

## Office XP

Overall, you will notice dozens of small changes when working with the Office Suite and most are designed to enhance the software and make it easier to use. If you are upgrading from Office 2000 many of the differences are not that obvious, but if you are upgrading from Office 97 or earlier you may recognize many new features.

### General XP

#### (Common to more than one program in the Microsoft Office Suite):

- Smart Tags are small icons that appear when the program recognizes a certain need. For example:
  - In Excel, a Smart Tag may appear when a mistake is made in a formula.
  - In PowerPoint, a Smart Tag may appear for AutoFit and Auto Layout decisions.
  - In Word, a Smart Tag may appear when autocorrect is used.
  - For Excel, PowerPoint, and Word, Smart Tags appear in conjunction with the Clipboard, which allows you to tweak the format of the pasted data.
  - Smart Tags also provide pop-up menus (with a mouse click on the icon) and they can save a lot of time in formatting and reformatting.
- Task Panes are small vertical panes that usually appear on the right side of the working window. The task pane appears when you first start Office XP. The task panes provide one location for the actions that you use most frequently.
- The Recovery Features in Office XP are a great addition for those of you who have lost data due to a crash. The new utility, Microsoft Office Application Recovery, provides a safe way to shut down a program and recover the document as it was at the time of the crash. Each recovered document appears in a pane and you can view each recovered file and decide which one to keep. Therefore, if a program is not responding do not use Ctrl+Alt+Del to close, use Programs, Microsoft Office Tools, and click Microsoft Office Application Recovery instead.
- More convenient access to Help. Get the full power of the Answer Wizard in an unobtrusive way. When you enter a question about an Office program in the Ask a Question box on the menu bar, you can see a list of choices and read a Help topic whether you are running the Office Assistant or not.
- Overall integration of tables and charts from online sources to your XP documents and presentations.
- Flattened toolbars and menus depart from their 3D appearance in previous Office versions. This gives a more streamlined look.
- Office Clipboard can hold up to 24 items versus 12 in 2000.
- Search features allow you the capability to specify where and what types of files to search for. Overall, the search is more comprehensive.

To see what is new in the Office Suite click on the program link below:

[Access](#)  
[Outlook](#)  
[Word](#)

[Excel](#)  
[PowerPoint](#)

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## Access

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Access, the most challenging of the Office Suite, is seeing some changes. Some of the changes that are in XP are as follows:

- A new file format, however, the default file format in Access 2002 is Access 2000. If you have an Access 2000 database and you open it in Access 2002, the database will not convert its file format. The Access 2000 database remains in the Access 2000 database format. The database objects and data can be modified. No conversion will occur automatically and no conversion is necessary, unless you wish to take advantage of the Access 2002 enhancements.

However, if your database is in an earlier format, such as Access 95 or Access 97, you must convert the database to Access 2000, before it is usable. The Access 2000 file format is the default file format in Access 2002. If problems occur when converting from Access 95 or a later version, Access 2002 creates a table that lists data about each error.

- What's new with Printing:
  - The Page Setup button (labeled Setup) is available in the Print Preview toolbar in the Print Preview and Layout Preview windows (not in Design View).
  - The tool tip for the Printer tool in the toolbar displays the name of the currently selected printer.
  - When you place the mouse pointer over a report object's name in the Database window, the name of the printer for that report is displayed as a tool tip.
  - You do not need to have a printer installed to design reports, view reports in Print or Layout preview, or to convert databases.
  - Two additional magnifications have been added to print preview, 1000% and 500%.
- A Select Object drop-down box is added to the property sheet for the form and report design property sheets. You can browse from object to object and change properties without leaving the property sheet.
- In the Append and Make-Table query dialog boxes, a browse button has been added to choose another database to which the data will be appended or a new table made.
- If you select text and then open the Find/Replace dialog box, the Find What field will contain the selected text.
- New views are available. PivotTable and PivotChart view to tables, queries, and subforms and forms are added.
- The file format is indicated in the Database window. Will indicate 2000 or 2002.
- A new toolbar button, Search, found on the Standard Access toolbar allows you to locate files.

- New Shortcuts:

Key Combination	View	Action
F4	Design	Open the ObjectType Properties dialog.
F7	Forms/Report Design	Opens the Choose Builder dialog if the form or report has the focus; opens the code window if the form or report does not have the focus.
Shift + F7	Form/Report Design	Returns focus to the selected control if the ControlName Properties dialog has the focus.
Ctrl+>	Any	Cycles the view from the current view forward in the view sequence (Design, Form, Datasheet, PivotTable, and PivotChart for forms.)
Ctrl+<	Any	Cycles the view from the current view backward in the view sequence (PivotChart, PivotTable, Datasheet, Form, Design for forms.)
F8	Form/Report Design	Displays the field list.
Enter	Form/Report Design	After a field is selected, will automatically add the field to the form or report design surface.
Ctrl+Tab	Form/Report Design	Moves the focus from a form or report section to a subsection.

For more detailed information on Access enhancements, go to the Microsoft Knowledge Base website with these steps:

1. Go to <http://support.microsoft.com/>
2. Click on the Knowledge Base Article ID Number Search hyperlink.
3. In the edit box, type the number **295358**
4. Click on the green arrow.

