


# Office X, Menu by Menu

Because Microsoft Office X 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 X 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  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 Tech 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.

### ***Online Registration***

In case you clicked Register Later when you first installed Office (page 680), choose this command when you have the time to go through the registration process.

## Preferences

In Excel, Power Point, and Word, this command opens up the one Preference box, which contains different panels for various types of settings (these are discussed throughout this book). In Entourage, there are two Preference dialog boxes:

- **General Preferences.** Opens Entourage's General Preferences window, which is divided into six categories that covers how Entourage works, particularly the Address Book (Chapter 10) and Calendar (Chapter 9). *Keyboard shortcut:* ⌘-semicolon (;).
- **Mail & News Preferences.** Opens Entourage's Mail & News Preferences window, whose five categories cover how Entourage deals with mail and news messages (see Chapter 8). *Keyboard shortcut:* Shift-⌘-;

## Work Offline

(Entourage only) Disconnects Entourage from the Internet, so that you can you 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.

## Switch Identity

(Entourage only) Switches your Entourage *identity*, which lets you (or another person using Office) use a different set of accounts (see page 420). *Keyboard shortcut:* Shift-⌘-Q.

## 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*, second edition.

## Hide [Program Name]

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

## Hide Others

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

## 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:* ⌘-Q.

**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-⌘-P.

**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:* ⌘-N.
- **Mail Message.** Creates a blank email message. *Keyboard shortcut:* Option-⌘-N.
- **News Message.** Creates a blank newsgroup message.
- **Calendar Event.** Creates a blank calendar event.
- **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.
- **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 425.
- **Folder.** Creates a new folder in the Folder List. (Available in Mail and Custom Views only.) *Keyboard shortcut:* Shift-⌘-N.
- **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 news message or a contact). The command even tells you what you're about to open ("Open 'Sent Items,'" 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:* ⌘-W.

**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 425).

**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 390).

**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 312).

**Export Contacts**

Saves Entourage's contacts as a text file, which you can then use in another program (page 411).

### **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**

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.

### **Paste**

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

### **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**

Clears 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 Thread**

Sort of the überversion of Delete—it deletes an entire message thread. *Keyboard shortcut:* Option-⌘-Delete.

### **Categories**

This menu lists Entourage's *categories* (a way of labeling your Entourage data, as described on page 428), 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.

**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 334).
- **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 422). *Keyboard shortcut:* ⌘-F.

**Advanced Find**

Opens Entourage's Advanced Find window, which lets you search using all kinds of criteria to narrow your search (see page 384). *Keyboard shortcut:* Option-⌘-F.

**Find Related Items**

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

**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.

**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.

**Threaded**

Pulls a message and its replies together under one heading in the message list—turns it, in other words, into a *thread*, so that it's easier for you to follow the discussion that's gone on over several days. Choose this command again to restore the original pell-mell order of messages in the list.

**Expand All**

Opens up all threaded messages so that you can see every one.

**Collapse All**

Closes all threaded messages so that only one message (and its flippy triangle) is visible.

**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 have selected a message in the Out box, this menu item changes to say Send Message Later, and its keyboard shortcut is Shift-⌘-K.)

**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.

**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 335). *Keyboard shortcut:* Option-⌘-J.

**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 a 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 338). *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 338). 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.
- **Hyperlink.** Inserts a Web link from the currently open Internet Explorer windows, from Internet Explorer's Favorites file, or from Internet Explorer's History file, respectively.

### **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 356).

### **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).

### **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.

- **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 345) 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 an open message that you're creating (see page 357).

**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 341). 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—provided you heed the warnings on page 353. 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: e.g. 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 from one of five sizes for your fonts: Largest, Larger, Medium, Smaller, and Smallest. (In HTML, you can't choose a specific point size for your fonts.)

**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 651).

**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 sub-menu 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.

**Heading**

Lets you choose a preformatted, HTML heading level for a paragraph of text in your message: from Heading 1 to Heading 6, in decreasing order of bigness and boldness. You can remove the Heading level altogether by choosing None.

**Alignment**

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

**Numbered List**

Turns the selected text into an HTML numbered list.

