

Getting to Know Microsoft Office 2000

Want to find out what the new features are in the latest edition of Microsoft Office 2000? Is it worth the upgrade? This document briefly highlights some of the new features that are present in Microsoft's Office 2000 productivity suite. Users will notice that some of these features can not only be found in Microsoft Word and Microsoft Excel, but also are found in Microsoft PowerPoint 2000. In addition, a brief mention will be given regarding the new features found in Microsoft Access 2000 and Microsoft Outlook 2000. Learning these new features will help users get the most of Microsoft latest version of their Office software.



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New Features in Office 2000

1. **Increased Productivity** - This is achieved by using Office features that take over routine tasks, which decreases downtime when creating documents.
 - a. Personalized menus and toolbars move items that you use more frequently to a more prominent position.
 - b. Office 2000 programs can also self-diagnose and repair key files that are missing or damaged when prompted by the user.

2. **Personal Menus** - These menus put your most needed commands at the top of a menu. All of the Office products' features can be found in the pull-down menu bars. In Office 2000 products, menu commands used the most are automatically tracked. These menu commands are displayed in short, personalized menus that can be expanded to show all the commands. This personalization occurs after the first few cycles of use by the user.

Expanding the Personalized Menu



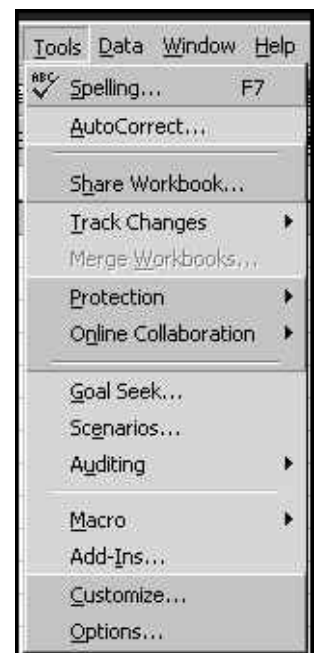
1. Click on the **TOOLS** menu and click on the **DOUBLE ARROWS** located at the bottom of the menu.



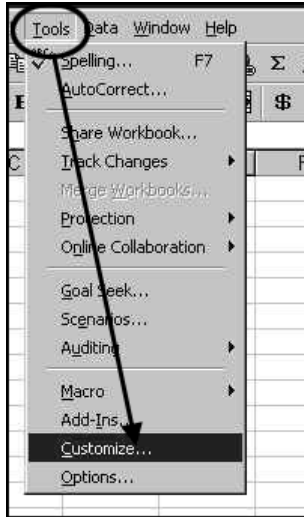
OR

DOUBLE-CLICK on the **TOOLS** menu.

2. The expanded menu will appear with all the default command options that are available with that particular menu.

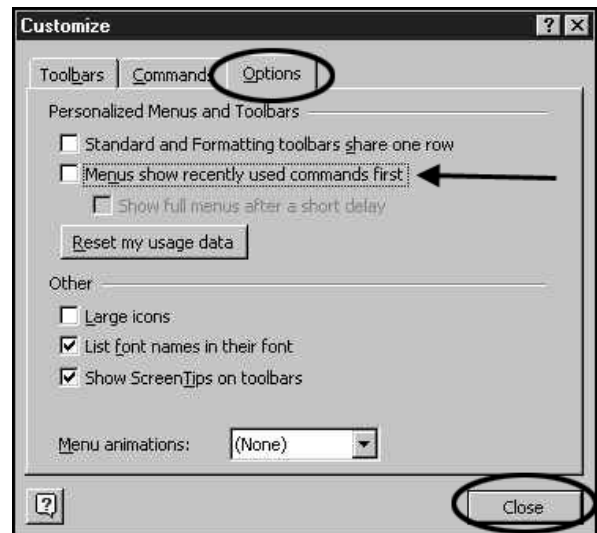


Disabling the Personalized Menus



1. In any Office 2000 product, click the **TOOLS** pull-down menu and select the **CUSTOMIZE** option. This procedure was performed in Excel 2000. You will have to disable the menus in each Microsoft product for this setting to be suite-wide.

2. The **CUSTOMIZE** dialog box will appear. Click on the **OPTIONS** tab. The check box **Menu show recently used commands first** will be selected as the default setting. **DESELECT** this option and click the **CLOSE** button.



3. **Personal Toolbars** - These toolbars share space on the screen based on the frequency with which toolbar items are used. Frequently-used items are promoted to allow multiple toolbars to share a single row. A “slider” button quickly displays any hidden buttons.

Excel 2000 is one product that displays both the standard and formatting toolbars in one single row. This is an example of the Personalized Toolbar feature in use.



