work in the XP version to enhance your output. It does not make a sense; we repeat all Office 2000 Tips here in Office XP 2002 section.

## Create a Menu of Most-Used Commands

Whichever Office XP program you work with, you can make it work even better for you. Microsoft Word, Excel, PowerPoint®, and Outlook® all give you the option to create a custom menu of the commands you use most. Here's how you can create it:

1. On the **Tools** menu, click **Customize**, and then click the **Commands** tab.
2. In the **Categories** box, click **New Menu**, and then drag **New Menu** from the **Commands** box to the location on the menu bar or toolbar where you want it displayed. Right-click the new menu, and then give it whatever name you want by typing in the **Name** box on the shortcut menu. Press **ENTER**.
3. To add a command to your new menu, select a category from **Categories** box, and then drag a command from the **Commands** box to your custom menu.

## Close the Task Pane

The task pane is an area within Microsoft Office XP that provides commonly used commands. If you don't want to use the task pane, you can close it for the current program session. You can also turn it off so that it does not appear when you start an Office XP program again. To close the task pane for the current program session, click the **Close** box in the upper-right corner of the task pane.

**Note:** To display the task pane again during this program session, click **Task Pane** on the **View** menu.

## To prevent the task pane from opening when you start your program

1. On the **Tools** menu, click **Options**.
2. On the **View** tab, under **Show**, clear the **Startup Task Pane** check box.

**Note:** You can only turn off the task pane in the program you are currently working in. For example, closing the task pane in Microsoft Word does not close the task pane in Microsoft Excel.

## Edit Web Content with Office Programs

You can easily save Web content to a Microsoft FrontPage®, Word, or Excel document and customize it as necessary. Here's how:

1. In **Microsoft Internet Explorer 6**, navigate to a Web page that contains the information you want to customize.
2. On the **Standard** toolbar, click the down arrow next to the **Edit** button, and then select the program you want to use to edit the content (for example, click **Edit with Microsoft Excel**).
3. In the Office program you've selected, edit the content, and then save the document.

**Note:** The **Edit** button can be unavailable on some Web pages and offers different options in earlier versions of **Internet Explorer**.

## Save Time when creating Hyperlinks in Office Documents

Office programs enable you to create hyperlinks to external Web sites. Here's a quick way to insert a Web site address:

1. Highlight the text you want linked and press CTRL + K.
2. In the **Insert Hyperlink** dialog box, make sure the insertion point is in the **Address** box.
3. Start your browser, and open the Web site you want to link to.
4. Switch back to the Office document. The Web site address will automatically appear in the **Insert Hyperlink** dialog box; there's no need to type it in or copy and paste from your browser.
5. Click **OK**.

**Note:** This tip works in all Office programs except Microsoft Publisher. Also, this tip works in Outlook only if you use Word as your e-mail editor.

## Open the Smart Tag Menu with This Keyboard Shortcut

You can save even more time with smart tags by using them along with this keyboard shortcut. When you type text that is recognized and labeled with a smart tag, **a faint dotted line** (the smart tag indicator) appears under the text. Using the arrow keys, move the cursor to the tagged text, and then press **ALT+SHIFT+F10**. Select an action of your choice from the menu of actions that appears.

## Smart Tags Bring Outlook Features to Word

You can use Microsoft Word smart tags to update your Microsoft Outlook® Address Book and more. When you type a person's name, Word 2002 recognizes it and marks it with a smart tag indicator. When you click the **Smart Tag Actions** button, a list of several possible actions appears. For example, you can choose to add the person to your **Outlook Contacts** list, send an e-mail message, or schedule a meeting.

**Note:** To turn this feature on or off, on the **Tools** menu, click **AutoCorrect Options**, then click the **Smart Tags** tab, and select or clear the **Person names (English)**. For detail information about Smart Tags, read "**Office XP Smart Tags**" at the end of this section.

## Tidy up your Taskbar

If you work with a number of documents open at once, the Microsoft Windows® taskbar can become cluttered, displaying an icon for each document. To unclutter your taskbar, change your settings so that only a single icon is displayed on the Windows taskbar for each Office program.

1. On the **Tools** menu in your Office program, click **Options**, and then click the **View** tab.
2. Clear the **Windows in taskbar** check box.

## Format Diagrams and Organization Charts

When you have a diagram or organization chart in your Microsoft Excel spreadsheet, Microsoft Word document, or Microsoft PowerPoint® presentation, you may want to change the way it looks — maybe spice up the color and style — and you most likely want to do it without spending a lot of time. The **AutoFormat** button and the **AutoLayout** command were designed to help you format your diagrams and organization charts with minimal time and effort.

When you first insert a diagram or organization chart, the default style is applied to it and **AutoLayout** is turned on. Although these settings prevent you from changing the shape, color, location, or size of an individual element of your diagram or organization chart, you can easily turn off the automatic features and customize your diagrams and organization charts as you wish.

### Using AutoFormat

The **AutoFormat** button (located on the **Diagram** toolbar and the **Organization Chart** toolbar) provides you with a quick way to change the look of your diagram or organization chart. At any time while you are working on your diagram or organization chart, you can click the **AutoFormat** button and choose a different style. Applying a style changes the color, 3-D style, shadow style, and line color of the elements of your diagram or organization chart.

**Note:** In PowerPoint, some of the styles change the structural design of your diagram or organization chart, but the original presentation color scheme stays the same.

### Using AutoLayout

When you use the **AutoLayout** command (on the **Layout** menu on the **Diagram** toolbar or the **Organization Chart** toolbar), the diagram or organization chart is automatically sized so that the layout looks right. (For example, the individual elements are the same size and an equal distance apart.) **AutoLayout** must be turned on to do any of the following things with your diagram or organization chart:

- Add a shape to a diagram (**Insert Shape** button).
- Move a shape backward or forward in a diagram (**Move Shape Backward**, **Move Shape Forward** buttons).
- Reverse a diagram (**Reverse Diagram** button).