**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 289).

## 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 320 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 (see page 392). *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. (And if you don't see the language you need, install it from the Value Pack, as described on page 681.)

### **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 96).

### **Dictionary**

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

**Check Names**

Searches *directory services* (see page 351) 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 340) 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 340).

**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.

**Junk Mail Filter**

Opens the Junk Mail Filter window, in which you can set the filter's options (page 348).

**Mailing List Manager**

Opens the Mailing List Manager, in which you can set options for dealing with mailing lists (see page 346).

**Rules**

Opens the Rules window, in which you can create, edit, or delete message rules (see page 345).

**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 (see page 351).

**Signatures**

Opens the Signatures window, in which you can create, edit, or delete *signatures* for your messages (see page 356).

**Schedules**

Opens the Schedules window, in which you can create, edit, or delete *schedules* (see page 320).

**Accounts**

Opens the Account window, in which you can create, edit, or delete mail, news, and directory service accounts (see page 317).

**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.

**Link Maker**

Opens the Link Maker window (see page 340). *Keyboard shortcut:* ⌘-8.

**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 Balloon Help commands in the Help menu are provided by the Mac OS itself, but a few are Office-specific.

### **Search Entourage Help**

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

### **Entourage Help Contents**

Opens Entourage's online help window (Appendix B) with the table of contents showing in a left pane.

### **Additional Help Resources**

Launches Internet Explorer, which displays a list of Web pages that have helpful contents (again, details in Appendix B).

### **Use the Office Assistant**

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

### **Downloads and Updates**

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

### **Visit the Mactopia 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, for example, 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.

## 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**

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 (see page 529).

#### **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 (see page 529).

### **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 (page 512).

### **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. 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, Paste**

Cuts, copies, and pastes the selected cell, cells, or object (see page 447). *Keyboard shortcut:* ⌘-X, -C, and -V, respectively.

**Paste Special**

Lets you exercise some control when pasting, by pulling up the Paste Special window, where you can apply formatting (see page 448). It also lets you link or embed the clipboard contents.

**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 442 for a more patient discussion).
- **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 (see page 443).
- **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 (see page 449). *Keyboard shortcut:* ⌘-F.

**Replace**

Looks for a string of text and replaces it with another (see page 449).

**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. Excel Menus Excel Menus Excel Menus Excel Menus

**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 Break Preview**

Switches to Page Break view mode, in which you see your worksheet as it will print (see page 513). You have to have a printer connected to your Mac and properly chosen in the Chooser for this to work properly.

**Formatting Palette**

Hides or shows the Formatting Palette (see page 484).

**Toolbars**

Using this command's submenu, you can hide or show fifteen of Excel's toolbars: Standard, Formatting, Border Drawing, Chart, Drawing, External Data, Forms, List, Movie, Picture, PivotTable, Reviewing, Visual Basic, Web, and WordArt. There is a sixteenth option in this submenu called Customize, which opens the Customize window, where you can select more toolbars or create your own (see Chapter 17).

**Formula Bar**

Hides or shows the Formula Bar. Again, 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.

**Office Clipboard**

Shows or hides the Office Clipboard, which, once summoned, appears in *every* open Office application. This panel stores and remembers the last 20 or so items you've cut or copied from any Office program, starting from when you first opened the clipboard window. To paste something from this window, drag it directly into your document, or click it and then use the Paste command.

**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 559).

**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. If not, there's no need to go to its parties.

**Cells**

Inserts a number of blank cells equivalent to the number you've first selected (see page 448), 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 464).

**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 462).

- **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 window, 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 starting on page 635, 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 org 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 2001 Chart object, Microsoft Organization Chart object, a Word 2001 Document object, or a Word 2001 Picture object (see page 595).

### **Hyperlink**

Opens the Insert Hyperlink window (see page 293), 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.
- **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 (see page 478).

**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 (see page 480).

**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 (see page 493).

**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 (see page 561).

**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 “about” to “about.” You can add your own items for Excel to AutoCorrect here (see page 96).

**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 (see page 522).

**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:

- **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 (see page 562), 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 547).

