



Office Management

Office Saves Time With Navigation Prowess

(NAPS)—If you use a computer often, you know how much time it can save you. Yet navigating between documents or locating information on the Web can often take more time than the task you're trying to accomplish. Microsoft Corp. recently released Office XP, a new version of the popular Office suite laden with new features that can decrease the time you spend doing daily "errands" on the computer.

Being a "Control Freak" Was Never This Easy

Smart tags link you to important information on the Web, such as driving directions to a person's house, flight information for an upcoming trip, or the latest score for your favorite team. Smart tags also make it easier for you to complete common tasks such as sending e-mail, making format and layout changes in a document, or cutting and pasting material from one document to another. These are just a few examples, and with the ability Office XP gives you to create your own smart tags, the possibilities seem endless. Smart tags appear as tiny icons on your screen, often indicated by a series of purple dots under text. Clicking on the icon reveals a listing of relevant options you may need.

Keep Information at Your Fingertips

Think of Task Panes as your universal remote control that puts the full power of Office at your disposal. With Task Panes you can search for files, e-mail messages and Web pages; insert graphics into documents; format content in your Office documents; and translate the document into several different languages—all from a single location. The Task Pane is located on the right side of the



A new software may make working on the Web easier than ever.

computer screen and is present when you first start an Office XP program, or it can be found in the Format menu under Styles and Formatting.

A New Definition for Power Tools

The Web site Tools on the Web offers a design gallery full of images, sounds, photos and animation sequences for use with Microsoft Office. Enhancements and updates expand the power and versatility of Office XP, while a template gallery helps jump-start your work in case your creativity has gone on vacation. With Tools on the Web, you also can find assistance on technical issues, find an e-mail address or phone number, or choose from a variety of customized smart tags to suit your personal needs.

This is just a sampling of the many timesaving features in Office XP. For more information on these features and how to use them, visit the Web site at <http://www.microsoft.com/office/>.