- Change to another diagram type (**Change to** button).
- Change to another organization chart layout (**Layout** button).

## Apply Text and Graphics Formatting Multiple Times

You probably know how frustrating it is to apply the same format to items in different locations in your document, drawing, worksheet, presentation, or Web page. For example, you may want to apply a special font to several non-sequential words in your document. Or you may want to change solid lines to dotted lines in graphics you created with the drawing tools. However, instead of clicking the **Format Painter** button on the **Standard** toolbar every time you want to apply the new format, you can double-click this button and apply the format to multiple items in Office XP. To apply formatting to multiple items, do the following:-

1. Select the item with the format you want to copy.
2. Double-click the **Format Painter** button. The button stays selected.
3. Select the text or graphic items you want to apply the new format to.
4. When you're finished applying the format, click the **Format Painter** button again or press **ESC**.

**Note:** Applying text and graphics formatting multiple times does not work between programs.

## Insert a Drawing Object Multiple Times

When you want to insert the same drawing object several times in a row in your document, worksheet, or presentation, you can take advantage of the drawing object button's "**sticky**" feature. That way, you don't have to click the drawing object button each time you want to insert the object. To make **AutoShapes** drawing objects "sticky" do the following:-

1. To view the **Drawing** toolbar, on the **View** menu, point to **Toolbars** and click **Drawing**.
2. Click the **AutoShapes** button.
3. Point to a category (such as **Flowchart**). A submenu of shapes opens up.
4. Drag the move handle at the top of the submenu to create a floating toolbar.
5. Double-click the drawing object button (such as **Flowchart: Process**). The button now stays "sticky."

## To insert a drawing object multiple times

1. To view the **Drawing** toolbar, on the **View** menu, point to **Toolbars** and click **Drawing**.
2. Double-click the drawing object button (such as **Rectangle**) on the **Drawing** toolbar. The button stays selected or "sticky."
3. Insert your drawing object several times by clicking in the appropriate locations.
4. When you're finished inserting the objects, click the drawing object button again or press **ESC**.

## CHOOSING THE BEST GRAPHIC FORMAT FOR YOUR JOB

If you've ever wondered why the formats of graphics on the Web are different from those used in documents, presentations, or spreadsheets, you're not alone. With **TIFFs**, **GIFs**, **BMPs**, and **PNGs**, it's hard to know which format to use, and which program to use it with. Knowing what formats are out there, and learning about the advantages and disadvantages of each can help you create lively documents, presentations, and Web pages.

When you save your document, data and workbooks, or presentation as a Web page in **Hypertext Markup Language** (HTML) format, all graphics (including drawing objects and pictures) are saved in **GIF**, **JPEG**, or **PNG** format so that they can be viewed in a Web browser. If you reopen the Web page in Word, Excel, or PowerPoint, the graphics will be in their original file formats so that you can still edit them as you normally would.

### Popular Raster Graphic Formats

**BMP** (bitmap), **GIF** (Graphics Interchange Format), **JPEG** (Joint Photographic Experts Group), **PNG** (Portable Network Graphics), and **TIFF** (Tagged Image File Format) are raster image formats. A raster image is also known as a bitmap and is created from rows of small dots called pixels ("picture elements") or "bits." Because a raster format uses a fixed method of specifying an image, the image cannot always be immediately rescaled without losing definition.

#### Bitmap (BMP)

The Microsoft Windows® BMP format (.bmp file extension) can display millions of colors. Because it is supported by several programs, it is an extremely practical file format to use when you are providing an image to someone who may not have the program in which you created the image.

#### Graphics Interchange Format (GIF)

The GIF format (.gif file extension) is one of the two most common file formats for images on the World Wide Web, since it is supported by almost all Web browsers. Because this format can only display a maximum of 256 colors, it is best used for black-and-white line drawings, color clip art, and pictures with large blocks of solid colors. Use **GIF** files for:

- Images that contain transparent areas.
- A limited number of colors, such as 256 or less.
- Colors in discrete areas.
- Black and white images.
- A small-size image, such as a button on a site.
- Images in which sharpness and edge clarity are important, such as line drawings or cartoons.
- Images containing text
- Animations.

#### Joint Photographic Experts Group (JPEG)

The JPEG format (.jpg or .jpeg file extension) is the other most common file format for images on the Web. It is not limited to 256 colors, so you

can use it to display high-quality photographs, or pictures containing millions of colors. Because it is designed as an image storage format, it can efficiently compress large, high-quality photos into very compact files, so it is very useful when you want to send a large image in e-mail. However, the more you reduce your image's file size (or modify and re-save the image), the more image information is discarded — and quality is decreased. Moreover, this format does not support transparency or animation.

Use JPEG files for:

- Photographs.
- Natural-looking images.
- A large number of colors, such as in the millions.
- Photographs with a great deal of details.
- An image with large dimensions.

### Portable Network Graphics (PNG)

The PNG format (.png file extension) can display millions of colors. Because it is such a new format, however, fewer browsers currently support it (although it is quickly gaining support). Images saved in this format will not degrade in quality, even if the file is compressed. It supports transparency, but it does not support animation, since it cannot contain multiple images.

### Tagged Image File Format (TIFF)

The TIFF format (.tif or .tiff file extension) produces very high quality images and is therefore used in publishing quite often. It can display millions of colors (although grayscale images are limited to 256 colors or shades), and typically results in larger image files than the GIF or JPEG formats. If you plan to edit an image in a program other than the one in which you created it, saving it in this format is helpful, since it is widely recognized by various programs.