### ***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 549).

### ***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 536).

- **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 the Solver (an Excel add-in) that lets you attempt to solve an equation to your liking by changing certain cell values (see page 551). 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 new Formula Calculator, which you can use to quickly create formulas in a neat touchpad format (see page 458).

### ***Macro***

For power users, the Macro command contains a lot of power (see page 563). 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 (see page 562).

### ***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 17.)

**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 (see page 553).

**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 (see page 472).
- **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 557).

**Subtotals**

Figures out a subtotal and grand total for the selected labeled column (see page 555); 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 (see page 555).

**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 545).

**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 (see page 556).

### **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 (see page 556).

### **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 559). 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.

### **PivotTable Report**

Opens the PivotTable Wizard, which walks you through creating a PivotTable or editing an existing PivotTable (see page 542).

### **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 (see page 539).
- **New Database Query.** Opens Microsoft Query (an optional install from the Value

Pack) or 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 537).
- **Import from FileMaker Server.**
- **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 496).

### **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 510).

**3-D View**

Opens 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 exactly the same way as they do in Entourage (see page 730).

**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.

**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 (see page 731).

**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 616).

***Make Movie***

Creates a QuickTime movie from the frontmost open presentation (see page 614).

***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 menu 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.
- **Genigraphics.** Converts your presentation into the proper format for transmission to Genigraphics, a company that specializes in creating high-resolution print-outs of presentations (posters, 35 mm slides, and the like). (May be dimmed if you didn't select this option when installing Office.)

## **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.

## **Undo, Repeat/Redo, Cut, Copy, Paste**

These commands work just as they do in Excel.

## **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 581 for details on these views.

**Master**

The Master menu takes you to the various master elements in a presentation (see page 578). 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.
- **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.

**Formatting Palette**

Hides or shows the Formatting Palette (see page 586).

**Toolbars**

Hides or shows any of thirteen 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, opens up the Customize window, in which you can turn on or off even more PowerPoint toolbars or create your own.

**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.

**Office Clipboard**

Works just as in Excel.

**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 (which is similar to the Key Caps 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.”

**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 577).

**Picture**

The Insert->Picture submenu lets you grab images from one of seven sources, as described in Chapter 18.

**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 (see page 668).

**Table**

Opens the Insert Table window, in which you can specify the size of the table that gets inserted when you select this command (see page 589).

**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 page 595).

### **Hyperlink**

Opens the Insert Hyperlink window, in which you can insert a new hyperlink to a Web page, a document, or an email address (see page 293). *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.

### **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 (see page 588).

### **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.

### **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.

**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 (see page 89).

**Meeting Minder**

Opens the Meeting Minder floating window, in which you can enter notes during a presentation for later use (see page 605).

**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 17).

**Slide Show Menu**

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

**View Show**

Starts the slide show from the current slide.

**Rehearse Timings**

Runs through your slide show, 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 (see page 603).

**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 (see page 612).

**Set Up Show**

Opens the Set Up Show window, in which you can set options for the currently open presentation (see page 603).

**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. Page 607 has details.

**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 (see page 610).

**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 (see page 597).

**Hide Slide**

Hides the current slide so that it's not displayed during a slide show (see page 609).

**Custom Shows**

Opens the Custom Shows window, in which you can add, edit, or remove custom slide show variations on the currently open presentation (see page 608).

**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**

See page 730.

**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 732.

**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.

***Open Web Page***

Prompts you for a Web page address, after which Word downloads that Web page from the Internet into a blank Word document.

***Save as Web Page***

Converts the frontmost Word document into a Web page, converting graphics into the appropriate graphic formats (see page 278).

***Versions***

Opens the Versions window, in which you can save and access multiple versions of the same document (see page 189).

***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 Entourage.

***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 49).

***Send To***

Word's Send To submenu (see page 57) has two items: Mail Recipient (as Attachment), and Microsoft PowerPoint. Mail Recipient (as Attachment) attaches the currently open Word document to an Entourage email message, ready to address and send. Microsoft PowerPoint sends the currently open Word outline to PowerPoint to serve as the basis for a presentation.

***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, Paste***

These commands work just as they do in Excel.

