

**advantage**



series

# Microsoft® Office **Word 2003**



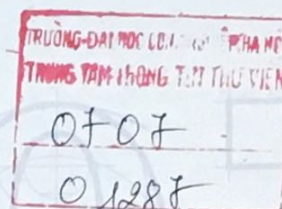
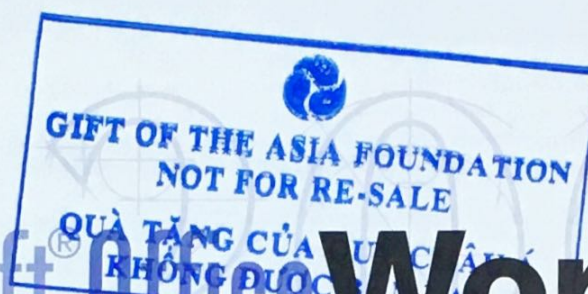
Glen J. **Coulthard** | Sarah Hutchinson **Clifford** | Ann **Miller**

B R I E F   E D I T I O N



**Advantage**

series



Microsoft Office **Word**®

**Brief**

edition

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**ADVANTAGE SERIES: MICROSOFT® OFFICE WORD 2003, BRIEF EDITION**

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This book is printed on acid-free paper.

3 4 5 6 7 8 9 0 WEB/WEB 0 9 8 7 6 5

ISBN 0-07-283423-4

Editor-in-chief: Bob Woodbury  
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Cover design: Andrew Curtis  
Cover image: © 2003 Getty Images  
Typeface: 10/12 Garamond  
Compositor: GTS Graphics, Inc.  
Printer: Webcrafters, Inc.

**Library of Congress Cataloging-in-Publication Data**

Coulthard, Glen J.

Microsoft Word 2003 / Glen J. Coulthard, Ann Miller. — Brief ed.

p. cm. — (Advantage series)

Includes index.

ISBN 0-07-283423-4

1. Microsoft Word. 2. Word processing. I. Miller, Ann, 1949– II. Title. III. Series.

Z52.5.M52C66 2003

005.52—dc22

2003066488

[www.mhhe.com/it](http://www.mhhe.com/it)



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# Preface

## The Advantage Series

# preface

## Goals/Philosophy

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*The Advantage Series* presents the **What, Why, and How** of computer application skills to today's students. Each lab manual is based upon an efficient learning model that provides students and faculty with complete coverage of the most powerful software packages available today.

### Approach

*The Advantage Series* builds upon an efficient learning model that provides students and faculty with complete coverage and enhances critical thinking skills. This "problem-solving" approach teaches the **What, Why, and How** of computer application skills. This approach was further strengthened last year when the lead author of *the Advantage Series*, Glen Coulthard, met with members of the Microsoft Office Team to ensure that all the pedagogical features of the book are compatible with the requirements and standards of Microsoft.

*The Advantage Series* introduces the "**Feature-Method-Practice**" layered approach. The **Feature** describes the command and tells the importance of that command. The **Method** shows students how to perform the feature. The **Practice** allows students to apply the feature in a keystroke exercise.

**About the Series** *The Advantage Series* offers three levels of instruction. Each level builds upon the previous level. Following are the three levels of instructions:

**Brief:** covers the basics of the application, contains four chapters, and is typically 120–190 pages long.

**Introductory:** includes the Brief Lab manuals plus four additional chapters. The Introductory lab manuals are approximately 300 pages long and prepare students for the *Microsoft Office Specialist Core Exam*.

**Complete:** includes the Introductory lab manuals plus an additional four chapters of advanced level content. The Complete lab manuals are approximately 600–800 pages in length and prepare students to take the *Microsoft Office Specialist Expert Exam*.

**Office 2003:** includes the Brief lab manuals for Word, Excel, Access, and PowerPoint, plus three chapters of Integrating with Microsoft Office 2003.



# preface

## Features of This Book

### *New and Improved Features:*

- An attractive new design that makes it easy for students to follow and succeed with the material.
- An increased number of screenshots enhances visual appeal and helps students successfully complete the Hands-On Exercises.
- More vigorous end-of-chapter contents available on the Web site.
- Updated Case Studies and Hands-On Exercises.
- Better implementation of design elements and shading for “Feature, Method, Practice” areas.
- Chapter Prerequisites

### *Each lab manual features the following:*

- **Learning Objectives:** At the beginning of each chapter, a list of action-oriented objectives is presented detailing what is expected of the students.
- **Prerequisites:** Each chapter begins with a list of prerequisites that identify the skills necessary to complete the modules in that chapter.
- **Chapters:** Each lab manual is divided into chapters.
- **Modules:** Each chapter contains three to five independent modules, requiring approximately 30–45 minutes each to complete. Although we recommend you complete an entire chapter before proceeding, you may skip or rearrange the order of these modules to best suit your learning needs.
- **Case Studies:** Each chapter ends with a Case Study. The student is introduced to a fictitious person or company and their immediate problem or opportunity. Throughout the chapter, students obtain the knowledge and skills necessary to meet the challenges presented in the Case Study. At the end of each chapter, students are asked to solve problems directly related to the Case Study.
- **Feature-Method-Practice:** Each chapter highlights our unique “Feature-Method-Practice” layered approach.

