

GETTING HELP

There is more than one way to obtain Help in any of the Microsoft Office products. The Office Assistant is an image that appears in the document Window. It provides Help on any topic within the program. It is also possible to click on the Help button (?) on the Standard toolbar or choose Help on the Menu Bar. Also, it is possible to obtain information about any Office product by choosing Help and choosing Office on the Web. This option opens the Microsoft Office Web site where it is possible to choose from a list of topics or input key words to find a topic.

The Office Assistant



The Office Assistant provides answers to questions asked regarding any topic in any program within the Microsoft Office Suite. The Office Assistant automatically provides Help topics and tips on tasks that are performed as work is being completed – before a question is even asked. For instance, when writing a letter, when the colon is input after the salutation, the Office Assistant will ask if help is needed to write a letter. The Office Assistant may be customized to match individual personalities and individual tastes. Because all Office programs share the Assistant, any change made to the Assistant in one program will affect all the other programs in the Office 2003 Suite.

- ✦ The Office Assistant:
 - ✦ Is an online cartoon character that hangs around as work is being completed.
 - ✦ Offers advice on using Office 2003.
 - ✦ Supports plain language help queries and an online help system.
 - ✦ Is available in every program in the Suite.
 - ✦ May be moved to a different location on the screen by clicking and dragging it to a new location.
- ✦ When the Office Assistant is in the way of text being typed, it automatically moves out of the way
- ✦ When working in a program, if Office Assistant knows of a better and quicker way to accomplish the task, a yellow light bulb will be displayed.

Displaying the Office Assistant

Depending on how your computer is configured, the Office Assistant may not be available when you open a program. If the Office Assistant is not available, complete the steps below.

- ✦ Click **Help** on the **Menu Bar**.
- ✦ Click **Show the Office Assistant**.
- ✦ The **Office Assistant** should appear in the window.

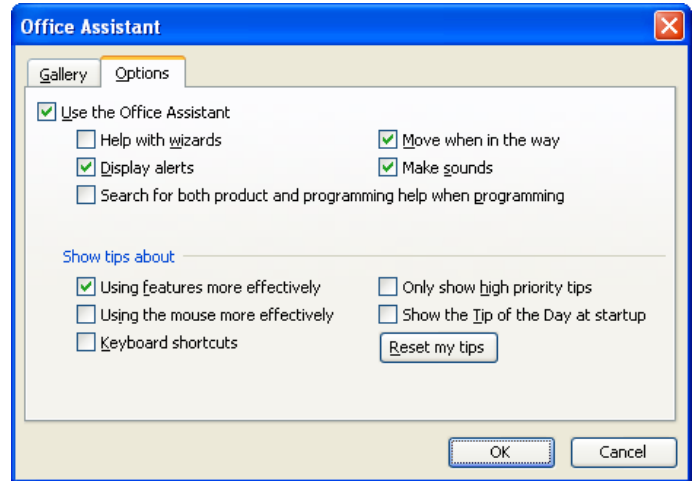
Turning Off the Office Assistant (Help Menu)

Once you have finished using the Office Assistant, you might want to de-activate it for a period of time. To accomplish this, complete the steps below.

- ✦ Click **Help** on the **Menu Bar**.
- ✦ Click **Hide the Office Assistant**.
- ✦ The **Office Assistant** should disappear from the window.

Turning Off the Office Assistant (Dialog Box)

- ✦ Do one of the following:
 - ✦ Right-click the **Assistant** and click **Options**.
 - ✦ Click the **Assistant** and click the **Options** button in the **Assistant** window.
- ✦ Click the **Options** tab.
- ✦ Click to clear the **Use the Office Assistant** check box.
- ✦ Click **OK**.



Using Office Assistant

- ✦ Click the **Office Assistant**.
- ✦ A balloon shape will appear.
- ✦ Type a question, such as **How do I italicize text?**
- ✦ Click the **Search** button.
- ✦ A list of related topics will be displayed in the **Task Pane**.
- ✦ Click the topic that fits the specific need.
- ✦ Office Assistant will locate that topic and display the Help dialog box.

