Intro to Office XP

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Microsoft Office XP applications include: Word for word processing, Excel for spreadsheets, Outlook for email, PowerPoint for presentations, and Access for databases. Objects from these applications, along with graphics tools common to all of them, can be integrated within the same file. By the time you complete this guide, you will be able to create a new document, add text, graphics, tables, worksheet objects, charts and email the document.

Reference!

Office XP uses a series of **task panes** in each application to provide options for common tasks alongside your file.

Tip!

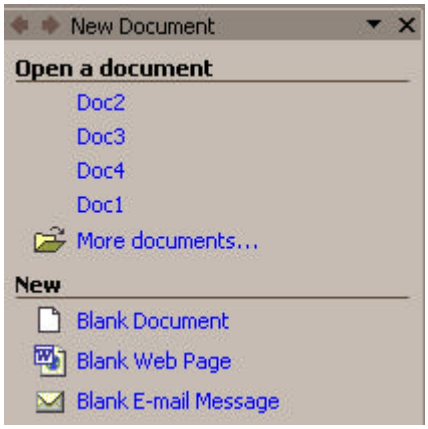
Task panes were not available in previous versions of Office. Other ways to create a new file include: going to the **Start** menu to New Office Document, or going to the **File** menu to New within the application.

Check It Out!

For more information on using Microsoft Word, refer to the ***Create A Memo*** guide.

Get Started

1. Open Microsoft Word.
2. A new **Blank Document** automatically appears.
3. A Task Pane shows up to the right of the page that can open an existing or new document.
4. Clicking the **X** in the upper right corner of the New Document task pane closes it.



Add Text

1. Type Recommended Books" and press **Enter**.
2. Type "Here is my recommended reading list:" and press **Enter**.
3. Type the titles and authors of five books you recommend, pressing **Enter** between each book.
4. Type "Each of these books is available in our school library, town library, and at most local bookstores. Please contact me if you have trouble finding them."

Recommended Books
Here is my recommended reading list:
The Great Gatsby, by F. Scott Fitzgerald
A Tale Of Two Cities, by Charles Dickens
Pride and Prejudice, by Jane Austen
Narrative Of The Life Of Frederick Douglass, by Frederick Douglass
To Kill A Mockingbird, by Harper Lee
Each of these books is available in our school library, town library, and at most local bookstores. Please contact me if you have trouble finding them.