The **Feature** layer describes the command or technique and persuades you of its importance and relevance. The **Method** layer shows you how to perform the procedure, and the **Practice** layer lets you apply the feature in a hands-on step-by-step exercise.

- **Instructions:** The numbered step-by-step progression for all hands-on examples and exercises are clearly identified. Students will find it surprisingly easy to follow the logical sequence of keystrokes and mouse clicks and will no longer worry about missing a step.
- **In Addition Boxes:** These content boxes are placed strategically throughout the chapter and provide information on advanced topics that are beyond the scope of the current discussion.
- **Self-Check Question Boxes:** At the end of each module, a brief self-check question appears for students to test their comprehension of the material. Answers to these questions appear in the Appendix.
- **Chapter Review:** The *Command Summary* and *Key Terms* provide an excellent review of the chapter content and prepare students for the short answer, true/false and multiple choice questions at the end of each chapter.
- **Hands-On Exercises:** Each chapter concludes with hands-on exercises that are divided into *Step-by-Step* and *On Your Own* that reflect different levels of difficulty. In the *Step-by-Step* exercises, students are given step-by-step instructions and directions on how to complete a task. However, in the *On Your Own* exercises, students are provided with instructions that allow for greater opportunities to apply the software to a variety of creative problem-solving situations.
- **Appendix: Preparing to Use Microsoft Office.** Each lab manual contains an Appendix that teaches students the fundamentals of using a mouse and a keyboard, illustrates how to interact with a dialog box, and describes the fundamentals of how to use the Office 2003 Help System.



# preface

## Features of This Lab Manual

### Instructions

The numbered step-by-step progressions for all hands-on examples and exercises are clearly identified. Students will find it easy to follow the logical sequence of keystrokes and mouse clicks and will no longer worry about missing a step.

step by step



### Hands-On exercises

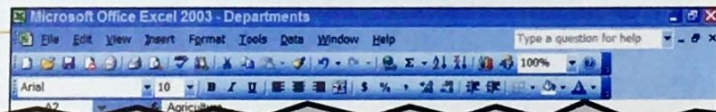
#### 1. Creating and Using Range Names

In this exercise, you will practice working with named cell ranges in constructing formulas. To begin, you will use existing labels in the worksheet to define the range names automatically and then paste those names into the worksheet.

1. Open the data file named EX04HE01.
2. Save the workbook as "Departments" to your personal storage location.
3. To begin, name cell B8 "Total" using the Name Box in the Formula bar.
4. Use the existing worksheet labels in A2 through A7 to define range names for the data stored in cells B2 through B7. After choosing the Insert > Name > Create command, your screen should appear similar to the one shown in Figure 4.39.

**Figure 4.39**

Creating range names



### In Addition Boxes

These content boxes are placed strategically throughout the chapter and provide information on topics that are beyond the scope of the current discussion.

#### In Addition MAKING EFFICIENT USE OF RANGE NAMES

Range names facilitate the entry of formulas and functions in a worksheet. By using range names in place of cell references, you are less likely to make data-entry errors when constructing complex formulas. For those cells on a worksheet to which you must refer frequently, consider naming the cell ranges immediately. You can always delete, rename, or redefine these range names at a later date.

### Self-Check Question Boxes

At the end of each module, a brief self-check question appears for students to test their comprehension of the material. Answers to these questions appear in the Appendix.

depending on the result, perform one of two calculations. Because the IF function is used in more complex problems, it is covered in Chapter 6 of the Advantage Series' Introductory and Complete editions.



- 4.2** When might you use the Function Arguments dialog box or Insert Function dialog box to enter a function into the worksheet?

#### 4.3 Creating an Embedded Chart

Since the earliest versions of spreadsheet software became available, users have been able to display their numerical data using graphs and charts. Although these graphics were acceptable for in-house business reports and school projects, they often lacked the depth and quality required by professional users. Until now! You can confidently use Excel 2003 to produce visually stunning worksheets and charts that are suitable for electronic business presentations, color print masters, published reports, and Web pages.

Many types of charts are available for presenting your worksheet data to engineers, statisticians, business professionals, and other audiences. Some popular business charts—line charts, column charts, pie



# preface

## Features of This Lab Manual

**4.1.4 Entering Natural Language Formulas**

→ **Feature**

Another alternative to cell references is a special type of expression called a **natural language formula**. Like a range name, a natural language formula allows you to build a formula using the row and column labels from the active worksheet. In effect, a natural language formula uses implicit range names. In order for natural language formulas to work effectively, however, the worksheet must be organized in a table format with distinctly labeled rows and columns.

