INFORMATION SYSTEMS SERVICES

Moving to Microsoft Office 2000

This document highlights some of the main differences between Office 97 and Office 2000.

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U N I V E R S I T Y O F
L E E D S

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Format Conventions

In this document the following format conventions are used:

Commands that you must type in are shown in **`bold Courier`** font.	`WIN31`
Menu items are given in a **Bold, Arial** font.	**Windows Applications**
Keys that you press are enclosed in angle brackets.	**<Enter>**

Feedback

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1 Introduction

Office 2000 is the latest release from Microsoft. All the familiar Office programs such as Word, PowerPoint and Excel have been updated. Many of the new features are shared across all the Office products, and this document looks at these new shared features. It does not cover any application-specific new features, only those common to all the Office applications.

Office 2000 also has a much greater level of integration with some Web products, but this aspect is not covered in this document.

Prerequisites

This document is aimed at people who are already familiar with at least one of the Office 97 suite of programs. It assumes you are familiar with running programs under Windows NT and with common tasks such as using menus and toolbars.

2. Opening and Saving Files

The **File** menu contains the familiar **Open**, **Save** and **Save As …** options. However, the resulting dialog boxes look different from the standard Office 97 dialog boxes. Figure 1 shows the **Open** dialog box from Word 2000.

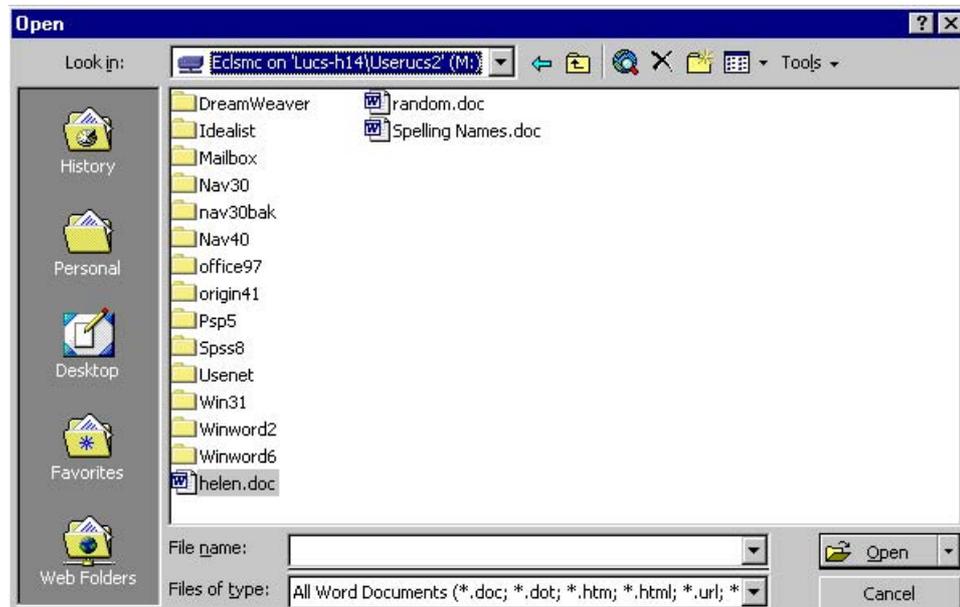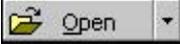Down the left-hand side is the **Places Bar** containing a series of five

Figure 1 Open dialog box in Office 2000

icons:

- History – shows the last 20-50 documents you have used

- Personal – shows the contents of your Personal directory

- Desktop – shows any documents on the Desktop

- Favorites – shows any files saved in your Favorites directory

- Web Folders – only used in conjuction with certain Web Servers for publishing files on the WWW.

The toolbar along the top has the following items:

go back to the previous directory

go up one directory level

search the Web

delete the selected file

create a new folder

different ways of viewing the file list.

Finally, clicking on the down arrow next to the ![Open] button allows you to open the selected file normally, as read-only, as a copy or in a Web browser.

