



# Office XP for Dummies: Quick Reference

*Doug Lowe*

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## **Office XP for Dummies: Quick Reference** Doug Lowe

You certainly get your money's worth with Office XP. In one convenient bundle, you get a world-class word processor (Word 2002), a spreadsheet program (Excel 2002), a presentation program (PowerPoint 2002), an e-mail program (Outlook 2002), and a database program (Access 2002). Plus, you get a grab-bag of other useful programs. What a bargain!

With its plethora of features and commands, you may not know where or how to start using Office XP effectively. With *Office XP For Dummies Quick Reference* in hand, you'll find yourself zipping around in Office XP in no time. This handy guide is right for you if

- You've just upgraded to Office XP
- You currently use one of these versions of Microsoft Office XP: Standard Edition, Small Business Edition, Professional Edition
- You already use Office XP and want to know more about its advanced features
- You want quick, accessible answers to questions about Office XP

Office XP has tried to make your experience among the various Office programs as consistent as possible – from using dialog boxes and toolbars to starting or navigating a program. But you'll still need help getting around in any Office program. Here's a sampling of the quick, "get-in, get-out" information that you'll find in *Office XP For Dummies Quick Reference*:

- Getting a handle on the basics: Spell checking, searching, using the Task Pane
- Word 2002: Creating envelopes and labels, tables and columns, keyboard shortcuts
- Excel 2002: Using Autoformat and Autosum, charts, formatting cells, Pivot Table
- Powerpoint 2002: Working with Animation and color schemes, Photo Album, Slide Show, templates
- Access 2002: Entering data, working in fields, using queries and reports
- Outlook 2002: Managing a calendar, adding and deleting contacts, using e-mail, creating tasks
- The Drawing Toolbar: Using clip art, AutoShapes, diagrams, text boxes

Author Doug Lowe has written more than 50 computer books, including *PowerPoint 2002 For Windows For Dummies*, *Networking For Dummies (5th Edition)*, and *Internet Explorer 5.5 For Dummies*, and he knows how to present boring technostuff in a style that is both entertaining and enlightening.

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