To take your shared printer off the network so that other network users can't access it, follow Steps 1–4 in the preceding set of steps. Deselect the Share This Printer check box and then click OK.

Using Microsoft Office on a Network

Microsoft Office is far and away the most popular suite of application programs used on personal computers, and it includes the most common types of application programs used in an office: a word processing program (Word), a spreadsheet program (Excel), a presentation program (PowerPoint), and an excellent email program (Outlook). Depending on the version of Office you purchase, you may also get a database program (Access), a desktop publishing program (Publisher), a set of Ginsu knives (KnifePoint), and a slicer and dicer (ActiveSalsa).

TIP

To get the most from using Office on a network, you should download the Office Deployment Kit. This tool allows you to create simple click-to-run installers for Office applications. You can easily find it by searching for Office Deployment Kit in your favorite search engine.

Accessing network files

Opening a file that resides on a network drive is almost as easy as opening a file on a local drive. All Office programs use File➪Open to summon the Open dialog box, as shown in its Excel incarnation in Figure 4-5. (The Open dialog box is nearly identical in other Office programs.)
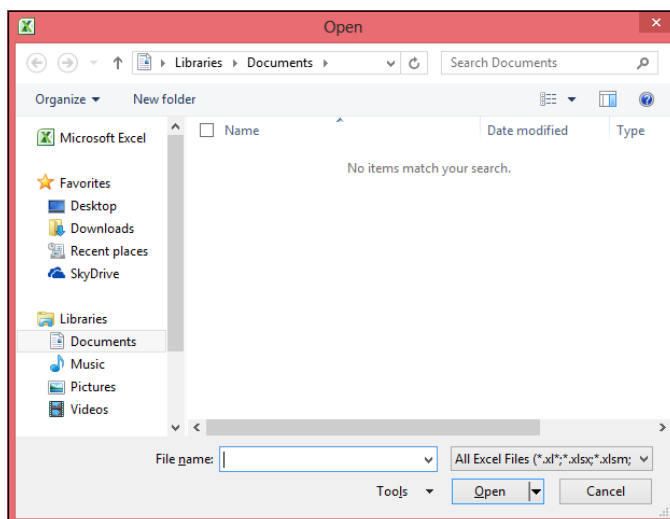

FIGURE 4-5:
The Open dialog box in Excel.