

***Office 2003
Timesaving
Techniques***
FOR
DUMMIES®

by Woody Leonhard



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About the Authors

Woody Leonhard first described himself as an “Office victim” shortly after Microsoft released the inaugural version of Office. The kvetch stuck. Woody started his computer book writing career more than a decade ago with a compilation of bugs and workarounds in Word for Windows version 1.10, and he’s been dishing out advice and digging the ‘Softie dirt ever since.

This book continues in the footsteps of *Windows XP Timesaving Techniques For Dummies*, Woody’s best-selling compendium of real-world help for the Windows hapless. Woody also wrote the best-seller *Windows XP All-In-One Desk Reference For Dummies*, and dozens of earlier tomes, many of which still rate as required reading on Microsoft’s Redmond campus.

Susan Sales Harkins contributed the Techniques on Access. She’s written for the *Woody’s Access Watch* newsletters on many occasions, and is one of the smartest database people Woody knows. She is also is an independent consultant and the author of several articles and books on database and Web technologies. Her most recent books are: *ICDL Practice Questions Exam Cram 2*, *ICDL Exam Cram 2*, *Absolute Beginner’s Guide to Microsoft Access 2003*, *Absolute Beginner’s Guide to Microsoft Access 2002*, all from Que; *Mastering Dreamweaver MX Databases*, from Sybex; and *SQL: Access to SQL Server*, from Apress. You can reach Susan at ssharkins@bellsouth.net. Currently, Susan volunteers as the Publications Director for Database Advisors at www.databaseadvisors.com.

Dedication

To Add and her heart of gold, for all she has done for me and Justin over the years.

Author's Acknowledgments

Thanks to Justin Leonhard for his help with this book. Justin lives with his dad and beagle in Phuket, Thailand. Justin co-wrote *Windows XP Timesaving Techniques For Dummies* and frequently helps write computer columns for the local newspaper. He's currently involved in creating a Rotary Interact group on the island. An avid scuba diver and PC game player, Justin was admitted to Mensa International at the age of 14, but occasionally forgets to watch out for monkeys tossing coconuts.

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Contents at a Glance

Introduction	1	Technique 21: Rapid-Fire Styles	155
Part I: Knocking Office Into Shape	7	Technique 22: Fast Links inside Documents	168
Technique 1: Making Windows Safe for Office	9	Technique 23: Setting Up Your Own Letterhead	172
Technique 2: Launching Office Quickly	15	Technique 24: Positioning Pictures Just Right	183
Technique 3: Organizing My Documents for Speed	21	Technique 25: Typing Fractions Fast	190
Technique 4: Drilling Down with the My Places Bar	25	Part III: Streamlining Outlook	195
Technique 5: Backing Up Quickly and Effectively	33	Technique 26: Getting Outlook Settings Right	197
Technique 6: Keeping Office Up-to-Date	41	Technique 27: Searching with Folders	206
Technique 7: Disabling Automatic Hyperlinks	49	Technique 28: Organizing with Flags	212
Technique 8: Digging with Research — Quickly	53	Technique 29: Taming AutoComplete in Outlook	217
Technique 9: Copying and Pasting in a Nonce	59	Technique 30: Dealing with Spam	222
Technique 10: Keying Combinations Quickly	64	Technique 31: Preventing Infection	229
Technique 11: Drawing Quickly	70	Technique 32: Working with E-mail Attachments	234
Technique 12: Shrinking Graphics	79	Technique 33: Securing Your Mail	239
Technique 13: Modifying Toolbars	83	Part IV: Exploiting Excel	245
Technique 14: Getting Help	89	Technique 34: Getting Excel Settings Right	247
Part II: Saving Time with Word	97	Technique 35: Building Self-Verifying Spreadsheets	255
Technique 15: Getting Word Settings Right	99	Technique 36: Freezing Columns and Rows	261
Technique 16: Changing Your Normal Template	108	Technique 37: Ripping through Lists	266
Technique 17: Laying Out a Page — Quickly	116	Technique 38: Running Subtotals	271
Technique 18: Making Professional Labels	127	Technique 39: Creating Custom AutoFill Series	276
Technique 19: Editing Like a Pro	136	Technique 40: Grabbing the Best with Pivot Tables	281
Technique 20: Finding and Replacing in the Wild	145		

