

MS Office Professional Ed. 2003 Help

Everyone needs help from time to time. You can access MS Office Professional Ed. 2003 help files in each of the individual programs. I.E. In the **Help** menu of your MS Office Professional Ed. 2003 Word, you will find the following options:

1. [Microsoft Office Word Help](#) **F1**
2. [Show \(or Hide\) the Office Assistant](#)
3. [Microsoft Office Online](#)

Selecting 2. will display (or hide) the animated character (a.k.a Office Assistant) on your document. Clicking the animated character opens a dialog box, so a question (I.E. How do I setup screen tips?) can be typed and a search done. The search results are shown in the Help window to the right of your document window.

Selecting either 1. or 3. will display a Help window to the right of your document window. The Office Help area is at the top of the Help window. It has a **Search** field and a link to the **Table of Contents**.

- Click the **Table of Contents** link in the Help area
- Double Click a topic represented by a **Closed Book** icon
It changes to an open book and displays subtopics (designated by ? on a single page) underneath
- Click a topic or subtopic
The corresponding pop-up **Help** screen or web page at Microsoft Office Online will appear
- Click the **Close** box or press the **Esc** key to remove the **Help** window, when done.

The Office Online area is at the bottom of the Help window. It has links to web pages for news, assistance, training, communities, and downloads. Clicking on these links will start a Internet Explorer web browser window and display the home page for Microsoft Office Online. Here you can search the web site for answers to any question about any of the Office packages.