

Office 2004, Menu by Menu

Because Microsoft Office 2004 is four big programs that work together, there are a lot of menus to cover—one set for each program. While some of these menus overlap, there are some significant differences. These menus also change depending on what's selected in your currently open document.

This special online appendix to *Office 2004 for Macintosh: The Missing Manual* takes the menus program by program, so you can look up what you need easily. It's designed as a bonus appendix for owners of the book; the page-number cross-references here, for example, are keyed to the pages of the book itself.

Application Menu

Like Mac OS X applications everywhere, each Office application has a menu bearing its name, just to the right of the Apple menu. It contains the Quit command, access to Preferences, and other commands that pertain to the program as a whole. It also offers a few Finder commands, potentially saving you a trip to the desktop.

About [Program Name]

Opens a window that displays some legalese and, more importantly, the product ID for your copy of Office. A Microsoft representative may ask you for this number when you call a technical support phone number (which you can find by clicking the Support button).

The Proofing Tools button doesn't actually help with proofreading; it just offers more legalese about any foreign language dictionaries you've installed.

Application Menu

Online Registration

In case you clicked Register Later when you first installed Office (see Appendix A), choose this command when you have the time to go through the registration process.

Application Menu Preferences

This command opens up the Preference box, which contains different panels for various types of settings (these are discussed throughout this book). *Keyboard shortcut:* ⌘omma (,).

In Entourage, there are two main sections in the Preferences dialog box:

- **General Preferences.** Opens Entourage's General Preferences window, which is divided into six categories that covers how Entourage works, particularly the Address Book (Chapter 11) and Calendar (Chapter 10).
- **Mail & News Preferences.** Opens Entourage's Mail & News Preferences window, whose five categories cover how Entourage deals with mail and news messages (see Chapter 9).

Account Settings (Entourage only)

Opens the Tools → Accounts window, as discussed on page 371.

Work Offline (Entourage only)

Disconnects Entourage from the Internet, so that you can write email messages, reply to news messages, or work with tasks, calendar items, or contacts without being interrupted by Entourage's automatic mail-getting schedule (which would otherwise remind you every 10 minutes, "Error trying to get online"). Great for use on planes and in waiting rooms.

Turn Off Office Notifications (Entourage only)

Tells the Office Notifications program (page 406) to stop reminding you about events, tasks, and documents that you've set for follow-up.


Switch Identity (Entourage only)

Switches your Entourage identity, which lets you (or another person using Office) use a different set of accounts (see page 450). *Keyboard shortcut:* Shift-⌘.


Services

This is a standard Mac OS X menu, listing useful inter-program commands that mostly do nothing in Office. (That's because Services generally work only in Cocoa programs—programs that were written from scratch for Mac OS X rather than adapted from earlier software, as Office was.) For the full story on Services, see *Mac OS X: The Missing Manual*.

Hide [Program Name]

Hides the current program's windows from view without minimizing the program to the Dock. *Keyboard shortcut:* .


Hide Others

Hides the windows of all other programs, including the Finder, leaving only windows from the frontmost Office program visible. *Keyboard shortcut:* Option- .

Show All

Brings back all hidden windows of the program you're using.

Quit [Program Name]

Quits the frontmost program, but before doing so, offers you a chance to save any changes you've made. *Keyboard shortcut:* .


Entourage Menus

Entourage's menus, not surprisingly, center on manipulating mail and newsgroup messages, with a whole set of submenus for dealing with tasks, appointments, and contacts thrown in for good measure.

File Menu



Like any other good Macintosh program, Entourage comes equipped with the File menu, which is mainly used for working with files on your hard drive—whether that's creating new files, saving them, or printing them.

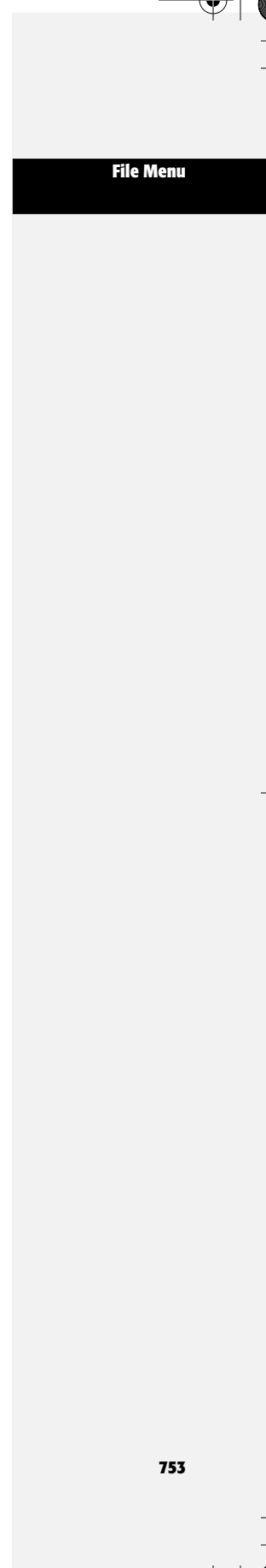
Project Gallery

It's the top File menu item in all four Office applications, and it opens the Office Project Gallery window when selected. *Keyboard shortcut:* Shift- .

New

Creates a new Entourage file. Since Entourage can create a variety of files, the New command has its own submenu, filled with commands that creates a new Entourage document or element.

- **New.** This top item changes, depending on what's selected in Entourage's Folder List window. It might say, for example, New Mail Message, New Newsgroup message, New Task, and so on. *Keyboard shortcut:* .
- **Mail Message.** Creates a blank email message. *Keyboard shortcut:* Option- .
- **News Message.** Creates a blank newsgroup message.
- **Calendar Event.** Creates a blank calendar event.



File Menu

- **Task.** Creates a blank task.
- **Note.** Creates a blank note.
- **Contact.** Creates a blank address-book entry.
- **Group.** Creates a blank group, in which you can gather together contacts.
- **Project.** Opens the New Project Wizard (page 410) so you can start a fresh project.
- **Custom View.** Opens the Edit Custom View dialog box, in which you can name and define a new custom view in any of Entourage's functions (Mail, Tasks, and so on). For more information on custom views, see the box on page 455.
- **Folder.** Creates a new folder in the Folder List. (Available in Mail and Custom Views only.) *Keyboard shortcut:* Shift-⌘.
- **Subfolder.** Creates a new subfolder in the folder that's selected in the Folder List.

Open

Opens the selected item into its own window, whether it's an item in the Folder List (such as a mail folder or the Address Book) or an item inside the browser window (such as a folder or a contact). The command even tells you what you're about to open ("Open Message" for example). *Keyboard shortcut:* ⌘-O.

Close

Closes the frontmost open window, even if it's the Progress window. If Entourage's main window is the only one open, this command closes it. *Keyboard shortcut:* ⌘-V.

Save

Saves any changes made to the frontmost window, whether that window is an email message (which then gets placed in the Drafts folder) or a contact. If the document in the frontmost window hasn't been changed, then the Save command is disabled. *Keyboard shortcut:* -S-⌘

Save As

Saves the frontmost window as another file. This command essentially makes a copy of the file and closes the original, allowing you to choose a new name and location for the file.

Save As Custom View

After you've performed a search, you can use this menu command to save the search as a custom view, which can save you time later (see the box on page 455).

Save As Web Page

(Available in Calendar only.) Lets you save your calendar as a Web page, so that others on the Internet can see what you're up to—if you really want that kind of scrutiny (page 399).

Revert

Throws out any changes that you've made to the file in the frontmost window since you last saved it.

Import

Opens Entourage's Import window, which lets you bring in information from various email, personal information manager, and text-based mail and contact files (page 320).

Export Contacts

Saves Entourage's contacts as a text file, which you can then use in another program (page 435).

Share a Project

Initiates the sharing of a project (page 420).

Subscribe to a Project

Lets you subscribe to a shared project that you or another Entourage user created.

Page Setup

Opens the Page Setup dialog box, in which you can control how Microsoft Office prints your pages (on which kind of paper, and so on). The options here depend on the kind of printer you have selected in Print Center.

Print One Copy

Prints a copy of the frontmost window (or the item selected in the main window) without opening the Print dialog box. Think of it as the fast track to printing. *Keyboard shortcut:* Option-⌘-P.

Print

Opens the Print dialog box, in which you can specify the number copies you want printed, among a multitude of other settings. *Keyboard shortcut:* ⌘-P.

Edit Menu

Edit Menu

The Edit Menu commands focus on editing tools, whether that means moving text around in an email message or memo, looking for a text string inside Entourage's files, managing message threads, or changing an item's category.

Undo

Takes back the last thing that you did, like deleting that vital chunk of text by accident. *Keyboard shortcut:* ⌘-Z.

Redo

Once you've undone something, the the Redo command becomes available, in case you change your mind. *Keyboard shortcut:* ⌘-Y.

Cut

Cuts the selected text or object out of the document and puts it on the Clipboard, ready for pasting into a different window or program. *Keyboard shortcut:* ⌘-X.

Copy

Copies the selected text or object and puts it on the Clipboard, ready for pasting into a different window or program. *Keyboard shortcut:* ⌘-C.

Copy to Scrapbook

Copies to the Scrapbook (page 663). You can store clips on the Scrapbook—and subsequently paste them—from any Office program.

Paste

Pastes the contents of the Clipboard into a document at the location of the insertion point. *Keyboard shortcut:* ⌘-V.

Paste From Scrapbook

Pastes a clip from the Scrapbook.

Paste Special

Once you've got something on the clipboard, you can choose how Entourage pastes it from this submenu.

- **Paste as Quotation.** Pastes the text on the clipboard into an open Entourage window as an Internet-style quotation—that is, with > brackets in front of each line, to let your correspondent know you're quoting back something she wrote.

- **Paste as Plain Text.** Removes any formatting, like italics, from the text you're pasting. Useful primarily when you're pasting formatted text from Word into a plain-text email or newsgroup message.
- **Paste as Picture.** Pastes whatever is on the clipboard (such as a Word table, Excel chart, or drawing) as a picture. Useful, and available, only in HTML-formatted email messages, and in Notes.

Clear

Deletes the selected text (or object) from the document without putting it on the clipboard.

Select None

Unselects any object that's selected in the frontmost window. *Keyboard shortcut:* Shift-⌘-A.

Select All

Selects everything (whether that's text or objects) in the frontmost window. *Keyboard shortcut:* ⌘-A.

Duplicate

Duplicates the currently selected item, whether it's a message or a calendar event. This command's wording changes to reflect the kind of object that's selected; it may say Duplicate Message or Duplicate Task, for example. (It can't duplicate items on a remote server, such as an online email account or a news server.) *Keyboard shortcut:* ⌘-D.

Delete

Deletes the selected item (such as a mail message, contact, or folder in the Folder list). Like Duplicate, the Delete command's wording changes to reflect the item being deleted, and it can't be used to delete messages on a news server. *Keyboard shortcut:* ⌘-Delete.

Delete Group

Sort of the überversion of Delete—it deletes an entire bunch of grouped messages. *Keyboard shortcut:* Option-⌘-Delete.

Edit Custom View

Opens the Custom Views window (see the box on page 455).