Technique 41: Creating Pivot Charts That Work Right	289	Technique 58: Recycling Forms for Browsing and Data Entry	389
Technique 42: Setting Scenarios and Seeking Goals	294	Technique 59: Creating Your Own AutoFormat	395
Technique 43: Using the Lookup Wizard	300		
Part V: Pushing PowerPoint	307	Part VII: Combining the Applications	401
Technique 44: Getting PowerPoint Settings Right	309	Technique 60: Inserting a Spreadsheet in a Document	403
Technique 45: Choosing the Right PowerPoint File Type	314	Technique 61: Managing an Electronic Newsletter	411
Technique 46: Changing Your Blank Presentation	319	Technique 62: Turning a Word Document Into a Presentation	418
Technique 47: Recording a Sound Track	324	Technique 63: Animating a Chart in PowerPoint	424
Technique 48: Making a Presentation Run Itself	329	Technique 64: Rotating Text in a Word Document	433
Technique 49: Answering Predictable Questions	335	Part VIII: The Scary (Or Fun!) Stuff	439
Technique 50: Building toward a Goal	341	Technique 65: Taking Over Word's Show/Hide	441
Technique 51: Tripping the Light Fantastic with Multimedia	346	Technique 66: Inserting Unformatted Text in Word	445
Technique 52: Taking a Presentation on the Road	351	Technique 67: Inserting Unformatted Text in Excel	450
Part VI: Assimilating Access	357	Technique 68: Printing a Bunch of Spreadsheets — Fast	455
Technique 53: Getting Access Settings Right	359	Technique 69: Protecting Your Privacy	462
Technique 54: Adding a Cover Sheet to an Access Report	364	Technique 70: Printing Personalized Greetings in Batches	465
Technique 55: Including Totals in an Access Report	370	Technique 71: Creating Versatile Watermarks	475
Technique 56: Printing Labels in Access	376	Technique 72: Building (And Stealing) E-mail Stationery	480
Technique 57: Reducing Repetitive Formatting Tasks	382	Index	485

Table Of Contents

Introduction	1		
About This Book	1	Showing More Icons on the My Places Bar	27
Foolish Assumptions	2	Moving Icons on the My Places Bar	28
What's in This Book	2	Removing Icons You Added	28
<i>Part I: Knocking Office Into Shape</i>	3	Hiding Built-In Icons	28
<i>Part II: Saving Time with Word</i>	3	<i>Backing up your My Places settings</i>	29
<i>Part III: Streamlining Outlook</i>	3	<i>Tweaking My Places in the Registry</i>	30
<i>Part IV: Exploiting Excel</i>	3		
<i>Part V: Pushing PowerPoint</i>	4	Technique 5: Backing Up Quickly and Effectively	33
<i>Part VI: Assimilating Access</i>	4	Backing Up: Why Pay More?	33
<i>Part VII: Combining the Applications</i>	4	Choosing a Third-Party Backup Program	34
<i>Part VIII: The Scary (Or Fun!) Stuff</i>	4	Choosing Which Files to Back Up	34
Conventions Used in This Book	4	<i>Finding your Office files</i>	35
Icons Used in This Book	4	<i>Saving your settings</i>	36
Where to Go from Here	5	Running ZipBackup	36
		Scheduling ZipBackup	39
Part 1: Knocking Office Into Shape	7	Technique 6: Keeping Office Up-to-Date	41
Technique 1: Making Windows Safe for Office	9	Patching Jargon: A Rose by Any Other Name	41
Updating Windows Manually	9	Finding (And Using) Office Update	43
Showing Filename Extensions	11	Applying Patches Manually	44
Using an Antivirus Product	12	Identifying Versions to Get Help	45
Firewalling	13	Updating Office 97	47
Technique 2: Launching Office Quickly	15	Updating Office 2000	48
Empowering Quick Launch	15	Updating Office XP	48
Putting Office Apps on the Quick Launch Toolbar	16	Technique 7: Disabling Automatic Hyperlinks	49
Changing Quick Launch Names	18	Understanding IntelliNONSense	49
Changing Start Menu Names	19	Turning Off Automatic Hyperlinks	50
Technique 3: Organizing My Documents for Speed	21	Creating a Manual Hyperlink — Quickly	52
Understanding Your Requirements	21	Technique 8: Digging with Research — Quickly	53
Translating Requirements to Reality	23	Fixing the Research Pane	53
Technique 4: Drilling Down with the My Places Bar	25	Finding Synonyms	55
Checking Out the Default My Places Bar	26	Looking in the Dictionary	55
Adding Locations to the My Places Bar	26	Using the Encarta Encyclopedia	56
		Searching for Business	57

