

Getting Started with Microsoft Office 2003

This handout is directed at those who are moving from Office 97 to Office 2003, but will also be useful to anyone using Office 2003 for the first time. Covered here are things that are common to all Office 2003 programs. For things that are specific to particular programs, see the handouts *Getting Started with Word 2003*, *Using PowerPoint 2003*, and *Getting Started with Excel 2003*, available at <http://www.snc.edu/techsupport>.

File compatibility

Office 2003 is for Windows XP & 2000 only. Most files from the 97, 2000, and 2003 versions of Word, Excel, and PowerPoint are compatible and interchangeable between those versions. However, some new or advanced features of the Office 2003 programs may not work in the Office 97 version of the program.

Warning: Access 97 databases can be converted to Access 2003 format, but they are **not** backward-compatible. That is, once they are converted, they cannot be opened again in Access 97. If you use Access databases, consult the Help Desk *before* installing Office 2003.

Options/Settings

We have tried to set the default options for Office 2003 the way most people prefer them, but there may be things you wish to change. Feel free to explore the options and set things the way you prefer. The settings for most programs can be found under Tools – Options, Tools – Customize, and Tools – AutoCorrect Options. Be aware that it may not be possible to transfer your customized settings when you get a new computer or move to the next version of Office.

Installing Office 2003 (Windows XP & 2000 only)

When moving from Office 97 to Office 2003, it's best to make a complete switch all at once, rather than trying to go back and forth between the versions. Office programs work much better when there is only one version of Office installed on the computer. When you're ready to install Office 2003:

1. Go to Start – Network Software – MS Office and double-click on Install MS Office 2003.
2. Wait for the installation to proceed. It will take several minutes (this varies on different computers).
3. If you get any warnings or notifications from SpyBot or other security programs, allow the changes.
4. At some point you will see an “Office 2003 Service Pack 1” box asking if you want to install the update. Click Yes.
5. You will be presented with a license agreement for this update. Click Yes.
6. When it is finished, you will see a box saying “The update was applied successfully.” Click OK.

The installation will probably replace the Office 97 shortcuts on your desktop with shortcuts for those same Office 2003 programs. It will also put shortcuts to all of the Office 2003 programs in the Start ▶ Programs ▶ Microsoft Office folder. To make additional desktop shortcuts, right-click on them in the Start menu, drag them to the desktop, and choose Copy Here.

Since it is best if you do not run Office 97 programs once you have installed Office 2003, you should remove the Office 97 shortcuts from your Start – Programs menu (they will not be removed automatically). To do so, point at them, then right-click and choose Delete (it's easiest to just delete the entire MS Office 97 folder). If there are any Office 97 shortcuts left on your desktop, just click once to highlight them, then press the Delete key, or drag them to the Recycle Bin.

Installing Office 2003 at home

Office 2003 is available for home use by St. Norbert College employees who have Office 2003 on their office computers. This “Work at Home” option permits you to use it for College-related use only, and you must sign an agreement to that effect. Microsoft does not allow us to distribute copies of the installation CD; they require that you burn your own CD (detailed instructions will be provided). To do so, come to the IT office, Cofrin 119, M – F, 8:00 – 4:30, to sign an agreement and get the instructions. If you don't have a CD burner in your office, bring a blank CD with you so that you can burn your CD in the computer lab.

New/Changed features in Office 2003

Task Panes

The task pane is a window within an Office program that provides access to many commonly used commands and functions. For example, this is where your search results appear if you search for help, where the mail merge commands are in Word, and where the slide layouts are in PowerPoint.

The task pane defaults to the right side of the screen, but can be moved. You can leave it open while working on your files, or close it. If you close it, it will reopen automatically when you choose a feature or function that requires it. To open the task pane, go to View – Task Pane or press Ctrl+F1. To view task pane options, click on the little drop-down menu triangle at the top (circled in the picture at right).



Toolbars

By default, the 2 main toolbars (rows of buttons) at the top share one row, so that you cannot see all of the buttons. To fix this, click on one of the expander arrows, which is where you would click to see the hidden buttons (circled in the picture at right), and choose “Show Buttons on Two Rows.” You will need to do this in each Office program.

Getting Help

The annoying little “Office Assistant” – that paper clip guy – is finally gone! (Actually, it is still available if you *really* want it.) Instead, there is a Help search box in the upper right corner of the program window which says “Type a question for help.” When you type something there and press Enter, your search results will open in a task pane on the right. The available help information is good, but it can be rather slow – when you choose a topic, it may take a long time for it to appear. Also, the actual help information opens in a separate window from the search pane, so you have to switch windows to go back & forth between results list & actual help.



