

Task Pane

The Task Pane is used to make several of the tasks performed in Microsoft Word much easier to access and 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 document or a template. The Task Pane in Microsoft Word 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 Word. Now, opening a file, creating a new document, doing a search for a worksheet, or applying a style are only a mouse click away. The Task Pane is located on the right side of the window and is present when the Word program is first started. In the upper part of the Task Pane there is a bar with back and forward arrows on the left and a down arrow on the right (see illustration). These buttons are used to switch back and forth between Task Panes

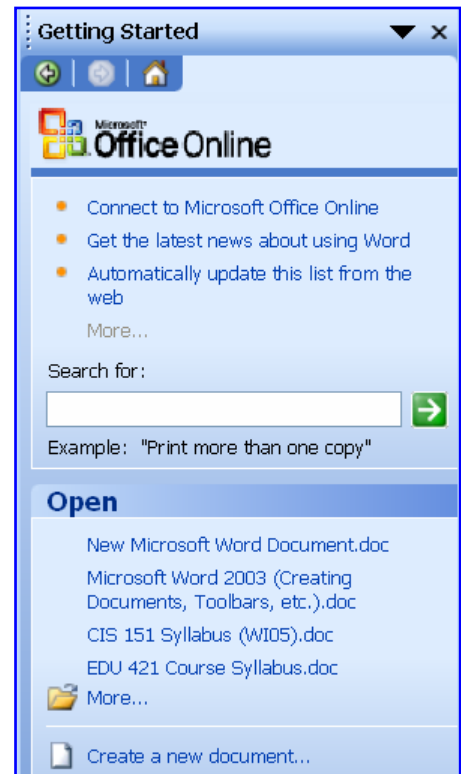
After switching to one Task Pane, it is possible to switch back to the previous one by clicking the left arrow. To return to the current Task Pane, click the right arrow. These buttons behave like the **Back** and **Forward** buttons in Internet browsers, such as Microsoft Internet Explorer. When the down arrow is clicked, the program will move directly to a specific Task Pane. Clicking the X closes the Task Pane.

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 Document Task Pane, when the Search Task Pane is accessed, the title of the Task Pane will change to Basic Search.

Getting to Work With the Task Pane

When the Microsoft Word program is first started, the Getting Started Task Pane will display. This Task Pane allows you to perform one of the following:

- Connect to Microsoft Office Online.
- Get the latest news about using Word.
- Automatically update the list from the web.
- Search for information about Word using the Search for option.
- Open a document that was used previously by clicking one of the documents from the list under Open.
- Open an existing document by clicking the More button. This will display the Open dialog box.
- Create a new document by clicking the appropriate link at the bottom of the Task Pane.



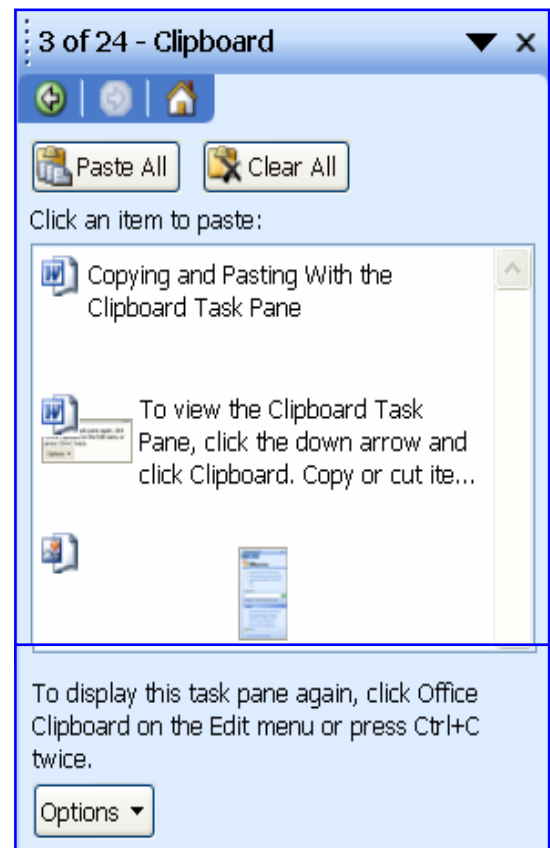
Copying and Pasting With the Clipboard Task Pane

In the Clipboard Task Pane, up to **24 items** can be collected. The **Clipboard Task Pane** provides a thumbnail view of any item that can be cut or copied by any of the Office 2003 programs, such as text, graphics, and photographs.

To view the **Clipboard Task Pane**, click the down arrow and click **Clipboard**. Copy or cut items that would normally be cut or copied. Once the items are in the **Clipboard Task Pane**, the items can be previewed, individual items to be pasted can be selected, all the items from the clipboard can be pasted at one time, or the items on the **Clipboard** can be deleted one at a time or all at once. To **Paste** the item, click the item or click the drop-down arrow that appears when the Mouse Pointer hovers over the item. The options available with the drop-down arrow option are **Paste** or **Delete**.