Technique 9: Copying and Pasting in a Nonce	59	Part II: Saving Time with Word	97
Working with the Office Clipboard versus the Windows Clipboard	59	Technique 15: Getting Word Settings Right	99
Moving Stuff Onto and Off the Office Clipboard	61	Blistering the Bouncing Menus	99
Customizing the Clipboard	62	Seeing Clearly	100
Replacing the Office Clipboard	63	Zapping the Drawing Canvas	102
Technique 10: Keying Combinations Quickly	64	Taking Back Your Mouse	103
Exploiting Vital Shortcuts	64	Correcting AutoCorrect	104
Using Word Shortcuts	66	Making Final Timesaving Changes	105
Using Outlook Shortcuts	68	Saving Your Settings	107
Using Excel Shortcuts	68	Technique 16: Changing Your Normal Template	108
Using PowerPoint Shortcuts	69	Customizing Blank Documents	108
Technique 11: Drawing Quickly	70	Creating New Templates	111
Drawing on the Drawing Layer(s)	70	Making Privacy Settings Stick	112
Sketching Basic Shapes	73	Setting Formatting for Drawings	113
<i>Constraining a line</i>	73	Technique 17: Laying Out a Page — Quickly	116
<i>Fletching an arrow</i>	74	Seeing Word's Way	116
<i>Rolling your own shapes</i>	75	Laying Out Forms with Tabs	118
Adding AutoShapes	76	Aligning Text with Tables	120
Grouping, Aligning, and Distributing	78	Cramming Lists with Snaking Columns	122
Technique 12: Shrinking Graphics	79	Linking Text with Text Boxes	125
Picking Your Compression Battles	79	Technique 18: Making Professional Labels	127
Compressing an Image	81	Creating and Printing Simple Labels	128
Technique 13: Modifying Toolbars	83	Customizing a Template for Fancy Labels	129
Using Toolbars Effectively	83	Filling In and Printing Labels from a Template	133
Rearranging Toolbar Icons	85	Micro-Adjusting Pictures	134
Adding Recommended Icons	85	Technique 19: Editing Like a Pro	136
Making Any Command a Toolbar Icon	86	Editing in a SharePoint World	136
Technique 14: Getting Help	89	Tracking Changes	137
Making Help Visible	89	<i>Turning on Track Changes</i>	138
Popping the Question	91	<i>Working with Track Changes in Word 2003</i>	139
Drilling Down Fast	92	Making Comments	140
Digging Deeper: The Knowledge Base	93	Changing the Font of Tracked Changes and Comments	141
Finding Help from Other Users	95	Reviewing and Finalizing a Document	142
		Using Editing Tools the Timesaving Way	143

Technique 20: Finding and Replacing in the Wild	145	Technique 25: Typing Fractions Fast	190
Streamlining Text Searches	145	Creating Consistent-Looking Fractions	190
Searching for More Than Plain Text	147	Building Your Own Fractions	191
Matching Wildcards	149	<i>Creating the fractions you want to use</i>	191
Replacing with Care	152	<i>Entering fraction sets in AutoCorrect</i>	193
<i>Replacing with wildcards</i>	152		
<i>Removing extra paragraph marks</i>	153	Part III: Streamlining Outlook	195
Technique 21: Rapid-Fire Styles	155	Technique 26: Getting Outlook Settings Right	197
Getting Styles	155	Strolling through the Panes	197
Applying Styles	156	Controlling the Navigation Pane	198
Finding Styles	159	Displaying Your Contacts and Calendar in Separate Windows	199
Remaking Word's Default Styles	161	Moving More Mail Faster	200
<i>Speaking style-name jargon</i>	161	<i>Slimming down the Message List pane</i>	201
<i>Modifying a style</i>	161	<i>Navigating the Message list in a flash</i>	202
<i>Numbering headings automatically</i>	162	<i>Downloading only the images you want to see</i>	202
Making New Styles	165	Adjusting the E-Mail Editor Settings	203
Refreshing Styles to Match a Template	166	Making Other Timesaving Changes	205
Technique 22: Fast Links inside Documents	168	Technique 27: Searching with Folders	206
Creating a Linked Table of Contents Automatically	168	Using Search Folders	206
Linking Text to Headings in a Document	169	Creating Search Folders	208
Creating Custom Links That Are Hard to Break	170	Rationalizing Search Folders	210
Technique 23: Setting Up Your Own Letterhead	172	Technique 28: Organizing with Flags	212
Making Letterhead Decisions	172	Marking Mail	212
Creating a New Letterhead Template	173	<i>Flagging mail you've received</i>	212
Laying Out the Letterhead	174	<i>Flagging mail before you send it</i>	213
Altering Template Settings	175	<i>Tacking other information to a flag</i>	213
Adding Text to Your Letterhead Template	178	Following Up on Flags	214
Making Dates — With a Macro	180	Choosing Flag Colors	215
Distributing the Letterhead Template	182	Moving the Flag Column	215
Technique 24: Positioning Pictures Just Right	183	Technique 29: Taming AutoComplete in Outlook	217
Working with the Drawing Layer	183	Understanding AutoComplete	217
Making a Picture Float	185	Cleaning Up the Cache	219
Working with Anchors	188	Setting the Address Book Straight	219
Moving Pictures Small Distances	188		

