

# Microsoft® Office 2003 Migration Quick Reference



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## Office New Features

The features covered in this section are available in most Office 2003 applications.

### ■ Task Panes

Introduced with Office XP, **task panes** are screen components that are designed to appear docked on the right side of the application window automatically, in response to certain commands. They contain options and commands relevant to the task at hand. Although task panes normally appear as a result of selecting certain commands, there may be instances where you need to manually show a task pane. To manually show a task pane:

1. Select **View > Task Pane** or press **CTRL+F1**.
2. If required, click the **Other Task Panes** dropdown button and select a different task pane.

### ■ Smart Tags

Introduced with Office XP, **smart tags** are screen components designed to appear within a document in response to certain actions, such as pasting data into a document or entering a date. Some smart tags appear instantly in the form of a button, while others appear after the mouse pointer is positioned over an indicator. To use a smart tag:

1. If required, position the mouse pointer over the desired smart tag indicator.
2. Click the smart tag button and select the desired command or option.

Some smart tags label specific categories of data, such as names, dates, or phone numbers. For example, the name of a person in a Word document will have a smart tag, from which an e-mail message could be sent or a meeting scheduled. To enable smart tags that recognize data:

1. Select **Tools > AutoCorrect Options**.
2. Click the **Smart Tags** tab.
3. Ensure that the **Label text with smart tags** check box is enabled.
4. Enable the desired smart tag check boxes.
5. Click **OK**.

### General Smart Tags

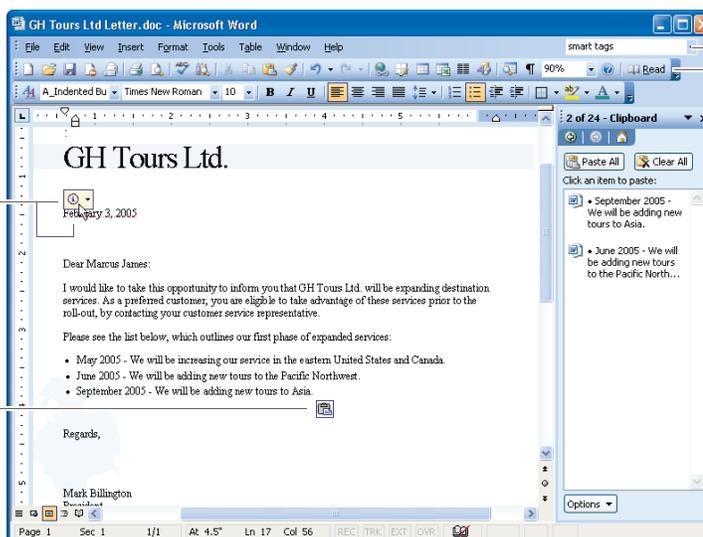
SMART TAG	BUTTON	APPLICATIONS
Paste Options		Word, Excel, PowerPoint
AutoCorrect Options		Word, Excel, PowerPoint
Insert Options		Excel
AutoFill Options		Excel
Error Checking Options		Excel
AutoFit Options		PowerPoint

### Recognizer Smart Tags

SMART TAG	APPLICATIONS	DESCRIPTION
Person Name	Word, Excel, PowerPoint	Used to send e-mail, schedule meetings, and add a name to the contacts list.
Financial Symbol	Word, Excel, PowerPoint	Used to display stock quotes, company information, and news.
Date	Word, Excel, PowerPoint	Used to open the Outlook calendar.
Address	Word, Excel	Used to add the address to the contacts list, display a map, and obtain driving directions.
Telephone Number	Word, Excel	Used to add the telephone number to the contacts list.

Date recognizer smart tag showing the Smart Tag Actions button and the smart tag indicator.

Paste Options smart tag



Word 2003 application window showing various new screen components.

Integrated Answer Wizard  
Read button

Office Clipboard task pane

## Office New Features... cont'd

### ■ Office Clipboard

Introduced with Office XP, the **Office Clipboard** has expanded capabilities when compared with the system Clipboard, because it holds up to 24 different items at one time. Pasting multiple items can be done using the Clipboard task pane.

**Note:** Items remain available in the Office Clipboard only as long as an Office application is running.

To use the Office Clipboard:

1. Select the text or item to be moved or copied.
  2. Click the **Cut** button on the Standard toolbar to move the selection, or click the **Copy** button on the Standard toolbar to copy the selection.
  3. Display the Clipboard task pane.
- Note:** By default, the Office Clipboard appears automatically after two items have been copied. This behavior can be disabled.
4. Position the insertion point where the text or item is to be inserted.
  5. Click the thumbnail associated with the text or item to be inserted.

### ■ Integrated Answer Wizard

Introduced with Office XP, the **Answer Wizard** has been integrated into the main menu to provide more direct access to Help.

To use the Answer Wizard:

1. Click in the **Type a question for help** text box on the Menu Bar.
2. Type the desired help question.
3. Press **ENTER**.

## Word New Features

The features covered in this section are specific to Word 2002 and 2003.

### ■ Reading Layout View

Introduced in Word 2003, the **Reading Layout** view improves the readability of a document by:

- scaling the text in a document and hiding unnecessary toolbars.
- providing tools that allow you to navigate to different sections of a document.
- providing tools that allow you to insert comments and edit text.

To switch to the Read Layout view:

1. Select **View > Reading Layout**, or click the **Read** button on the Standard toolbar.

### ■ Enhanced Document Protection

Introduced in Word 2003, **enhanced document protection** allows a greater level of control over applying document protection by allowing you to:

- limit the use and modification of formatting styles in a document.
- apply restrictions to the type of editing and to where editing can be performed in a document.
- set up different restrictions for different users.

All document protection is applied using the Protect Document task pane. To apply document protection:

1. Select **Tools > Protect Document** to display the Protect Document task pane.
2. Set the formatting and editing restrictions as required, and apply the restrictions.

### ■ Comparing Documents Side by Side

Introduced in Word 2003, the **Comparing Documents Side-by-Side** feature allows two documents to be displayed simultaneously side by side for reviewing and editing purposes. To arrange the documents side by side:

1. Ensure that the two documents are open and that one of them is active.
2. Select **Window > Compare Side-by-Side with**.
3. Select the desired document.