Edit Menu

Edit Menu

Project Properties

(Project Center only.) Opens the Project Properties window (page 422) of the selected project. (In other views, this command turns into a placeholder called Get Properties. It doesn't do anything.)

Categories

This menu lists Entourage's categories (a way of labeling your Entourage data, as described on page 458), and it gives you two commands to use with those categories: Assign Categories lets you place the selected item (such as a message or a folder) into one or more of your categories; Edit Categories lets you create, change, and delete Entourage's categories.

The prefab categories included in Entourage are: None, Family, Friends, Holiday, Junk, Personal, Recreation, Travel, and Work.

Projects

This menu lists your projects. You can either assign the selected item (email message, note, or whatever) to a project by selecting it or create a new project.

Share Item, Do Not Share Item

Lets you share (or stop sharing) the item via a shared project; see page 420.

Auto Text Cleanup

Auto Text Cleanup contains six tools to help turn email text into cleaner text, removing some of its gremlins.

- **Straighten Quotation Marks.** Takes fancy curly quotes and turns them into standard straight quotes.
- **Rewrap Paragraphs.** Pulls out the line breaks in the text of a message (see page 341).
- **Increase Quoting.** Increases the level of Internet quoting (with all of the > signs on the left margin of the text) by one.
- **Remove Quoting.** Decreases the level of Internet quoting by one.
- **To UPPERCASE.** Makes the selected text all capitals.
- **To lowercase.** Makes the selected text all lowercase.

Decrease Font Size

Makes the text of an incoming message smaller. *Keyboard shortcut:* Shift-⌘-hyphen.

Increase Font Size

Makes the text of an incoming message larger. *Keyboard shortcut:* Shift-⌘-=.

Find

Opens Entourage's Find panel, which you can use to search through messages for a text phrase (see page 452). *Keyboard shortcut:* ⌘-F.

Advanced Find

Opens Entourage's Advanced Find window, where you can use all kinds of criteria to narrow your search (see page 454). *Keyboard shortcut:* Option-⌘-F.

Find Related Items

Lets you search for messages sent to or received from the selected contact.

View Menu

The View Menu's commands control how Entourage looks and shows you things. (In Calendar view, this becomes the Calendar menu, but it contains many of the same commands.)

Previous

Moves to the previous item in the currently selected folder. If a message is open, the contents of the open window changes to the previous message. *Keyboard shortcut:* ⌘-[.

Next

Moves to the next item in the currently selected folder. If a message is open, the contents of the open window changes to the next message. *Keyboard shortcut:* ⌘-].

Go To

Choosing one of the items from this submenu does the same thing as clicking the Mail, Address Book, Calendar, Notes, Tasks, and Custom Views buttons—it switches to the view of that function.

Toolbars

Hides or shows the toolbar in Entourage's main window (a space-saving gesture).

Folder List

Hides or shows the Folder List in Entourage's main window.

View Menu

View Menu

Preview Pane

Hides or shows the Preview Pane in Entourage's main window. *Keyboard shortcut:* ⌘-\.

Columns

The Columns menu lets you hide or show the various columns in Entourage's main list view. The columns that you can toggle are: Links, Online Status, Message Status, Priority, Attachment, From, Subject, Sent, Received, To, Account, Size, and Categories.

To save space, hide the ones you rarely consult.

Arrange By

(Mail and Newsgroups only.) Lets you choose how you want to group the messages in the folder you're viewing (that is, by subject, sender, and so on).

Internet Headers

Reveals the Internet headers that show where the message has been on its travels through cyberspace. It works only on messages that are open in their own windows, not on messages in the Preview pane.

Source

Opens the selected message's HTML source code—including its headers—so you can take a look at the formatting codes that make it up.

Unread Only

Hides all messages but the ones you haven't yet read. (Choose the command again to bring them back into view.) *Keyboard shortcut:* ⌘-Y.

Flagged Only

Makes flagged messages the only thing that you see in list windows. *Keyboard shortcut:* Shift-⌘-Y.

Expand All

In the folder pane, shows all folders and their subfolders. In the message list, opens up collapsed groups so that you can see all messages.

Collapse All

In the folder pane, collapses all subfolders; the equivalent of closing all folders' flippy triangles at once. In the message list, hides all grouped messages so that you can only see the group headers.

Message Menu

The Message Menu provides all manner of commands for dealing with messages, as you may have guessed. (Available in Mail and Newsgroup views only.)

Resend

Resends a selected message in the Sent Items folder. (If a message in the Outbox is selected, this command says Send Message Now instead, and its keyboard shortcut is ⌘ -Return.)

Send Message Now

(Available when a message you're composing is open in its own window and Entourage is online.) Sends an email or newsgroup message.

Send Message Later

(Available when a message you're composing is open in its own window.) Places the email or newsgroup message in the Outbox.

Receive Entire Message

If you've selected a partially retrieved message, this command tells Entourage to receive the rest of the story. (If you've selected a message in the Out box, this menu item changes to say Send Message Later.)

Edit Message

Makes a previewed (or opened) message editable, so that you can change its text—even if you didn't create the message.

Reply

Creates an outgoing reply message for the selected message, with subject, address, and date already filled in. If the message comes from a mailing list, the reply will be addressed to the entire mailing list. *Keyboard shortcut:* ⌘ -R.

Reply to All

Creates a reply to the selected message, preaddressed to every recipient of the original message. *Keyboard shortcut:* Shift- ⌘ -R.

Reply to Sender

Creates a reply to the selected message, preaddressed to the sender only. *Keyboard shortcut:* Option- ⌘ -R.

Message Menu

Message Menu

Forward

Forwards the message to a third party, first permitting you to add your own comments to it before you send it along to someone else. *Keyboard shortcut:* ⌘-J.

Redirect

Redirects the selected message to someone else, which makes it appear as though it came from the original sender (see page 343). *Keyboard shortcut:* Option-⌘

Mark as Read

Marks the currently selected message so that it looks like you've already read it (it stops being bold). *Keyboard shortcut:* ⌘-T.

Mark as Unread

Marks the currently selected message as unread (it turns bold)—useful if you've already read it but want to pretend as if you haven't. *Keyboard shortcut:* Shift-⌘-T.

Mark All as Read

Marks all messages in the selected folder as having been read. *Keyboard shortcut:* Option-⌘-T.

Flag

Marks the currently selected message (or messages) with a flag in the list view. The flag also shows up next to the folder in the Folder List where the message is currently filed (see page 346). *Keyboard shortcut:* ⌘-'.

Flag for Follow-up

Opens the follow-up window (a specialized kind of task window) in which you can set a time to be reminded to take action concerning the flagged message (see page 346). It also puts a flag next to the item in the list view, and next to the item's folder in the Folder List. *Keyboard shortcut:* Shift-⌘-'.

Clear Flag

Removes the flag from a flagged message.

Insert

The submenu commands here let you insert, into an outgoing email or newsgroup message, one of the following items:

- **Picture.** Opens a Choose a File box for you to choose a graphics file to attach to a message or, if HTML is turned on, to place in the body of the message.

- **Background Picture.** Opens a Choose a File box as above, except that Entourage sizes the picture you use to fill the body of the message. Your typing appears over the picture, provided you choose a contrasting font color.
- **Sound.** Opens a Choose a File box for you to choose a sound file, such as a WAV file, to attach to an email message as an attachment.
- **Movie.** Opens a Choose a File box, exactly as for a sound. Entourage inserts the movie into an HTML email as in a Web page or attaches it.

Remove Background Picture

Deletes a background picture, if you inserted one using the above command.

Signature

Lets you select the signature for your outgoing message (see page 363).

Priority

Lets you set a priority for your outgoing Entourage message (which will be flagged accordingly in your recipient's email program, if it understands such priority settings).

Security

This submenu, available when you're composing a new message, lets you apply two encryption features that help prevent evildoers from reading your email during its electronic journey. Because you and your recipients need to share each other's digital *certificates* (files that identify you as the sender and decode the encrypted messages), you'll usually use this feature when a corporate administrator has gotten everyone set up for it.

- **Digitally sign message.** Adds the file that digitally identifies you as you. Usually your administrator purchases these certificates for everyone using the network.
- **Encrypt message.** Scrambles the message so that only you and the others with the right certificates can read it.

After Sending, Move To

Lets you set a destination folder for your outgoing message. Once you've sent it, Entourage will move the message to the selected folder.

Move To

This menu command moves the selected message or messages to a folder in the list—a great feature when you're slogging through a mass of messages, trying to clean them up. Its submenu offers a list of folders and a special Move To Folder command.

Message Menu

Format Menu

- **Folder list.** This is a list of Entourage folders to which you can move the selected message.
- **Move To Folder.** Opens a list of all of Entourage's folders; you can move the selected message to any of them. You can also create a new folder using the controls in this window. *Keyboard shortcut:* Shift-⌘-M.

Priority

This menu sets the priority of the selected message from one of five possible choices: Highest, High, Normal, Low, and Lowest.

Apply Rule

Applies mail rules (see page 353) to the selected message or messages, even though they've already been downloaded to your machine. The submenu shows two things: your list of individual rules and All Rules, which applies all of your rules to the selected messages.

Add Attachments

Lets you add an attachment to a message that you're creating (see page 364).

Save All Attachments

Opens up a Save dialog box in which you can save any file attachments to the currently selected message onto your hard drive (see page 349). This command is disabled if a message doesn't have any attachments.

Remove All Attachments

Removes any attachments to the selected message. Great for stripping away annoying VCF files.

Format Menu

Even though email and news messages both trace their origins to plain text (which doesn't contain much in the way of formatting), the advent of HTML email lets you use a variety of formatting in your missives. Those commands are thoughtfully grouped in the Format menu.

HTML

If HTML is turned on, then all of the Format menu commands listed below are available. Otherwise, most of the commands below are dimmed, and you'll prepare your email messages using plain, unformatted text only.

Style

Lets you choose from five different styles for your text, detailed below:

- **Regular Text.** You guessed it—plain vanilla text.
- **Bold.** Makes the selected text bold. *Keyboard shortcut:* ⌘-B.
- **Italic.** Makes the selected text italic. *Keyboard shortcut:* ⌘-I.
- **Underline.** Underlines the selected text (and makes it look like a hyperlink—great for practical jokes). *Keyboard shortcut:* ⌘-U.
- **Fixed Width Font.** Uses a fixed-width font, such as Monaco. A fixed-width font is one in which each character takes up the same amount of horizontal space: that is, an “i” takes up as much space as an “m,” making it easier for you to line up text in columns.

Font

Lists all of the fonts installed on your Mac. Choose one to use in your message.

Font Size

Lets you choose a specific point size for your text, just as you would when formatting text in Word (page 108).

Font Color

Lets you choose a color for your HTML-based email fonts. It lists 16 colors: Black, Maroon, Green, Olive, Navy, Purple, Teal, Gray, Silver, Red, Lime, Yellow, Blue, Fuchsia, Aqua, and White—plus Other, which lets you use the color picker to mix your own color (page 689).

Background Color

Lets you choose a shade for the background of your HTML email messages.

