

OFFICE 2003 BASICS

Office 2003 contains a collection of programs, which are referred to as suites of programs. Within Microsoft Office 2003, the programs listed in the table below are available. All of these programs share a common interface, making it easier to master a new program after learning one of the programs in the Office Suite. These suites have similar interfaces that make them work well together.

Program	Definition
Word 2003	<p>This is a word processing program which can be used to create notes, memos, letters, school papers, business documents, books, newsletters, and Internet Web pages. It supports many features including the following:</p> <ul style="list-style-type: none">✦ Integrated grammar, spelling, and hyphenation tools.✦ Wizards and templates that create and format documents.✦ Automatic corrections for common mistakes that are made during input, using special automatic correcting tools that watch the way the work is completed, and adapts to the users needs.✦ Advanced formatting capabilities✦ Numbering, bulleting, and shading tools✦ Multiple document views so that a rough draft of the document can be seen or the look of a final printed page can be seen as it is being written.✦ Drawing, border, and shading tools that are used to emphasize headers, draw lines and shapes around the text, and work with imported art files.✦ Workgroup Collaboration, which includes Tracking Changes, Routing Documents, Comparing and Merging Documents, and Inserting Comments.✦ Capability to print a document multiple times on a page to make telephone message sheets, etc.✦ SmartTags for performing operations in Word that would normally require opening another program to perform, such as Cut and Paste.✦ Simplified Mail Merge capabilities.✦ Ability to insert a variety of diagrams using the diagramming tools.✦ Web-page development for Internet users so documents may be formatted into Web pages.
Outlook 2003	<p>This program is a personal information manager (PIM). It is used to keep track of appointments, organize contact addresses, schedule meetings, generate to-do lists, keep notes, manage e-mail, and keep a journal of daily activities.</p>

Program	Definition
Excel 2003	<p>Excel 2003 is an electronic worksheet program. With this program it is possible to create charts, graphs, and worksheets. It is also possible to analyze data, perform what-if scenarios, and publish worksheets on the Web. This program supports many features including the following:</p> <ul style="list-style-type: none"> ✦ Automatic cell formatting. ✦ Worksheet proofing tools, such as spell checking. ✦ Automatic row and column completion of value ranges with AutoFill. ✦ Automatic worksheet formatting to turn worksheets into professionally produced reports. ✦ Built-in functions, such as statistical formulas, that automate common tasks. ✦ Powerful maps, charts, and graphs that analyze numbers and turn them into simple trends. ✦ Automatic worksheet computations that make it easy to generate multiple what-if scenarios and decide between different courses of action.
PowerPoint 2003	<p>This program is used to create presentations for seminars, schools, churches, Web pages, and business meetings. In addition to the program, speaker notes may also be produced for use during the presentation. Power Point 2003 supports many features including the following:</p> <ul style="list-style-type: none"> ✦ The capability to turn Word 2003 document outlines into presentation notes. ✦ Automatic proofing tools such as spell check and hyphenation. ✦ Sample slide and slide collection templates that provide a fill-in-the-blank presentation. ✦ A slide projector that displays the presentation on the screen. ✦ Complete color and font control of the presentation slides. ✦ A collection of clip art files, icons, sounds, and animations that can be embedded to make presentations come alive. ✦ Several transitions and fades that can be used between presentation slides to keep the interest of the audience. ✦ Animation schemes that can be used to apply a pre-designed set of animation effects to the entire presentation all at one time. ✦ Improved organizational chart and diagram capability. ✦ Task panes for applying slide and presentation formatting. ✦ The capability of previewing a presentation before it is presented. ✦ The capability of viewing handouts before they are printed. ✦ The capability to save presentations as Web pages. These pages can then be presented on the Internet.

Program	Definition
Access 2003	<p>Access 2003 is a database program which may be used to organize data collections. This program is used to analyze, sort, summarize, and report data. It is also possible to create Web pages using Access 2003. Access is more powerful and easier to use than most other database programs. Some of the features of Access 2003 include:</p> <ul style="list-style-type: none"> ✦ Simple table-creation and data-entry tools that make it easy to set up and enter database information. ✦ Report generation that makes it easy to track and publish data. ✦ Query tools that make it easy to quickly get the needed data. ✦ Automatic proofing tools such as spell check and hyphenation. ✦ The capability to filter data rows and columns so that selected data may be displayed. ✦ The capability to sort data by any value. ✦ The ability to produce custom labels for any printer. ✦ Complete relational database support, which reduces data redundancy. ✦ Automatic summary provisions such as totals, averages, minimum, and maximum. ✦ The capability to save databases in Web pages that Internet users can use to view database information.
Publisher 2003	<p>This program is used to create documents for publication. The program goes a step beyond Word to produce a more professional looking document. Publisher makes it easier to combine graphics and text into multi-columned professional publications and to put these publications on the Web.</p>
FrontPage 2003	<p>This program is used to create Web pages without having to learn the program language (HTML-Hypertext Markup Language) used for Web pages. When using FrontPage, it is possible to combine documents from the other Office 2003 programs to create an attractive Web page. FrontPage 2003 is not packaged with the rest of the Microsoft Office suite of programs. It needs to be purchased separately from the rest of the suite.</p>