A **MORE BUTTONS** button will appear on the single toolbar to allow viewing of the hidden buttons.



Buttons that display an **INVERTED BLACK TRIANGLE** will display a menu when clicking on the triangle.

Personalized Toolbar



Disabled Personalized Toolbar

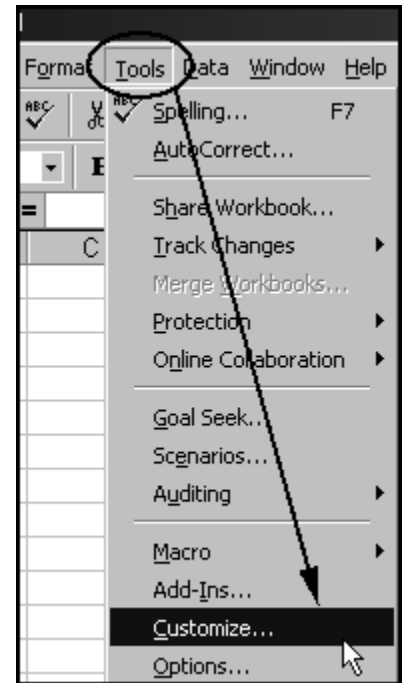


Note:

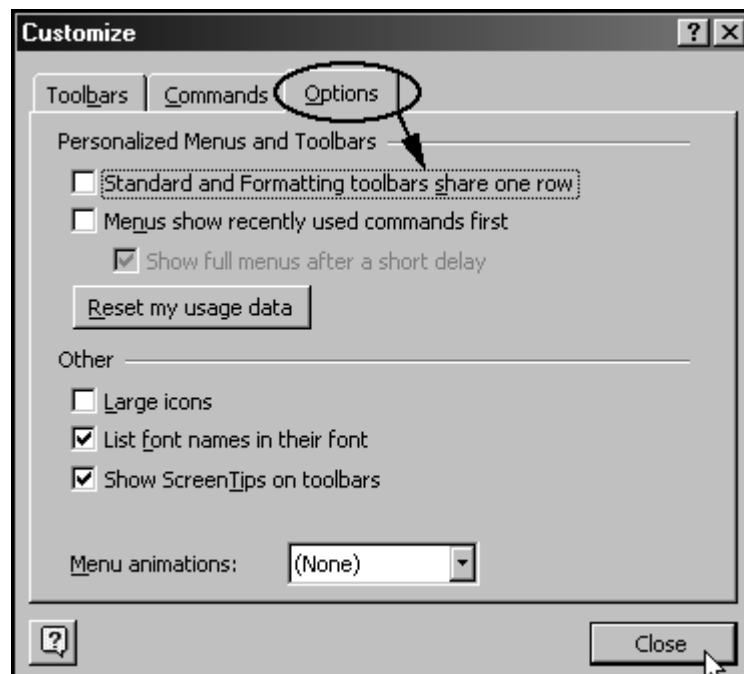
Personalized toolbars and menus have been found to be a convenience to some and a nuisance to others, particularly in training or support settings. Remember Personalization equates to Individualization of the product. In other words, the items that you see on your Office product screen may not appear exactly the same as on another person’s screen.

Disabling the Personalized Toolbar Feature

1. Click **TOOLS > CUSTOMIZE** from the standard toolbar. This procedure was performed in Microsoft Excel 2000 for this handout. Again, you will have to disable the toolbar feature in each Microsoft product for this setting to be suite-wide.

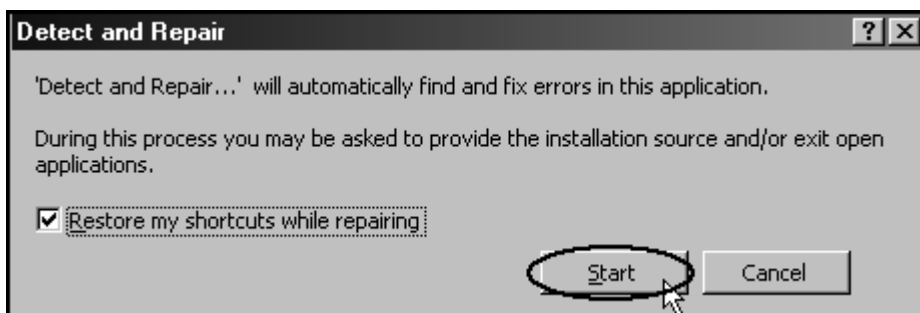
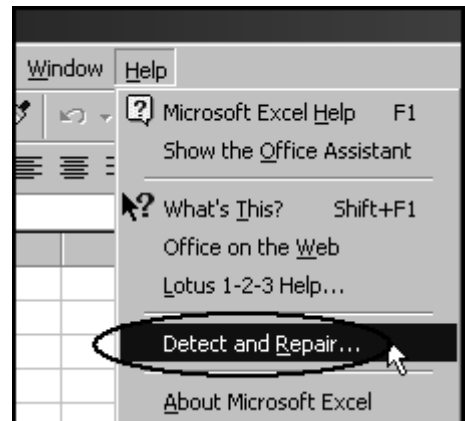


