

Being “Smart” with Smart Tags in Office XP

This document demonstrates how users can take advantage of smart tags that are available in the Microsoft Office XP software suite. Smart tags are data recognized and labeled as a particular type. For example, a person’s name or the name of a recent Microsoft Outlook e-mail message recipient is a type of data that can be recognized and labeled with a smart tag. The purple dotted lines beneath text in your document indicate the smart tags in your document. There are many tags that appear when a user performs certain actions in the Office XP Suite. In this tutorial, we shall learn how to utilize smart tags to save time and how to get more smart tags that are developed over the course of time.

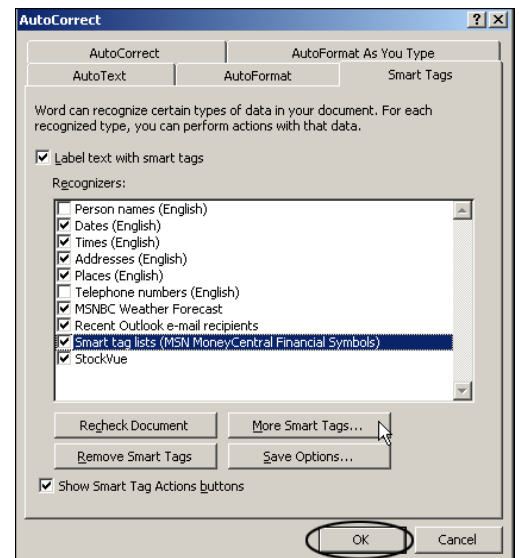
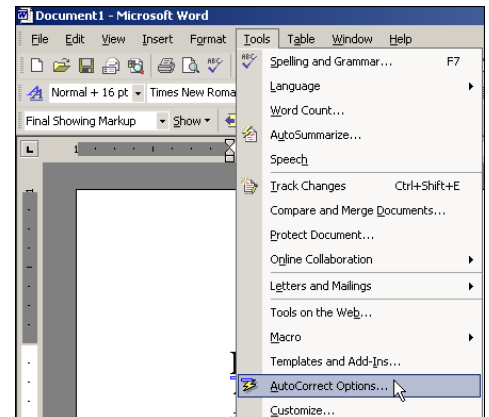
Setting up SmartTags in Microsoft Word XP

1. In Word, click **TOOLS > AUTOCORRECT OPTIONS...** on the standard toolbar.
2. Click the **SMART TAGS** tab to customize the way smart tags are displayed in Word XP.
3. Click the **LABEL TEXT WITH SMART TAGS** radio box. For our exercise, you will need to add the **MSNBC Weather Forecast smart tag**.
4. Click the **MORE SMART TAGS** button to go to the Internet if you want to find other smart tags in the future.
5. The URL for the MSNBC Weather Forecast smart tag used in this exercise is:

<http://www.nqli.com/IE/AddOns/smarttags/downloadfile.asp?Product=STForecast>

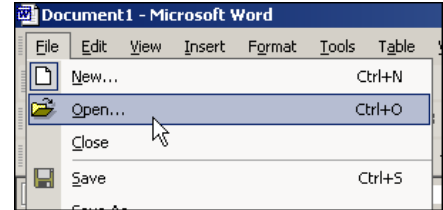
Download and install the file to get the Weather Forecast capability in Office XP. This is a free utility offered by NQL.

6. **CLOSE AND OPEN** Word to activate the tag after downloading and installing the NQL Weather smart tag.

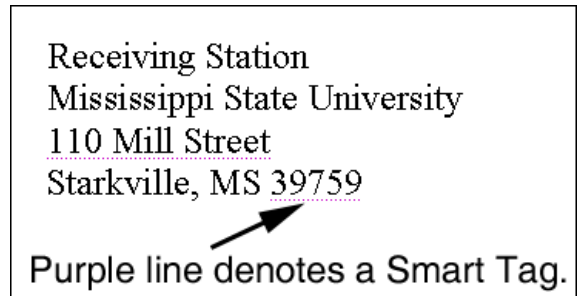


Finding Maps using Smart Tags in Word XP

1. Open Microsoft Word XP and open the **smart_tags.doc** file (downloaded from our Web site) by clicking **FILE > OPEN** on the standard toolbar.