## CLIP ORGANIZER IN OFFICE XP

Microsoft Office XP includes Microsoft Clip Organizer, a stand-alone program which makes it easier than ever for you to organize and use drawings, photographs, sounds, videos, and other media clips with presentations, publications, and other Office documents. Clip Organizer also comes with a variety of stock media clips for you to use and offers more selection on the Web as well.

### How Clip Organizer works

The first time you open Clip Organizer, you can choose to let it scan your computer for photos and other media files and then organize the files it finds into separate folders, called *collections*, so that you can easily find them later. Clip Organizer doesn't actually copy or move the files on your computer. Instead, the program leaves the files in their original location and simply creates shortcuts for the files in the collection folders. These shortcuts let you preview, open, or insert a media file without having to go to its installed location. Add clips to Clip Organizer yourself or choose to let the program scan for new clips constantly, so that any time you add a media clip anywhere on your computer, it is automatically included in

**Clip Organizer** and ready for you to use when you want it. All available clips in **Clip Organizer** are classified into four types of collections:

- **My Collections**, which include clips you have added, either automatically or on your own (for instance, using a camera or scanner).
- **Office Collections**, which always appear in the collection list and include the clips on the Clip Organizer CD-ROM and clips that are included with Office XP.
- **Web collections**, which include free clips and may also include content available for purchase on the Web from Microsoft or Microsoft partners.
- **Shared Collections**, which typically exist on a file server or common workstation and might include clips often used by your workgroup. These types of collections only exist if your network administrator has created and exported a collection for use on a shared network device. You cannot add to or change clips in **Shared Collections** yourself, like you can for clips added to the **My Collections** folder.

**Note:** If you need more information about how to add and organize your clips within these collections, see **Microsoft Clip Organizer Help**, available in the **Microsoft Clip Organizer** window.

## How to find your clips

You can find the clips you have stored either in Clip Organizer itself or through the **Insert Clip Art** task pane in many Office programs. In Microsoft Windows, on the **Start** menu, point to **Programs**, point to **Microsoft Office Tools**, and then click **Microsoft Clip Organizer**. Once you're in Clip Organizer, you can search for clips or browse the collections.

The **Search** pane in **Clip Organizer** (on the **Standard** toolbar, click **Search**) helps you find clips by letting you type in search keywords or phrases in normal language, for example, "buildings" or "people at work." If you want to narrow your search, you can specify the clip collections you want to search or ignore, or choose to search only for certain types of media files.

You can also search from within an Office program such as Microsoft PowerPoint® or Microsoft Word. On the **Insert** menu, point to **Picture**, and then click **Clip Art**. Using the **Insert Clip Art** task pane, you can find and insert the media clips you want to use in Office files without ever leaving the program you're in.

As soon as you start a search in **Clip Organizer** or the **Insert Clip Art** task pane, a gallery of thumbnails or icons for drawings, photos, sounds, and other media files appears in the pane. If a clip isn't installed on your computer, you'll see an icon in the lower-left corner of the thumbnail that tells you where the clip is located. If a clip is an animated gif, you'll see a star icon in the lower-right corner of the thumbnail.

## HANDWRITING RECOGNITION

This feature is available in the Simplified Chinese, Traditional Chinese, English, Japanese, and Korean language versions of Microsoft Office. You can use handwriting recognition to enter text into any Microsoft Office program by writing.

You can write by using a handwriting input device — such as a graphics tablet used with 3-D drawing programs or **Computer Aided Drafting** (CAD) software, or a tablet-PC — or you can write using your mouse. Your natural handwriting is converted to typed characters and inserted inline with any existing text, at the same size as the existing text. In Microsoft Word and Microsoft Outlook, you can also choose the option to leave text in handwritten form. By using handwriting recognition, you can add a handwritten signature into your Outlook e-mail messages.

With handwriting recognition, you can write (instead of typing) in Word documents, fill in Excel spreadsheets, or create e-mail messages in Outlook® — all by hand. The handwriting recognition feature is available in all of the Office XP programs. (To use handwriting recognition in Outlook 2002, you must use Word as your e-mail editor.)

### How Handwriting is Inserted?

Handwriting is automatically recognized and inserted into your file when you:

- Write enough information that is accurately recognized.
- Reach the end of the line and need space to continue writing.
- Pause for a time after writing.
- Click **Recognize Now** on the handwriting toolbar.

### Additional Handwriting Features in Word and Outlook

In Word and Outlook you can:

- Insert writing in handwritten form by clicking **Ink** on the handwriting toolbar.
- Format writing in handwritten form — for example, by changing the font size and color.
- Search and replace writing inserted in handwritten form.
- Correct errors by right-clicking the incorrect text, and then selecting a correction from a list of alternatives.
- Insert a sketch — such as an organization chart or other drawing.

**Note:** If Word is enabled as your e-mail editor, you can use these additional features in Outlook.

### Working with Handwriting Recognition

To use handwriting recognition for the first time, install it by doing a custom installation, and then use the feature by clicking buttons on the **Language** bar that appears in the upper-right corner of the screen in any Office program.

## Language Bar

Start by selecting a writing area, either a writing pad on the screen similar to lined notebook paper, or you can write anywhere on the screen. You can write by using a handwriting input device or by moving your mouse on your mouse pad to form words. Your handwriting is automatically recognized and entered at the insertion point in the program.

## How to use Handwriting Recognition?

Before starting consider these five steps:

1. Place the insertion point where you want to insert handwriting.
2. Select a writing area.
3. Select the type of input you want in the program.
4. To write, use a handwriting input device, or move your mouse on your mouse pad to form words.
5. To close the handwriting box, click Close on the Writing Pad or Write Anywhere toolbar.