2. The **CUSTOMIZE DIALOG** box will appear. Click on the **OPTIONS** tab. The checkbox **STANDARD AND FORMATTING TOOLBARS SHOW ONE ROW** will be selected as the default setting. **DESELECT** this option and click the **CLOSE** button.



4. **Detect and Repair** - This option in all Office products allows the program to check and replace missing or damaged files through the use of your Office CD(s).

- a. Click **HELP > DETECT AND REPAIR** on the Standard toolbar in the Microsoft Office program that is malfunctioning.
- b. Click the **START** button on the next screen and follow the instructions if they are given by the program.

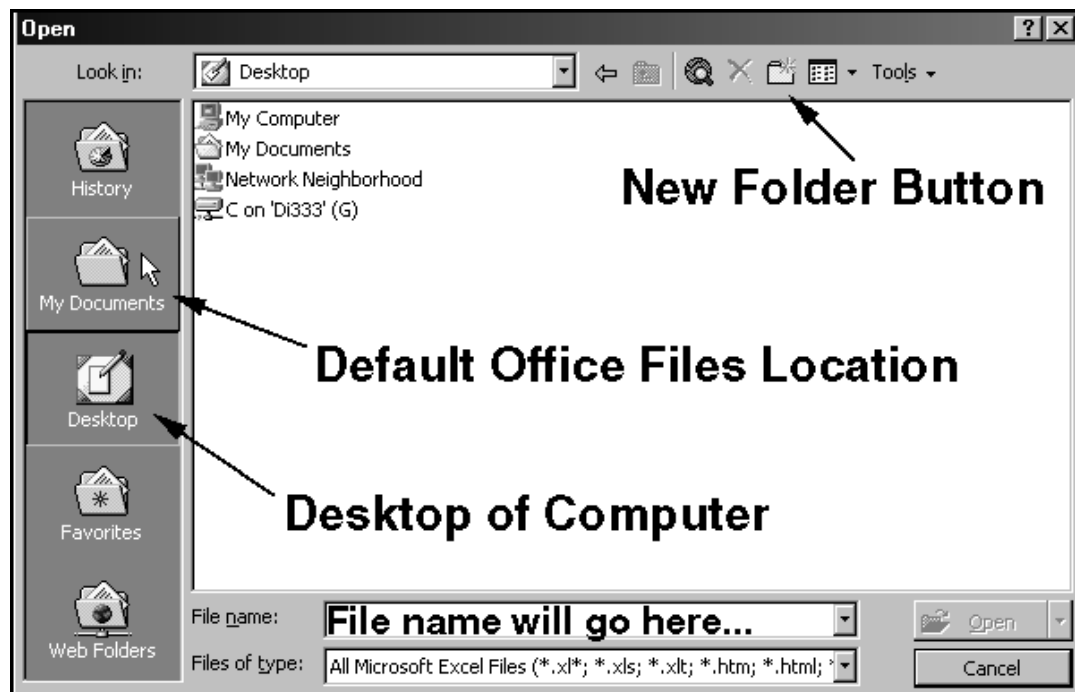


5. **Supporting HTML Document Format** - This option is available in all Office 2000 products. This feature makes it easy to read and write to HTML. Use of HTML also means that any Office document that is sent in that format can be read by anyone with a web browser.

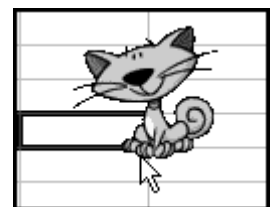
6. **URLs in command bars** - This option is also available in all Office 2000 products. This feature gives users Web access within the program window of the Office 2000 product. Web content can be directly brought into the active program by entering an URL in the command bar. The screenshot below is from Excel 2000. The command bar is located in the **Web toolbar** in all Office 2000 products.