Technique 30: Dealing with Spam	222	Technique 37: Ripping through Lists	266
Employing an Ounce of Prevention	222	Making a List, Checking It Twice	266
Deploying a Pound of Cure	226	Entering Data Manually with a Form	268
Technique 31: Preventing Infection	229	Filling In Data with AutoComplete	268
Understanding the Classic Hooks	229	AutoFiltering to Find Stuff Fast	269
Phishing for Fun and Profit	231	Technique 38: Running Subtotals	271
Taking the Necessary Precautions	232	AutoFiltering Totals	271
<i>Safeguarding against attachments</i>	232	<i>Setting up data for AutoFiltering</i>	271
<i>Keeping phishers at bay</i>	232	<i>Generating the totals</i>	273
Technique 32: Working with E-mail Attachments	234	Showing Subtotals	274
Understanding Draconian Blocks	234	Technique 39: Creating Custom AutoFill Series	276
Bypassing the Blocks	237	Using Fill Lists	276
Technique 33: Securing Your Mail	239	Making Your Own AutoFill Series	279
Getting a Digital Certificate	239	Technique 40: Grabbing the Best with Pivot Tables	281
Using a Digital Certificate	241	Creating a Pivot Table	281
Encrypting Messages	242	Manipulating a Pivot Table	283
Part IV: Exploiting Excel	245	Making a Pivot Table Boogie	285
Technique 34: Getting Excel Settings Right	247	Technique 41: Creating Pivot Charts That Work Right	289
Bagging the Bouncing Menus	247	Starting with a Good List	289
Making Key Changes	248	Building a Pivot Chart	290
<i>Setting up the Options dialog box and AutoCorrect</i>	249	Re-Creating a Pivot Chart	291
<i>Increasing the levels of undo</i>	251	Changing the Chart Type	292
Modifying Your Default Spreadsheet	252	Gussyng Up Pivot Charts	293
Technique 35: Building Self-Verifying Spreadsheets	255	Technique 42: Setting Scenarios and Seeking Goals	294
Highlighting Conditionally	255	Building a Loan Amortization Spreadsheet	295
Running Self-Verifying Cross-Totals	257	Establishing Scenarios	296
Technique 36: Freezing Columns and Rows	261	Working Backward: Goal Seeking	298
Freezing Column Headings	261	Technique 43: Using the Lookup Wizard	300
Splitting the Screen	262	Setting Up the Lookup Wizard	301
Printing Repeating Column Headings	263	Priming a List for Lookup	301
Hiding Rows and Columns	264	Running a Comparative Lookup	302
Bending an Elbow at A1	264	Running an Exact Lookup	305

Part V: Pushing PowerPoint	307	Technique 49: Answering Predictable Questions	335
Technique 44: Getting PowerPoint Settings Right	309	Planning for the Predictable	335
Working through the Changes	309	Creating the Supporting Slide	336
Blistering the Bouncing Menus	310	Running Several Supporting Slides	339
Setting the View	310	Technique 50: Building toward a Goal	341
Showing More Files	311	Reducing the Goal Slide	342
Taking Back Control	311	Building Forward to the Goal Slide	344
Reversing a Privacy-Busting Setting	312	Technique 51: Tripping the Light Fantastic with Multimedia	346
Installing All Your Templates	313	Choosing the Right Player	346
Technique 45: Choosing the Right PowerPoint File Type	314	Inserting Multimedia with Native PowerPoint Tools	347
Understanding PowerPoint File Types	314	Inserting a Media Player Movie	348
Saving Files to Run Automatically	315	Technique 52: Taking a Presentation on the Road	351
Adding a Custom Presentation Skeleton to the AutoContent Wizard	316	Packaging for CD	351
Technique 46: Changing Your Blank Presentation	319	Playing the Burned CD	353
Understanding Blank Presentations	319	Covering Your B...ases	354
Creating a Bare-Bones Blank Presentation	320	Part VI: Assimilating Access	357
Using Slide Masters	322	Technique 53: Getting Access Settings Right	359
Technique 47: Recording a Sound Track	324	Setting Access Startup Options	359
Using Recorded Narrations	324	Changing Access Defaults	361
Creating a Narration	325	Technique 54: Adding a Cover Sheet to an Access Report	364
Playing a Narration	327	Generating a Report	364
Editing a Narration	327	Creating the Cover Sheet	366
Technique 48: Making a Presentation Run Itself	329	Formatting the Report Cover Sheet	367
Choosing Self-Running Transitions	329	<i>Centering the report title</i>	367
Looping a Presentation Continuously	330	<i>Adding text to the cover sheet</i>	368
Getting the Slide Timings Just Right	331		
<i>Applying slide timing manually</i>	331		
<i>Adding timing settings with a rehearsal timing</i>	332		
Adding Navigation Action Buttons	333		