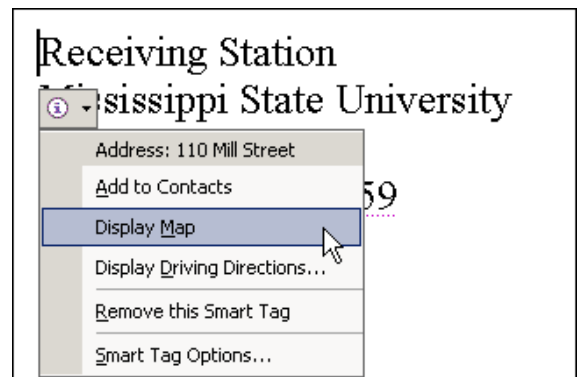
2. Your file should look like the image shown to the right. The smart tags have already been denoted by the purple line underlining the data. You can try this by typing in another address or stock quote.



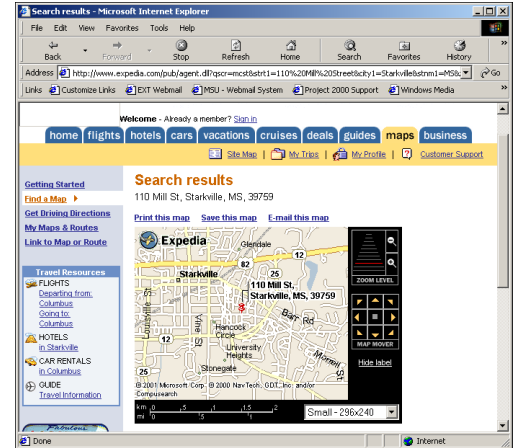
3. Next, click your insertion point anywhere on the 110 Mill Street address. You should get an Information button at this time.



4. Click the right side of the Information button to generate a Smart tag menu. Click the **DISPLAY MAP** menu option.

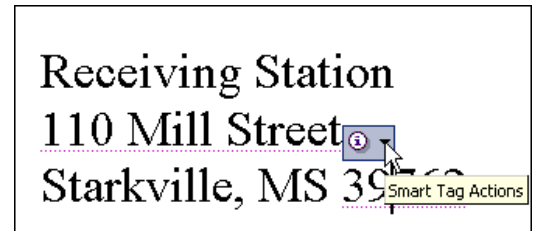


- This selection will activate your default browser and will take you to a map of the address that is entered in Word. This service is provided by Expedia.com, a subsidiary of Microsoft.

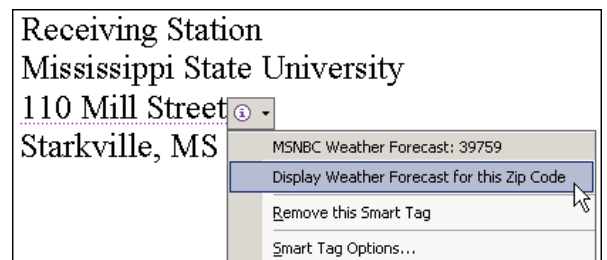


Checking the Weather using Smart Tags in Word XP

- Hover your insertion point anywhere on the **39759 ZIPCODE**. You should get an Information button at this time.



- Click the right side of the Information button to generate a Smart tag menu. You should get an Information button at this time. Click the **DISPLAY WEATHER FORECAST FOR THIS ZIPCODE** menu option.