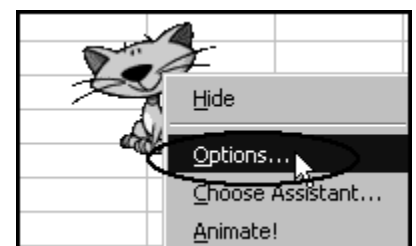
6. **File Open and File Save** - The dialog boxes are updated to add a **PLACES** bar that displays folders for key locations, recently used documents (History), My Documents, Favorites, and Web Folders, as well as an icon for the Desktop. A **Web-like BACK button** return to recently visited documents. Below is a picture of a **FILE OPEN** dialog box.



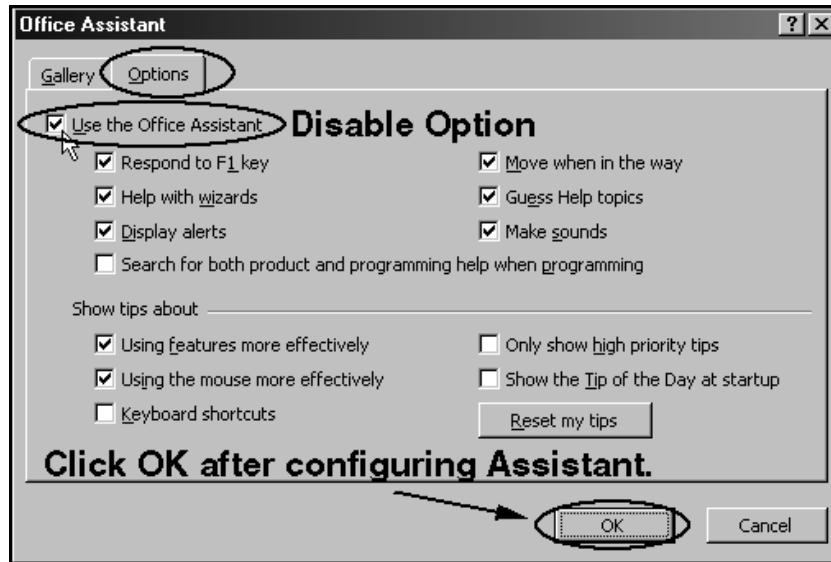
7. **Office Assistant** - The window that the Assistant previously occupied has been eliminated so it takes up less screen space and moves out of areas where you are working. If you do not want the Assistant, you can finally turn it off, *unlike in Office 97*.



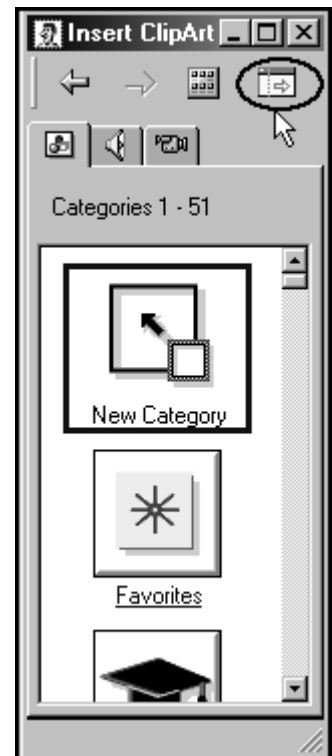
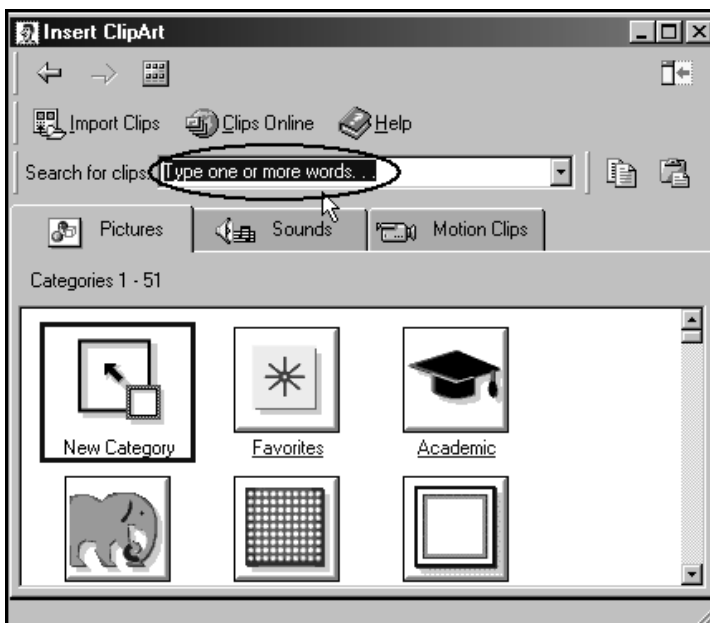
- a. To turn off the Office Assistant, **right-click** on the Assistant and choose the **OPTIONS...** menu item.



