

What's new in Office XP?

Changes across all Office XP programs

All Department computers that have Office 2000 installed will be upgraded to Office XP. This document highlights some of the new features in Office XP.

Tip:

For full details on how to use the new features of Office XP, check the individual program's help file (press **F1** to quickly access Help).

For more information on the new and improved features of Office XP, check the Microsoft Web site: <http://microsoft.com/office/programs/>



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Names: Although the suite of programs is called Office XP, the individual programs within the Office suite have a 2002 suffix. So, Word 2000 becomes Word 2002, Excel 2000 becomes Excel 2002 and so on.

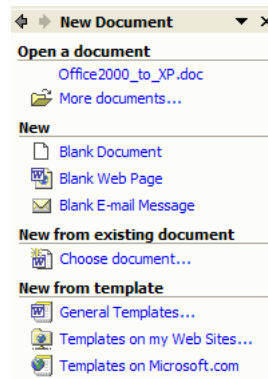
Appearance: The 'look and feel' of the toolbars and menus have had some minor changes so that they are displayed with a highlight as you hover your mouse pointer over them.

Smart Tags: Smart tags are a set of buttons shared across Office programs that display when you do a certain action (when you paste data, for example, or make an error in a Excel formula, or type a person's name). If you hover over the small icon, it will offer you some options for completing that task quickly. Some common smart tags include:

-  Action
-  AutoCorrect
-  Paste

Task Panes: Task panes are panels that appear on the right side of your Office XP programs, providing you quick access to common tasks. From a task pane you can perform searches, open documents, view your Clipboard (which now holds up to 24 items), format documents and presentations, download templates from the Web, and more. Task panes differ from program to program, but the con-

cepts are the same. For example, in Word, when you select **File > New** from the menu, the New Document task pane opens with a list of recently-opened documents, a list of new document types, and other related options.



Speech and handwriting recognition: Office XP includes integrated voice command and text dictation capabilities, as well as handwriting recognition. You can take handwritten notes on a portable device such as a PocketPC and upload your notes as text directly to an Office XP program.

AutoCorrect changes: When you are typing a document, and an automatic correction happens (for example, you type "teh" and Word auto-corrects this to "the") it's not always what you want. So in Office XP, when you immediately change an auto-correction back to the original text that you typed, Office will not correct that particular word again.


Document imaging and scanning: Office XP includes integrated imaging and scanning for use with digital cameras and scan-

ners. The scanning supports Optical Character Recognition (OCR), which makes it possible to scan printed documents and use the text in Word. These functions are available from **Start > All Programs > Microsoft Office Tools**.



Image compression: For documents containing a lot of embedded images, Office XP includes a feature called **Compress Pictures**, available from the Picture toolbar, which allows you to compress all or some of the images in a document. For example, you can choose to optimise the images for the Web (96 dpi) or print (200 dpi). This function also allows you to delete any cropped areas of pictures in your documents. **Note:** When you compress pictures or delete cropped areas of pictures, you cannot restore the pictures to their original size or condition, so make copies of the originals before you compress or crop.

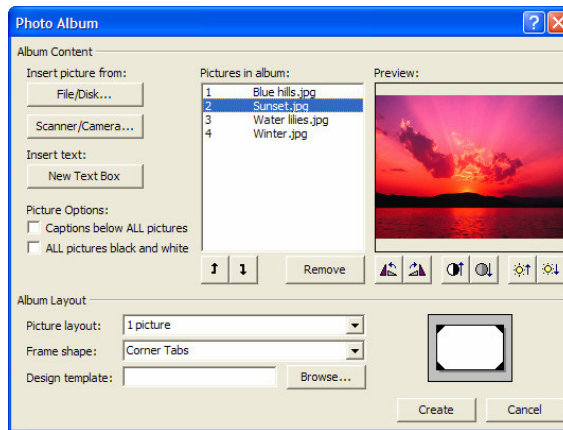
Integrated email: You can email a copy of the document you are working on without opening Outlook, and add a short introduction to that email.

Click  on the toolbar in any of the Office XP programs.

File searching: To quickly search for a file, use the new **File > Search** menu option in all the programs. This new command shows search options in the task pane and gives you all the search tools you're used to. You can toggle between Ad-

PowerPoint 2002 (cont.)

Photo album: A quick and easy way to get photos from your hard disk drive, scanner, or digital camera into a presentation. Special layout options for photo albums include oval frames, captions under each picture, and more.



FrontPage 2002

Drawing tools: Use enhanced drawing tools like auto shapes, drop shadows, Word Art, and text boxes for attention-getting effects on your Web pages that are as easy to use in FrontPage as they are in Word or PowerPoint. Also, you can easily paste any shapes you have created in other Office application directly into FrontPage.

Page Tabs: Page Tabs make editing many pages at once easier. You can open several pages in FrontPage and easily switch from page to page by clicking on the tab that represents that page.

content to multiple cells. Table Split allows you to divide a table – very convenient for when you want to add text or graphics between rows in a table.

Optional Hyperlink or CSS Formatting: Allows you to format hyperlinks and other CSS-formatted text the way you choose by using familiar buttons and menu items.

Improved Find and Replace: You can now search all the files in your Web and across Webs (without opening each individual page) so that you can replace content or HTML code.

make a quick button. You can also insert Link Bars into pages on your site with Word 2002.

Web components: New Web components include Photo Gallery, Link Bars, Top 10 Lists, Save to Database, and Automatic Web Content like headlines, stock ticker, and maps.

Photo Gallery: Quickly and easily create a Photo Gallery to display photos or images, including thumbnails. Add images to the Photo Gallery and select from several different customisable layouts. Add captions and descriptions to images, re-order images, change image sizes, and switch layouts.

There are now 67 customisable Themes that have been added or updated in FrontPage 2002. These Themes can also be used with Word 2002.

new_page_1.htm* new_page_2.htm new_page_3.htm

Custom Link Bars:

Build Custom Link Bars to link to pages on or off your site. You can create Link Bars via the Navigation View to be applied site-wide, or create ad-hoc Link Bars to apply them anywhere you want in your Web. Place Link Bars in shared borders for site-wide navigation, or insert them anywhere on any page in your Web. You can also use them as “back” and “next” links to chain your Web pages together in sequence, or include only one link to

Table editing: Table AutoFormat provides a fast and easy way to create professional looking tables in your Web site. Just select the style you want to use, and it automatically changes your table's borders, shading, and colours. With the new Table Fill you can quickly repeat the contents of an individual cell to the right of the cell (Fill Right) or below the cell (Fill Down). This saves time when you want to copy the same