Character Set

Lets you choose a language character set for your mail: Western European, Central European, Chinese, Cyrillic, Greek, Japanese, Korean, Turkish, or Unicode. This submenu comes factory set to Automatic, meaning that Entourage can detect the languages used in incoming messages. If you get a message loaded with nonsense characters, try choosing the correct language manually.

Alignment

Chooses alignment for the selected paragraphs: Left, Center, or Right.

Numbered List

Turns the selected text into an HTML numbered list.

Format Menu

Tools Menu

Bulleted List

Turns the selected text into an HTML bulleted list.

Increase Indent

Indents the selected paragraphs (when creating a quotation, for example).

Decrease Indent

Decreases the indent level.

Insert Horizontal Line

Inserts a horizontal rule into an HTML formatted outgoing message (page 297).

Tools Menu

Where would a Microsoft program be without a Tools menu? Here you'll find commands that deal with Entourage's general utility operations.

Run Schedule

Here's a look at each item in the submenu (see page 328 for more on schedules):

- **Empty Deleted Items Folder.** Empties the Deleted Items folder of its contents.
- **Send & Receive All.** Sends all queued messages and gets mail from all accounts.
- **Send All.** Sends all waiting messages.
- **Edit Schedules.** Opens the Schedule window, where you can create, edit, and delete schedules.

Send & Receive

This command's submenu lets you send your waiting outgoing mail and download any email waiting for you.

- **Send & Receive All.** Sends all waiting messages and gets mail from all accounts.
Keyboard shortcut: ⌘-K.
- **Send All.** Sends all waiting messages (but doesn't download incoming mail).
Keyboard shortcut: Shift-⌘-K.
- **List of accounts.** Every account you have in Entourage is listed here. By selecting the account name, you make Entourage send and receive messages for that one account.

Spelling

Checks the spelling in your message. *Keyboard shortcut:* Option-⌘-L.

Change Dictionary

Use the Change Dictionary submenu to choose your dictionary language (for spelling and grammar checks) from the following choices: Danish, Dutch, English (Australian), English (UK), English (US), French, French Canadian, German, Italian, Norwegian Bokmal, Norwegian Nynorsk, Spanish, and Swedish.

AutoCorrect

Opens Entourage's AutoCorrect settings window, in which you can set how Entourage automatically attempts to fix your mistakes and add formatting to your messages, exactly as in Microsoft Word (see page 91).

Dictionary

Opens the Office definitions dictionary and looks up the selected word in it.

Check Names

Searches directory services (see page 356) for the name or email addresses that you've entered in the To, CC, or BCC fields of a message. *Keyboard shortcut:* Shift-⌘-C.

Add to Address Book

Adds the email address of the recipient or sender of a message to your address book—a brilliant and useful feature. *Keyboard shortcut:* ⌘-=.

Open Links

Opens a list of links (see page 347) to the selected item or message.

Link to Existing

Lets you link to an existing Message, Calendar Event, Task, Note, Contact, Group, or File, using the Links dialog box (page 456).

Link to New

Lets you link to a Mail Message, News Message, Calendar Event, Task, Note, Contact, or Group that you haven't yet created, and offers you the chance to create it in the process.

Scrapbook

Opens the Office Scrapbook (page 663).

Junk E-Mail Protection

Opens the Junk E-Mail Protection window, in which you can set the filter's options (page 354).

Window Menu

Mailing List Manager

Opens the Mailing List Manager, in which you can set options for dealing with mailing lists.

Rules

Opens the Rules window, in which you can create, edit, or delete message rules (see page 353).

Newsgroup Settings

Lets you set character-set options for the selected newsgroup. Useful if you habituate international newsgroups.

Tools on the Web

Launches your Web browser and opens a page on the Mactopia Web site that offers additional templates for download, online White and Yellow Pages, and Office tips.

Directory Services

Opens the Directory Services window, where you can search for someone's email address or name from a directory service server.

Signatures

Opens the Signatures window, in which you can create, edit, or delete signatures for your messages.

Schedules

Opens the Schedules window, in which you can create, edit, or delete schedules.

Accounts

Opens the Account window, in which you can create, edit, or delete mail, news, and directory service accounts (page 325).

Window Menu

The Window menu corrals all of the window-related Entourage commands in one place.

Minimize Window

Sends the frontmost Entourage window to the Dock. *Keyboard shortcut:* ⌘-M.

Zoom Window

Does the same thing as the green zoom button in the upper-right corner of the window: resizes it to its full size, so that it fills up most of the screen.

Progress

Opens the Progress window, which shows how network operations are progressing. *Keyboard shortcut:* ⌘-7.

Error Log

Open Entourage's Error Log, which tells you about any problems the program had in sending or receiving your messages. *Keyboard shortcut:* ⌘-9.

Cycle Through Windows

Moves from one open window to the next, one at a time. *Keyboard shortcut:* ⌘-~.

Window List

All of the open windows are listed at the bottom of the Window menu. To switch to an open window, select it from this list.

Bring All to Front]

Makes all open, nonminimized Entourage windows visible, pulling them out from behind other windows.

Help Menu

The Help menu gives you access to resources for learning about and troubleshooting Office. Some are stored in the Help system that Office installed on your computer; others are on Microsoft's Web site.

Entourage Help

Opens up Entourage's online help, as described in Appendix B.

Use the Office Assistant

Turn the Office Assistant (Max, the animated Mac Plus) on or off by selecting this menu command.

Check for Updates

Launches the Microsoft AutoUpdate program (page 8).

Help Menu

Scripts Menu

Downloads and Updates

Opens your Web browser to Microsoft's page of free updates and patches for Office.

Visit the Product Web Site

Opens your Web browser to Microsoft's home page for its Macintosh products.

Send Feedback on Entourage

Opens your Web browser to a Microsoft Web page containing a simple feedback Web form.

Scripts Menu

Entourage works well with AppleScript—so well that it reserves an entire menu for scripts. You can use one of the included scripts, and you can add your own scripts to this menu.

Create Event from Message

Attaches the selected message's text to a new Entourage Event (a nifty trick if the message contains directions to a party). *Keyboard shortcut:* Control-E.

Create Note from Message

Attaches the selected message's text to a new Entourage Note. *Keyboard shortcut:* Control-N.

Create Task from Message

Attaches the selected message's text to a new Note. *Keyboard shortcut:* Control-T.

Insert Text File

Lets you insert a text file. Browse to the file you wish to insert, select it, and its text appears in your message. Almost as if by magic.

Open Email Folder

Opens the window from where you may select the folder to open.

Save Selection

Also opens the window where you can save your current selection as an Entourage Email Selection.

Excel Menus

These menus are the same no matter what kind of document is open.

File Menu

The commands in the File menu open Excel workbooks, whether you're opening them, saving them, or printing them.

Project Gallery

It's the top File menu item in all four Office applications, and it opens the Office Project Gallery window. *Keyboard shortcut:* Shift-⌘-P.

New Workbook

Creates a new Excel workbook. *Keyboard shortcut:* ⌘-N.

Open

Opens Excel's Open dialog box, which you can use to navigate to a file for Excel to open. *Keyboard shortcut:* ⌘-O.

Close

Closes the frontmost Excel workbook window. If the workbook has unsaved changes, Excel will ask you if you want to save those changes. *Keyboard shortcut:* ⌘-W.

Save

Saves any changes to the frontmost window. If the file is a new, unsaved workbook, Excel prompts you to name it and choose a location for it. *Keyboard shortcut:* ⌘-S.

Save As

Saves the frontmost window as another file. This command essentially makes a copy of the file and closes the original file, allowing you to choose a new name and location for the file, if you want.

Save as Web Page

Saves the frontmost Excel workbook as a Web page, converting graphics and graphs to the right kind of graphic formats, and saving all of the data in HTML tables (page 560).

Excel Menus

Excel Menus

Save Workspace

Memorizes the positions and sizes of any open workbook windows into a separate file. Later, when you open that file, all of the workbooks will be opened to the same size and position.

Web Page Preview

Shows you, in your Web browser, what your workbook will look like as a Web page.

Page Setup

Opens the Page Setup dialog box, where you can set up your Excel printouts. The options depend on the kind of printer you have selected in the Chooser.

Print Area

Offers two commands:

- **Set Print Area.** Lets you drag to select the cells you want to print.
- **Clear Print Area.** Undoes the Set Print Area command, so that nothing is selected for printing.

Print Preview

Opens up the Print Preview window, which shows how a workbook will look when you print it.

Print

Prints the frontmost document on the printer selected in the Chooser. It opens the Print dialog box, in which you can specify how many copies you want printed and make other printing-related settings. *Keyboard shortcut:* ⌘-P.

Send To

Excel's Send To submenu has only one item: Mail Recipient (as Attachment). By selecting that option, Excel tells Entourage to send the frontmost file as a file attachment to an email message. It's a great feature, saving you several steps when you're finished working on a spreadsheet and want to email it straight to the interested parties.

Properties

Opens the Workbook Properties window, in which you can view and type in keywords and other information about the frontmost workbook, for use later by the Find File function (which appears when you choose File → Open).

File list

A list of recently used worksheets. It's quicker to choose from this menu than to use the Open command.

Edit Menu

The Edit Menu gathers together all of Excel's Edit tools into one handy place. Many of these commands are similar to, but not identical to, those in other Office programs' Edit menus.

Undo

As in other programs, this command restores the last change you made; in Excel, you can undo (or redo) many steps, taking your spreadsheet all the way back to the way you found it. *Keyboard shortcut:* ⌘-Z.

Repeat/Redo

When you've done something that Excel can do over and over again, you can do so just by selecting the Repeat command. If you've just used the Undo command, the Repeat menu item turns into Redo, which undoes the undo you just did. *Keyboard shortcut:* ⌘-Y.

Cut, Copy, Copy to Scrapbook

Cuts or copies to the clipboard, or copies to the Office Scrapbook the selected cell, cells, or object. *Keyboard shortcut:* ⌘-X, -C, and Shift-⌘-C.

Paste, Paste from Scrapbook, Paste Special

Pastes what you've just copied to the clipboard or to the Office Scrapbook. Paste Special lets you exercise some control when pasting, by pulling up the Paste Special window, where you can apply formatting. It also lets you link or embed the clipboard contents. *Keyboard shortcut:* ⌘-V, Shift-⌘-V.

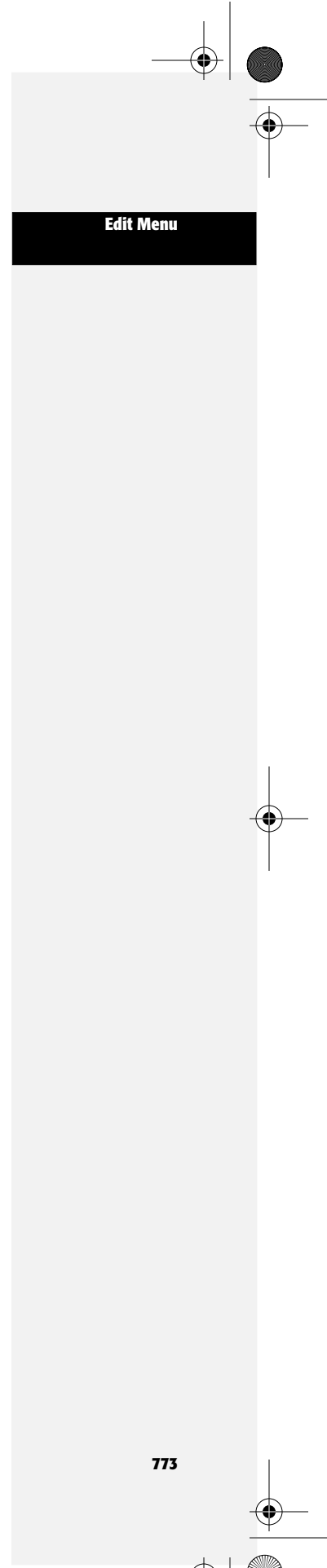
Paste as Hyperlink

Pastes the clipboard contents into Excel as a hyperlink, either to a Web site or to a Word document. (Requires that you'd first copied an Internet address or some text out of a Word document.)