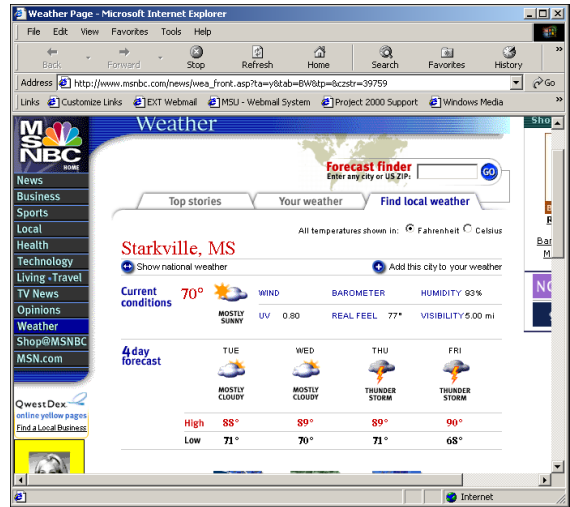


Did You Know?

Some critics state that Smart Tags are just another ploy generated by Microsoft to once again exert monopolist control, this time over any website's content by creating unauthorized derivative works from copyrighted material, and using its monopoly in the browser and "platform" market to lead web surfers to Microsoft-sponsored and endorsed products, services, and advertisers.

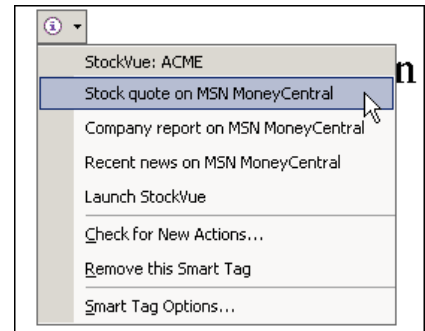
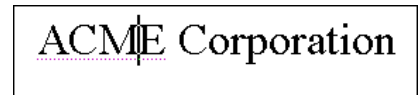
<http://www.freerepublic.com>

- This selection will activate your default browser and will take you to the weather forecast of the zip code that is entered in Word. This service is provided by MSNBC, a subsidiary of Microsoft.

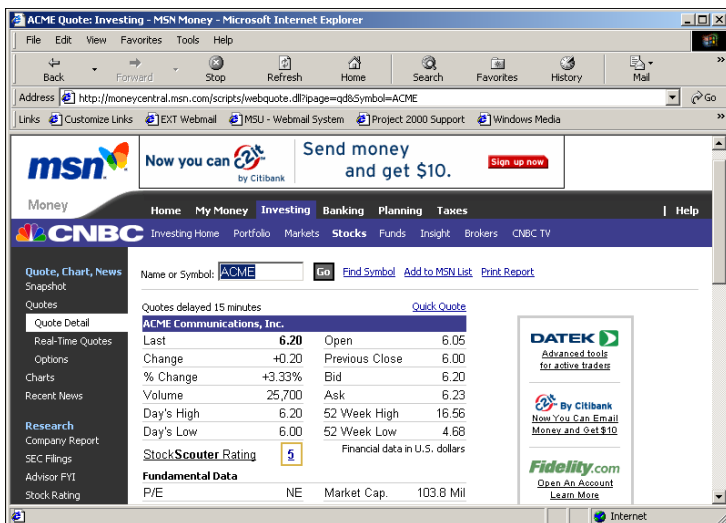


Checking Your Stocks using Smart Tags in Word

- Using Office XP's smart tags feature combined with MSN MoneyCentral, users can now get instant access to their stocks from Word XP.
- Click in the **ACME** word and generate the information menu as you did with the previous activities. Click the **STOCK QUOTE ON MSN MONEY CENTRAL** menu option.



- This selection will activate your default browser and will take you to a the stock quote of the ticker symbol that is entered in Word. This service is provided by MSNBC, a subsidiary of Microsoft.

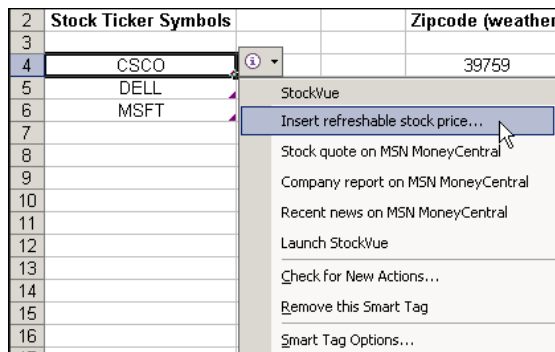
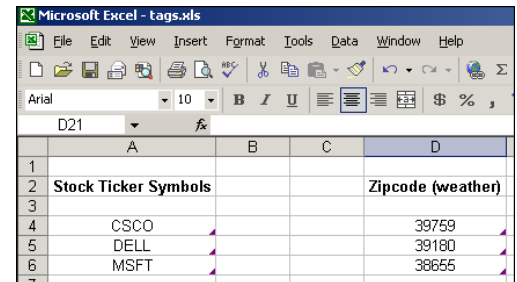


