Progress Report - Microsoft Office 2003
Lynchburg College Tutorials

Tom Murray
Professor, School of Business and Economics
Director, Technical Education and Training
Information Technology and Resources
Lynchburg College
Lynchburg, VA 24501
Phone: (434) 544-8265
Fax: (434) 544-8693
murray.t@lynchburg.edu

Abstract

Progress Report – Update on the Microsoft Tutorials

For the past several years Lynchburg College has developed Microsoft tutorials for use with academic classes and faculty, student and staff training. The tutorials are now used internationally. Last year Microsoft and Verizon sponsored a tutorial web site at
 http://www.officetutorials.com.

This website recognizes ASCUE members for their wonderful efforts in spreading the tutorials throughout higher and K-12 education. Because of this effort, the tutorials became a 2003 Microsoft Model Professional Development Award recipient. Since our last meeting, the Office 2003 tutorials have been created, and are available, through the website. One of our ASCUE members, Bernadette Ortiz-Brewster, is translating the tutorials into Spanish. Karen Fraser of Hendrix College, Arkansas is MACing the tutorials. Several other ASCUE members have also published tutorials, from their institutions, on this website. Currently, a Microsoft Producer tutorial is being created. As this is being written, the tutorials are being considered by the National Forum on Information Literacy, the Department of the Navy Information Literacy Toolkit, the Virginia Department of Education, and the Teaching, Learning, Technology Roundtable. This presentation will furnish an update on all of these initiatives, as well as some others, which are "unfolding" at this time.

Introduction

In the early 1990's software tutorials were expensive and not specifically designed for academic use. At Lynchburg College the decision was made to develop specific, general use tutorials that covered the "most used" aspects of each Microsoft Office application - except Microsoft Word. The initial Microsoft Office 95 tutorials were created in 1995.

Since then, Office 97, 98, 2000, XP/2002 and 2003 tutorials have been introduced.

Since many groups have still not migrated to Office XP/2002 or 2003, this paper will be written for this audience.

A Quick Word About Windows XP and Office 2003 Backup Files

For many years, users of Microsoft Office/Windows have been "promised" that the software will make easy to retrieve "backups" available when there is a system failure. To date, the only "automatic" backups were in Microsoft Word, and the save prompts in Microsoft Publisher. Window 95, 98 and 2000 had the temporary file feature available for system failures. However, it was often difficult to determine which "temporary" files were available, since all of the files utilized the .tmp extension. In Office XP/2002 and 2003 this dilemma was solved. When a system fails, Office 2003 applications, like their predecessor XP/2002 applications, are automatically saved. When next accessed, the Task Pane automatically displays a recovered file area on the left or right side of the screen. Eighty simulated "crashes" were created. When the applications were again accessed, "crashed files" were recovered 100 % of the time.

General Overview of Office 2003 – Task Panes

Users will notice, when browsing through the various applications in Office 2003, that the Task Panes, added to Office XP/2002, are still in each application. When a user selects certain features such as Searches, Text Formatting, Graphics, Templates, etc., a special "Task Pane" appears on the right or left side of the screen. These Task Panes, logically, vary from application to application. It takes awhile to get used to them but, once mastered, they are a very efficient method to enhance the features of the application in which you are working. We'll cover certain Task Panes for individual applications later in this paper.

Graphics

In Office 2000, the graphics were enhanced for the more graphic Office applications: Power-Point, Publisher and FrontPage. Each of these applications took advantage of a new Clip Art Gallery that had significantly expanded features, images and sounds. Office 97/98 clip art contained only static graphic images. Clip Art Gallery XP/2002 retained the static clip art, but also included high quality photographic images, a sound gallery and animated images that were a part of Office 2000 Gallery.

When you imported clips in Office XP/2002 you noticed another new feature. In any application where you downloaded Clips Online, the Clip Organizer appeared. You observed a button at the bottom of the Clip Art Task Pane that allowed you utilize your Clip Organizer whenever you accessed a clip art image.

This has all been retained in Office 2003 – except that the Design Gallery has been expanded to the new Microsoft Office Clip Art Online. The extended collection still goes into the Clip Organizer, and it's still curious how the organizer determines into which folder to place the clips. This is covered for each application in its tutorial.