Fill

Fills the selected range of cells in the manner you specify in the Fill submenu. There are several different kinds of fills:

- **Down, Right, Up, Left.** Fills the selected range of cells with the contents and formatting the first select cell, in the specified direction (see page 472 for a more patient discussion).



Edit Menu

- **Across Worksheets.** If you have multiple sheets selected, this copies the selected range of cells across all of the selected worksheets in the same place as the original selection.
- **Series.** Intelligently fills the selected range of cells using the contents of the first cell in the selected row or column as a pattern—useful for filling in a series of dates, for example.
- **Justify.** Spreads the text in the leftmost cell across the selected row of cells.

Clear

The Clear menu empties out a cell or cells; although you might not know it, there are several ways to clear cells. Here are your choices:

- **All.** Clears everything in the cell, including formatting, the cell's contents, and any comments.
- **Formats.** Clears just the cell's formatting, leaving contents and comments alone.
- **Contents.** Clears just the cell's contents, leaving formatting and comments alone.
- **Comments.** Clears any comments, leaving formatting and contents alone.

Delete

Deletes the selected cells or object from the sheet. If you're deleting cells, Excel will ask you whether you want to shift cells up or to the left, or remove entire rows or columns.

Delete Sheet

Deletes the currently active sheet from the workbook. Be sure about it; you can't undo this action.

Move or Copy Sheet

Moves the selected sheet or sheets to a different location in the same workbook or another workbook. It opens the Move or Copy window, in which you can specify where you want to move the sheet and whether or not a copy is made.

Find

Opens the Find panel that you can use to search for a string in formulas, values, or comments. *Keyboard shortcut:* ⌘-F.

Replace

Looks for a string of text and replaces it with another.

Go To

Opens the Go To window, which you can use to go to a specific cell. By clicking the resulting Special button, you can also use it to select a specific type of cells, such as those containing formulas or constants.

Links

Pulls up a window that shows information about every link in the currently active document. If the document doesn't have any links to other documents, this option is blank.

Object

Lets you edit an embedded object, such as a Microsoft Graph object or a Microsoft Organization Chart object. This menu's name changes to reflect the kind of object that's embedded here, and it lets you either edit an embedded object or convert one OLE object to a different type.

View Menu

The View menu's commands govern what view mode the windows are in, what toolbars are shown, and so on.

Normal

This is the standard Excel spreadsheet view.

Page Layout

The new Page Layout view. See page 467.

Page Break Preview

Switches to Page Break view mode, in which you see your worksheet as it will print (see page 545).

Toolbox

Opens the Toolbox. See page 663.

Formatting Palette

Hides or shows the Formatting Palette.

Toolbars

Using this command's submenu, you can hide or show 16 of Excel's toolbars: Standard, Formatting, Auditing, Border Drawing, Chart, Drawing, External Data, Forms, List, Movie, Picture, PivotTable, Reviewing, Visual Basic, Web, and Word-

View Menu

View Menu

Art. There is a seventeenth option in this submenu called Customize Toolbars/ Menus, which opens the Customize window, where you can select more toolbars or create your own (see Chapter 19).

Ruler

(Page Layout view only.) Displays a ruler along the top of the Excel page.

Formula Bar

Hides or shows the Formula Bar. This is one that you should probably leave on, as you'll be using the Formula bar quite a bit.

Status Bar

Hides or shows the status bar at the bottom of an open workbook.

Header and Footer

Lets you edit the headers and footers that appear at the top and bottom of every page.

Comments

Shows all comments in the document if they're hidden, and opens the Reviewing toolbar. If comments are already visible, choosing this hides them.

Custom Views

Opens the Custom Views window, which you can use to add, delete, or show custom views that you've saved.

Report Manager

Opens the Report Manager window, in which you can add, edit, delete, and print custom reports. A report is a combination of views, scenarios, and sheets that you can print (see page 589).

Full Screen

Turns Full Screen mode on and off. In Full Screen mode, your workbook enlarges to take over the entire screen, and Excel hides other elements (such as toolbars, the Formatting Palette, and the Office Assistant).

Zoom

Opens the Zoom window, in which you can choose one of seven zoom levels (25, 50, 75, 100, 125, 150, or 200 percent) for magnifying or shrinking the onscreen representation of your spreadsheet, or you can zoom in or out to fit a selection. You can also enter a custom zoom level (from 10 to 400 percent).

Sized with Window

If you have a chart embedded in its own Chart Sheet, this command ties the size of the chart to the size of the window in which it's embedded. If this command isn't checked, resizing the window has no effect on the size of the chart.

Chart Window

If you have a chart selected, this appears at the bottom of the View menu. It makes Excel open the existing chart in a new chart window.

Insert Menu

If you want to insert something into your Excel documents, then this menu is your best friend.

Cells

Inserts a number of blank cells equivalent to the number you've first selected, and opens the Insert Cells window, which lets you set how those cells are placed.

Rows

Inserts a number of blank rows equivalent to the number you've first selected, moving the selected rows down. If you have only one cell selected, Excel inserts only one row.

Columns

Inserts a number of blank columns equivalent to the number you've first selected, moving the selected columns to the right. If you only have one cell selected, Excel inserts only one column.

Worksheet

Inserts a new worksheet into the currently open workbook to the left of the currently active or selected sheet.

Chart

Opens the Chart window, which walks you through the creation of a chart, and then it inserts your newly minted chart either into the currently active worksheet or into a whole new sheet reserved for the chart alone.

List

Opens the List wizard, which walks you through the creation of one of Excel's fancy List objects (see page 496).

Insert Menu

Insert Menu

Page Break

Inserts a page break above the currently selected cell. If the cell is adjacent to a manually placed page break, this command changes to Remove Page Break, which (as you might guess) removes the break.

Function

Inserts the Paste Function window, from which you can select one of Excel's functions to insert into the currently active cell.

Name

The Name menu has five submenu choices that let you deal with names in Excel worksheets. Names are plain-English ways of referring to a cell or selection of cells (see page 494).

- **Define.** Opens the Define Name window, in which you can add or delete names for a cell or group of cells.
- **Paste.** Opens the Paste Name window, which you can use to paste a named group of cells into a formula. You can also paste a list of your defined names, including the cells to which those names refer.
- **Create.** Opens the Create Names window, which lets you create names based on labels in selected cells.
- **Apply.** Opens the Apply Names window, in which you can choose a name range to replace a cell range inside a formula. That cell range has to match an existing named cell ranges; otherwise, the Apply function doesn't work.
- **Label.** Opens the Label Ranges widow, in which you can add and remove Label Ranges as row labels or column labels. The labels you create let Excel automatically apply them to formulas.

Comment

Inserts a comment attached to the selected cell or cells.

Picture

The Insert → Picture submenu lets you grab images from one of six sources. You can read about them in detail in Chapter 20, but here's a summary:

- **Clip Art** opens the Clip Art gallery and lets you select a bit of Office clip art to insert.
- **From File** brings up an Open dialog box, which lets you find and insert your own picture files.
- **AutoShapes** opens the AutoShapes toolbar; you can start drawing in your worksheet using the AutoShapes tools.

- **Organization Chart** opens Microsoft Organization Chart, which lets you create and insert your own flow charts into the currently active Excel worksheet.
- **WordArt.** Opens the Word Art window, in which you can create text art for insertion into the currently active sheet.
- **From Scanner or Camera.** If you have the proper drivers installed (so-called TWAIN drivers), this command can grab images from a digital camera or a scanner and insert them into the currently active worksheet. (Very few cameras and scanners actually work with this feature, however.)

Movie

Brings up an Open dialog box, in which you can select a QuickTime, AVI, or MPEG movie to insert into the currently active sheet.

Object

Opens the Insert Object window, in which you can select one of the following Office object types for insertion: a Clip Gallery item, an Equation object, a Microsoft Graph Chart object, Microsoft Organization Chart object, a Word Document object, or a Word Picture object (page 694).

Hyperlink

Opens the Insert Hyperlink window, in which you can insert a new hyperlink to a Web page, a document, or an email address. If there's already a link in the selected cell, this command opens the link for editing.

Format Menu

The Format menu gathers together all of the commands that you're likely to use while altering the formatting of your sheets and workbooks.

Cells

Opens the Format Cells window, in which you can choose all kinds of formatting options for the selected cells. This menu item changes to reflect the type of object is selected—Picture, Object, WordArt, or AutoShape—and then opens the appropriate Format window. *Keyboard shortcut:* ⌘-1

Row

This menu has four options that govern the appearance of the selected row or rows:

- **Height.** Opens the Row Height window, in which you can set the height of the selected row or rows in pixels. If a worksheet is protected, this option is unavailable.

Format Menu

Format Menu

- **AutoFit.** Makes the selected row precisely as high as it needs to be to accommodate the tallest text in the row. Measured in pixels.
- **Hide.** Hides the selected row or rows from view (it doesn't delete them).
- **Unhide.** Reveals any hidden rows.

Column

Like its sibling menu item, Format → Row, this menu has five options that let you edit the appearance of the selected column or columns:

- **Width.** Opens the column width window, in which you can set the width of the selected column or columns (measured in characters).
- **AutoFit Selection.** Makes the selected column precisely as wide as it needs to be to accommodate the longest text in the column. Measured in characters.
- **Hide.** Hides the selected column or columns from view.
- **Unhide.** Reveals any hidden columns.
- **Standard Width.** Resets the selected column or columns to the default setting of 10 characters.

Selected Chart Area

If you have a chart selected, the Select Data Series menu item appears; it lets you format the selected chart's area. This menu item changes to reflect the various items selected in the chart, including data series, plot areas, labels, and legends. All of these open the appropriate Format window.

Sheet

This menu item has four submenus, each of which deals with a formatting aspect for the active worksheet.

- **Rename.** Lets you rename the currently active sheet.
- **Hide.** Hides the selected sheet or sheets.
- **Unhide.** Reveals any hidden sheets in the workbook by presenting you with a list of hidden sheets and letting you choose those you want shown.
- **Background.** Lets you select a graphics file to use as a background for the front-most sheet.

AutoFormat

Opens the AutoFormat window, in which you can select formatting from a range of presets for the selected cells or pivot table.

Conditional Formatting

Opens the Conditional Formatting window, in which you can change the selected cells' formatting based on conditions that you define—such as changing a cell's text color to red when its value is negative.

