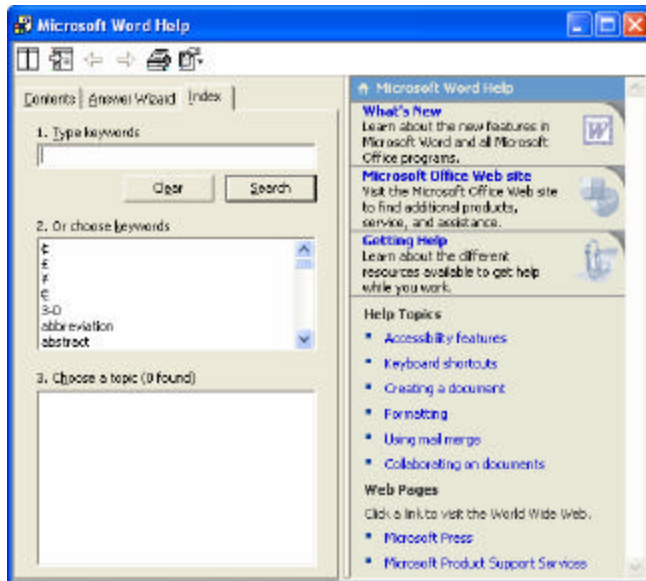


HELP! -- How to get Help for Microsoft Office Suite

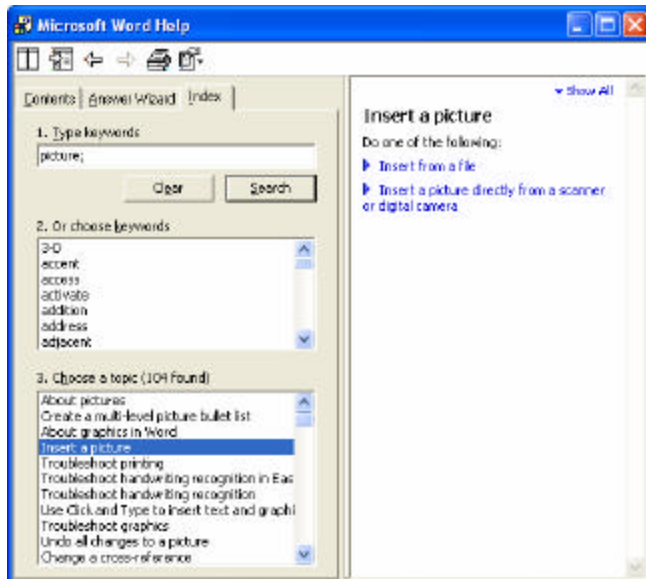
All Microsoft Products (and most other software products) have help built into them. Before calling the IT Helpdesk (x2235) try the following:

For Microsoft Word XP, click on Help | Microsoft Word Help (OR, press the F1 key)
You will get the following window:



Click on the Index tab and type in a keyword.

For example, you want to insert a picture into your Word document and you're not sure what to do. From this help window, type in picture and click on Search or press the Enter (Return) key.



Click on the topic or one of the other keywords. You can also click on the "Show All" button to show all topics.

The same holds true for all of the Microsoft Suite including Word, Excel, Power Point, Outlook, Access, Publisher, etc. F1 is help, OR you can click on Help | About Microsoft *Whatever Program*

NOTE: The hardest thing about getting help is knowing what to type in. With a little practice, you will be able to figure everything out by yourself.

HELP!



Before you get to this point, check out these helpful web links:

Microsoft Links:

- Microsoft Office Assistance Center: <http://office.microsoft.com/assistance/offhelp.aspx>
- Crabby Office Lady:
http://office.microsoft.com/assistance/2002/articles/colReaderLetters_wd.aspx
- Microsoft Design Gallery Live (clipart): <http://dgl.microsoft.com/default.asp>
- Microsoft Help And Support: <http://support.microsoft.com/>
- Search the Microsoft Knowledge Base:
<http://support.microsoft.com/default.aspx?scid=fh;EN-US;kbhowto&sd=TECH&ln=EN-US&FR=0>

Virus Information:

- Network Associates Virus Library: <http://vil.nai.com/vil/default.asp>
- Symantec Virus Library: <http://securityresponse.symantec.com/avcenter/vinfodb.html/>
- Trend Micro Free On-Line PC Scan: <http://housecall.trendmicro.com/>

Search Engines:

- Google: <http://www.google.com/>
- Dogpile: <http://www.dogpile.com/index.gsp>
- Yahoo: <http://www.yahoo.com>