- b. Click on the **OPTIONS** tab of the **OFFICE ASSISTANT** window. Then, uncheck the **USE THE OFFICE ASSISTANT** checkbox to turn the assistant off. Click the **OK** button to return to the main program window. This is also the location you can modify the frequency in which the Assistant will help you while working in any of the Office products.

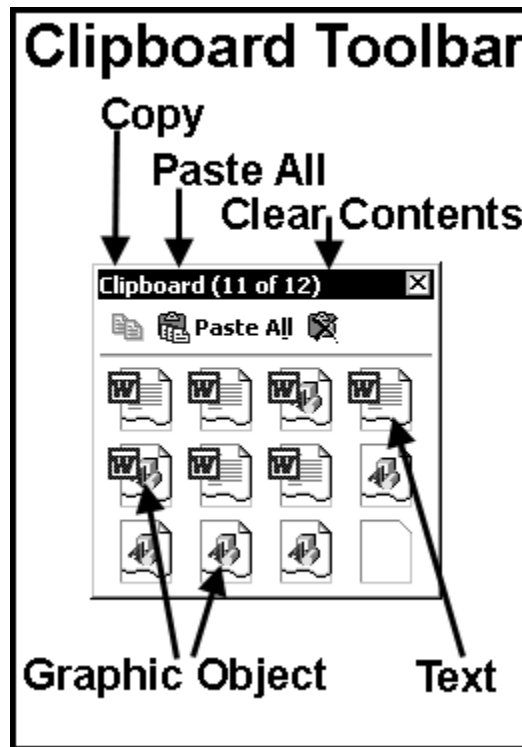


8. **Clip Gallery** - The gallery is now equipped with better searching tools (lower image) and the ability to drag and drop images into documents (right). The gallery can now be reduced to remain open in a small side pane view while you work on your document (right).

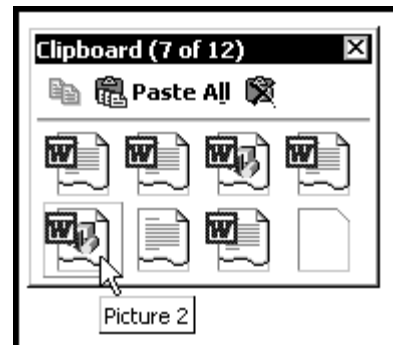
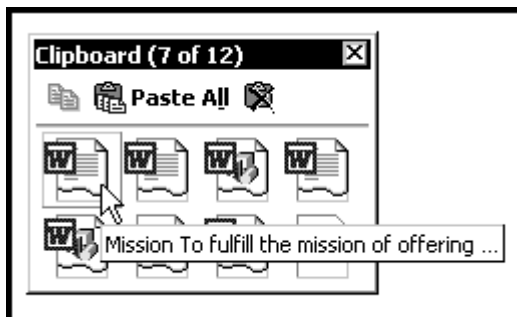


9. **Collect and Paste** - When text or an object is cut, copied or pasted, Office uses a special area of memory called the Clipboard. In older versions of Office, only one item could be stored at a time. In Office 2000 products, the clipboard can store up to 12 cut or copied items.

When you add more than one item to the Clipboard, the Clipboard toolbar opens. To paste an item from the clipboard, place your insertion point in the document, then click the appropriate button on the clipboard.



To identify an item, **POINT AND HOLD** (do not click) the mouse over the button and the first few words of the item will appear.

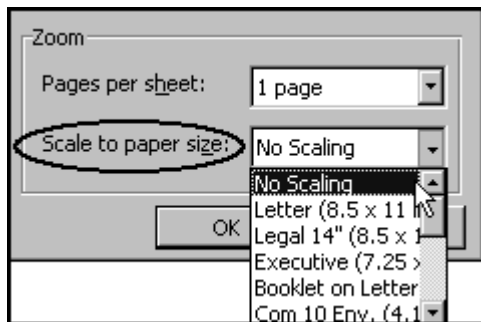
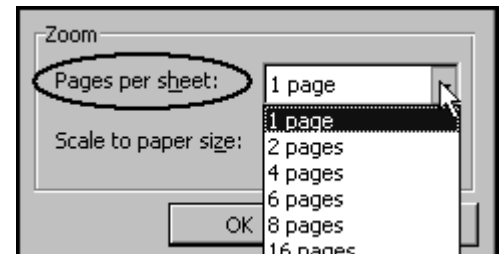


New Features in Word 2000

1. **Click and Type** - This function allows you to position text, graphics, tables, or other items anywhere on the page. Just position the pointer, double-click, and start typing. The direction of the lines next to the I-beam will tell you what justification you will be typing with for that paragraph.