→ **Method**

- **SELECT:** the cell where you want the result to appear
- **TYPE:** = (an equal sign)
- **TYPE:** an expression, such as **Revenue-Expenses**, using the actual row and column labels
- **PRESS:** **ENTER**

→ **Practice**

You will now use natural language formulas to calculate an expression in a worksheet. Ensure that no workbooks are open in the application window.

1. Open the data file named EX0414.
2. Save the workbook as "Natural" to your personal storage location.
3. Before you begin, you will need to review some configuration settings:  
CHOOSE: Tools → Options  
CLICK: *Calculation* tab  
This tab, as shown in Figure 4.10, enables you to specify calculation options and dictate whether Excel recognizes labels in formulas.

**Figure 4.10**  
Options dialog box, *Calculation* tab

### Feature-Method-Practice

Each chapter highlights our unique "**Feature-Method-Practice**" layered approach. The **Feature** layer describes the command or technique and persuades you of its importance and relevance. The **Method** layer shows you how to perform the procedure; while the **Practice** layer lets you apply the feature in a hands-on step-by-step exercise.

### CaseStudy INTERIOR FOOTBALL LEAGUE (IFL)

The Interior Football League consists of eight elite football teams in as many communities. The IFL is run by a small group of dedicated volunteers who handle everything from coaching to administration. An ex-player himself, Doug Allen has volunteered for the organization for the past four years. In addition to fundraising, Doug is responsible for keeping records and tracking results for all of the teams in the league.

Shortly after the end of each season, the IFL publishes a newsletter that provides various statistics and other pertinent information about the season. In the past, this newsletter required weeks of effort, followed by days of typing results into a word processor. After enrolling in an Excel 2003 course, Doug now realizes that worksheets and charts can help him to complete his upcoming tasks. Specifically, he

### Case Studies

Each chapter ends with a Case Study. Throughout the chapter, students obtain the knowledge and skills necessary to meet the challenges presented in the Case Study. At the end of each chapter, students are asked to solve problems directly related to the Case Study.

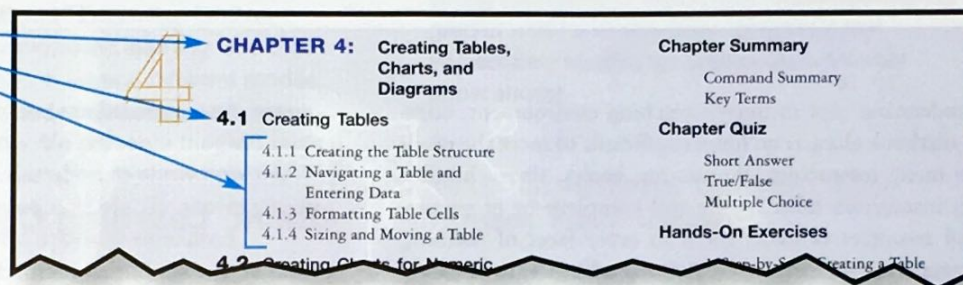


# preface

## Features of This Lab Manual

### Chapters

Each lab manual is divided into chapters. Each chapter is composed of three to five modules. Each module is composed of one or more lessons.



### New Design

The new **Advantage Series** design offers a more vibrant colored environment overall, including a shaded area where the Feature-Method-Practice and numbered step-by-step instructions helps maintain the focus.

PP 96 | Microsoft Office PowerPoint 2003

or

- CLICK: Insert Clip Art button (X) on the Drawing toolbar
- CLICK: "Clip art on Office Online" link in the task pane
- CLICK: a category

or

- TYPE: a search keyword

→ **Practice**

You will now open a short presentation that currently contains three slides. Your objective will be to locate clip art for slides 1 and 3 of the presentation. Ensure that no presentations are open in the application window.

1. Open the PP0311 data file.
2. Save the presentation as "Designing Products" to your personal storage location. Your screen should now appear similar to the one shown in Figure 3.1. If the task pane is displaying on the right side of your screen, close it now by clicking its Close button (X).

**Figure 3.1**  
"Designing Products" presentation

3. Go to the second slide and search for an appropriate image:  
CLICK: on the Slides tab in the Outline and Slides pane (Note: More space is now available in the Slide pane.)  
CLICK: on slide 2 thumbnail  
CHOOSE: Insert → Picture → Clip Art  
The Insert Clip Art task pane should now appear on the right side of the screen.

4. Promotional products need to communicate well, so search for a communication-related image:  
TYPE: **communication** in the Search for box  
Your screen should now appear similar to the one shown in Figure 3.2.