

TASK PANES DESCRIPTION

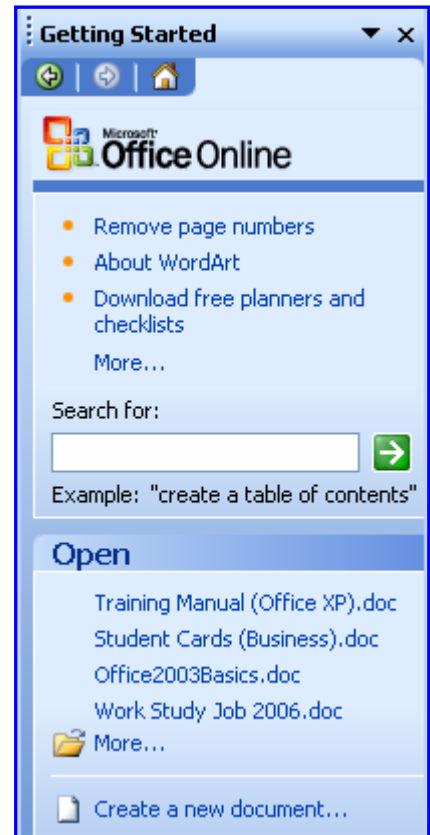
The Task Pane is used to make several of the tasks in Microsoft Office 2003 much easier to perform. With the Task Pane it is easier to cut and paste text or graphics between programs. It also provides a quicker way to apply styles to a slide or a template. The New Task Pane in Microsoft Office 2003 saves the user from having to make repeated trips to the menu bar and having to scroll through lists of actions. It also provides one location for the actions that are used most when doing work in Office 2003. The first Task Pane that is displayed when a program is opened is the Getting Started Task Pane.

Now, opening a file, creating a new document, doing a search for a worksheet, or applying a style is only a mouse click away. The Task Pane is located on the right side of a screen and is present when an Office 2003 program is first started. The Getting Started Task Pane is the one that opens when a program is first opened (see illustration). This Task Pane can be used to open previously opened documents. It is also possible to create a new document by clicking the **Create a new document** link or to search for a file by inputting information into the **Search for** box and then clicking the arrow.

At the top of the Task Pane, there are several options available for moving from one Task Pane to another. These are explained in the table at the end of this section.

As the various Task Panes are accessed, the title of the Task Pane will change to reflect the task being performed. For example, from the New ____ Task Pane. The New Task Panes in each of the programs will be displayed with the headings listed below:

- Microsoft Access = New File
- Microsoft Excel = New Workbook
- Microsoft FrontPage = New
- Microsoft PowerPoint = New Presentation
- Microsoft Word = New Document
- Microsoft Publisher = New Publication



Function	Explanation
Task Pane Name	This appears on the left side at the top of the Task Pane. It provides the name of the Task Pane that is currently being used.
List Arrow	On the same line as the Task Pane name is a down arrow. When this arrow is clicked, a list of the Task Panes that are available for the program is displayed.
Close Button	This button is used to close the Task Pane. To re-open the Task Pane, click View on the Menu Bar and then select Task Pane .

Function	Explanation
Back Button	This button is used to move from one Task Pane to another one.
Forward Button	Use this button to move from one Task Pane to another one.
Home	When this button is clicked, the Getting Started Task Pane will display. The Getting Started Task Pane is the first one that is displayed when a program is started.

Getting to Work With the Task Pane

When an Office 2003 program is first started, the Getting Started Task Pane will display. With this Task Pane it is possible to do one of the following:

- † Open a file.
- † Create a new document, file, worksheet, and so forth.
- † Search for information from the Help menu.
- † Access Microsoft Office Online.

Creating a New Document Using the Word Task Pane

- † Click the **Create a New Document** link on the **Getting Started Task Pane**.
- † The **New Document Task Pane** will display.
- † Under **New**, click one of the available options. These are:
 - ✦ Blank Document
 - ✦ XML Document
 - ✦ Web Page
 - ✦ E-mail Message
 - ✦ From Existing Document
- † Under **Templates**, choose of the options. These are:
 - ✦ **Templates on Office Online** – When this option is chosen, the Microsoft Office Online Web site will appear. There are several templates available on this site that can be used in Microsoft Office programs.
 - ✦ **On my computer** – These are images that have been saved to the local computer or to a Network account. The images could have been loaded from a CD, DVD, or downloaded from the Internet.
 - ✦ **On my Web sites** – To locate images from Web sites that you have created or from your favorites list, click this option. The My Network Places dialog box will display.
- † The **Recently Used Documents** area will display the last four documents that were used in the program.
- † Additional Task Panes or dialog boxes will display depending on the option chosen, such as when **Create a new document** was chosen.