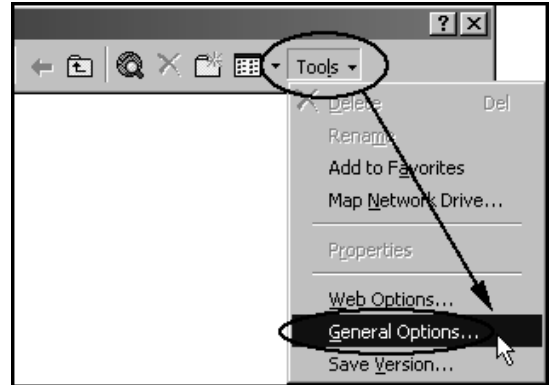


2. **Print zoom** - This function will scale a document to fit on different paper sizes, and allows you to print out multiple pages on a single piece of paper. These zoom options are located in the Print window when printing from the File menu option in Word 2000.

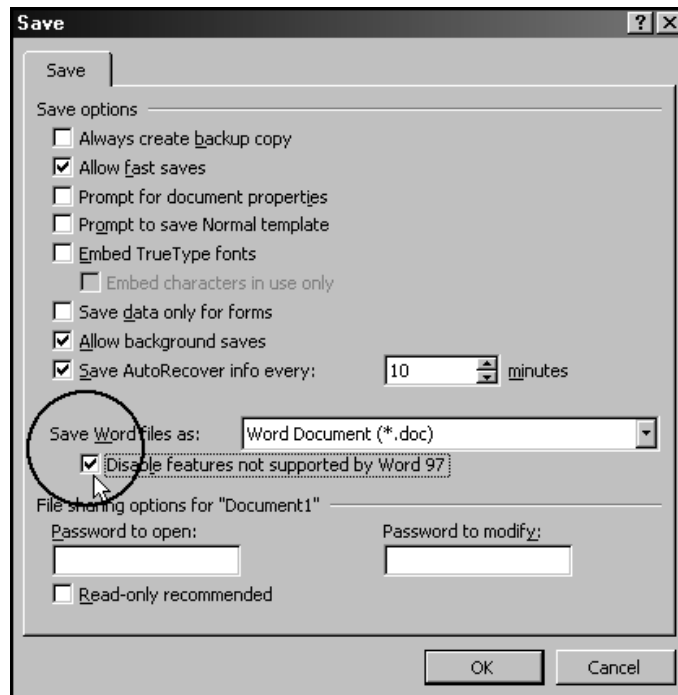


3. **Table formats** - This new feature means that the tables that you create in Word 2000 look the same on your Web pages. All borders and shading that are done to tables will look good as well through a browser.
4. **Version compatibility** - This ensures that if you share a Word document with people who have earlier versions of Word, you can turn off newer Word features that will not be viewable in older versions.

- a. **To use version compatibility**, select the Tools button when saving your file for the first time. Then, select the **GENERAL OPTIONS...** submenu item.



- b. In the **SAVE WINDOW**, click the checkbox next to the *Disable features not supported in Word 97* option. This will ensure document integrity for 97 and 2000 users.

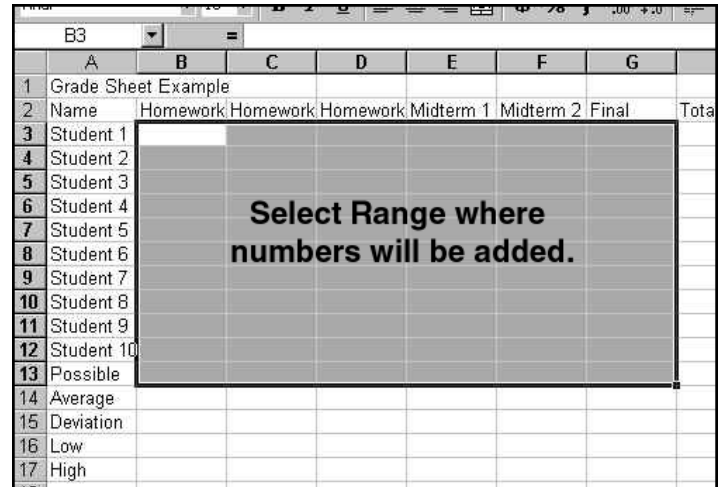


Note:

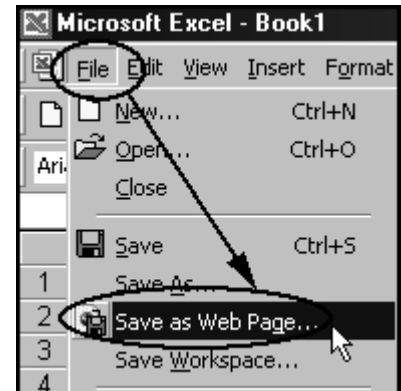
There are many other features that are new or modified in Word 2000. These are just the most significant ones that deserve the most mention in this handout. Use the References in the back of this handout to find more on the World Wide Web.

