

How to...

- Display and use toolbars
- Work with menus
- Use the enhanced task pane
- Access and train Office 2003's Speech Recognition feature
- Use smart tags to extend Office's capabilities
- Work with the Clipboard to move and share content between Office applications
- Use Office 2003 Help

The main applications within Office 2003—Word, Excel, PowerPoint, Access, and Outlook—have a lot of common features, and understanding them will enable you to master all the applications much more quickly. What you learn about the toolbars and menus in the application you use most will be applicable to the other applications, making it easier to use them and to share files between applications within the suite.

Common Workspace Elements

This book covers the five applications that are part of the Office 2003 suite: Word, Excel, PowerPoint, Access, and Outlook. The workspaces you see in Word, Excel, and PowerPoint are very much the same, and you'll have little or no trouble transferring what you've learned about one to another. If, for example, Word is your primary application, you'll find it very easy to learn Excel and PowerPoint as well as to find tools for common activities such as opening, saving, and printing files. You'll find that among these three applications, the only differences in their workspaces are the features specific to these applications, as shown in Figures 2-1, 2-2, and 2-3.

When it comes to Access and Outlook, the menus and toolbars are quite different from the ones in the other applications, mainly because Access and Outlook are so vastly different in terms of how they work and what they do. The Access and Outlook toolbars are entirely specific to what these applications do—that is, they maintain a database of information and keep track of contacts and appointments, respectively.

When it comes to Access (shown in Figure 2-4), once you have an understanding of database management and how a relational database-management application works, what it does, and so on, you'll find the Access workspace more intuitive as well.

In the case of Outlook (see Figure 2-5), you'll find that although the workspace and tools are very different from those in Word, Excel, and PowerPoint, the features are so familiar that you'll have no trouble learning the application, even if you're someone who has been keeping track of people and places manually.