Style

Opens the Style window, in which you can add, edit, or remove styles. Styles are a saved set of formatting commands that you can apply to a cell or range of cells with ease.

Tools Menu

Although all menu items are tools, in a sense, most are grouped together because they have some commonality (such as the Insert and Format menu items). The Tools menu, on the other hand, is more general in nature. It includes a mix of text tools, sharing tools, and other miscellaneous functions that are powerful but don't necessarily have a common thread.

Spelling

Runs a spell check on the frontmost spreadsheet.

Dictionary

Opens the Office Dictionary floating window, which works like a real-world definitions dictionary (except for the paper cuts).

AutoCorrect

Opens the AutoCorrect window, where you can edit what Excel tries to correct while you type, such as changing "abbout" to "about." You can add your own items for Excel to AutoCorrect here.

Error Checking

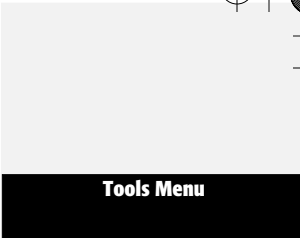
Checks the sheet for invalid equations and operations and provides a summary.

Share Workbook

Opens the Share Workbook window, in which you can change an ordinary workbook into one that can be shared by many Excel users at once on a network. In this window, you can turn workbook sharing on and off, and you can adjust how changes to the shared workbook are treated.

Track Changes

The Track Changes controls how Excel keeps tabs of changes to worksheets and workbooks made by your collaborators. This menu has two submenu options:



Tools Menu

- **Highlight Changes.** Opens the Highlight Changes window, in which you can turn change tracking on and control which changes are highlighted.
- **Accept or Reject Changes.** Walks you through the changes that have been made to a workbook, offering you the chance to accept or reject each.

Merge Workbooks

Merges all of the changes from a series of shared workbooks into one single workbook.

Protection

The Protection menu has three submenu choices that let you choose a level of protection for the currently open worksheet or workbook.

- **Protect Sheet.** Protects the frontmost sheet from changes to cells, charts, graphics, or Visual Basic code.
- **Protect Workbook.** Protects a workbook's structure from changes such as deleting, adding, hiding, or showing sheets; also keeps windows from being resized.
- **Protect and Share Workbook.** Protects the workbook's change tracking and sharing status. If the workbook is not yet shared, Excel will ask you if you want to do so when this item is selected. If it's already shared, this command changes to Unprotect Shared Workbook.

Flag for Follow Up

Opens the Flag for Follow Up window, in which you can set a reminder attached to the currently open workbook. That reminder will pop up at the time you specify to remind you to do something with the workbook in question (provided an Office program is running at the time).

Goal Seek

Changes the value in a cell until a formula that uses that cell reaches a value you specify (see page 577).

Scenarios

Opens the Scenarios Manager window, in which you can add, edit, merge, and delete a series of scenarios, which are a way of playing "what if" with an Excel worksheet (see page 579).

Auditing

The Auditing menu controls how formulas in a worksheet or workbook interrelate. It has five submenu choices, all of which involve colorful arrows that appear on your spreadsheet, pointing to cells that refer to each other (see page 566).

- **Trace Precedents.** Makes arrows point to a cell or cells that provide values for the formula in the selected cell. Useful if you're looking for where data comes from.
- **Trace Dependents.** Points to a cell or cells where the value in the selected cell is being used.
- **Trace Error.** If the selected cell contains an error caused by a bad value in a cell that its formula references, an arrow identifies the offending cell.
- **Remove All Arrows.** Removes all of the arrows drawn by auditing commands.
- **Show Auditing Toolbar.** Hides or shows the Auditing toolbar.

Solver

Opens a Solver window that lets you attempt to solve an equation to your liking by changing certain cell values (see page 582). In this window, you can add, edit, and delete constraints, choose cells that the Solver is allowed to affect, and set which cell is the target cell for the solution.

Calculator

Opens the Formula Calculator, which you can use to quickly create formulas in a neat touchpad format (see page 489).

Macro

For power users, the Macro command contains a lot of power (see page 592). It lets you run and edit existing macros, make new ones, and gives you access to the Visual Basic Editor. It has three submenu choices:

- **Macros.** Opens the Macro window, in which you can create, edit, or delete macros. You can also use this window to debug your macros by working through them one step at a time.
- **Record New Macro.** Opens the Record Macro window, which lets you set options for your new macro and then makes Excel watch your every move while it records what it sees.
- **Visual Basic Editor.** For serious Excel junkies only. Opens the Visual Basic Editor, in which you can write your own Excel macros using Microsoft's Visual Basic language.

Add-Ins

Opens the Add-Ins window, in which you can enable or disable various Add-Ins for Excel. Add-Ins are conceptually similar to Photoshop plug-ins in that they add new functions to Excel.

Data Menu

Customize

Opens the Customize window, in which you can decide what toolbars Excel should display, create your own custom toolbars, and choose how Office presents itself visually. (See Chapter 19.)

Wizard

The Wizard menu gives you access an Excel wizard called Conditional Sum, which walks you through writing a formula to take the sum of specific values depending on other values in a list.

Data Menu

This menu's commands all process the numbers and characters in your worksheet.

Sort

Sorts the selected rows alphabetically, by date, or numerically.

Filter

The Filter menu item lets you hide rows of a list or selection according to criteria that you specify. It has three items in its submenu.

- **AutoFilter.** Turns the AutoFilter pop-up menus at the top of a list object's column. These pop-up menus contain commonly used filters.
- **Show All.** Removes any filtering that's been applied to a list.
- **Advanced Filter.** Opens the Advanced Filter window, which lets you create your own filters for a selected range of cells.

Form

Opens a data form window, which you can use to view, edit, add, and delete data in a list object (see page 586).

Subtotals

Figures out a subtotal and grand total for the selected labeled column; automatically inserts the appropriate cells, moving the selected cells to the right, and puts the spreadsheet in outline mode.

Validation

Opens the Data Validation menu, which lets you control what kind of data is entered in a cell or cell. It also lets you choose a message to display when a cell is selected.

Table

Creates a data table based on a selected row and column input cell. Data tables are useful to show how changing formula values affect a sheet's data (see page 576).

Text to Columns

Opens the Convert Text to Columns Wizard, which walks you through the process of converting a chunk of text in a cell (either separated by spaces or by commas) into a series of columns.

Consolidate

Grabs data from one of several sources and consolidates it into a table for easy viewing. This command opens the Consolidate window, in which you can choose your consolidation function, and add data sources.

Group and Outline

The commands in this menu let you group data together and create outlines from your groupings. By using grouping and outlining, you can hide and show detailed data, grouping it in ways that help make sense of it (see page 589). For your grouping pleasure, the Group and Outline menu has seven submenu items.

- **Hide Detail.** If you have a summary row or column, this command hides the detail rows or columns. For PivotTables, this command hides detail data in an outer row or column field item.
- **Show Detail.** If you have hidden detail rows or columns, this command shows them. For PivotTables, this command reveals detail data in an outer row or column field item.
- **Group.** Groups data (either cells or items in a PivotTable) together for easy analysis and printing. Grouping cells automatically creates an outline in the frontmost sheet.
- **Ungroup.** Ungroups formerly grouped data, separating group members into individual items.
- **Auto Outline.** Tells Excel to automatically create an outline, which it happily does from the formulas and cell references in the given spreadsheet.
- **Clear Outline.** Removes outlining, of course. If you have selected a set of cells that are in groups, then this command removes the outline in that area. If the selected cells are not in a group, the outline is removed from the worksheet.
- **Settings.** Opens the Settings window, in which you can set some options for outlining and summarizing data in a worksheet.

Data Menu

Chart Menu

PivotTable Report

Opens the PivotTable Wizard, which walks you through creating a PivotTable or editing an existing PivotTable (see page 572).

Get External Data

This menu has a collection of commands that link Excel to other data sources (such as databases or Web-based data sources). There are seven commands in this submenu.

- **Run Saved Query.** Pops up an Open dialog box, in which you can select a saved data query to run. Excel ships with four pre-saved Web-based queries ready for you to use.
- **New Database Query.** Opens the Query Wizard, in which you can create your own database query, you mad scientist, you.
- **Import Text File.** Imports an entire text file into the currently open worksheet. This command opens the Text Import Wizard, which walks you through how Excel will parse and place the data from the text file.
- **Import from FileMaker Pro.** Pops up an Open dialog box, in which you can choose a FileMaker Pro database document to import data from (see page 568).
- **Import from FileMaker Server.** Does the same thing as above, but for FileMaker databases stored on a network.
- **Edit Query.** Edits a query that you created using Microsoft Query to get at data in an external database. If you have used the Import Text File command to bring in a text file, this menu item changes to Edit Text Import, and performs accordingly.
- **Data Range Properties.** Opens the External Data Range Properties window, which lets you change some of the settings for an imported bit of external data (such as whether the query definition is saved, how data is refreshed, and how data is laid out).
- **Parameters.** Lets you set options for a parameter query, a special kind of query that asks you for some information that it will use to retrieve data from the database's tables.

Refresh Data

Refreshes the data in a PivotTable if the table's source data has changed.

Chart Menu

The Chart menu appears only when a chart is selected in Excel; it replaces the Data menu on the menu bar. Many of these options duplicate settings in the chart wizard, giving you the chance to revisit some of those choices.

Chart Type

Opens the Chart Type window, in which you can choose a new chart type for the selected chart (see page 531).

Source Data

Opens the Source Data window, in which you can choose a different range of cells from which the chart draws its data.

Chart Options

Opens the Chart Options window, in which you can set all kinds of options for the selected chart. These settings cover the chart's titles, labels, gridlines, legends, and axes.

Location

Opens the Chart Location window, in which you set where the chart is placed: as a new sheet or as an object in an existing sheet.

Add Data

Opens the Add Data window, which lets you add additional cells to the chart.

Add Trendline

Opens the Add Trendline window, in which you can add a trend line to your chart, or change one that's already there (see page 542).

3-D View

Puts up the 3-D view window, which lets you manipulate your 3D chart as if it were a real-world, solid item by rotating it, scaling it, or changing its elevation. If the selected chart isn't a 3D chart, this menu item isn't available.

Window Menu

These commands help you manage your spreadsheet windows.

Zoom Window, Minimize Window, Bring All to Front

These commands behave the same way as they do in Entourage (see page 768).

New Window

Opens a new window on the same file that's currently open—a duplicate view of the same spreadsheet. This arrangement lets you view two (or more) places in the same file at the same time, scrolled to different spots and zoomed independently.

Window Menu

Help Menu

Arrange

Arranges all open windows so that at least a portion of each is visible—which makes switching or dragging data between open files much easier. An Arrange Windows dialog box opens, where you can set how those windows are arranged (Tiled, Horizontal, Vertical, or Cascade).

Hide

Hides the frontmost workbook window without closing it.

Unhide

Displays a list of windows that have been hidden with the Hide command, which you can then Unhide.

Split

Splits the active window horizontally and vertically into four, independently scrolling panes. If the currently active window has been split, this menu command changes to Remove Split.

