

## **Review Of Microsoft Office Professional 2003** by Larry W. Windsor

Loading Microsoft Office 2003 on my system was easy. .By placing the CD in the drive, I followed the instructions on the screen and the programs were loaded with no problems. The programs on the Microsoft Office Professional 2003 CD are EXCEL, WORD, ACCESS, POWERPOINT, PUBLISHER and OUTLOOK

### **MICROSOFT OUTLOOK**

Microsoft OUTLOOK has a wide range of uses for a small business, whether it is for tracking e-mail communications to maintaining a contact and address book for you. The calendar feature allows you to keep track of all of your birthdays, anniversary, meeting dates and if you are in an office environment, arrange meetings with other members of your group by allowing you to access their calendar to set up meetings. As a home user, my main use would be to manage my e-mail accounts, maintain the calendar option for birthdays and anniversary as well as personal appointments and the address book to keep my personal address and telephone lists in one spot. The calendar and address books can be synchronized with my PDA device. If your PDA device allows it, you can have your e-mails synchronized also.

There is a section in the manual which will step you through the setting up of business accounts, calendar functions, e-mail folders and security of your account. From the main menu on opening Outlook, click on the calendar tab in the bottom left corner. This opens the calendar function. You can then click on a date, left clicking will allow you the options of creating a new entry or editing a previous entry. These entries can be set up for a one time setting or as a recurring entry (birthdays or anniversaries). Clicking on the Contacts tab will open the contact/address manager. Here you can add, edit or delete names from your contact list. I had no problem setting up my calendar and address books for my personal use and then sharing these file to my PDA.

### **MICROSOFT PUBLISHER**

A company is often known by the brochures, flyers and their web sites. Microsoft PUBLISHER is a powerful and full featured tool for making these brochures, newsletters, flyers and creating the web pages that will describe your company. For personal use, it is an excellent tool for producing family newsletters and announcements of weddings and family events. The program allows you to easily mix pictures with text, with a wide selection of borders and fonts available.

Upon starting your project, you are presented with a wide variety of examples of many types of projects for almost any type of job, from newsletter, announcements, invitations to calendars. These can be selected by the window on the left side of your screen. Examples of the publications can be seen in the main window of your screen. Upon selecting one, it will be loaded for you to begin work on it. The screen view can be enlarged or reduced in size by the use of the zoom box on the top toolbar, just right of center. Yjis allows you view the page or a part of a page when you need to edit that area of your project. A blank presentation can also be used, with your choice of a blank sheet to one with many folding or page setup designs. You are only limited by your imagination on any project you would care to try with this program.

### **MICROSOFT EXCEL**

The new EXCEL program offers many new features for our use. While many of these features are highly desirable in the workplace, for most home users, they will likely never use these features. The default startup is to disable macro support. Since the spreadsheets I use contain macros, I had to lower the macro security feature so I could allow macros to be run (setting of medium). This setting can be found in Tools – Options under the security tab.

The one program I use in the summer is our couples golf league sheet. This sheet consists of one sheet with the team names, play schedule and spare list. These items are stored in tables for easy sharing with the other sheets in the workbook. There is then one sheet for each week that we play. These weekly sheets use the vlookup and hlookup functions from the tables in the stats worksheet to populate the weekly sheets. Other information is obtained from the previous weeks sheet (points and handicap). A macro takes the players scores for the season to calculate their handicap for each week. For this, I use the several if logic statements as well as a sort function in the macro for the handicap calculations. Once I had these sheets set up, producing the weekly summary sheets is quick and easy.

It is simple to set up you data in tables on a spreadsheet for later analyses using the large number of statistical options available to you. You can also plot your data and results for visual analysis and for

importing into either WORD or POWERPOINT for your presentations. This is where the real value for EXCEL comes in. By using this program for preparing the data analysis and plots for both presentations using POWERPOINT and reports in WORD greatly reduces your workload and makes it extremely easy to make updates quickly and efficiently.