Checking Your Stocks using Smart Tags in Excel

- To customize the Smart Tags in Excel, click **TOOLS > AUTOCORRECT OPTIONS** located on the standard toolbar. Click the **SMART TAGS** tab to finish customization or turn on the smart tags feature.

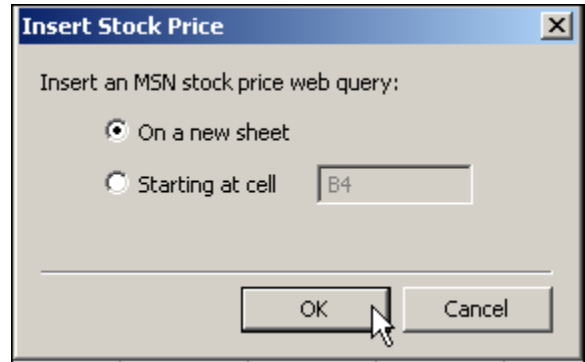


- Open the **smart_tags.xls** file in Excel by downloading the file from the Web site to your hard drive. Open the file by clicking **FILE > OPEN** located on the standard toolbar. Your file should look like the image shown to the right.



- Hover your mouse pointer over the purple triangle located in **cell A4**. The contents of the cell should read **CSCO**.
- Choose the **INSERT REFRESHABLE STOCK PRICE** menu option to find out the stock price for **CISCO**.

- The **INSERT STOCK PRICE** window will appear. Click the **ON A NEW SHEET** radio button if it is not already selected when the window appears. Click the **OK** button to get the stock price.

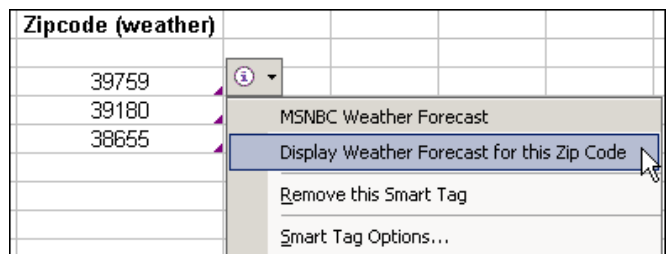


- This selection will generate a new sheet in your Excel workbook. As you can see in the image below, this web query provides users with a comprehensive report on any ticker symbol that you enter in Excel that is recognized by this service. This service is provided by MSNBC, a subsidiary of Microsoft.