## Write on a lined area on the screen

1. On the **Language** bar, click **Writing Pad**. (If **Writing Pad** is not available, click **Handwriting** on the **Language** bar, and then select **Writing Pad**).
2. To increase or decrease the size of the **Writing Pad** box, move the pointer to an outside edge of the box until it changes into a double-headed arrow, and then drag to the desired size.
3. Move the insertion point into the **Writing Pad** box. When it changes to a pen, you're in an area of the screen that you can write in.

**Note:** You can move the **Writing Pad** box to different areas on the screen by dragging it.

## Write anywhere on the screen

- \* On the **Language** bar, click **Write Anywhere**. (If **Write Anywhere** is not available, click **Handwriting** on the **Language** bar, and then select **Write Anywhere**).

**Note:** You can move the **Write Anywhere** toolbar to different areas on the screen by dragging it.

## Writing in handwritten form

- \* Click **Ink** on the **Writing Pad** or **Write Anywhere** toolbar.

**Note:** If Microsoft Word is enabled as your e-mail editor, you can use this feature in Microsoft Outlook.

## Writing as typed text

- \* Click **Text** on the **Writing Pad** or **Write Anywhere** toolbar.

If you use the **Writing Pad** box, write on the line, just as you would on lined notebook paper. Your handwriting is automatically recognized and entered at the insertion point in the program.

## Changing Handwriting Recognition Options

You can make changes to how fast or slow your handwriting is recognized, or turns automatic recognition of your handwriting on or off. You can also change the on-screen pen color and width, and adjust the handwriting toolbar. To change the various options, do the following:

1. On the **Language** bar, click **Writing Pad** or **Write Anywhere**.  
If neither **Writing Pad** nor **Write Anywhere** is available, click **Handwriting** on the **Language** bar, and then select **Writing Pad** or **Write Anywhere**.
2. Click **Options** in the top left corner of the **Writing Pad** box or the **Write Anywhere** toolbar, and then click **Options**.
3. Select or change any of the following options:

## Available Options on the Common Tab

### Pen color or width

- Under **Pen color**, click a color.
- Under **Pen width**, click a pen width.

### Automatic space after words

- To turn automatic space after words on or off, under **Recognition**, select or clear the **Add space after insertion** check box.

### Automatic recognition

- To turn automatic recognition on or off, under **Recognition**, select or clear the **Automatic recognition** check box.

### Recognition delay

- To change the rate at which handwriting is recognized, under **Recognition**, move the slider to the left or right.

### Toolbar button layout and size

- Under **Toolbar layout**, click an option to change layout to the right or the left.
- Under **Toolbar layout**, click an option to use small or large buttons.

## Available Options on the Writing Pad Tab

### Background

- Under **Writing surface**, click a color.

The surface color will change under **Background preview**.

## Number of lines you can write on

- Under **Number of Lines**, click a number.

## SPEECH RECOGNITION IN OFFICE XP

This feature is available in the Simplified Chinese, English (U.S.), and Japanese language versions of Microsoft Office XP.

Learning how to use speech recognition takes practice. Before you can use it without stopping to think about what you are doing, you'll need to learn the commands to say to your computer to accomplish tasks, and then practice doing those tasks to make the process automatic. Keep in mind that speech recognition is not designed for completely hands-free operation; you'll get the best results if you use a combination of your voice and the mouse or keyboard.

**Note:** Clicking **Speech** on the **Tools** menu in Microsoft Word 2002 installs speech recognition in all Office XP programs, or you can do a custom installation. Before using speech recognition, you can increase speech recognition accuracy by reading aloud prepared text to train your computer to recognize how you speak.

You can use speech recognition to dictate text into any Office program. You can also select menu, toolbar, dialog box (U.S. English only), and task pane (U.S. English only) items by using your voice. To use speech recognition after you install it, click buttons on the **Language** bar to switch between speech recognition's two modes — Dictation mode and Voice Command mode.

## Increasing Speech Recognition Accuracy

Keep in mind that speech recognition is not designed for completely hands-free operation; you'll get the best results if you use a combination of your voice and the mouse or keyboard. If you have problems using speech recognition, check the following:

- Be sure to train speech recognition.
- Use a high-quality close-talk (headset) microphone, and position the microphone about an inch, or a thumb's width to the side of your mouth so that it is not directly in front of your mouth, and you are not breathing directly into it.
- Eliminate background noise.
- Speak in a consistent, level tone. Speaking too loudly or too softly makes it difficult for the computer to recognize what you've said.
- When dictating text, speak without pausing between each word; a phrase is easier for the computer to interpret than just one word. Also, pronounce words clearly, but don't separate each syllable in a word.

- If a voice command does not appear to work, switch to another program and switch back to the program you are working in, and then say the command again. If the command does not work as expected by the third or fourth try, do not continue to repeat the command. Instead, use your mouse or keyboard.
- See the speech-troubleshooting Help topic in your Office XP program.

## How to use Speech Recognition?

When you use Office speech recognition, you'll switch between working in Voice Command mode and Dictation mode by clicking buttons on the **Language** bar or by saying "**voice command**" or "**dictation**."

**Note:** The **Language** bar by default shows text labels beside each button on the bar. You can hide or show the text labels by right-clicking the **Language** bar, and then clicking **Text Labels**.

## Using Voice Command Mode

To select menu, toolbar, dialog box, and task pane items by using your voice, if the microphone is not already turned on, click **Microphone** on the **Language** bar, and then click **Voice Command** on the **Language** bar, or say "voice command."

For example, to change the font in any Office program by using your voice, do the following:

1. To open the **Format** menu, say "format."
2. To open the **Font** dialog box, say "font."
3. To change the font from Times New Roman to Verdana, say "verdana."
4. To close the **Font** dialog box, say "OK."

**Note:** You can also change font format without opening the **Font** dialog box. Say "font" to open the **Font** box on the **Formatting** toolbar, and then say a font name.

## Other Voice Command Mode Examples

Do the following to select:

### Toolbar Buttons

- Say the name of the toolbar button. If you don't know the name, rest the mouse pointer on the button to display a **ScreenTip** that shows you the name you can say.

