Unit E review

Getting Started with Microsoft Office 2008 for Mac

* Microsoft Office for Mac is a collection (or suite) of programs

Understanding Office 2008 for Mac.

* Microsoft Word word-processing program text-based
* Microsoft Excel spreadsheet program number data
* Microsoft PowerPoint (PPT) presentation
* Microsoft Entourage email
* The user interface is the way commands and features are organized on screen

Starting an Office Program

* Launching or opening a program occurs when you start an Office program
* Dock, the row of icons at the bottom of the screen
* Menu bar-appears at the top
* Title bar-is at the top of the program window
* Standard toolbar-is located directly beneath the title bar
* A toolbar is a customizable set of buttons that provide one-click access to commonly used commands
* Elements Gallery is made up of tabs to make it easier to insert objects
* Document window is the work area
* Insertion point is a flashing vertical line
* Status bar is at the bottom of the screen

Using Menus and the Standard Toolbar

* ScreenTip appears providing a brief description

The Toolbox

* Toolbox which provides quick access to several tools
* Six palettes of tools
* Open and close the Toolbox by clicking on the icon at the top

Check out the Palettes

* Formatting Palette
* Object Palette
* Scrapbook
* Reference Tools
* Compatibility Report
* Projects

Viewing the Elements Gallery

* The Elements Gallery is a tool to help insert charts, Smart Art graphics and table

Saving and Closing a File

* Access memory (RAM) which is temporary

Saving Your Files to Your Folder

* First Name, Last Name Initial then the document Name.

File Formats

* Word 97-2004 Document, .doc

Creating a New File with a Template

* A template is a special file that contains predesigned formatting text and other tools
* Project Gallery contains templates