***Paste Special***

Opens the Paste Special window, which you can use to paste the contents of the clipboard into your Word file in certain specially formatted ways (see page 64).

**Paste as Hyperlink**

Pastes the clipboard contents into the frontmost Word document as a hyperlink (see page 65).

**Clear**

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

- **Formats.** 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 (see page 75). *Keyboard shortcut:* ⌘-F.

**Replace**

Searches for specific text or formatting and replaces it with other text or formatting that you specify (see page 77). *Keyboard shortcut:* Shift-⌘-H.

**Go To**

Opens the Go To portion of the Find and Replace window (see page 72), 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 339). 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 659).

**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, Master Document**

Switches among Word's various document views; see page 38 for descriptions.

**Formatting Palette**

Hides or shows the Formatting Palette (see page 109).

**Toolbars**

Shows a submenu of fifteen Word toolbars that you can hide or show by selecting them here. The last option, Customize, opens up the Customize window, in which you can turn on or off even more Word toolbars or create your own toolbars (see page 627).

**Ruler**

Hides or shows the ruler in the currently active document (see page 26).

**Document Map**

Hides or shows the *document map*—a vertical listing of headings in the currently open Word document—for quick navigation (see page 218).

**Office Clipboard**

Shows or hides the Office Clipboard.

**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 193).

**Footnotes**

Shows footnotes, which also makes them available for editing (see page 197).

**Comments**

Shows or hides the comments pane (see page 179) 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 (see page 124).

**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 148).

### **Page Numbers**

Opens the Page Numbers window, which lets you choose a place for page numbers that update automatically (see page 196).

### **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 98) contains 11 commands that let you automatically enter canned bits of text (such as letter salutations) at the insertion point. The AutoText 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 228).

**Symbol**

Calls up the Symbol window so that you can insert a special character, like ™ or © (see page 200).

**Comment**

Inserts a comment into the currently active document and opens the Reviewing toolbar (see page 179).

**Footnote**

Opens the Footnote and Endnote window, in which you can enter footnote and endnote information (see page 197).

**Caption**

Opens the Caption window, which you can use to insert a picture caption at the insertion point (see page 235).

**Cross-reference**

Opens the Cross-reference window, which lets you insert *cross references* to items in the document (see page 239).

**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 247).

**Picture**

The Insert->Picture submenu lets you grab images (clip art, scans, and so on) from one of seven sources, as described in Chapter 18.

**HTML Object**

This menu is meant to help build Web pages, a secondary Word skill described at length in Chapter 7. 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.
- **Textbox.** 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 155).

**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 662).

**Bookmark**

Inserts a *bookmark* in the currently open document. The bookmark can be used to mark text, pictures or tables (see page 233).

**Hyperlink**

Opens the Insert Hyperlink window, in which you can insert a new hyperlink to a Web page, a document, or an email address (see page 293). *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.

**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 117).

**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 130).

**Columns**

Opens the Columns window, where you can set the number of columns used in the current document (see page 150). 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 127).

**Drop Cap**

Lets you add a *drop cap* to the currently open Word document (see page 116). 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 173).

**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 104).

**Theme**

Lets you choose a theme (complete with background and text colors, and graphical bullets) for the current Word document (see page 280).

**Style**

Lets you add, edit, and remove styles in the currently open Word document (see page 141).

**Background**

Hides or shows the Background toolbar, which you can use to add a little color to your Word document (see page 283).

**[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 110).

**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 (see page 83). *Keyboard shortcut:* Option-⌘-L.

**Thesaurus**

Opens Word's Thesaurus window, which lets you find synonyms or antonyms for the selected word. *Keyboard shortcut:* Option-⌘-R.

**Hyphenation**

Hyphenates the currently active Word document, which gives better spacing between words in individual lines (see page 153).

**Dictionary**

Opens the Word dictionary, in which you can look up a word's definition (see page 35).

**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 (see pages 89 and 101).

**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 225.

**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 96). 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.

**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.

- **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.

### ***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.

### ***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, New Window**

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 (see page 27).

**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 (see page 23).

### *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

See page 731.