The **Save** dialog box follows the same design as the **Open** dialog box, with the **Places Bar** along the left-hand side and toolbar along the top.
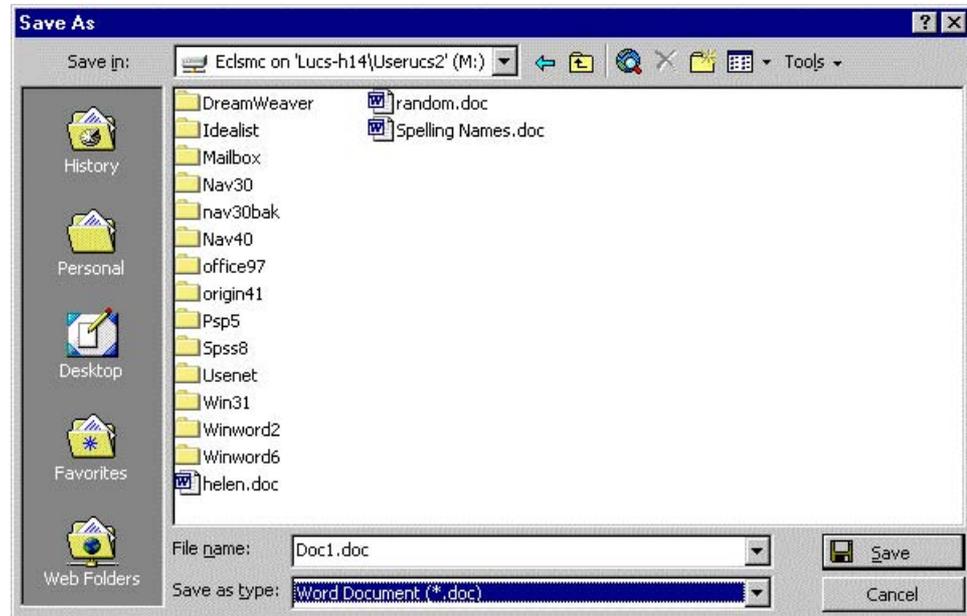

Figure 2 Save As dialog box in Word 2000

3. Menus and Toolbars

Menus

By default Office 2000 does not display all menu items immediately the menu is accessed, only the most commonly used items. The full menu can be accessed by waiting a few moments or clicking on the down arrow at the bottom of the menu (see Figure 3).
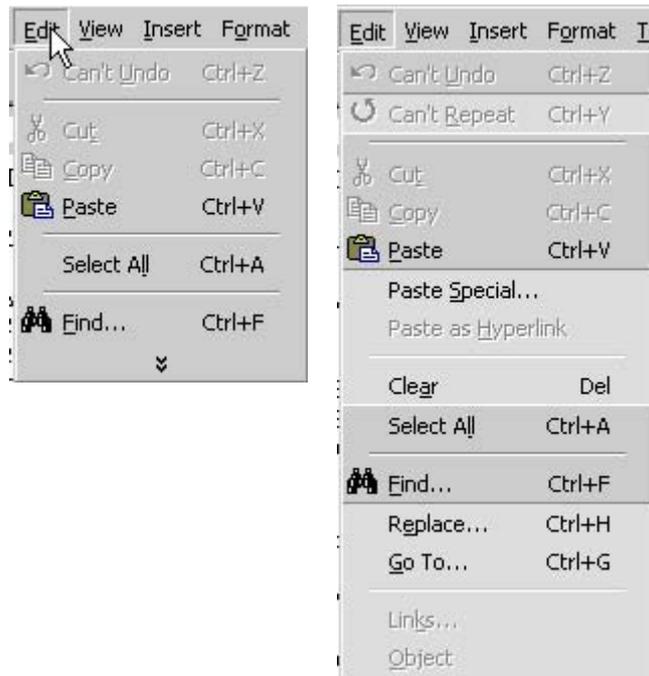

Figure 3 Initial and full Edit menus in Word 2000

When the full menu is displayed the extra items may be inserted between the items from the shortened menu. The items on the full menu always appear in the same order. The items that are included in the shortened form of the menu appear with a darker grey background.