Open/Save dialog boxes

The Open and Save dialog boxes look a little different in Office 2003. On the left side of these dialog boxes is the “My Places” list, which by default lists Desktop, My Documents, My Network Places, My Computer, and My Recent Documents. These are basically just shortcuts to help you navigate to those locations more quickly. You cannot remove those 5 default locations, but you can add other folders to the My Places list and rearrange them. To add a folder to the “My Places” list, navigate to it, click once on it to highlight it, and from the Tools button, choose “Add to My Places.” To move entries up or down in the My Places list, right-click on them. Changes you make to the “My Places” list will apply to all Office 2003 programs.

File Search

If you can't find a file, you can search for it by going to File – File Search. This opens a task pane where you can search for files by text, by type of file, and by location. Advanced search options are available under Advanced File Search. This is essentially the same functionality offered in Windows by going to Start – Search. Initially, it defaults to searching everywhere, including all network drives, so be sure to change the location in the “Search in” box before starting your search. (If you don't, your search could take a very long time.)

Image editing

The Microsoft Photo Editor program is no longer provided. It has been replaced by the “Microsoft Office Picture Manager” (Start – Programs – Microsoft Office – Microsoft Office Tools – Microsoft Office Picture Manager), which offers most of the same capabilities, although in a different interface.

Copying & Pasting – The Office Clipboard

The new Office Clipboard feature allows you to copy multiple selections of text or graphics from various documents or programs and then paste them all at once into any Office document. For example, you can copy some text from a Word document, a chart from Excel, a picture from PowerPoint, and some text from Firefox, then switch back to Word and paste any or all of those items into your Word document.

To copy items to the Office Clipboard, it must be open in the task pane of an Office program. To open the Office Clipboard in the task pane, choose Office Clipboard from the Edit menu. The Office Clipboard is automatically opened when you do one of the following: 1) copy or cut two different items consecutively in the same program, 2) copy one item, paste the item, and then copy another item in the same program, or 3) copy one item twice in succession. When the Office Clipboard is open in any Office program, an icon is displayed in the system tray (by the clock), and a message is displayed above that icon to indicate when an item has been added to the Office Clipboard. Even though the Office Clipboard is open and displayed in the task pane of one Office program, it will not automatically be displayed in other Office programs.

As items are added to the Office Clipboard, they are displayed in the Clipboard task pane. The newest entry is always added to the top of the list. The Office Clipboard can hold up to 24 items; if you copy a 25th item, the first item in the Clipboard is deleted. The collected items stay on the Clipboard until you exit Office or click Clear All in the Clipboard task pane.

Office Clipboard interacts with the standard Copy & Paste commands and the “system clipboard” (the regular cut/copy/paste clipboard area, which holds only one item at a time) in the following ways:

- When you copy an item, it is added to the Office Clipboard and the system clipboard.
- When you copy multiple items to the Office Clipboard, the last item you copy is also copied to the system clipboard.
- When you use the Paste command, the Paste button, or Ctrl+v, you paste the contents of the system clipboard (the last item you copied), not the Office Clipboard. To paste an item from the Office Clipboard, just click on it in the Office Clipboard task pane. Click the Paste All button to paste all of the items currently in the Office Clipboard.
- When you clear the Office Clipboard, the system clipboard is also cleared.

Tip for copying noncontiguous text: In the new version of Office, you can now select blocks of noncontiguous text and apply the same formatting to them all at once. To do so, click and drag to select the first block, then hold down the Ctrl key as you click and drag over additional blocks.

Clip Art

You get to the clip art in the same way you did in Office 97, by going to Insert – Picture – Clip Art, but that's where the similarities end. This opens a task pane in which you can search for clip art, rather than just displaying all of the clip art by category as it did in Office 97. To view all of the clip art in categories, click the “Organize clips” link at the bottom of the pane. Before starting a clip art search, note that the “Search in” box defaults to including an online search of Microsoft's “Web Collections.” To change that, you can uncheck the “Web collections” box. Unfortunately, very little clip art is installed on your computer with Office 2003; clearly, Microsoft wants you to have to get it from their “Web collections.” Also, it defaults to searching not just clip art, but also photographs, movies, and sounds. To change this, open the “Results should be” drop-down list and uncheck the desired boxes.

Miscellaneous

Beginning with Office 2000, some menu options moved from the main menus to right-click menus. If you can't find a particular option on the menus, try right-clicking on the object you're trying to work with or alter.

Assistance and Questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at helpdesk@snc.edu, or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.