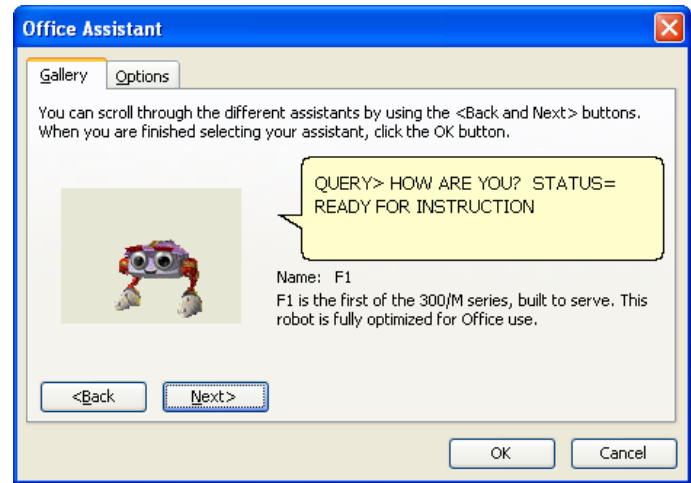
Customizing Office Assistant

Office Assistant may be customized to suit a particular taste. The following options are available when customizing the Office Assistant. To access any of the options, right-click on the Office Assistant. A pop-up menu will appear showing the options.

Option	Description
Hide	This is another option that is available to Hide the Office Assistant. This option is used to deactivate the Office Assistant. The Office Assistant may be redisplayed by following the instructions under the section on Displaying the Office Assistant.
Options	When this option is chosen, an option dialog box is displayed. This is the area where the behavior of the Office Assistant may be controlled, such as having the Office Assistant move when it is in the way.
Choose Assistant	Use this option to change the Office Assistant to a different animated character. Directions for changing the animated character are listed after this table.
Animate!	When this option is selected, it will cause the Office Assistant to dance around the screen. As the Office Assistant offers advice on a particular operation, it moves through different animations.

Changing the Office Assistant Animated Character

- ✦ Do one of the following:
 - ✦ Right-click the **Assistant** and click **Choose Assistant**.
 - ✦ Click the **Assistant** and click the **Options** button in the **Assistant** window.
- ✦ The **Office Assistant** dialog box will display.
- ✦ Click the **Gallery** tab, if necessary.
- ✦ Click **Next** and **Back** to preview different **Assistants**.
- ✦ Not all of the Office Assistant characters are available. It may be necessary to install the Office Assistant character in order to use it. For information on how to do this, ask the Office Assistant.
- ✦ Click the **Options** tab to make any other changes to the **Office Assistant**.
- ✦ Click **OK** when all the changes have been made.



Help Menu

In addition to obtaining Help from the Office Assistant, help can be obtained from the Help Task Pane.

- ✦ To display the **Help Task Pane**, do one of the following:
 - ✦ Click **File** on the **Menu Bar** and then select **Microsoft Office ___ Help**.
 - ✦ Click the **Help** button on the **Standard** toolbar (see illustration).
- ✦ The ___ **Help Task Pane** will display.
- ✦ In the **Search for** textbox, input a word or phrase to search for.
 - ✦ Click the **Start Searching (green)** arrow at the end of the **Search** box.
 - ✦ The **Search Results Task Pane** will display.
 - ✦ Click on any of the topics in the **Search Results Task Pane** that explain what you need to know.
- ✦ Click the **Table of Contents** to obtain a list of topics.
 - ✦ Click any of the links to locate a particular topic.
 - ✦ A list of topics within that folder will appear.
 - ✦ Continue to click the links until the desired topic is located.
 - ✦ The **Microsoft Office ___ Help** window will display.
 - ✦ This window will contain an explanation of the topic.
- ✦ Under the **Microsoft Office Online** section of the Task Pane, click any of the links to obtain Help from the Web.