Freeze Panes

If your sheet has been split into two or four panes, this command freezes the top pane, the left pane, or both. That way, those panes stay in place while you scroll the lower right panes—it keeps column and row titles visible while you scroll through your worksheet. (None of this affects how the sheet prints.) This command changes to Unfreeze Panes if you have already frozen the panes on the sheet.

Window List

The last item on the Window menu is a list of currently open workbook windows. You can switch between them by selecting their names from this menu.

Help Menu

These commands are the same as they are in Entourage, as described earlier in this appendix.

PowerPoint Menus

PowerPoint has many commands in common with the other Office programs. What unique menus it has are dedicated to manipulating slides, text, and images, which is what PowerPoint does so well.

File Menu

PowerPoint's File menu, of course, is for working with files on your hard drive—whether that's creating new files, saving them, or printing them.

Project Gallery, New Presentation, Open, Close, Save, Save As

These commands work exactly as they do in Excel; the only distinction here is the wording of the New command (New Presentation).

Save as Web Page

Saves the frontmost PowerPoint presentation as a series of Web pages, converting graphics and graphs to the proper kinds of graphics files and saving all of the data in HTML tables (see page 648).

Make Movie

Creates a QuickTime movie from the frontmost open presentation (see page 646).

Web Page Preview

Shows you what your presentation looks like as a Web page. It opens a temporary Web page version of your file in your browser.

Page Setup, Print

These commands work just as they do in Excel.

Send To

PowerPoint's Send To submenu lets you send the currently open presentation directly to:

- **Mail Recipient.** Attaches the frontmost presentation as a file attachment to an outgoing Entourage email message, so that you can send it to whomever you like.
- **Microsoft Word.** Sends the frontmost presentation's outline to Word, where you can edit it.

Properties, Quit

These commands work just as they do in Excel.

Edit Menu

The Edit Menu gathers together all of PowerPoint's Edit tools into one handy place. Many of these commands are similar to those in other Office programs' Edit menus, but they aren't all the same.

Edit Menu

Undo, Repeat/Redo, Cut, Copy, Copy to Scrapbook

These commands work just as they do in Excel.

Paste, Paste from Scrapbook, Paste Special

Opens the Paste Special window, which you can use to paste the contents of the clipboard into the presentation as a linked or embedded file. It also offers some formatting options when pasting such a file.

Paste as Hyperlink

Pastes the clipboard contents (if you've copied an Internet address or some material from Word) into the frontmost PowerPoint presentation as a hyperlink.

Clear

Clears the selected item from the frontmost presentation document.

Select All

Selects all objects on the screen. If the cursor is currently in an active text object, selects all of the text inside that object. *Keyboard shortcut:* ⌘-A.

Duplicate

Duplicates the selected object, placing the copy slightly below and to the right of the original. Duplicating an item does not put it on the clipboard. *Keyboard shortcut:* ⌘-D.

Delete Slide

Deletes the current slide (Normal or Notes view) or the selected slides (in Slide Sorter view).

Find

Opens PowerPoint's Find window, which you can use to search for certain keywords or formatting in Office files on your hard drive. *Keyboard shortcut:* ⌘-F.

Replace

Searches for specific text or formatting and replaces it with other text or formatting that you specify. *Keyboard shortcut:* Shift-⌘-H.

Go to Property

Although few living souls have ever tried it, PowerPoint offers a unique feature that lets you flag certain blobs of text as having been proofread, approved by the client, and so on. To flag a piece of text in this way, drag through it; choose File →

Properties → Custom tab; choose from the list of properties (Disposition, Department, and so on); turn on “Link to content”; click Add; and then click OK.

After having marked up dozens of text swatches in a slide show this way, the Edit → Go To Property command is your ticket to finding those characteristics again. When you choose this command, a tiny dialog box appears, listing all of the flags you’d set up in this way; by double-clicking one, you jump directly to the corresponding blob of text, making it easy to (for example) round up all the text blobs that have yet to be approved before going live with the presentation.

Object

If you’ve been editing the text inside a text box or table, it’s a darned nuisance to have to switch to the arrow tool just to adjust, say, the placement, formatting, or size of that text box or table. This command neatly toggles back and forth between (a) placing the insertion point inside the selected text box or table and (b) selecting the text box or table itself. It saves you a couple of mouse clicks when doing frantic alternation between editing and tweaking.

View Menu

The View menu is home to the commands that govern what you see when you’re working with PowerPoint: its view mode, whether the presentation is in color or grayscale, and what toolbars and palettes are showing.

Normal, Slide Sorter, Notes Page, Slide Show

Switches to the corresponding view; see page 611 for details on these views.

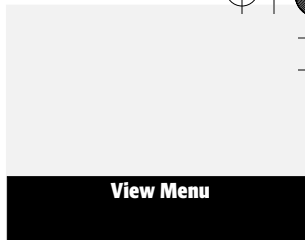
Presenter Tools

New in PowerPoint 2004. Starts the slideshow with the Presenter Tools showing (see page 638).

Master

The Master menu takes you to the various master elements in a presentation. It has four submenu choices:

- **Slide Master.** Takes you to the Slide Master for the currently active presentation, in which you can add elements, or make formatting changes, that will show up on every slide.
- **Title Master.** Takes you to the Title Master, where you can tweak the settings for the special Title Master slide.
- **Handout Master.** Takes you to the Handout Master, which lets you tweak settings that will appear on every handout page in the presentation.



View Menu

- **Notes Master.** Takes you to the Notes Master, which lets you change settings for every notes page in the presentation.

Grayscale

Takes your presentation into, or out of, Grayscale mode, temporarily removing all color—a useful preview if you plan to print on a standard black-and-white laser printer. If you Control-click your presentation while in Grayscale mode, you get a Grayscale contextual menu that offers various wacky inversions of the black/white/gray color scheme.

Slide Miniature

Hides or shows the Slide Miniature floating window, which shows a thumbnail image of the current slide.

Toolbox, Formatting Palette

Hides or shows these palettes, which behave the same way in Excel, PowerPoint, and Word.

Toolbars

Hides or shows any of 13 PowerPoint toolbars: Standard, Formatting, Animation Effects, Common Tasks, Drawing, Movie, Outlining, Picture, Reviewing, Tables and Borders, Visual Basic, Web, and WordArt. The fourteenth option, Customize Toolbars/Menus, opens up the Customize window, in which you can turn on or off even more Power-Point toolbars or create your own (Chapter 19).

Ruler

Hides or shows PowerPoint's rulers (for aligning objects on the page).

Guides

Turns the horizontal and vertical guide lines on or off (useful T-square-like lines that help you align objects on your slide with each other). *Keyboard shortcut:* ⌘-G.

Header and Footer

Opens the Header and Footer window, in which you can create text that repeats on the top or bottom of every slide.

Comments

Shows or hides any comments (“sticky notes”) that have been placed in PowerPoint slides by you or your detractors.

Zoom

Opens the Zoom window, where you can choose from one of six preset values for magnifying or reducing the onscreen representation of your slides, or enter your own zoom percentage.

Insert Menu

Use the commands in this menu to add things to your PowerPoint presentations or to individual slides.

New Slide

Creates a new slide after the selected slide.

Duplicate Slide

Duplicates the active slide; places the duplicate after that slide. Although no key equivalent is given in the menu for this command, pressing Shift-⌘-D is, in fact, the keyboard shortcut.

Slide Number

Adds the slide number to a text box on the active slide (not every slide—you'll have to use a header or footer for that purpose).

Date and Time

Opens the Date and Time window, which you can use to add the current date and time in one of several formats to the current slide. If you want to add the date and time to every slide, again, use a header or footer.

Tab

Inserts a tab into text at the insertion point, just as though you'd pressed the Tab key.

Symbol

Calls up the Symbol window, in which you can choose a symbol character from any of the currently installed symbol fonts—or from the symbols contained in a normal font.

Comment

Inserts a comment into the currently active slide, as though it's a “sticky note.”

Insert Menu

Insert Menu

Slides from File

Lets you pull slides out of another PowerPoint file to insert into the currently active presentation.

Slides from Outline

Imports a Word outline and creates slides (and slide text) from it. Each first-level item is given its own new slide (see page 607).

Picture

The Insert → Picture submenu lets you grab images from one of seven sources, as described in Chapter 20.

Text Box

Inserts an empty text box on the active slide.

Movies and Sounds

Gives you five choices that you can use to get motion and audio into your presentations.

- **Movie from Gallery.** Opens the Clip Gallery to show motion clips, which are really just animated GIFs.
- **Movie from File.** Pops up an Open dialog box, in which you can choose a Quick-Time movie file to insert into your presentation.
- **Sound from Gallery.** Opens the Clip Gallery to show all audio clips that you can insert into your presentation.
- **Sound from File.** Pops up an Open dialog box, in which you can choose an audio file to insert into your presentation.
- **Play CD Audio Track.** Inserts a track from the currently mounted audio CD so that you can use it as a soundtrack.
- **Record Sound.** Lets you record a sound, using your Mac's microphone, that can be used in your presentation (see pages 591).

Chart

Launches Microsoft Graph, which you can use to create and insert a chart into your presentation.

Table

Opens the Insert Table window, in which you can specify the size of the table that gets inserted when you select this command.

Object

Opens the Insert Object window, in which you can select one of the following Office object types for insertion: a Clip Gallery item, an Equation object, a Microsoft Graph Chart object, Microsoft Organization Chart object, a Word Document object, or a Word Picture object (see Chapter 20).

Hyperlink

Opens the Insert Hyperlink window, in which you can insert a new hyperlink to a Web page, a document, or an email address. *Keyboard shortcut:* ⌘-K.

Format Menu

This menu contains all of PowerPoint's formatting commands, which let you manipulate fonts, text alignment and spacing, and colors. When you're working with text, they work exactly the same as text formatting in Word (see Chapter 3).

Font

Opens the Font window, in which you can set all kinds of font options for the currently selected text: the font, size, style, color, and effects.

Bullets and Numbering

Opens the Bullets and Numbering window, in which you can select a style for your bulleted or numbered items. You can also use this window to insert a picture or character of your own choosing to use as a bullet.

Alignment

Aligns the selected text in one of four ways: left, center, right, or justified.

Line Spacing

Opens the Line Spacing window, in which you can set the line spacing as well as the space before or after each paragraph.

Change Case

Opens the Change Case window, where you can change the capitalization of the selected text: sentence case, lowercase, uppercase, title case, and toggle case.

Replace Fonts

Lets you replace one specified font in your presentation with a different font, globally, wherever it may occur—a great tactic when you move your file to a different machine that doesn't have the fonts you used originally.

Format Menu

Tools Menu

Slide Design

Brings up an Open dialog box showing PowerPoint's design templates. You can choose one of the files in that window to provide a design template, or you can select an existing PowerPoint presentation and take its design template.

Slide Layout

Opens the Slide Layout window, where you can choose from one of 24 canned layouts for text and graphics on the active slide. They're the same layouts as in the New Slide window shown on page 605.

Slide Color Scheme

Pops open the Color Scheme window, in which you can choose from a set of standard color schemes or create a custom one.

Slide Background

Opens the Background window, in which you can choose a background fill color for the current slide (or for all of the slides in the presentation).