**Note:** For example, the ScreenTip for the **Save** button is "Save." Say "save" to open the **Save** dialog box.

### Menu and Command Items

- Say the name of the menu. For example, to open the **Tools** menu, say "tools" or "tools menu."

- If all the commands you want to see on a menu are not visible, say "expand" or "more buttons."
- To select a command on the **Tools** menu, say "options," for example, which will open the **Options** dialog box.

## Dialog Box Items

- To select different tabs in a dialog box, say the name of the tab. For example, in Microsoft Word, say "edit" or "tab edit" in the **Options** dialog box to select the **Edit** tab.
- Say the name of any dialog box option. For example, on the **Edit** tab in the **Options** dialog box in Word, say "prompt to update style" or "check prompt to update style" to select the **Prompt to update style** check box.

**Note:** To clear a dialog box option, say "prompt to update style" again or say "uncheck prompt to update style."

- In an **Open** dialog box, you can open a drop-down list by saying the name next to the list, if a name is available. For example, in Microsoft PowerPoint, to open the **Tools** menu, say "tools." To select the **Options** command, say "options," which opens the **Options** dialog box.

To select a tab in the **Options** dialog box, say the name of the tab. For example, say "save" to open the **Save** tab. Similarly, to see the items in the **Save PowerPoint files** list, say "save PowerPoint files as" or "drop save PowerPoint files as."

## Task Pane Items

To open the **New File** task pane in Office programs, do the following:

- Say "file" to open the **File** menu, and then say "new" to open the New *File* task pane.

### To open a new blank *file*, say "new file."

- To say the name of a hyperlink in a task pane, say the name of the entire hyperlink. For example, to open **Templates on Microsoft.com** in the **New File** task pane, say "templates on Microsoft dot com."

**Note:** This does not apply to Microsoft Outlook.

## Using Dictation Mode

To dictate text into any Office program, if the microphone is not already turned on click **Microphone** on the **Language** bar, and then click **Dictation** on the **Language** bar, or say "dictation."

## Some Speech Recognition Commands

You can use various voice commands in Office programs. In Voice Command mode you can give voice commands for just about anything

you can read in an Office program. To use voice commands, do the following:

1. Position your microphone, and then click in the program. If the microphone is not already turned on, click **Microphone**.
2. If Voice Command mode is not already turned on, click **Voice Command** on the **Language** bar, or say "voice command."
3. To use a voice command to open a menu, say the name of the menu on a toolbar that you can see. For example, say "tools" to open the **Tools** menu.
4. To select a command on the **Tools** menu, say the name of a command on the open menu. For example, say "options" to open the **Options** dialog box. As soon as you can read the command, you can say it.
5. When you're finished, turn speech recognition off by clicking **Microphone** on the **Language** bar, or by saying "microphone." **Speech Recognition** will continue to process sounds until the microphone is turned off.

## More Speech Recognition Commands

For a detail list of available commands, read the Help in any Office XP program by following these steps:

1. Write **Speech Recognition** in the **Ask A Question** window. (This window is located, by default at the right side of the **Menu Bar**, near the **Close** button).
2. Press **ENTER**. This will open the **Help** window.
3. Locate "**Other Voice Command Mode Examples**".
4. Locate "**Commands you can say**".
5. Click "**Navigation Examples**" to expand the entire list.
6. Click on your choice to expand the available speech commands:
  - a. Navigation Examples
  - b. Punctuation
  - c. Symbols & Special Characters
  - d. Brackets
  - e. Quotation Marks
  - f. Numbers

## OFFICE XP SMART TAGS

Smart tags are an exciting new feature in Microsoft Office XP. These client-side components add power to Microsoft Excel version 2002 and Microsoft Word version 2002, and are available in Microsoft Outlook® version 2002 when you use Word as your e-mail editor. The depth and breadth of smart tags are almost unlimited, and you will find that your admiration for these utilities deepens as you explore the many ways in which you can implement them.

## Out-of-the-Box Smart Tags

Office XP contains various preloaded, preconfigured smart tags. You will find that one of the most useful preconfigured smart tags is the one that controls formatting when you bring outside data into an Office XP

document. For example, without smart tags, when you copy text from a Web document, the formatting travels with the text. After inserting the text (which retains the Web formatting), you have to select the text and reformat it to match the document formatting.

With smart tags, when you copy text from any external source into an Office XP document, a smart tag provides formatting choices. You can select to match the formatting of the current document, or keep the source formatting intact. This automatic formatting function is an advantage to users, who frequently create documents that include data from the Web or other sources.

Another built-in smart tag gives you the ability to insert information from an Outlook contact list without performing the manual steps of opening Outlook and copying and pasting the text. For example, when you enter a person's name in a Word document, an indicator appears in the form of a **dotted line under the name**. When you place the pointer over the name, a menu appears, containing a number of choices for automatic transfer of data between Outlook and Word. You can add the name to the Outlook Contacts list, retrieve information for a name that already exists in the Outlook Contacts list, or even automatically schedule a meeting with the person.

### How Smart Tags Works?

Smart tags work by recognizing certain types of data that it labels with smart tags and then offering related functions and commands. The indicators are visible, but not disturbing, usually taking the form of a **color dotted line under text**. When users place the pointer over that text, the smart tag action button appears and they can click to see the available options. For example, "Ajmal Beig Naz " is recognized as a "person name" smart tag with actions you can take such as **Open Contact, Schedule a Meeting, Add to Contacts, or Insert Address**.

The smart tag indicators (a dotted line under the name) appear beneath the text as you type. They may also appear when you open a previously saved document.

