

Index

A

Address Bar 15
 Address books 27
 Addresses in IE 33
 Alignment
 Web pages 147
 Excel 69
 Word 50
 AltaVista 34
 AND and OR queries, Access 129
 Application buttons 4
 Application windows 4
 Applications 3
 switching between 4
 Arithmetic operators 63
 AutoNumber 122
 AutoShapes 115
 Autosum 63

B

Background, Publisher 103
 Bar charts 78
 Bcc: (Blind carbon copy) 30
 Bitmap graphics 112
 Buttons, radio 11

C

Cc: (Carbon copy) 30
 Cell references 58, 63
 relative 64
 Cells, formatting 68
 Charts, Excel 78
 Check boxes 11
 Click 6
 Clip Art
 Office 2000 100
 Office 97 99
 Clipboard 45
 Closing windows 14

Colours, in HTML 138
 Column width, Excel 67
 Columns
 Publisher 95
 Word 107
 Computer graphics 112
 Computer systems 2
 Context menus 8
 Copy 45
 Cropping pictures 101
 Cut 45

D

Data, Access
 editing 124
 entering 123
 importing 122
 selecting 127, 129
 sorting 125, 126
 types 122
 Data, Excel
 editing 62
 entering 62
 importing 60
 selecting 72
 sorting 70
 Database management systems 120
 Databases 120
 closing 121
 opening 121
 Desktop 4
 Dialog boxes 11
 Disk care 21
 Disks 20
 Display modes, changing 5
 Documents, opening 41
 Double-click 6
 Drag and drop 6, 44
 Drawing toolbar 112
 Drives 20

- Drop-down lists 11
- DTP and word processing 92
- Dynaset 120
- E**
- E-mail 26
 - addresses 27
 - receiving 29
 - sending 30
- Electronic mail 26
- Explorer Bar 16
- F**
- Files
 - extension 18
 - opening 18, 41, 59, 121
 - saving 54
 - types 18
 - views 17
- Filtering
 - Access 126
 - Excel 72
- Flipping images 117
- Floppy disks 20
 - formatting 21
- Folders 19
- Font dialog box 49
- Fonts 48
- Formulae 63
 - copying 64
 - displaying 65
 - printing 74
- Frames 93, 102
- FrontPage 144
- G**
- Glossary, e-comms 38
- Google 34
- Gutter, Publisher 105
- H**
- Headers and footers 106, 110
- Health and safety 22
- Hexadecimal values 138
- Home pages 25
- HTML (HyperText Markup Language) 25, 134
- Hyperlinks 24
 - creating in FrontPage 152, 154
 - creating in HTML 142
- I**
- Image formats 140
- Images
 - FrontPage 150
 - HTML 140
 - Publisher 98
- Importing data
 - Access 122
 - Excel 60
- Internet 24
- Internet Explorer (IE) 32
- K**
- Keyboard 7
- Keys
 - control 7
 - function 7
- Keystroke shortcuts
 - Publisher 97
 - Word 47
- L**
- Layout, Publisher 95
- Line graphs 82
- Line spacing 51
- Lines and arrows 114
- Links
 - to a new page 153
 - to other pages 142, 152
 - to Web pages 142, 154
 - within a page 142
- Lists
 - bulleted 149
 - numbered 149
 - drop-down 11
- M**
- Mailing lists 26

- Margins
 - Publisher 95
 - Word 105
- Maximize 12
- Menus 8
- Microsoft Draw 112
- Microsoft Graph 88
- Minimize 12
- Mirror margins 106
- Monitor 2
- Motherboard 2
- Mouse 6
- My Computer 15
- My Documents 19
- N**
- Newsgroups 26
- Number formats 68
- O**
- Online sales 25
- Opening a file
 - Access 121
 - Excel 59
 - Word 41
- Operating systems 3
- Operators, Excel 63
- Orientation 105
- Outlook Express 28
- P**
- Page breaks, Word 109
- Page setup
 - Publisher 94
 - Word 105
- Paper size, Word 105
- Paragraph formats 50, 51
- Paste 45
- PCs 2
- Picture frames 98
- Pie charts 84
- Plain text 42
- Point size 48
- Preview, FrontPage 156
- Printing
 - Access 130
 - charts 86
 - Excel 74
 - FrontPage 155
 - Publisher 104
 - Word 55
- Q**
- Queries 120, 127
- Query By Example 127
- Query Design window 128
- Quick Launch toolbar 3, 4
- R**
- Radio buttons 11
- Relative cell references 64
- Replying to e-mail 29
- Reports 120
 - Access 131
- Restore 12
- RGB colour 138
- Rich Text Format 42
- Right-click 6
- Rotating 117
- Ruler, Word 40
- S**
- Sans serif fonts 48
- Saving charts 86
- Scroll bars 12, 40
- Search engines 24, 34
- Searching the Web 34
- Selecting data
 - Access 127, 129
 - Excel 72
- Serif fonts 48
- Shortcut menus 8
- Shortcuts 3, 4
- Smart menus 9, 41
- Sorting
 - Access 125, 126
 - Excel 70
- Spell checking 52

Spreadsheets 58
Start menu 3, 9
Starting applications 4
Starting up 3
Subject: line, e-mail 30
System unit 2

T

Tables 120
Tags 134
Taskbar 3, 4
Text
 in drawings 118
 editing 44
 importing 42
 selecting 43
Text formatting
 HTML 136
 FrontPage 147
 Publisher 97
 Word 47
Text frames 96
Text size 48
Title bar 12
Toggle switches 8
Toolbars 10
Tooltips 10

U

URLs 32

V

VDUs (Visual Display Units) 2
Vector graphics 112

W

Web browsers 24
Web pages 134
 printing 36
 saving 35
Web site management 144
Webs, FrontPage 146
Window controls 12
Window modes 5
Windows
 closing 14
 moving 13
 resizing 13
Windows operating system 3
Word screen 40
Workbooks 58
Working habits 22
Worksheets 58
Workstations 22
World Wide Web 24
WYSIWYG 55