Colors and Lines

Opens the Colors and Lines section of the Format AutoShape window, in which you can select a fill color, a line color and style, and an arrow style for your selected line or shape.

[Object]

This command's name changes to match whatever you've highlighted on your slide—Picture, AutoShape, or whatever. It opens the corresponding Format window.

Tools Menu

Most of these commands work just as they do in the other Office programs.

Spelling, Dictionary, AutoCorrect, Flag for Follow Up, Tools on the Web

These commands work just as they do in Excel.

Language

Flags the selected text as being in a given language, whether it actually is or not. The Office spelling checker will use the appropriate language dictionary (and you'll get language-appropriate AutoText entries) as a result.

Meeting Minder

Opens the Meeting Minder floating window, in which you can enter notes during a presentation for later use (see page 635).

Macro

The Macro menu holds the two most important automation commands in PowerPoint: Macros (which opens the macro window, where you can create, edit, or delete macros), and Visual Basic Editor (which opens the Visual Basic Editor module, where you can write your own macros).

Add-Ins

Opens the Add-Ins window, where you can turn on PowerPoint plug-in features. (At this writing, none exist; Office doesn't come with any.)

Customize

Opens the Customize window, in which you can decide what toolbars PowerPoint should display, create your own custom toolbars, and choose how Office presents itself visually (see Chapter 19).

Slide Show Menu

This menu contains all of the slide show-related menu commands, used for preparing and running a slideshow.

View Show

Starts the slideshow from the current slide.

Rehearse Timings

Runs through your slideshow, keeping track of the amount of time that it takes to show each slide. Those times can be saved with the presentation so that it runs just as long as it did during rehearsal.

Record Narration

Runs through your slide show while recording your voice, making a complete presentation out of what you record. The audio plays back as a series of audio clips to the timings that you set while recording your narration.

Set Up Show

Opens the Set Up Show window, in which you can set options for the currently open presentation.

Slide Show Menu

Window Menu

Action Buttons

Lets you add action buttons to your slides. You can choose the kind of action button (mostly used for navigating, playing media clips, or opening files) from the submenu: custom, home, help, information, previous slides, next slide, first slide, last slide, last slide viewed, document, sound, and movie.

Action Settings

If you have an Action Button selected, this command opens the Action Settings window, in which you can decide what the selected Action Button does.

Animations

Lets you choose an animation for the selected item from the submenu.

Animation Preview

Previews the animation in the little floating Animation Preview window so you can see how it looks—and sounds, if it has audio.

Slide Transition

Opens the Slide Transition window in which you can select a transition between slides, and you can tweak how it looks (page 629).

Hide Slide

Hides the current slide so that it's not displayed during a slideshow.

Custom Shows

Opens the Custom Shows window, in which you can add, edit, or remove custom slide show variations on the currently open presentation.

Window Menu

The Window menu commands let you shuffle and manipulate multiple PowerPoint windows.

Zoom Window Minimize Window, New Window, Arrange All, Bring All to Front

These commands work exactly the same as in Excel (page 787).

Cascade

Resizes and rearranges all open windows so that one is on top of the next, and you can see the title bar and a small proportion of each window.

Next Pane

Rotates clockwise to the next window pane, making it active.

Window List

The last item on the Window menu is a list of currently open PowerPoint windows. You can switch between them by selecting their names from this menu.

Help Menu

See “Help Menu” on page 769.

Word Menus

Word’s menus, once again, offer many functions described earlier in this appendix, but there are significant differences.

File Menu

Word comes equipped with a File menu (like almost all other Mac programs), which is mainly used for working with files on your hard drive—whether that’s creating new files, saving them, or printing them.

Project Gallery, New Blank Document, Open, Close, Save, Save As

These commands work just as they do in Excel.

Save as Web Page

Converts the frontmost Word document into a Web page, converting graphics into the appropriate graphic formats (see Chapter 8).

Versions

Opens the Versions window, in which you can save and access multiple versions of the same document (see page 186).

Web Page Preview

Shows you what your document would look like as a Web page. It opens a temporary Web page conversion of your file in your browser of choice.

Page Setup, Print

These commands work just as they do in Excel.

File Menu

Edit Menu

Print Preview

Opens up the Print Preview window to show you how a Word document will look when you print it; lets you adjust margins (see page 44).

Send To

Word's Send To submenu has three items: Mail Recipient (as HTML), Mail Recipient (as Attachment), and Microsoft PowerPoint. They're explained on page 53.

Properties, Quit

These commands work just as they do in Excel.

Edit Menu

The Edit Menu gathers together all of Word's Edit tools into one handy place. Many of these commands are similar to those in other Office programs' Edit menus.

Undo, Repeat/Redo, Cut, Copy, Copy to Scrapbook

These commands work just as they do in Excel.

Paste, Paste from Scrapbook, Paste Special

Again, these commands do the same things as in Excel...but in Word.

Paste as Hyperlink

Pastes the clipboard contents into the frontmost Word document as a hyperlink.

Clear

Word's Clear command is a submenu giving you a choice of how much to clear away:

- **Clear Formatting.** Like the Clear Formatting option on the Formatting Palette's Style menu, this option removes formatting while leaving text intact.
- **Contents.** This is the new name of the true Clear command, which deletes selected text without copying it to the Clipboard.

Select All

Selects all text and objects in the document, ready for (for example) copying or deleting. *Keyboard shortcut:* ⌘-A.

Find

Opens Word's Find window, which you can use to search the open document for text or formatting. *Keyboard shortcut:* ⌘-F.

Replace

Searches for specific text or formatting and replaces it with other text or formatting that you specify. *Keyboard shortcut:* Shift-⌘-H.

Go To

Opens the Go To portion of the Find and Replace window, in which you can enter a place in the frontmost Word document to go to, such as a specific page, section, line number, footnote, or endnote. *Keyboard shortcut:* ⌘-G.

Links

Pulls up a window that shows information about every link in the currently active document (see page 60). If the document doesn't have any links to other documents, this option is dimmed.

Object

Lets you edit an embedded object, such as a Microsoft Graph object or a Microsoft Organization Chart object (see page 697).

View Menu

This menu's commands govern what view mode the windows are in, what toolbars are shown, and so on.

Normal, Online Layout, Page Layout, Outline, Notebook Layout, Master Document

Switches among Word's various document views; see page 32 for descriptions.

Toolbox, Formatting Palette

Hides or shows these palettes, which work the same in Excel, PowerPoint, and Word.

Toolbars

Shows a submenu of 17 Word toolbars that you can hide or show by selecting them here. The last option, Customize Toolbars/Menus, opens up the Customize window, in which you can turn on or off even more Word toolbars or create your own toolbars (see Chapter 19).

View Menu

Insert Menu

Ruler

Hides or shows the ruler in the currently active document (see page 116).

Navigation Pane

Opens and closes the Navigation Pane (page 208)

Header and Footer

Switches the currently active Word document to Header and Footer mode (and shows the Header and Footer toolbar), in which you can enter headers or footers that will show up at the top or bottom of every page (see page 217).

Footnotes

Shows footnotes, which also makes them available for editing (see page 221).

Comments

Shows or hides the comments pane (see page 175) and Reviewing toolbar.

Reveal Formatting

Hides or shows the Reveal Formatting mode, which pops up a balloon with all kinds of details about the formatting where you click.

Full Screen

Turns Full Screen mode on or off. In this mode, almost all of Word's extraneous elements (the status bar, the toolbar, and the like) disappear, leaving the entire screen for the enjoyment of your creative work.

Zoom

Lets you magnify or reduce the onscreen display of your document.

Insert Menu

This collection of Word commands lets you insert specialized text, entire documents or other pictures and objects into your Word documents.

Break

Inserts one of six kinds of breaks into the Word document that interrupt your text at the insertion point: page breaks, section breaks, column breaks, and so on (see page 144).

Page Numbers

Opens the Page Numbers window, which lets you choose a place for page numbers that update automatically.

Date and Time

Opens the Date and Time window, from which you can insert the current date and time in a variety of formats. The date and time appear at the insertion point, and it can be made to update automatically to the current date and time whenever the document is printed.

AutoText

The AutoText menu (see page 93) contains 11 commands that let you automatically enter canned bits of text (such as letter salutations) at the insertion point. The Auto-Text menu items are actually categories, with these submenus:

- **AutoText.** Opens the AutoCorrect window to the AutoText tab, where you can enter your own text entries.
- **New.** Creates an AutoText entry from the selected text.
- **Attention Line.** Inserts either Attention: or ATTN: into your document
- **Closing.** Offers 13 ways to close a letter.
- **Contact.** Lets you insert the name of someone in your Entourage Address Book.
- **Header/Footer.** Lists 10 entries appropriate for headers and footers, such as page numbers, the file name, and a “Confidential” stamp.
- **Mailing Instructions.** Offers eight mail-related entries.
- **Reference Line.** Inserts reply-style entries.
- **Salutation.** Lists four correspondence-starters.
- **Signature.** Inserts your name (or whatever signature you like).
- **Subject Line.** Inserts Subject: into your document.

Field

Opens the Field window, in which you can insert a Word field (self-updating text code) at the insertion point (see page 237).

Symbol

Calls up the Symbol window so that you can insert a special character, like TM or © (see page 224).

Insert Menu

Insert Menu

Comment

Inserts a comment into the currently active document (see page 175).

Footnote

Opens the Footnote and Endnote window, in which you can enter footnote and endnote information (see page 221).

Caption

Opens the Caption window, which you can use to insert a picture caption at the insertion point (see page 244).

Cross-reference

Opens the Cross-reference window, which lets you insert cross references to items in the document (see page 248).

Index and Tables

Opens the Index and Tables window, in which you can create various indexes, table of contents entries, and authority citations (see page 256).

Watermark

Lets you choose an image or text to place as a watermark (faint background) on each page of your document.

Picture

The Insert → Picture submenu lets you grab images (clip art, scans, and so on) from one of seven sources, as described in Chapter 20.

HTML Object

This menu is meant to help build Web pages, a secondary Word skill described at length in Chapter 8. It has nine submenus:

- **Background Sound.** Inserts a sound of your choice that will be played back when the page is viewed in a browser.
- **Scrolling Text.** Adds text that scrolls annoyingly when your page is viewed in a Web browser.
- **Checkbox.** Inserts an HTML checkbox (complete with name and value) at the insertion point.
- **Option Button.** Inserts an HTML option button (or radio button) at the insertion point.
- **List Box.** Inserts an HTML list box at the insertion point.

- **Text Box.** Inserts an HTML text box at the insertion point.
- **Submit.** Inserts an HTML button (titled Submit by default) at the insertion point.
- **Reset.** Inserts an HTML Reset button at the insertion point (for resetting a form).
- **Hidden.** Inserts a hidden HTML field at the insertion point.

Text Box

Lets you draw a floating text box (see page 151).

Movie

Brings up an Open dialog box, in which you can select a QuickTime, AVI, or MPEG movie to insert into the document.

File

Lets you insert one Word file into another—at the insertion point—just as though you'd copied and pasted it.

Object

Opens the Insert Object window, in which you can select one of several Office object types for insertion (see page 682).