New Features in Excel 2000

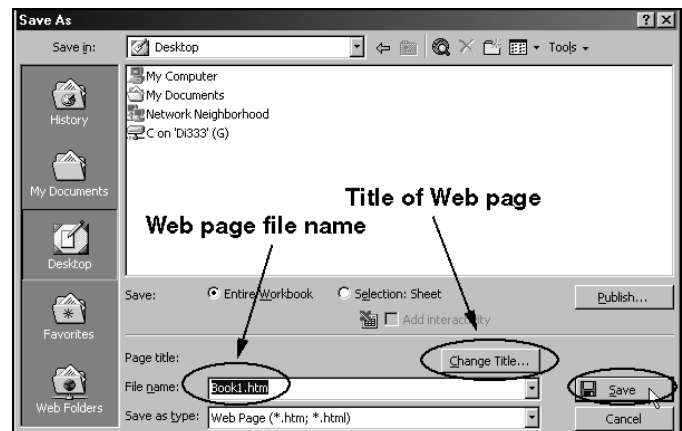
1. **See-through Selection** - This makes it easy to see the formatting of the text that you select with the pointer. Selected cells are lightly shaded so that you can easily see the original colors.



2. **List AutoFill** - This function automatically extends cell formatting when a new item is added to the end of the list.
3. **Drag-and-drop editing** - This allows you to drag table data from a browser directly into Excel 2000. Instead of retyping or trying to convert HTML tags, you can just use your mouse to put the Web data into your worksheet.

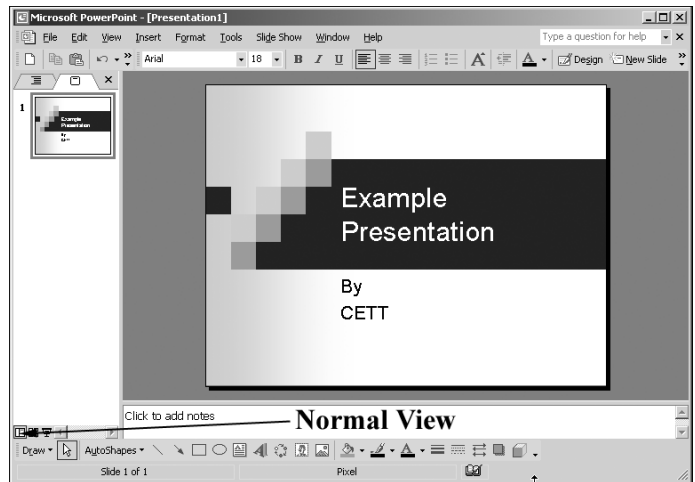


4. **HTML Companion File format** - This allows you to save and load Excel 2000 files in HTML format. Since HTML is an open standard, you save a worksheet in this format and view it in any browser on any platform. To do this action, click **FILE > SAVE AS WEB PAGE**. Type the file name and Web page title. Click the **SAVE** button.



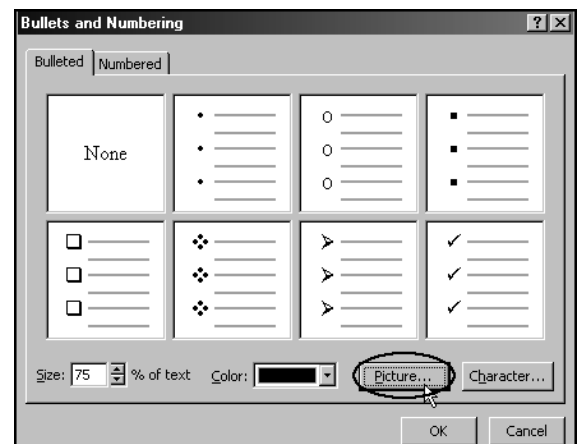
New Features in PowerPoint 2000

1. **Normal View** - This view combines **Slide**, **Outline**, and **Notes** views into one, making it much easier to edit slides and notes in context. You can analyze, navigate, and edit without changing your view.