Technique 55: Including Totals in an Access Report	370	Technique 61: Managing an Electronic Newsletter	411
Adding a Running Total	370	Choosing to Start a Newsletter	411
<i>Setting up the totals</i>	370	Starting Small with Outlook	412
<i>Setting up groups</i>	372	<i>Creating and maintaining a subscriber list</i>	412
Displaying Subtotals and Totals	373	<i>Creating and sending the newsletter</i>	414
Technique 56: Printing Labels in Access	376	Using a Newsletter Service	415
Running the Access Label Wizard	376	Growing Larger Gracefully	417
Tweaking the Label Wizard's Results	378	Technique 62: Turning a Word Document Into a Presentation	418
Creating Custom Labels and Reports	380	Understanding Outline Levels	418
Technique 57: Reducing Repetitive Formatting Tasks	382	Converting a TOC to a Presentation	420
Understanding Access Formatting	382	Converting a Presentation to a TOC	421
Setting Custom Defaults	383	Technique 63: Animating a Chart in PowerPoint	424
<i>Changing defaults via the Properties window</i>	384	Building Charts in Excel	424
<i>Changing defaults using an existing control</i>	385	Putting a Chart on a Slide	426
Creating a Form Template	386	Animating the Chart	428
Using a Form Template	387	Running Fine-Grain Animation	431
Technique 58: Recycling Forms for Browsing and Data Entry	389	Technique 64: Rotating Text in a Word Document	433
Understanding the Forms	389	Rotating Text with Word Tools	433
Creating the Omnipotent Form	390	Making a Name Tent	435
Modifying the Form	391	Rotating Any Text	436
Using the Modified Form	394	Part VIII: The Scary (Or Fun!) Stuff	439
Technique 59: Creating Your Own AutoFormat	395	Technique 65: Taking Over Word's Show/Hide	441
Applying an AutoFormat	395	Seeing Word's Critical Marks	441
Customizing AutoFormat Styles	397	Building a Better Show/Hide	442
Deleting Old Styles	399	Writing the Macro	443
Part VII: Combining the Applications	401	Technique 66: Inserting Unformatted Text in Word	445
Technique 60: Inserting a Spreadsheet in a Document	403	Word Pasting 101	445
Choosing an Insertion Method	403	Writing a Pasting Macro	447
Copying Data	404	Assigning a Shortcut to the Pasting Macro	448
Embedding a Spreadsheet	406		
Linking a Spreadsheet	409		

Technique 67: Inserting Unformatted Text in Excel	450	Checking Contacts	468
Recording a Macro	451	Printing Personalized Newsletters	470
Editing an Excel Macro	453	Printing Envelopes	472
E-mailing Holiday Greetings	474		
Technique 68: Printing a Bunch of Spreadsheets — Fast	455	Technique 71: Creating Versatile Watermarks	475
Setting Up Excel for Macros	456	Setting a Standard Watermark	475
Building the PrintWorkbooks Macro	456	Modifying Watermark WordArt	476
Running and Testing the Macro	459	Making Watermarks Appear on the First Page Only	478
Assigning the Macro to a Button	460		
Technique 69: Protecting Your Privacy	462	Technique 72: Building (And Stealing) E-mail Stationery	480
Seeing the Hidden Stuff	462	Using Built-in Stationery	480
Zapping the Embarrassing Stuff	463	<i>Setting up stationery in Word</i>	481
		<i>Setting up stationery in Outlook</i>	482
Technique 70: Printing Personalized Greetings in Batches	465	Stealing Incoming Stationery	483
Understanding Mass Mailing	465	Creating Your Own Stationery	483
Entering and Updating Contacts	466		
		<i>Index</i>	485

Introduction

Do you use Microsoft Office? Or does Office use you?

That is the question.

Most people sit down at a computer, click a couple of times, and start typing. They rarely take the initiative to make Office work better, not knowing (or perhaps not caring!) that a few minutes spent upfront wrangling with the beast can save hours, or even days, down the road.

Chime in any time. Do you spend a lot of time working with Office applications? Have you ever felt the frustration of typing something and having it mangled by a program that thinks it's smarter than you? Maybe you've lost an hour or a day or a week to a PC that just doesn't behave the way any rational machine should. And then wondered why it's all so ludicrously complicated. If you've ever been so mad you could put your fist through the screen . . . this book's for you.

*Whether 'tis nobler in the mind to suffer
The slings and arrows of outrageous fortune,
Or to take arms against a sea of troubles,*

— Hamlet, III, i

Hey, face it — you or your company paid a bundle for Office. Office is supposed to save you time — not suck it up in voracious gulps. Isn't it about time that you started to get your money's worth?

About This Book

Microsoft says that 400,000,000 people use Office.

Astounding, huh?

If you're like me, you spend most of your working day — indeed, most of your waking hours — wrestling with Office.

Although tamable, the Office beast is getting worse. Trying to capitalize on Office's *familiar* (read: ubiquitous) user interface, Microsoft is attempting to get application program developers to coax Office applications to interact with normal people like you and me. No doubt you've seen demos of ordering systems that look like Word documents or Web pages that act like Excel spreadsheets. In the not-too-distant future, you won't be able to send a handwritten note to school with your kid: You'll have to log on to the school's Web site and submit a Word form.