Bookmark

Inserts a bookmark in the currently open document. The bookmark can be used to mark text, pictures or tables (see page 242).

Hyperlink

Opens the Insert Hyperlink window, where you can insert a link to a Web page, a document, or an email address (see page 300). *Keyboard shortcut:* ⌘-K.

Format Menu

This menu contains all of Word's formatting commands, which let you work with text controls, alignment, and spacing.

Font

Opens the Font window, where you can make all kinds of marvelous tweaks to the type choices of the selected (or about-to-be-typed) text. *Keyboard shortcut:* ⌘-D.

Format Menu

Format Menu

Paragraph

Opens the Paragraph window, where you can change paragraph-level formatting options (such as line spacing and indents). *Keyboard shortcut:* Option-⌘-M.

Document

Opens the Document window, where you can change document-level formatting options (such as margins and how sections begin).

Bullets and Numbering

Opens the Bullets and Numbers window, in which you can control how bulleted and numbered lists look (see page 142).

Borders and Shading

Opens the Borders and Shading window, where you can add and change borders and shaded areas in your Word document (see page 142).

Columns

Opens the Columns window, where you can set the number of columns used in the current document (see page 146). You can also control the column width and spacing in this window.

Tabs

Opens the Tabs window, in which you can add, edit, and remove tab stops in the currently open Word document (see page 122).

Drop Cap

Lets you add a drop cap to the currently open Word document (see page 111). You can choose from one of three styles in the window that pops up.

Text Direction

Lets you choose from three text direction orientations: left to right, top to bottom, or bottom to top. For use primarily in table cells (see page 160).

Change Case

Opens the Change Case window, where you can change the capitalization of the selected text: sentence case, lowercase, uppercase, title case, and toggle case.

AutoFormat

Automatically adds formatting according to the AutoFormat rules that you set to the currently open Word document (see page 99).

Theme

Lets you choose a theme (complete with background and text colors, and graphical bullets) for the current Word document (see page 285).

Style

Lets you add, edit, and remove styles in the currently open Word document (see page 137).

Background

Hides or shows the Background toolbar, which you can use to add a little color to your Word document (see page 295).

[Object]

This menu's wording reflects whatever's selected in the document window (Picture, AutoShape, and so on). It opens the corresponding Format window.

Font Menu

This menu lists every font you have installed. To select a font, choose its name. Word renders the font names in the actual font, so that you can see what you're selecting (see page 142).

Tools Menu

The Tools menu includes a mix of text tools, sharing tools, and other miscellaneous functions.

Spelling and Grammar

Checks the document for spelling and grammar errors; if Word finds any questionable items, pops open the Spelling and Grammar window to give you the opportunity to correct them. *Keyboard shortcut:* Option-⌘-L.

Thesaurus

Opens Word's Thesaurus window, which lets you find synonyms or antonyms for the selected word.

Hyphenation

Hyphenates the currently active Word document, which gives better spacing between words in individual lines (see page 149).

Tools Menu

Tools Menu

Dictionary

Opens the Word dictionary, in which you can look up a word's definition (see page 699).

Language

Flags selected text as being in a given language. The advantage of doing this is that Word will thereafter apply the appropriate language dictionary for spelling checks and AutoCorrect entries.

Word Count

Counts up the statistics for the currently open Word document: the number of words, lines, characters, and paragraphs.

AutoSummarize

Tries to summarize the currently open Word document down to its salient points, as described on page 235.

AutoCorrect

Opens the AutoFormat window, in which you can determine what Word tries to automatically correct when it thinks it sees an error in your typing (see page 91). It also lets you enter AutoText items that will fill in automatically as you type, and it lets you set the automatic formatting that is applied to your Word documents both as you type and if you select the AutoFormat command.

Track Changes

The Track Changes controls how word keeps tabs of changes to documents. This menu has three submenu options: Highlight Changes and Accept or Reject Changes.

- **Highlight Changes.** Opens the Highlight Changes window, in which you can turn change tracking on, plus you can control which changes are highlighted.
- **Accept or Reject Changes.** Walks you through the changes that have been made to a workbook, and accept or reject each.
- **Compare Documents.** Compares the open document with the original saved version of that same document, and shows any changes that you've made.

Merge Documents

Merges changes that have been tracked in the currently open Word document into the document that you choose.

Protect Document

Keeps people from making the kinds of changes that you specify to a document. You can optionally enter a password to protect the currently open document from those changes.

Flag for Follow Up

Opens the Flag for Follow Up window, in which you can set a reminder attached to the currently open Word document. That reminder will pop up at the time you specify to remind you to do something with the document in which it's embedded.

Scrapbook, Reference Tools, Compatibility Report, Project Palette

Opens each of these Toolbox features, as described starting on page 663.

Data Merge Manager

Opens the Data Merge Manager palette, which you can use to take control over your data merge operations (such as mail merges for mass mailings).

Envelopes

Helps you create an envelope, including things such as the delivery address and return address. It also has an option to do a data merge, so that you can draw addresses for your envelopes from a data file.

Labels

Lets you use Word to create mailing labels of all kinds. This command takes advantage of Word's plethora of mailing label templates, and it lets you format those labels for either dot-matrix or laser printing.

Letter Wizard

Opens the Letter Wizard, which walks you through the process of creating a letter suitable for mailing to businesses, friends, or even writing crank letters to the government.

Address Book

Opens the Office Address Book window (which looks suspiciously like the Entourage Address Book), in which you can quickly look up contact information.

Macro

For power users, the Macro command contains a lot of power. It lets you run and edit existing macros, make new ones, and gives you access to the Visual Basic Editor. It has three submenu choices.

Table Menu

- **Macros.** Opens the Macro window, in which you can create, edit, or delete macros. You can also use this window to debug your macros by stepping into them one step at a time, or even set options for your macros.
- **Record New Macro.** Opens the Record Macro window, which lets you set options for your new macro and then makes Word watch your every move while it records what it sees.
- **Visual Basic Editor.** This item opens the Visual Basic Editor, in which you can write your own Word macros using Microsoft Visual Basic.

Templates and Add-Ins

Opens the Templates and Add-Ins window, in which you can attach a different template to the currently open Word document, plus, you can use this window to enable or disable various Add-Ins for Word. Add-Ins are conceptually similar to Photoshop plug-ins.

Customize

Opens the Customize window, in which you can decide what toolbars Word should display, create your own custom toolbars, change keyboard combinations, and choose how Office presents itself visually

Table Menu

Word's Table menu contains a variety of commands to help you draw the perfect table to hold your precious data.

Draw Table

Opens the Tables and Borders toolbar, which you can use to draw tables in your Word documents.

Insert

This menu has several options that let you take a little more conservative approach to table creation. It has six options.

- **Table.** Opens the Insert Table window, in which you can specify the size and characteristics of your new table.
- **Columns to the Left.** Adds a column to the left of the insertion point in the currently active table. If you have more than one column selected, this command will insert the same number of columns to the right of the insertion point.
- **Columns to the Right.** Adds a column to the right of the insertion point in the currently active table. If you have more than one column selected, this command will insert the same number of columns to the right of the insertion point.

- **Rows Above.** Inserts a row above the insertion point in the currently active table. If you have more than one row selected, this command will insert the same number of rows above the insertion point.
- **Rows Below.** Inserts a row below the insertion point in the currently active table. If you have more than one row selected, this command will insert the same number of rows below the insertion point.
- **Cells.** Inserts the number of cells that you have selected into the currently active table. It also opens the Insert Cells window, in which you can specify how things move around to make room for those cells.

Delete

Sometimes you want to remove a table from a document, and this menu (with its four submenu choices) has you covered.

- **Table.** Deletes the currently selected table.
- **Columns.** Deletes the currently selected columns.
- **Rows.** Deletes the currently selected rows.
- **Cells.** Deletes the currently selected cells, and it gives you the option of how you want to shift the remaining cells to take up the room left vacant by the now missing cells.

Select

That's right—there's a special Select menu item for use with tables, and it has four submenu options to help you select just the portions of the table with which you want to work.

- **Table.** Selects the entire table. If the insertion point isn't in a table, this option is left blank.
- **Column.** Selects the column in which the insertion point is located.
- **Row.** Selects the row in which the insertion point is located.
- **Cell.** Selects the cell in which the insertion point is located.

Merge Cells

Merges two or more adjacent selected cells (including the data contained in those cells) into one large cell.

Split Cells

Splits a cell into the number of rows and columns that you set.

Table Menu

Table Menu

Split Table

Plays King Solomon and splits a table at the insertion point, placing a paragraph mark between the two new tables.

Table AutoFormat

Automatically formats the currently selected table using one of a number of color schemes, line thicknesses, and column widths. You get to select an AutoFormat scheme when you select this item.

AutoFit

The AutoFit menu item lets you automatically resize a table to fit a variety of factors. This menu item has five submenu selections.

- **AutoFit to Contents.** Makes the table's columns resize themselves to fit the text or numbers that you type in.
- **AutoFit to Window.** Makes the table resize itself to fit a Web browser window. Useful for creating tables meant for the Web.
- **Fixed Column Width.** Makes the width of the selected columns a fixed value. That way, they won't vary in size.
- **Distribute Rows Evenly.** Makes the selected rows the same height.
- **Distribute Columns Evenly.** Makes the selected columns the same width.
- **Heading Rows Repeat.** Makes the selected row a heading row, which means that it will repeat at the top of a page if the table that it's in spans more than one page.

Heading Rows Repeat

Does the same thing as the AutoFit → Heading Rows Repeat command just above.

Convert

The two commands in the Convert submenu let you move text into tables and back out again.

- **Convert Text to Table.** Converts the selected text into a table, placing the text in one or more of the table's cells.
- **Convert Table to Text.** Converts the selected table cells into regular text.

Sort

Opens the Sort window, in which you can sort your table's contents alphabetically, numerically, and so on.

Formula

Sort of a mini-Excel. This command lets you insert a formula into the currently active cell to do basic calculations.

Gridlines

Hides or shows the table's dotted gridlines. These gridlines help you see what you're doing in your current table.

Table Properties

Opens the Table Properties window, in which you can set all kinds of options for the currently selected table.

Window Menu

The Window menu provides a home for all menu commands that are window related.

Zoom Window, Minimize Window, Bring All to Front

These commands work exactly as they do in Excel.

New Window

Opens a new window on the same file that's currently open. That way, you can view two (or more) places in the same file at the same time.

Arrange All

Arranges all open windows so that you can see each one. They're stacked vertically. This makes it easy to drag items between them.

Split

Splits the currently active Word window into two independently scrolling panes. If the window is already split, this menu command changes to say Remove Split, which removes the split screen effect.

Window List

The last item on the Window menu is a list of currently open Word documents. You can switch between them by selecting names from this menu.

Work Menu

The Work menu is meant to be your customizable menu, to which you can add various documents that you want to be just a menu selection away.

Work Menu



Help Menu

Add to Work Menu

Adds the frontmost Word document's name to the Work menu. To remove it from the Work menu, press **⌘-Option-hyphen**, which turns the cursor into a big minus sign; then select the item that you want to remove from the Work menu. It disappears promptly.

Help Menu

Contains the usual commands for Office's Help system, as described on page 769.