### How to use Smart Tags

When Word recognizes types of data, the data is marked with a **smart tag indicator, or purple dotted underline**. To find out what actions you can take with a smart tag, move the insertion point over the text with a smart tag indicator until the **Smart Tag Actions** button appears. Click the button to see a menu of actions. If you save a Word document that contains smart tags as a Web page, some tasks can be performed on the Web using Microsoft Internet Explorer 5 or later. You can also use smart tags in your Outlook e-mail messages and in Microsoft Excel.

### Other Smart Tags Buttons

At times you may see other buttons that appear as you work in your document. Both the **AutoCorrect Options** button and the **Paste Options** button have options you can choose without clicking a button on a **toolbar** or opening a dialog box.

- \* The **AutoCorrect Options** button first appears as a small, blue box when you rest the mouse pointer near text that was automatically corrected, and changes to a button icon when you point to it. If you find on occasion that you don't want text to be corrected, you can undo a correction or turn AutoCorrect options on or off by clicking the button and making a selection.
- \* The **Paste Options** button appears just below your pasted selection after you paste text. When you click the button, a list appears that lets you determine how the information is pasted into your document. The available options depend on the type of content you are pasting, the program you are pasting from, and the format of the text where you are pasting.

Smart tags are fully controllable. An administrator can easily add or remove a smart tag at a company-wide level. Users themselves can remove a smart tag from a document by clicking the **Smart Tag Actions button**, then clicking **Remove This Smart Tag**.

In fact, users can turn off the smart tags feature in the **Options** dialog box on the **Tools** menu, although that would substantially reduce the potential power and efficiency of their work.

## How to Remove Smart Tags

You can remove smart tags from your documents by following three ways:

- \* Remove a single smart tag
- \* Remove all smart tags
- \* Remove specific types of smart tags

### Remove a single smart tag from text

1. Move the insertion point over the text until the **Smart Tag Actions** button appears.
2. Click the button, and then click **Remove this Smart Tag**.

### Remove all smart tags

1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **Smart Tags** tab.
2. Click **Remove Smart Tags**.

**Note:** Removes all smart tags, including smart tags labeled by recognizers you may no longer have and smart tags recognized in a document opened on someone else's computer. You cannot undo this action.

### Remove specific types of smart tags

This option removes some smart tags, but it leaves the feature turned on.

1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **Smart Tags** tab.
2. Under **Recognizers**, clear the check boxes for the smart tags you want to remove.
3. Click **Remove Smart Tags**.
4. Click **Recheck Document** to reapply the smart tags you want to keep in your document.

## Change Smart Tag Options

To change smart tags, do any of the following:

### Turn on or off smart tags

1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **Smart Tags** tab.
2. Select or clear the **Label text with smart tags** check box.

### Show or hide smart tags

You can show or hide the **purple dotted underlines** that indicate smart tags by using the follow steps:

1. On the **Tools** menu, click **Options**, and then click the **View** tab.
2. Under **Show**, select or clear the **Smart tags** check box.

### Show or hide Smart Tag Actions buttons

Hiding the Smart Tag Actions buttons hides the menu of actions that you can choose with smart tags.

1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **Smart Tags** tab.
2. Select or clear the **Show Smart Tag Actions buttons** check box.

### Save or discard smart tags

1. On the **Tools** menu, click **Options**, and then click the **Save** tab.
2. Under **Save options**, select or clear the **Embed smart tags** check box.

### Save smart tags as XML

1. On the **Tools** menu, click **Options**, and then click the **Save** tab.
2. Under **Save options**, select the **Save smart tags as XML properties in Web pages** check box.

### Turn on or off smart tags for e-mail messages

Smart tags can be saved in an e-mail message so that they can be used by the recipient. Recipients must view their e-mail messages in Microsoft Outlook 2002.

1. On the **Tools** menu, click **Options**, and then click the **General** tab.
2. Click **E-mail Options**, and then click the **General** tab.
3. Under **HTML options**, select or clear the **Save smart tags in e-mail** check box.

## OFFICE XP DOCUMENT SECURITY

Whether you are an administrator, a developer, or an end user, security is a constant concern. Every company adopts security policies; it's our job as IT administrators to implement them as we deploy software, set user policies, and train users. The new, robust, easy-to-use security tools in Office XP will support even the most strict security policies. Moreover, if your company's security policies are rather slack, the Office XP security tools can give you as additional security as you wish.

Macro virus protection, encryption options, and digital signatures are all available for Office documents, making it easy for your users to create and save their work in a safe environment.

### Macro Virus Protection

You can configure Office XP to protect users against macro viruses on several fronts, starting with setting “**macro security protection levels**” in the Options dialog of each Office application. These configuration options determine what happens when a user opens a document. For example, if your company's security policy requires digital signatures, you might automatically disable macros that aren't signed. That way, only macros created within your user community and by genuine software companies will run.

You can use security levels to set macro security on most Office XP applications. The Custom Installation Wizard and Custom Maintenance Wizard, along with the Office Profile Wizard, System Policy Editor, and Windows 2000 Group Policies provide you with all the settings you need for macro virus protection. The following macro security settings are available:

- ▶ **High:** Only signed macros from trusted sources are allowed to run. Unsigned macros are automatically disabled.
- ▶ **Medium:** The user can choose whether to run potentially unsafe macros. When a user opens a document that contains macros, he or she is asked to confirm whether the macros should run.
- ▶ **Low:** All macros run without any security warnings.

### To select the security level, follow these steps:

- \* On the **Tools** menu, click **Options**, and then click the **Security** tab.
- \* Click **Macro Security** button and select the **Security Level** tab.
- \* Choose the level of your choice and click **OK**.

In addition, Microsoft Outlook® version 2002 provides an amazingly robust set of protective devices that help you avoid macro viruses delivered as e-mail attachments. By default, Outlook blocks executable file type attachments, such as .bat, .exe, .com, .vbs, and .js. Other file types can be saved to a user's hard drive, but cannot be executed within Outlook. If a program tries to access the Outlook address book, a warning dialog appears, giving the user the option to allow or prevent access.

