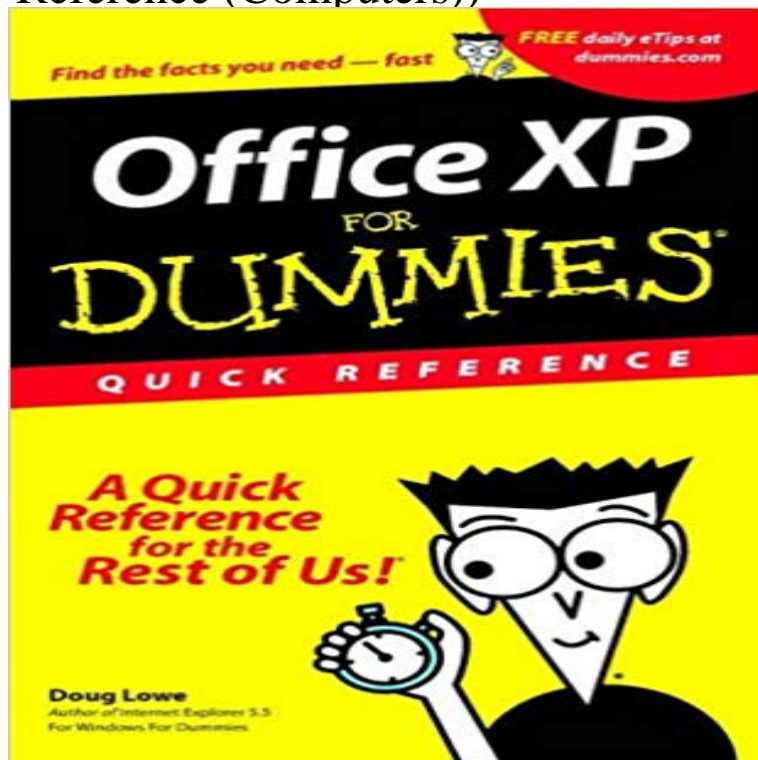


# Office XP for Dummies: Quick Reference (For Dummies: Quick Reference (Computers))



You certainly get your moneys 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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