The simple fact is that you need to know how to use Office in order to get your work done. And the more guff that Office gives you, the harder it is to find time for the important stuff.

Office 2003 Timesaving Techniques For Dummies will save you time, day in and day out, by explaining how to

- ✔ **Customize Office to meet your needs:** These Techniques make Word, Outlook, Excel, PowerPoint, and Access work faster, more like the way you work, with less intrusion than you ever thought possible.
- ✔ **Tame time-sucking everyday tasks and take your skills up a notch:** Like its predecessor, *Windows XP Timesaving Techniques For Dummies*, this book isn't limited to dry *click this, press that* tips. Rather, it goes outside the traditional computer box to solve real-world problems that Office 2003 users encounter every day. Find out which tools work best for specific tasks and dive into some of the more advanced Office skills, like writing macros, setting up templates, and even modifying standard windows.

Although this book is written specifically for Office 2003, most of the Techniques here apply equally well to Office XP and (in many cases) Office 2000. Where differences exist, I point them out, typically at the end of the Technique.

Foolish Assumptions

I assume that you know how to use a computer, how to get Windows running, and how to perform basic mouse functions. In fact, that's the first way I save you time: I won't cover old ground.

I also assume that you're not scared to change Office settings. After all, they're your settings. You can change them any way that you want.

An example. Word, Excel, PowerPoint, and Access all maintain lists of most recently used files. When you open the File menu, the list of files appears at the bottom of the menu. Unless you change each specific program, you'll see only four files listed at the bottom of the File menu. Some people figure that four files are listed by default because some behavioral science genius at Microsoft discovered that four was the optimum number. Ain't so. In fact, the default with a meager list of four files came about years ago when somebody decided that any more than four files (run on an ancient monitor at 640 x 480 resolution) produced a screen too complicated for the average Office user to understand.

That's why you only see four recently used files. Urban legend debunked.

Office comes loaded with dumb defaults that you should change — immediately! — whenever you start working on a new machine. More than anything, I assume that you're willing to take the bull by the horns.

What's in This Book

To save you time, I organized this book into *Techniques* — groups of related tasks that make you or your computer (or possibly both!) more efficient and more effective. Some Techniques are short 'n sweet, tackle one specific topic, and get you in and out of Office in a nonce. Other Techniques depend on a deeper understanding of how Office

works. Take your time when you go through the more complex Techniques, and you'll be rewarded with big gains down the road. No two people work the same way. Why should computers?

When a Technique requires you to perform a series of steps, I take you through them in a very direct way. But some big timesavers aren't complicated at all. Keep your eye out for shorter tips, sidebars, and timesavers that are tangentially related to the main topic at hand. Watch for the icons. And don't be surprised if you bump into a tip or two that urges you to change how *you* work, as opposed to making changes to your computer.

This book continues the easy-to-read, two-column format that was pioneered in *Windows XP Timesaving Techniques For Dummies*. It's full of figures and other visual cues that make it easier for you to scan and enter a Technique at the point most appropriate for your circumstances. Linear thinking is good. Non-linear scanning is better: That is, wade in at the topic you need help on . . . no need to read this tome cover to cover.



Lay this book flat so you that can see exactly what you're doing. Yes, the book was made to stay put.

You can read the book from beginning to end, or you can jump directly into the Technique of your choice. Either way works just fine. Any time a concept is mentioned that isn't covered in-depth in that Technique, you'll find a cross-reference to another Technique to find out more. If you're looking for something specific, check out either the Table of Contents or the index.

The Cheat Sheet at the beginning of this book lists my choices as the most important quick timesaving Techniques. Tear it out, tape it to your monitor, and/or pass it around to other folks at the office. We're all in this leaky boat together.

Here's a quick guide to the meat of the book:

Part I: Knocking Office Into Shape

What you need to do to Office (and Windows!) to take off the training wheels. Here you discover how to make Windows a safe place for Office and get at your Office programs faster. Organize Office documents in ways that make sense for you, and then customize the Open dialog box's Places Bar so that finding files is a snap. Delve into how to set up a backup regimen and stick to it. And don't miss downloading and installing the latest patches — and knowing when *not* to. Go on to disable the really obnoxious IntelliSense setting that converts typed Web address and e-mail addresses into links and use the Office Clipboard with aplomb. Then work with graphics in all the Office applications and streamline your toolbars.

Part II: Saving Time with Word

For most people, timesaving gains in Word have the biggest impact. You gotta read here to discover how to turn off all those stupid IntelliSense settings. Use Word's features to lay out a page that works with you and not against you. Print impressive labels. Read about ways to edit that really work. Use Find and Replace and unleash the truth behind styles. Stick with me to create top-notch letterhead and tame Word's graphics.