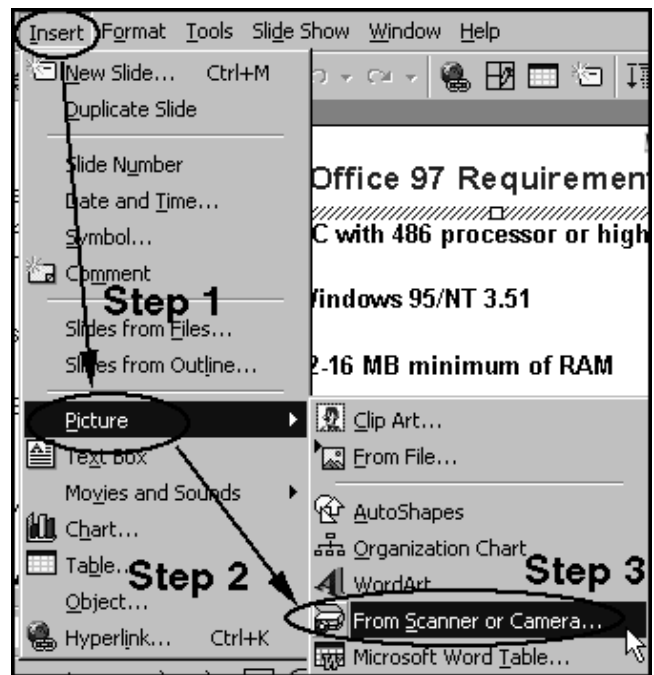
2. **Native Tables** - This function allows you to create tables for your presentations without importing them from **WORD OR EXCEL**. Tables can be formatted with custom borders, text styles, and fill colors.
3. **AutoFit Text** - Text automatically resizes to fit into its container. Your text will always be displayed even when the container is resized.

4. **Graphical bullets** - This function adds extra flair to your slides. These can be used to replace the standard bullets. Use any image you want by clicking the **PICTURE** button on the **BULLETS** window after following the standard formatting of bullets procedure. Select your image and click **OK** to see the results!



5. **Animated GIFs** - These special animated images can be inserted directly into and displayed on your slides in a presentation or after publication to the Web.

6. **Scanned graphics** - Graphics can be imported directly into your presentation from most TWAIN compatible scanners (TWAIN is the standard that enables scanners and cameras to connect to software programs). To do this function, click on the **INSERT > PICTURE > FROM SCANNER OR CAMERA...** to import an image.



7. **HTML Companion File format** - This allows you to save and load PowerPoint 2000 files in HTML format. Since HTML is an open standard, you save a worksheet in this format and view it in any browser on any platform. To do this, choose the **FILE > SAVE AS WEB PAGE**. Type the **file name and page title**. Click the **SAVE** button to complete the operation.
8. **Other HTML features** - Presentations saved to the web automatically adjust to fit the viewer's display resolution and a navigation bar pops up to control the slide show. In addition, Web-based presentations are compatible for version 3 and version 4 browsers.
9. **Laptop Support** - While you are giving a presentation, your screen saver and power-saving modes are disabled to avoid interruptions. In addition, PowerPoint automatically sets the correct screen resolution for the projection screen that you are using at that time.

New Features in Outlook 2000

1. **Performance** - Outlook 2000 is quicker and more efficient for common tasks.
2. **AutoSave** - Outlook 2000 automatically saves unsent messages in a Drafts folder. The Drafts folder itself helps reduce Inbox clutter.
3. **AutoDetect connection** - The program automatically disconnects if you disconnect from your Internet Service Provider. You can also set Outlook to periodically dial and retrieve new email messages at a set interval that the user chooses in the customization settings.
4. **Switch formats** - This can be done on the fly. You can switch between Hypertext Markup Language (HTML), Rich Text format (RTF), or plain-text editing in Outlook at any time while creating the message.

New Features in Access 2000

1. **Database Window** - Access 2000 has a new interface with a vertical orientation that makes it easier to use. It also allows you to create your own groups that contain any type of Access object.
2. **Name AutoCorrect** - This function automatically applies the change of an object or field name to other objects, such as queries and forms that reference that name.
3. **AutoCompact** - This function of Access 2000 automatically compresses and repairs a database when the file is closed.
4. **Drag and drop to Excel spreadsheets** - This function of Access 2000 allows you to export data to Microsoft Excel spreadsheets by dragging Access objects from the database to an Excel Worksheet.

References and Links:

Reference Book (Comes with full version of Office 2000 Suite)

Discovering Microsoft Office 2000 Premium and Professional. Microsoft, Inc. 1999.

Support Online from Microsoft Technical Support:

<http://support.microsoft.com/support/>

Microsoft's Office 2000 Tips

<http://office.microsoft.com/assistance/2000/TipsTricksCtr.aspx>

PC Magazine's Office Tips (All Versions)

<http://www.pcmag.com/category/0,2999,s%253D1488,00.asp>

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