Outlook 2003

As all of the various computer magazines reported, Outlook 2003 is **THE** application of this release. To begin, the visual choices for display have improved significantly. You can organize

your Inbox, Sent Items, and various folders to be viewed in just about any way you desire, with the graphics and Reading Pane features.

The old Outlook bar on the left is replaced by a more visual combination of the old bar and the folder list – combining the best features of both. You can further edit this "Mail" bar as you desire. Having the new Mail bar on the left, the Inbox in a column down the center and a reading pane on the right is really productive.

The Contact screen has also been considerably enhanced. If you have a digital image of a contact, you can view this when that Contact screen is open.

As you are entering e-mail address into a message, Outlook 2003 will remember those addresses you most frequently use. As soon as you begin an address, a list will appear and you can choose from it.

The Calendar is also enhanced a bit. You can now color code your meetings to a scheme that you find appealing.

There are also six different colored flags that you can use to prioritize your messages. This comes in very handy with the enhanced message grouping features. There are now 13 standard groupings available, and you can customize your own groupings, if these are not sufficient.

A Word About Word 2003

While there have not been any Word tutorials to date, a comment about Smart Tags is appropriate in this paper. Word XP and 2003 have this new feature. When Word XP/2003 "sees" a proper name, it assumes that the author of the document desires to have a Smart Tag attached to the name. A dotted, purple underline will appear under the proper name and a small box with an "i" will appear above the name. When you click-on this box, a drop down menu will appear that allows you to use Microsoft Outlook Mail features like Send Mail, Schedule a Meeting, Open a Contact, etc. This has been further enhanced in Word 2003.

In addition, in both Word XP and 2003 have the Reveal Formatting feature – like the WordPerfect Reveal Codes – which has been further enhanced in 2003. You are now able, in English, to enhance your formatting fairly easily. When you highlight or click a section of the Word document, all of its formatting appears in the Reveal Formatting Task Pane.

Powerpoint 2003

Probably the greatest enhancement in PowerPoint 2003 (opinion of author) is that the old Pack and Go for PowerPoint files has been replaced by Package for CD. This is a really great feature. When you use it, it places "everything" for your PowerPoint presentation in a folder which can then be copied onto a CD. Not only does it place everything in the PowerPoint presentation in the folder, it also creates a PowerPoint viewer as well. So, on your CD you are safe to go anywhere - as you take both the Viewer and PowerPoint with you. We have taken any number of

"old" PowerPoint presentations, opened them in PowerPoint 2003 and then put them on CD's. Response has been wonderful to date – and it appears foolproof.

Many of the features of PowerPoint 2003 are very similar to those in XP. If you are still using PowerPoint 2000, this is probably the application in which you will immediately notice the most significant changes.

The first thing you'll notice is the screen layout. On the left you will see the "old" small slide view that was common in the "old" Normal View. There are now only three "view buttons" at the bottom left corner of the screen in PowerPoint 2003 – Normal View, Slide Sorter View and Slide Show. The new Normal View has the small slide images on the left, Speaker Notes at the bottom, and a Task Pane on the right (when a Task Pane is active).

As soon as you begin creating your slide show you will notice that a Slide Design Task Pane appears on the right side of the screen. As you insert clip art and utilize Custom Animation, the Task Pane will change to these features. As you "accumulate" Task Panes, you will be able to move back and forth between Task Panes. You will also notice that when you are in Normal View, and using Custom Animation on your text and images, that each line of text or image which you animate, has a numerical marker by it. If you click-on a marker, the associated Task Pane will appear to assist you. No longer will you see the "old" PowerPoint menu screens that you did in the past. Everything is replaced by Task Panes.

Another significant enhancement is the fact that, if you choose, you may apply a different Design Template to each slide. In "old" PowerPoint this was a "tricky" undertaking. As with Power-Point 2000, you can still access additional Design Templates through the Microsoft PowerPoint web site.

In PowerPoint 2003 you may have an object, text, or just about anything, move around your slide. This is called a Motion Path. The object will move around the screen, wherever you trace your path – at a speed you determine – and with sound if you desire. Wherever you move your mouse, the object will move. The PowerPoint 2003 tutorial explains this feature in detail. You will also notice that text transitions have been significantly enhanced as well. There are now many new "nifty" text transitions.