### MICROSOFT POWERPOINT

This is an excellent program for preparing and giving presentations with. On starting the program, you are presented with a new, blank presentation. From there, you can add, delete, copy and insert new slides into your presentation. When inserting new slides, you are presented with a large number of slide outlines to choose from, from a simple blank slide to one with multiple sections. Plots and areas of spreadsheets can be imported into the blank forms easily. The presentation of these slides can also be controlled easily, with whole slides or portions of the slides being displayed in order, either by manual advancement or by a timer. Sound tracks can also be used to enhance your presentation. The best way to learn this program is to sit down and start playing with the program. You will be surprised at how easy it is to produce a slide show and how ways the program will allow you to present your work.

### MICROSOFT WORD

Microsoft word is a full featured word processing program which has more features than one would need at home, having said that, it has the advantage that these features are available if you do need them. While Publisher is for the fancier publications like newsletters, posters and such, Word is a word processing, program which has a wealth of features for letters, reports as well as being able to create web pages. This version has enhanced table functions for placing tables in your reports. This feature, accessed from the top dropdown menu <Table> allows you to set up the size of the table or edit the table after creation. Plots and spreadsheet areas can also be imported into your report from Excel. Using the toolbar at the top of the page, you have control over the font properties (size, color) as well as accessing them from the <Format><Font> dropdown menu at the top of the page.

To create a new report, <File><New> will present you with a blank page. To open a previous file, <File><OPEN> will open the browser window for you to select your file. Pictures can be imported using the <Insert><Picture> from the drop down menu. From there you can choose the type of picture. Charts can also be generated from within Word <Insert><Picture><Chart>. This command will display a chart with an imbedded table for you to produce your chart.

### MICROSOFT ACCESS

Microsoft Access is a relational database. Upon opening the program, you have a blank screen. <File><Open> from the taskbar will open your options in the window on the right side of your screen. From this window you can open a new database or select a previously open file. Selecting a Blank Database will open your browser screen for naming your database and where you would like it stored. A database consists of one or more tables where your data is stored. These tables can be related to one another by common data fields (hence the name relational) or only be related in an indirect way. A list of how you want to create the first table is presented to you.

If you choose <Create table in design view>, a window opens with the table for your data entry., consisting of <Field Name>, <Data Type> and <Description>. The <Field Name> would be the name of the data field (First\_Name), the <Data Type> would be text with properties being displayed in a window at the bottom of the screen. <Description> is an optional field which you can fill in to expand on the field name for future reference. When all of these data fields have been entered, you should select a primary key field for the table. This is a field your table will be sorted on. This field will never have a duplicate entry in it. If you have no field like this, you can have an ID field name with auto-number as the data type which can be your primary key. Other fields can be set up for sorting by to assist you in displaying your data. Once this is finished, you can close the table. It will prompt you to give the table a name.

Your main page now has a series of tabs on the left side. The Tables tab will display your table with your options for creating new tables. The next tab is Queries. From here, you can create Query tables for limiting your data displayed or displaying select data from many tables into one table. You can also create new data by combining other data entries or calculations on other data sets. Your options are limited only by your imagination. The next tab is Forms. This allows you to create forms for displaying your data and data entry. Other tabs on the main window are Reports (generate reports for you data), Pages

allow you to control your page display options, Macros (manage the macros you may have in your database) and Modules.(loading external modules in your database.

While I have built some complex databases using the 97 version of this program, I had no trouble finding my way around the new layout of this version. I have only touched on the basic power in this program and am still exploring all of the power built into this new version.

#### COMMENTS

The help now appears to be mainly through an online help feature. While this appears to be fine if you have a high speed connection, I believe it could be a problem for anyone still on a dial-up internet service. I had trouble finding information I was looking for, although I found it getting easier the more I played with it. Once one gets use to how to look up what you want, this will likely give a more in depth and a more easier method for keeping the help updated. .