## Document Passwords

A good security policy includes protecting data as well as protecting the integrity of your network. Confidential information should be limited to those who qualify under a "need to know" policy. The flexibility of the password options (for Microsoft Word version 2002, Microsoft Excel version 2002, and Microsoft PowerPoint® version 2002) makes it easy for users to apply exactly the protection required, without interfering with productivity and efficiency.

The creator of a document automatically has read/write permissions on his own files and can impose restrictions on other users through password implementation. The creator can require a password to open the document, or a password to make changes to the document. Once users understand the way password protection works, they can easily apply the right type of protection.

## About Using Passwords

Password is a security method used to restrict access to computer systems and sensitive files. On the World Wide Web, passwords are strings of characters allowing visitors access to Internet services, if authentication is required.

- A **"password to open a file"** prevents unauthorized users from opening a document at all.
- A **"password to modify a file"** allows others to open the document but only allow authorized users to make changes to it. If someone changes the document without the password to modify, that person can save the document only by giving it a different file name.

A password can contain any combination of letters, numerals, spaces, and symbols, and it can be up to 15 characters long. If you select **advanced encryption options**, you can make a password even longer. (To create a long password — up to 255 characters — click **Advanced**, and select an RC4 encryption type.) Passwords are case-sensitive, so if you vary the capitalization when you assign the password, users must type the same capitalization when they enter the password.

**Caution:** When you create a password, write it down and keep it in a secure place. If you lose or forget the password, you cannot open or gain access to the password-protected file(s).

## To secure your document by using password:

- \* On the **Tools** menu, click **Options**, and then click the **Security** tab.
- \* Type a password in **Password to Open box** or in **Password to Modify box**, in the case maybe. (You can use both options simultaneously)
- \* Click **OK**.

## Encryption

Encryption is a process of encoding data to prevent unauthorized access, especially during transmission. Encryption is usually based on a key that is essential for decoding. The U.S. National Bureau of Standards created a complex encryption standard, **DES**, that provides almost unlimited ways to encrypt documents.

**Note:** **DES-Data Encryption Standard** is a specification for encryption of computer data developed by IBM and adopted by the U.S. government as a standard in 1976. DES uses a 56-bit key.

The encryption choices available in Office XP ensure that users are able to match your company's encryption configuration. In the **Save As** dialog box, open the **Tools** submenu, and check the encryption options available when you click the **Advanced** button.

## Digital Signatures

A digital signature is simply an electronic version of an ID card or in other words, an electronic, encryption-based, secure stamp of authentication on a macro, document or email. The digital signature confirms that the macro, document or email originated from the signer has not been altered. Microsoft Office XP uses **Microsoft Authenticode technology** to enable you to digitally sign a file, email or a macro project created in Microsoft Visual Basic for Applications by using a digital certificate. Office XP applications can store a digital signature with a document to establish whether the document is from a trusted source.

## User-Applied Security Settings

Users have a great deal of control over the security levels they apply to documents, ensuring that security is appropriate on a document-by-document basis. These options are designed for efficiency and ease of use. Document files in Word 2002, PowerPoint 2002, and Excel 2002 can be digitally signed, encrypted, or both by using the **Security** tab of the **Options** dialog. The **Advanced** button on the **Security** tab displays the available choices of encryption providers (Office XP can use any **CryptoAPI** provider installed on the system). You also have the option of specifying the key length for provider types that support variable key lengths. However, you need to be aware of two limitations:

- The encryption strength of the operating system has ultimate control over available key lengths, so the highest levels will only be available to those client workstations you've upgraded to Windows 2000 or higher.
- Only Office XP applications can open documents that are configured for CryptoAPI encryption. When users need to share documents with users of earlier versions of Office, they can choose Weak Encryption (XOR).

## Working with Metadata

The data that's added when revision tracking is turned on is actually metadata, and the metadata reveals both the revisions and the

information about the authors (based on the "what was done and who did it" information). The metadata can contain sensitive or private information about users. Such as **Comments**, which can contain sensitive information, or just information you'd rather didn't get passed around to other users, are also part of a document's metadata.

Metadata is stored in the document, so it's only exposed when the document is in readable form. Encrypting an Office XP document makes the metadata unreadable. Therefore, if you need to distribute a document and track changes or permit comments (or both), you cannot encrypt the document. Luckily, Office XP provides some security safeguards when you run into this situation.

You can configure Word 2002 to warn when you're going to save, print, or e-mail a file that contains metadata. To turn this on, open the **Options** dialog (from the **Tools** menu) and go to the **Security** tab. In the **Privacy Options** section select **Warn before printing, saving, or sending a file that contains tracked changes or comments**.

Word 2002, PowerPoint 2002, and Excel 2002 all allow you to remove author-related information by selecting **Remove personal information from this file on save** on the **Security** tab of the **Options** dialog box.

## **THE WIZARDS OF OFFICE XP**

Microsoft Office XP is much easier to configure and deploy than its predecessor, Office 2000. Installing Office 2000 was not technically difficult, so how could Microsoft improve the tools that you use to install Office XP? Microsoft made the Office XP Installation Wizards more intuitive and more powerful, and made the process tighter by providing much-needed capabilities that were missing in Office 2000. The story begins with the tools you use to configure Office XP: the Office Profile Wizard, Custom Installation Wizard, and Custom Maintenance Wizard.

### **Office Profile Wizard**

You can use the Office Profile Wizard to capture Office XP settings and then deploy them with the product. It is incredibly easy to build a sample computer, install Office XP, customize the settings to suit your requirements, and then capture those settings using the Office Profile Wizard. The wizard stores the settings in an **OPS file**, which is deployed via the Custom Installation Wizard.