Part III: Streamlining Outlook

Do you live in Outlook? Here's what you don't know. I show you here how to set up meaningful search folders and organize with quick clicks. Keep Outlook from autocompleting your way into oblivion. Fight spam before it happens. Finally, look at files attached to e-mail messages — without getting infected — and share Calendars and Contacts.

Part IV: Exploiting Excel

For crunching much more than numbers. Here you navigate creating spreadsheets that check themselves and make spreadsheets look better onscreen and

when printed. Use Excel as a database — er, list — manager and read the why's and wherefore's of pivot tables and charts. Finally, calculate sales tax with the Lookup Wizard.

Part V: Pushing PowerPoint

Making presentations that don't take forever. Still with me? Don't miss working with the right file type and making a real presentation template. Eliminate the middleman with presentations that run themselves. Plan for predictable questions and see how working backward can save you lots of time.

Part VI: Assimilating Access

A few quick programs go a long way. Discover how to print cover sheets for all your reports as well as the skinny on running totals and subtotals. Also read how to print labels and then set formatting once . . . and forget it.

Part VII: Combining the Applications

Some of the Office apps work together, some of the time. Here you find my most-requested explanation: how to print holiday greeting letters. Read on for how to run an electronic newsletter. And don't miss converting a Word outline directly into a presentation or animating Excel charts in a presentation. Cross-app finale: Rotate text in a Word document — with a little help from Excel.

Part VIII: The Scary (Or Fun!) Stuff

Macros can make your life better. You need this stuff. Become a power user by inserting unformatted text in Word, Excel, and PowerPoint. Then make Word's Show All show you all that you want to see, with none of that extra junk. Print a folder full of spreadsheets. Strip personally identifiable information out of Word docs and Excel spreadsheets. Become an honorary member of Monty Python with spam busting. In conclusion, create smart documents.

Conventions Used in This Book

I try to keep the typographical conventions to a minimum:

- ✓ The first time that a buzzword appears in text, I italicize it and define it immediately. That makes it easier for you to glance back and reread the definition.
- ✓ When you see an arrow (↔) in text, it means that you should click, click, click to success. For example, “Choose Tools↔Letters and Mailings↔Envelopes and Labels” means that you should click Tools, then Letters and Mailings, and then Envelopes and Labels. D'oh!
- ✓ When I want you to type something, I put the to-be-typed stuff in bold. For example: In the Help Me Now or I'll Suffocate text box, enter **Send oxygen pronto**.
- ✓ I set off Web addresses and e-mail IDs in monospace text. For example, my e-mail address is `talk2woody@woodyswatch.com` (true), and my newsletter Web page is at `www.woodyswatch.com` (also true).
- ✓ I always, absolutely, adamantly include the file-name extension — those letters at the end of a filename, like `.doc` or `.vbs` or `.exe` — when talking about a file. Yeah, I know that Windows hides filename extensions unless you go in and change it. That's why you need to look at Technique 1.

Icons Used in This Book

While perusing this book, you'll notice some icons in the margins screaming for your attention. Each one has a purpose.



When I'm jumping up and down on one foot with an idea so absolutely cool that I can't stand it any more, I stick a Tip icon in the margin.



You don't need to memorize the stuff marked with this icon, but you should try to remember that there's something special lurking about.



Achtung! ¡Cuidado! Thar be tygers here! Any place where you see a Warning icon, you can be sure that I've been burnt — badly. Mind your fingers. These are really, really mean suckers.



When time is of the essence, this icon emphasizes the point. More than a Tip but not quite a full Technique, this icon points out a quick trick that can save you time — either now or later.

Where to Go from Here

If you want your voice to be heard, you can contact the publisher of the *For Dummies* books by visiting the publisher's Web site at www.dummies.com, sending

an e-mail to customer@wiley.com, or sending snail mail to Wiley Publishing, Inc., 10475 Crosspoint Boulevard, Indianapolis, IN 46256.

You can contact Woody at talk2woody@woodyswatch.com. I can't answer all the questions I get — man, there ain't enough hours in the day! — but I take some of the best and write them up in my newsletters every week.

Speaking of newsletters . . . don't forget to sign up for mine! They're free and worth every penny. See www.woodyswatch.com for details.

Confused about where to go next? I have a hint. Start with Technique 1. After Windows has been trained to be a good Office citizen, you can jump around just about anywhere.

Part I

Knocking Office Into Shape

The 5th Wave

By Rich Tennant



"We're much better prepared for this upgrade than before. We're giving users additional training, better manuals, and a morphine drip."

1 Technique

Making Windows Safe for Office

Save Time By

- ✓ Taking control of automatic updating
- ✓ Setting up an antivirus program
- ✓ Identifying files that can clobber your machine
- ✓ Firewalling the living day-lights out of your system

Every Office user needs to take security seriously. The cretins who make programs that melt down the Internet, pummel sites with bandwidth-clogging pings, or simply diddle with your data, are constantly trolling for unwitting accomplices. Foil their plans by keeping your wits about you.