Click the **Options** button at the bottom of the Task Pane to select from the following options:

- Show the Office Clipboard Automatically
- Show Office Clipboard when Ctrl + C Pressed Twice
- Collect Without Showing Office Clipboard
- Show Office Clipboard Icon on Taskbar
- Show Status Near Taskbar When Copying

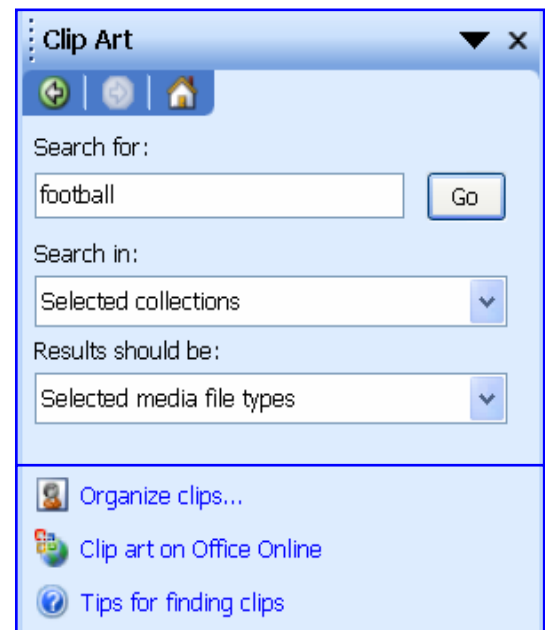


Adding Graphics with the Clip Art Task Pane

The Clip Art Task Pane in Word provides a quick way to access clip art through a search function that finds and displays clips by title, collection, or type, such as clip art, photographs, movies, and sounds.

To specify the type of collection to search in, click the drop-down arrow for **Search In** under **Other Search Options**. These collection types are:

- **Everywhere** - This will search for items from all of the three collections listed below.
- **My Collections** - These are clip art, pictures, sounds, etc. that have been loaded on the computer from CDs, DVDs, or from the Web.
- **Office Collections** - These are the clip art, pictures, sounds, etc. that are supplied by the Office 2003 programs.
- **Web Collections** - It is possible to search the Web for images. This option searches those collections.



Under **Other Search Options, Results Should Be**, choose one of the following:

- **All Media Types** – Searches for all types of media from those listed below.
- **Clip Art** – Professionally prepared art that is stored as files either on a CD, DVD, in the Office 2003 programs, or on the Web.
- **Photographs** – Pictures that have been downloaded from the Web, stored in Office 2003, scanned, or loaded from a digital camera.
- **Movies** – Video clips that have been downloaded from the Web, stored in Office 2003, or loaded from a CD or a DVD.
- **Sounds** – Audio clips that have been downloaded from the Web, stored in Office 2003, or input through speech recognition

After the clips are displayed, they can be worked with by moving the pointer over each thumbnail. A down arrow appears on the right of the clip, and then the desired action from the menu can be selected.

Editing a Document with Task Panes

The Document Task Panes, available in Word, help the user to compose and share work with others in the following ways:

- The **Styles and Formatting Task Pane** allows the user to apply styles to text or to change or modify the style of the text.
- The **Reveal Formatting Task Pane** is used to view, modify, and analyze the styles and formatting of text.
- The **Mail Merge Task Pane** provides six easy steps that walk through the process of producing a bulk mailing, either for print or e-mail.

Note: If the Task Pane doesn't open when the program window is opened, click the **View** menu, and then click **Task Pane**. To have the Task Pane show automatically when a program is started, clear the **Show at startup** check box at the bottom of the **New Task Pane**.

Research Task Pane

The Research Task Pane is a new feature in Microsoft Word. It is a convenient way to reference information online and on the local computer without leaving the Word program. This Task Pane makes it easy to insert definitions, stock quotes, and other research information into a document, as well as customize settings to suit individual research needs.

With this Task Pane, it is possible to search multiple sources or select a specific source. If the Internet browser is Internet Explorer, the **Research Task Pane** travels with you. It is displayed on the left side of your screen as Web pages are viewed. The default for searching is Microsoft Encarta. To use the **Research** feature:

- ❖ Do one of the following:
 - Click the **Research** button on the **Standard** toolbar (see illustration at right).
 - Hold down the **Alt** key and then click the left mouse button.
 - Click **Tools** on the **Menu Bar** and then click **Research**.
- ❖ Input a topic in the **Search for** text box.
- ❖ Click the list arrow in the next box to see what services are available.
- ❖ To complete the search, click the **Green Arrow** at the end of the **Search for** box.
- ❖ A list of possible choices will appear in the window.

- ❖ The following research services are also available from the Research Task Pane:
 - **Dictionary** – This feature is used to look up words or phrases in the Microsoft Encarta English dictionary. The Encarta dictionary contains approximately 400,000 entries, and in addition to definitions, includes pronunciation keys, word histories, and word usage notes. It is also possible to check for dictionaries in other languages.
 - **Thesaurus** – Use this feature to look up synonyms while you work. You can also click a result to look up additional words, and you can look up words in the thesaurus of another language.
 - **Encyclopedia** – This feature is used to research a subject in the Microsoft Encarta Encyclopedia. This encyclopedia contains more than 42,000 articles. It is possible to ask a question and then review the results. In the list of results, view summaries and click related links that look for additional information on MSN.
 - **Translation** – Use this feature to get translations quickly using bilingual dictionaries on the computer and online, or to use machine translation on the Web. With this feature, it is possible to translate single words or short phrases. With the machine translation services feature phrases, paragraphs, or an entire document can be translated.
 - **Stock quotes and company information** - With this feature, it is possible to look up stock quotes and company information while you work. Type a few words into the Search for box. If you aren't sure of a stock symbol or company name, Search will find the symbol or name. It is also possible to insert company information into a document and perform custom actions.

