

## **MS Office 2004 (Mac) Help**

Everyone needs help from time to time. You can access MS Office 2004 help files in each of the individual programs via several methods.

### **Screen Tips**

Screen Tips can display the name of a toolbar button in a ScreenTip when you rest the mouse pointer on the button.

1. On the **Tools** menu, click **Customize**, and then click the **Customize Toolbars/Menu** option.
2. Select or clear the **Show ScreenTips on Toolbars** check box in the windows lower right corner.
3. Select or clear the **Show Shortcut Keys in ScreenTips** check box in the windows lower right corner.

**Note:** *When you select or clear these check boxes, the setting affects all Microsoft Office programs.*

### **Office Assistant**

When you have a question about a Microsoft Office program, you can ask the **Office Assistant** under the **Help** menu. For example, to get Help about how to format a chart, type, "chart formatting" in the Assistant. If the correct topic doesn't appear in the Assistant balloon, type your question as a complete sentence or question in the Assistant "How do I format a chart?" – not just as single word or a phrase.

The 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, the Assistant asks if you want help with creating and formatting a letter.

The Assistant also displays tips on how to use the features in the Office programs more effectively. Click the light bulb next to the Assistant to see a tip. You can also set it to operate so that it matches the way you work. For example, if you prefer using the keyboard to using the mouse, you can have the Assistant display tips on shortcut keys.

**Note:** *Because the Assistant is shared, any options you change will apply to the Assistant in your other Office programs as well.*

## Getting Help from the Help menu

Just click **Word Help** on the **Help** menu to display the Help window.

- To type a question in the Help window, click **Search**
- To scroll through a table of contents for Help, click **Contents**
- To search for specific words or phrases, click **Index**.
- To find subject word, click **Glossary**.