One new feature that really pleases you is the ability to be selective about the settings you choose to include. Previous versions of the Office Profile Wizard captured all settings for all applications, making specialized, targeted deployment more difficult. Now you can capture settings for each individual application, and deploy that application appropriately.

### **Custom Installation Wizard**

First up is **Feature Installation States**. Just as in Office 2000, Office XP allows you to not install a feature and then hide the feature installation state from the user during maintenance mode (Add or Remove Programs in Control Panel). However, a well-informed user can still change the

feature installation state by changing the state of a feature above it, the parent feature.

If you do not like the idea of users running natural, you will appreciate one improvement—a new option called **Not Available, Hidden, Locked**. This installation option not only skips installation of a feature you want to withhold, it hides it in maintenance mode and locks it to ensure that the user cannot install the feature.

Another "locking" feature you like is the ability to control how maintenance mode activities using network bandwidth. You can configure feature installation states so that **Run from Network** and **Install on First Use** are not available. Aside from better control of feature installation states, there is an improvement in the new **Change Office User Settings** screen in the Custom Installation Wizard. You can set most user settings within the wizard, and it is an easier way to deploy settings than using the Office Profile Wizard.

Microsoft Outlook® version 2002 profile settings got a boost in the Office XP Custom Installation Wizard, too. What you will find is a much better organization to the settings, and more control over how Outlook 2002 creates profiles. For example, you can choose to modify an existing user's profile, create a new profile for the user, or leave their existing profile alone.

## Custom Maintenance Wizard

The Custom Maintenance Wizard is for managing Office XP after deployment, and it is a significant advance in the technology. The Custom Maintenance Wizard allows you to change just about any setting after deployment. This is a huge improvement over Office 2000, where the Custom Maintenance Wizard only allowed you to change feature installation states after deployment.

If you have ever deployed a Windows Installer-based application, you know that Windows Installer maintains a list of locations where it can find installation files for each application. A broken list means that maintenance mode fails. The Custom Maintenance Wizard can re-deploy source lists, easily fixing this problem without requiring doubtful registry hacks.

A client who was not yet ready to deploy Outlook 2002 but wanted to get the rest of Office XP onto the desktops. We withheld Outlook 2002 by marking its installation state **Not Available, Hidden, Locked** in the transform. When the time came, the Custom Maintenance Wizard made the second stage much easier than it would have been with Office 2000. We used the wizard to change the installation state to **Run from My Computer**. We also configured Outlook 2002 settings using the Change Office User Settings screen and created Outlook 2002 profiles in the wizard.

## Getting Started

The tools that described above are all part of the **Office Resource Kit**. You can go to **Office Resource Kit** Homepage by using this URL: <http://microsoft.com/office/ork/xp/default.htm>

## Working the Toolbars from the Keyboard

Press **F10** to activate the menu bar. You'll see that the File item on the menu bar changes its appearance; once it does, you can use the **Tab** key to move to the next menu bar item or press **Shift-Tab** to move to the previous one.

Once you reach the menu item you want, press **Enter** to open the menu, then navigate to the submenu item you want using the arrow keys.

While Tab cycles through the available choices on any single menu once it's selected, Ctrl-Tab cycles through all the visible toolbars (and Shift-Ctrl-Tab reverses the cycling direction). Once a toolbar is selected, you can press **Tab** and **Shift-Tab** to highlight the button or other control you want to work with, and then press **Enter** to activate it.

For example, to change the size of selected text, you'd:

- \* Press **F10** to activate the menu bar.
- \* Press **Ctrl-Tab** (as many times as it takes to activate the Formatting toolbar).
- \* Press **Tab** to move over to the text size box.
- \* Type in the text size you want.
- \* Press **Enter** to accept the new size.

## Handling Smart Tags with the Keyboard

When you paste text within a Word document, you'll see the popup icon (called a Smart Tag) indicating you have options for handling the formatting. The icon looks like the Paste button on the Word toolbar. For users who like to use the mouse, highlighting the icon opens a pull down menu that shows the paste options.

However, what about keyboard users who hate to keep switching between keyboard and mouse? The keyboard shortcut you need is **Alt + Shift + F10**. This opens the menu, at which point you can use the up/down arrow keys and Enter key to make your selection.

This tip also works if you enter text that triggers Word's AutoCorrect feature. For example, Word automatically changes (tm) into the trademark symbol; once it does, use the arrow keys to move to the symbol until you see a thick blue underscore by the symbol. Now press **Alt + Shift + F10** for the Smart Tag menu.

## Why Hyperlinks are not working in Office

If hyperlinks are not working in Outlook or other Office applications:

1. Start the **Internet Explorer**
2. Select **Tools/Internet Options**
3. Click on **Programs** tab

4. Make sure that Internet Explorer should check to see whether it is the default browser is enabled
5. Click **Reset Web Settings**.
6. Click **Start/Run/regsvr32 urlmon.dll**
7. If that single change does not resolve the problem, repeat the process by running the following additional entries:
  - *regsvr32 Shdocvw.dll*
  - *regsvr32 Msjava.dll*
  - *regsvr32 Actxprxy.dll*
  - *regsvr32 Oleaut32.dll*
  - *regsvr32 Mshtml.dll*
  - *regsvr32 Browseui.dll*
  - *regsvr32 Shell32.dll (Windows XP and Windows 2000 only)*

## Type an email address without appearing as hyperlink

To turn that option off, follow these steps:

1. Choose **Tools>AutoCorrect Options...**
2. Select the **AutoFormat As You Type** tab
3. Remove the check mark from **Internet and network paths with hyperlinks** and click **OK**.

To undo the hyperlink creation in all versions, type the email address and press **Enter**. Immediately, press **Ctrl+Z**, this will convert the hyperlink back to text.

