my WINDOWS

Get help!

by S. A. J. Shirazi

The easiest thing while working in Windows environment is getting help about almost any thing. The only thing you need is from where to get it and how. Most important help resource is inbuilt in Windows and its programs. You can also go on the net and find a lot of help resources on the web. Here we will see how to get help while working in Microsoft Word (Office XP).
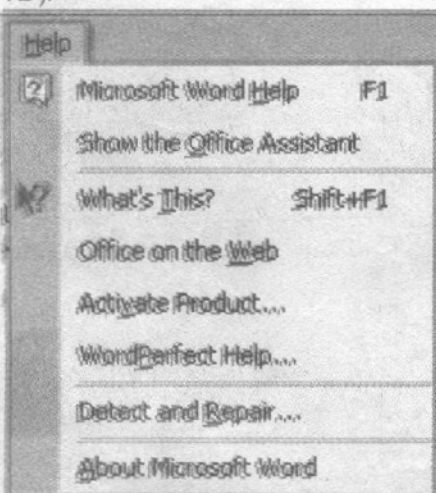

Fig 1: Microsoft Word Help Window

Fig 2: Ask a Question box on the menu bar

To quickly access Help, use the Ask a Question box on the menu bar. You can type questions in this box to quickly find the answers you need.

The Office Assistant automatically provides Help topics and tips on tasks you perform as you work — before you even ask a question. For example, when you write a letter in Microsoft Word, the Assistant can automatically display topics for helping you create and format a letter. You can customize the Assistant, and decide if you want it to automatically display tips, messages, and alerts, make sounds, move when it is in the way, and guess a Help topic that it thinks you may

need. You can also type a question and the Assistant will display a list of possible matching topics.

Fig 3 Office Assistance Options
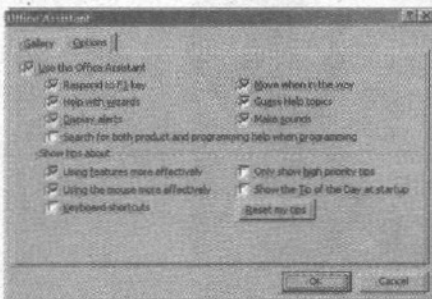
The Assistant also displays tips on how to use the features in the Microsoft Office programs more effectively. The light bulb next to the Assistant displays the tip when it is clicked. In some Microsoft Office XP programs, the Assistant tips are turned off by default. You can also select a different Assistant that appeals to you and matches the way you work. You can decide how you want the Assistant to work for you. For example, if you prefer using the keyboard to using the mouse, you can have the Assistant display tips on shortcut keys. Because the Assistant is shared by all Office programs, any options you change will apply to the Assistant in your other Office programs as well.

If the correct topic does not appear in the Office Assistant balloon, you have the option to click None of the above, look for more help on the Web at the bottom of the list of topics. This displays suggestions on how to phrase a question to the Assistant or how to narrow your search by using keywords. If you still cannot find the information you want, you can send feedback to improve future versions of Help and be automatically connected to the Microsoft Office Web site to search for help there. Not all languages support the Office Assistant.

You can turn the Office Assistant completely off. If you do, Help will be accessed through the Help window. You can access Help in the Help window in several ways: View the

Table of Contents. Type a question in the Answer Wizard about your Microsoft Office program. Search for specific words or phrases, or choose from a list of keywords in the Index. If you still can't find the Help you want, you can look for more help on the Web. Not all languages support all features of Help.

You can change the appearance of the Help topics in the Help window by changing the settings for the font and background colour. You can override any or all of the settings, which is useful if you have limited vision. The Help window shares the same settings for font colours, typefaces, and background colours as the settings for the Web browser that is installed on your computer. Keep in mind that if you change the font and background colour of the Help topics in the Help window, the change will also affect the font and background colour when you view a Web page in browser. This is how you do it: Open the Help window by clicking on the Help menu, click Microsoft Program Name Help. If the Office Assistant appears, click Options in the Assistant balloon, and clear the Use the Office Assistant check box. Click OK to close the dialog box, and on the Help menu, click Microsoft Program Name again. In the Help window, click Options and then click Internet Options. On the General tab, click Accessibility and then click Ignore colours specified on Web pages. Click OK. In the Internet Options dialog box, do one or both of the following: Change the colour of the background or text in Help. On the General tab, click Colours, and then select the options you want. To change the font in Help: On the General tab, click Fonts, and then select the options you want. If you change the font and background colour of the Help topics in the Help window, the change will also affect the font and background colour.

If you are not sure what a specific command or button does, or if you want to know more about an option in a dialog box, you can get help through ScreenTips. ScreenTips show informa-

tion about different elements on the screen. ScreenTips can be accessed three ways: For help with a menu command, toolbar button, or screen region, on the Help menu, click What's This? and then click the area for which you want help. For help with a dialog box option, click the question mark in the dialog box, and then click the option. To see the name of a toolbar button, rest the pointer over the button; the name appears.

You can connect to the Microsoft Office Web site and other Microsoft Web sites directly from any Microsoft Office program by using the Office on the Web command on the Help menu. For example, you can access technical resources and download free product enhancements — all without leaving the Office program you are working in. Also, if you find a Help topic that begins with "Web:" the Office Web article will appear in your Help window, and you will have the option to open it in a larger browser window.

Microsoft Press, an award-winning publisher of computer books and interactive products, offers comprehensive instructional programs to learn more about using Microsoft Office. You may already have a CD with several lessons included in your version of Microsoft Office. Or check the Microsoft Press Web site for a list of the lessons available in your language. Whether you want to learn about a new feature or refresh a skill you have not used in a long time, you will find engaging step-by-step lessons to help you be more productive. At the Microsoft Press Web site you can find the right learning resource for your desktop tool of choice. For more information, visit the Microsoft Press Web site. The hyperlink on most sites takes you to the required Web. You can switch back to Help at any time.

More keen and interested can also get the training they need to build the broadest range of applications with ultimate speed. Validate those skills with the new Microsoft Certified Application Developer (MCAD) for Microsoft .NET credential. The MCAD for Microsoft .NET credential is appropriate for professionals who use Microsoft technologies. Any way, my recommendation: never hesitate to ask your computer first of all when you need some help. ∎