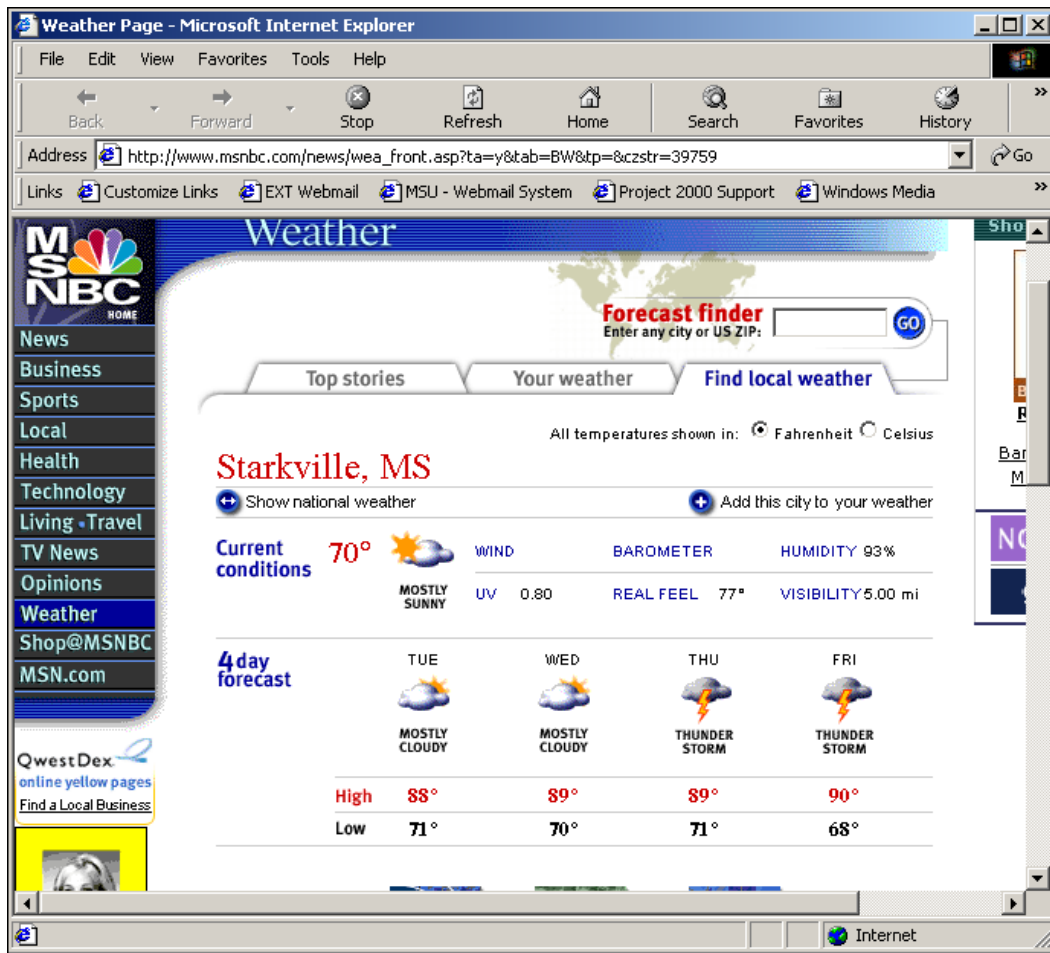
Stock Quotes Provided by MSN MoneyCentral Investor												
Click here to visit MSN MoneyCentral Investor												
			Last	Previous Close	High	Low	Volume	Change	% Change	52 Wk High	52 Wk Low	
	Cisco Systems, Inc.	Chart	News	18.13	18.25	18.33	17.82	39,948,900	-0.12	-0.67%	69.62	13.18
	Symbol Lookup	MSN MoneyCentral Investor Home		Microsoft Office Update								
	Find stocks, mutual funds, options, indices, and currencies.	Discover Investor's tools, columns, and more!		Get the latest from Microsoft Office								
	Terms of Use. © 2000 Microsoft Corporation and/or its suppliers. All rights reserved.											
	Stock and fund data provided by Media General Financial Services.											
	Quotes supplied by Standard & Poor's ComStock, Inc. and are delayed at least 20 minutes. NYSE, AMEX, and NASDAQ index data are provided real time.											
	Fund data provided by Morningstar, Inc. © 2000. All rights reserved.											
	Source Standard & Poor's Fund Services © Micropal Ltd 2000 All rights reserved www.funds-sp.com											
	Source © Standard & Poor's International Ratings Ltd 2000 www.ifsinc.com [+81-3-3593-8681] All rights reserved. Errors and omissions excepted											

Checking the Weather using Smart Tags in Excel XP

- Hover your mouse pointer over the purple triangle located in cell C4. The contents of the cell should read **39759**.



- This selection will activate your default browser and will take you to the weather forecast of the zipcode that is entered in Excel. This service is provided by MSNBC, a subsidiary of Microsoft.



- These are just a few of the uses of Smart Tags in Office XP. Other services are provided on a subscription basis. However, all of the tags used in this tutorial are free to the public.

Contact Information:

Voice: 662-325-5009

Web site: <http://www.create4ms.org>