## Excel

Excel did not get many drastic changes with this new version, but many of you avid users will notice some small improvements. Some of the changes you may notice are:

- Smart Tags that will highlight possible worksheet errors.
- Smart Tags that appear in the worksheet that will allow you to add names to your Contacts in Outlook, send mail, and retrieve information from the web.
- You can copy information from the web to your spreadsheet and use a smart tag to make the data refreshable via a web query and you can even tell Excel how frequently to refresh.
- An easier interface for inserting functions into the formula bar.
- Color-coding for worksheet tabs is now available by right clicking on the sheet tabs.
- Find and Replace text and numbers across all worksheets in a workbook.
- You can add pictures to headers and footers and you can automatically add the path and file.
- Overall, a more streamlined feedback process for revision tools. The new process gives the author full control over the changes.
- The new worksheet task pane allows you to do several tasks from one pane such as retrieving last-used workbooks to creating templates.
- The new PivotTable task pane replaces the PivotTable toolbar that allows for the full viewing of the Field.
- You can edit a spreadsheet in any language using the new Multilingual editing feature.
- The Clipboard viewer allows you to view the copied items and place them wherever needed.
- A new Borders toolbar that allows you to first choose formatting and then apply the formatting to one or more cells.
- A new Unmerge Cells function. (The Merge button is now a toggle.)
- The mouse pointer to select a column is now a downward pointing arrow, rather than a white cross.

For more detailed information on Excel enhancements, go to the Microsoft Knowledge Base website with these steps:

1. Go to <http://support.microsoft.com/>
2. Click on the Knowledge Base Article ID Number Search hyperlink.
3. In the edit box, type the number **Q293449 & Q293447**
4. Click on the green arrow.

**Outlook**

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Outlook gets an overall clean up. Some of the changes that you will notice are:

- Auto complete for addressing a message.
- Screen clutter is reduced.
- The preview pane has been improved. You can see the properties of the address and the InfoBar. Also, if you receive an email with attachments, you can open them directly in this pane. Lastly, you can Accept or Decline a meeting notice directly from the preview pane.
- You can quickly view the size of your mailbox, search for items by size or age, and then delete move or archive items to clear up space. You can do this by going to Tools, Mail Clean-up.
- When you receive an invitation to a meeting, you can respond by suggesting an alternative time.
- Multiple reminders appear in one pop up box versus one for each reminder as seen in earlier versions.
- You can add multiple colors to your Outlook Calendar appointments; either manually or by applying a rule, which will automatically color appointments, based upon a certain word in the subject or when a particular person sends a meeting request.
- When scheduling an appointment with a person on the Attendee Availability tab, if the time is marked as “Busy” you can rest the cursor over the blocked time and get details of the appointment already scheduled for that person.

Fore more detailed information on Outlook enhancements, go to the Microsoft Knowledge Base website with these steps:

1. Go to <http://support.microsoft.com/>
2. Click on the Knowledge Base Article ID Number Search hyperlink.
3. In the edit box, type the number **Q287496**
4. Click on the green arrow.

**PowerPoint**

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PowerPoint sees minimal changes. Some of the changes that you may notice are:

- A new Slide Design task pane that will allow you to see and preview design templates, color schemes, and animation effects while still having the slide in view.
- The new Revisions task pane. This pane will provide gallery view of all changes made to the presentation and it will give you the ability to accept or reject them all at once or individually. Along with the new revising tools, you can also use Comments that are color-coded by reviewer.
- There are new animation effects, which include entry and exit animations, better timing controls, and motion paths.
- Organization charts now use drawing tools, which will result in smaller files and they will be easier to edit.
- Animation schemes will let you apply a pre-designed set of animation and transition effects to your entire presentation at once. The new Animation Schemes will also help you select a scheme that is appropriate for your audience.
- You can have more than one design template in a single presentation.
- You can now rotate or flip any type of image, including bitmaps.
- You can password protect a presentation just like in Word.

## Word

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Overall, there are many changes in Word 2002. Some changes will be more obvious than others. Overall, here are some of the changes that you will notice:

- Smart Tags are used immensely in Word. They are icons and short menus that automatically appear and eliminate the need to open other programs.
- There is a new task pane that assists with formatting. The Reveal Formatting pane provides more formatting information than was available in Word 2000.
- Another new task pane showcases a completely revamped Mail Merge that provides greater ease of use.
- An overall streamlined feedback process for revision tools. The new process gives the author full control over the changes.
- Word now incorporates a wider range of features that lend themselves to use in multilingual environments. The Translate pane allows you to translate individual words on demand. You can also change the default language settings for Word.
- AutoCorrect is more predictable and is less interfering. Also, if Autocorrect makes a change you do not want and you delete the change and retype the original text, AutoCorrect will not make the same change again.
- Task panes appear when you first open Word, when you run mail merge, when you copy multiple items to the Clipboard, and in conjunction with other tasks.
- There is now a Word Count toolbar that allows you to update document word counts with a single click. To display it, choose View, Toolbars, Word Count.
- Bullets and numbered lists work better, many of the unpleasant occurrences in earlier version have been worked out.
- A new feature, Format Checker, allows users to identify formatting inconsistencies in the same way they identify spelling and grammar errors.
- There is a new Drawing Canvas that allows you to create drawings within an area of the screen that is set apart from the rest of your document. All drawing objects have an absolute position, they will not move around unexpectedly when they are near page breaks.
- There are now new tools for building organization charts and a wide range of business diagrams.
- If you select text and then open the Find/Replace dialog box, the Find What field will contain the selected text.
- There are tools available that eliminate personally identifiable information from documents. This option can be found by selecting Tools, Options, Security and then check Remove Personal Information From This File On Save.
- You can limit Word to a single taskbar icon, choose Tools, Options, View, and clear the Windows in the Taskbar check box.

For more detailed information on Word enhancements, go to the Microsoft Knowledge Base website with these steps:

1. Go to <http://support.microsoft.com/>
2. Click on the Knowledge Base Article ID Number Search hyperlink.
3. In the edit box, type the number **288725**
4. Click on the green arrow.