

## What is “Office”

Microsoft Office is not really one software program at all. It is a collection of programs, all by Microsoft that they have bundled under one name, a “suite” of programs if you will.

Microsoft Office comes in several different configurations.

**Microsoft Office Small Business Edition** contains Word, Excel, Outlook and Publisher. (If you get the newest 2003 SBE you also get Powerpoint.

**Microsoft Office Basic** includes Word, Excel and Outlook. **Microsoft Office Professional** includes Word, Excel, Outlook, Powerpoint, Publisher and Access. There are other versions of Microsoft Office, so please ask which is the most suitable for you.

If you just require Microsoft Word the best way to buy it is to purchase Microsoft Works Suite. This contains Word, Picture It, Encarta and a few other small programs, but it is usually under \$100.

### Show Full Menus

When Microsoft Office is first installed it will display only “shortened” menus, thinking that this is the way most people would prefer to see menus. I, on the other hand, want to see ALL of the menu selections that are available to me at all times. To turn off the “shortened” menus, click on TOOLS, CUSTOMIZE, OPTIONS and then check the box that says “Always Show Full Menus”.

Now you will see all of the menu items you were meant to see. While in the CUSTOMIZE, OPTIONS area be sure to check off the “Show Screentips on toolbar” box. This will display the small help balloons when you hover over a toolbar icon telling you what that icon is for.

### Autoshapes

Another favorite tip of mine is to tell people to use the AUTOSHAPES available in all Microsoft Office programs. A small picture or diagram can go a long ways to helping people understand the purpose of your document. (A picture is worth a thousand words.) Try adding a few small shapes such as arrows or circles and rectangles or my favorite the “starburst” to your document.