Publisher 2003

As indicated earlier, you will notice that Publisher 2003, like 2002, is more graphically oriented than the previous version. As soon as you select a publication style from the New Publication Task Pane, you will see that the Publication Wizard has been replaced by a graphical Publication Task Pane that appears on the left side of the screen. Instead of selecting individual Wizard "steps," you will select graphic objects which furnish a "thumbnail" preview of each selection.

The Publisher Task Pane will change each time you select a new task – just as with the other applications.

Those who send their Publisher publications to commercial printing companies will notice that the commercial publication features are also enhanced. When the Publisher 2000 tutorial was first created, there was a help feature which assisted in finding a commercial printing establishment in your area. That has now been replaced by a Microsoft Certified Commercial Printer system. Many commercial printers have now been certified by this system and accept Publisher files as they are presented to them.

Frontpage 2003

Again, FrontPage 2003 is very similar to the 2002 version. There are several new features that enhance the 2003 version.

You are now able, in the Design screen, to split the screen so that you can not only see the web page as it would appear on a browser, but also see the code for the web page at the same time. At the bottom of the view there are now two buttons – Design and Split. So, for folks that are into html coding, this is really handy. Wherever you click, in Design or Code areas, it will mirror in the other half of the screen. Really handy when you need it.

You can also place construction grid lines in your Design view to assist as need be. The grid can be scaled to a very fine or open grid.

Another two features are Code Snippets and IntelliSense. These are made for html folks. You can create a "dictionary" of your most often used html code lines (snippets), and place them in a Snippet Dictionary for use at any time a code screen is being used. IntelliSense is like the Auto Correct feature in Microsoft Word. By entering IntelliSense in the Microsoft FrontPage 2003 Help search, you will get a long list of ideas on how to use IntelliSense to complete HTML coding tasks that you use everyday.

There are also enhanced table features which come in very handy. Much like frames, you can create custom tables in your web page with this new feature.

FrontPage 2003 retains the "tabs" at the top of the web site pages that make moving from page to page, in the web site, much easier. You no longer have to use the Window-select the web page, Folder List, nor the Navigation feature to move between pages. Simply click the tab and the page appears.

In addition, the Frames, Tables, Navigation and Shared Borders features are also enhanced. These enhancements are included in the tutorial.

Excel 2003

There are not a significant number of enhancements to the non-graphic applications. Pivot Tables are becoming more popular and are enhanced in Excel 2003.

The Excel 2003 tutorial is also expanded with additional images and text to make the tutorial more easily understood. Many have requested additional images and instructions in a number of areas. These are included in this edition.

Access 2003

There is one huge change in Access 2003- file saving features. In Access 2003, as in Access XP, you are truly able to open and save database files to and from earlier versions of Access. Using the Import/Export feature in Access XP/2002 and 2003 you are able to import and export individual databases, tables, queries and reports from Access 2003 to the 95/97, 2000, and XP versions, as well as to import these same functions.

The major enhancements added to the Access 2003 tutorial are an integral part of this "edition." In addition, the new Saving, Import and Export features are also covered.

File Structure

All of the Office applications (Word, Excel, PowerPoint, Publisher, FrontPage, and now Access) use the same file structure as their predecessors. So, you may "go back and forth" from 2003 to 95/97/98/2000/XP/2002. Some of the PowerPoint enhancements may not be available if you save to an earlier version of PowerPoint.

Conclusions

As indicated above, the graphic oriented applications (PowerPoint, Publisher, FrontPage) evidenced the major changes from previous versions. The enhanced graphics are much better. Also, the commonality and availability of the Task Panes assist the user significantly.

The Office 2003 tutorials are greatly expanded to include additional instruction in areas that users have requested.

All of the Lynchburg College-Microsoft tutorials (Office 97/98/2000/XP/2002/2003) can be downloaded from:

http://www.officetutorials.com

The tutorials have become popular internationally. We have created a CD, which includes of all 30 tutorials in Microsoft Word (English) - available at no cost to those who desire a copy. Simply contact me at one of the addresses on the first page of this paper if you desire a CD.