Security is more than just an ounce of prevention. On rare occasion, viruses can wipe out all your data, and worms can bring your e-mail connection to its knees. Far more insidious, though, are the time-sucking security problems that aren't quite so obvious: the malware that lurks and infects and destroys invisibly or intermittently.

Office rates as the number-one conduit for infections because it's on virtually every desktop. On most machines, Office amounts to a big, wide-open target. Windows might get infected, but frequently the vector of attack goes through an Office application.



No Office is an island: It's tied into Windows at the shoulders and ankles. To protect Office — and to protect yourself — you must start by protecting Windows, by applying updates, getting Windows to show you hidden information that can clobber you, and installing and using antivirus software and a good firewall.

Updating Windows Manually

Did you hear the story about Microsoft's Security Bulletin MS03-045? Microsoft released the initial bulletin along with a patch for Windows on October 15, 2003. Almost immediately, people started having problems with the patch. A little over a week later, Microsoft issued a patch for the patch. This new patch seemed to take care of most of the problems, but then someone discovered that the program that installed the patch was faulty. A month after the first patch came out, Microsoft issued a patch for the patch to the patch.

Got that?

To protect Office, you need to keep Windows updated. Indeed, some Windows patches — such as the notorious Slammer/SQL patch MS02-020 — are really Office patches disguised as Windows patches. To protect Office, you have to protect Windows. And to protect Windows, you have to protect Office.

Microsoft wants you to tell Windows to heal itself automatically. I think that’s a big mistake — and cite Microsoft’s track record as Exhibit A. It’s a sorry state of affairs, but I believe that every Office user should

- **Set Windows Update to automatically notify you when new updates are available.**
- **Tell Windows Update that you do *not* want to download — much less install — new patches automatically.** If you need a patch, you can take a few extra minutes and give the go-ahead.
- **Follow the major computer publications closely to see whether new patches are stable and effective *before* installing them.**

Some industry observers would have you trust Microsoft and set Windows Update to run automatically. I say hogwash. In theory, a black-hat cretin could unleash an Office-based worm that will destroy your machine while a patch for that very worm was sitting on Microsoft’s servers. In practice, Microsoft doesn’t work fast enough to release immediate patches. Demonstrably, your risk from a bad patch is far greater than your risk from a ground-zero worm attack. It doesn’t make sense to trust your patching to the folks in Redmond.



I follow Microsoft’s patching follies extensively in both *Woody’s Office Watch* and *Woody’s Windows Watch*. They’re free electronic newsletters that go out to more than half a million subscribers every week. Sign up at www.woodyswatch.com.

That said, you *do* need to make sure that you install the patches — after they’ve been tried and tested by a few million guinea pigs.

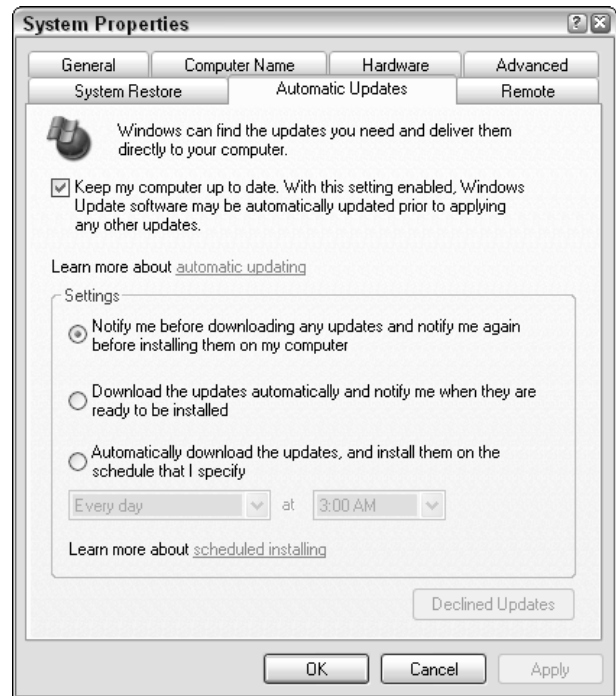
To tell Windows Update that you want to do it yourself

1. Choose Start⇨Control Panel⇨Performance and Maintenance⇨System⇨Automatic Updates.



In Windows 2000, choose Start⇨Settings⇨Control Panel, and go from there.

Windows XP shows you the System Properties dialog box, as shown in Figure 1-1.



• **Figure 1-1: Windows Automatic Updates settings.**

2. Mark the Keep My Computer Up to Date check box.

This allows Microsoft’s sniffer program to come in and look at your copy of Windows. The *sniffer program* sends an inventory of Windows pieces and patches back to the Microsoft Mother Ship, but as far as I (and several independent researchers) can tell, it doesn’t appear as if Microsoft receives any information that can identify you individually.