Toolbars

By default the **Standard** and **Formatting** toolbars are displayed on the row below the menu bar, docked side by side. As with the menus, only the most recent/commonly used buttons will be displayed. The remaining buttons can be displayed by clicking on the **>>** at the end of the toolbar, to display a drop-down selection of buttons.
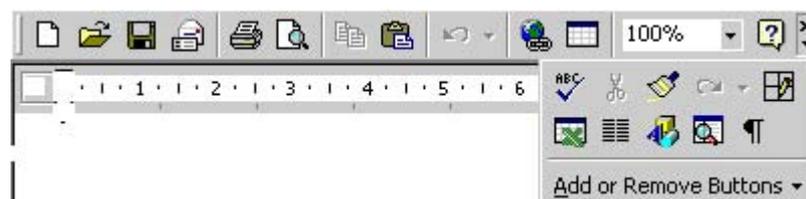

Figure 4 Standard toolbar showing drop-down buttons

Changing the default behaviour

The behaviours of menus and toolbars can be changed by selecting **Customize** from the **Tools** menu, and selecting the **Options** tab. To show full menus as soon as they are selected, uncheck **Menus show**
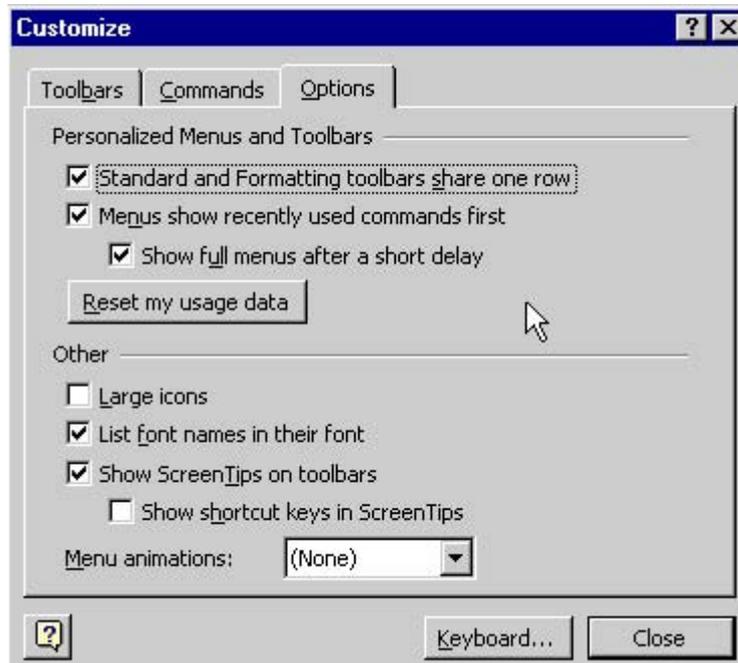

Figure 5 Customizing the toolbars and menus

recently used commands first. To put the toolbars on different rows, so that all the buttons can be displayed, uncheck **Standard and Formatting toolbars share one row**.

4. The Clipboard

Microsoft Office 2000 has its own clipboard which can contain up to twelve items from any Office 2000 product as well as pictures etc. As items are added to the Office clipboard, the **Clipboard** toolbar will appear as shown below. The example below contains two Word items, one Excel item and one Access item.
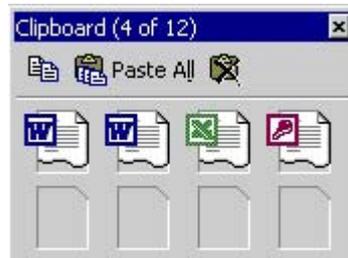
Figure 6 Office 2000 Clipboard

Items are added to the clipboard in the usual way (**Edit**, **Copy** or **<CTRL>**+**<C>**), or by selecting text and clicking on the copy button on the clipboard toolbar. Moving the mouse pointer over an item on the clipboard without clicking any buttons displays the first part of the text of the item. To paste an item from the clipboard, move your cursor to the insertion point in the document, then click on the item on the clipboard. You can also paste all items at the same time by clicking on the **Paste All** button on the clipboard toolbar.

Clicking on the last button on the toolbar clears the clipboard.

If you try to copy an item when the clipboard is full, you will be warned that the first item on the clipboard will be deleted. This warning message only appears once; subsequently, the first item on the clipboard will be deleted automatically.

If the clipboard toolbar is not visible, select **Toolbars** from the **View** menu and check **Clipboard**.

Note: this Clipboard is only available to Office 2000 products. You can only cut and paste one item at a time in other applications.

5. The Help System

The **Help** menu no longer contains the **Contents and Index** option. Instead, all online help is usually accessed through the **Office Assistant**.

If the Office Assistant is not visible, click the 🔲 button on the **Standard** toolbar to display it, or choose the first item on the **Help** menu, i.e. **Microsoft Word Help**. Type your query into the question box that appears, as you would in Office 97, and click on the **Search** button. When the list of topics appears click on one of them to display help on that topic. The help window (Figure 7) appears to the right of the document window, which may be automatically resized.
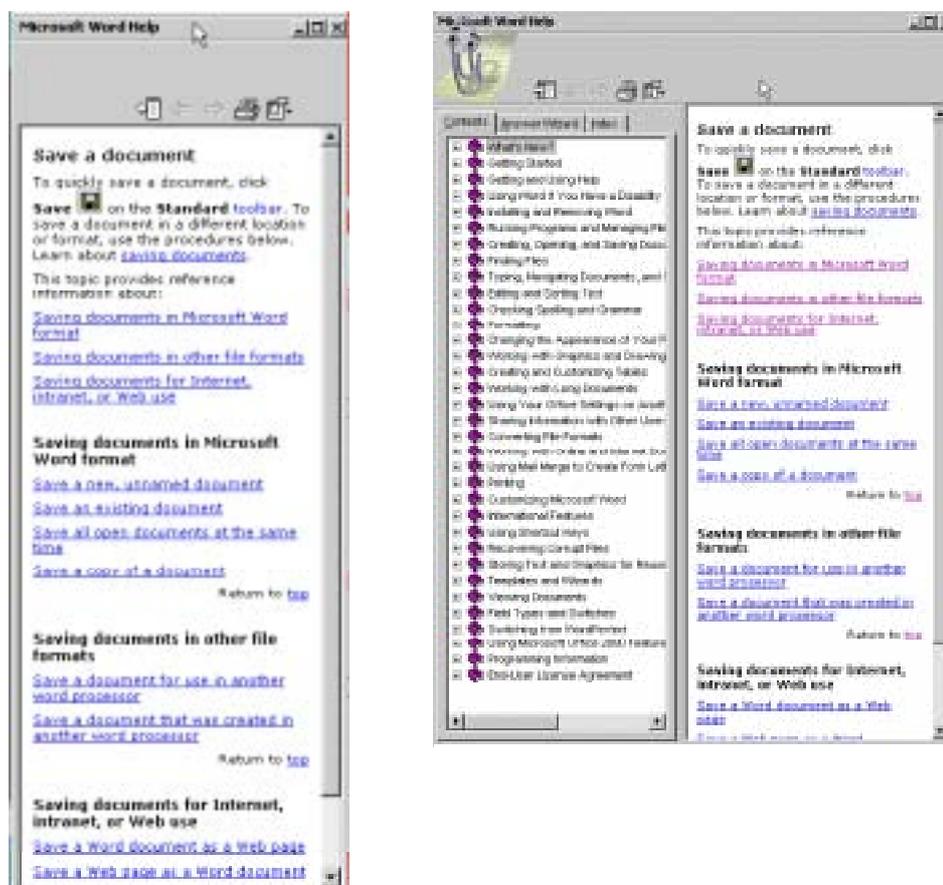
Clicking on the **Show** button 🔲 at the top of the help window expands the window to include the **Contents**, **Answer Wizard** and **Index** tabs (Figure 8). The **Answer Wizard** allows you to type in a free text query, similar to typing a query directly into the Office Assistant. The **Index** tab allows you to search for a keyword or choose a keyword from the list supplied.

The Office Assistance can be hidden at any time by right-clicking on it and choosing **Hide**. To turn the Office Assitant off, right-click on it, select **Options** and clear the **Use Office Assistant** check box. When help is selected from the **Help** menu you will now be taken directly to the expanded help window shown in Figure 8.