


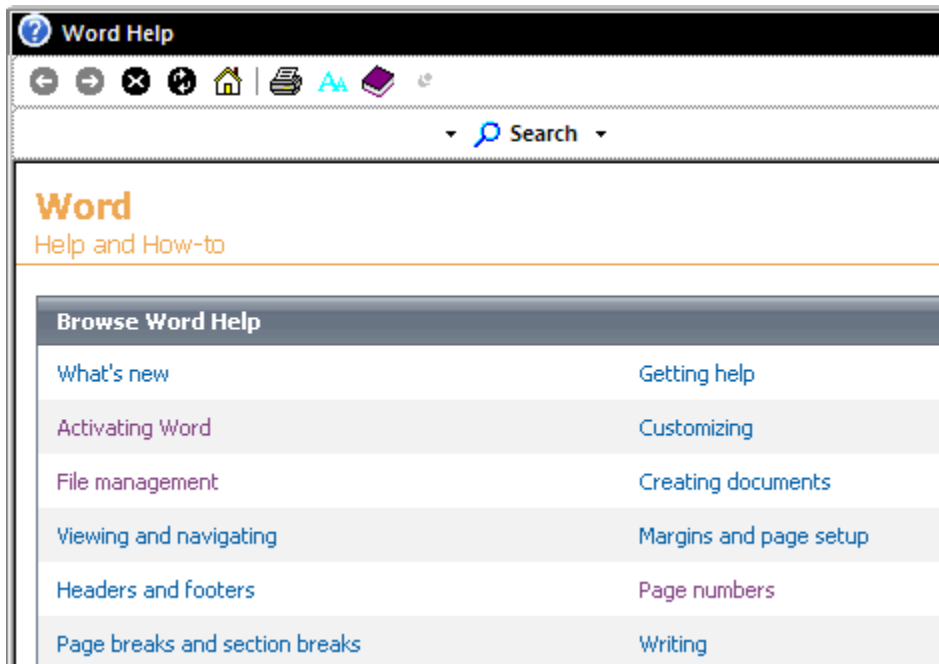
Using Microsoft Office Help

The Microsoft Office Help system provides concise, printable descriptions and procedures for virtually any Office feature. The Help system is useful for troubleshooting problems and explaining specific subjects, making Microsoft Office a more accessible program to work with. This document helps users find and navigate through the Help system.

Accessing the Help Dialog Box










The Help dialog box is never more than a click away.

To open the Help dialog box, at the upper right corner of the screen, click **HELP**  OR press [F1] the Help dialog box appears.



Using the Help Toolbar

In the Help dialog box, on the Help toolbar, there are a number of buttons available to help you navigate through the Help system:

Button Image	Name	Function
	Back	Moves <u>Help</u> backward to the last page displayed
	Forward	Moves <u>Help</u> forward one page, after <i>Back</i> has been clicked
	Stop	Stops a <u>Help</u> page from loading
	Refresh	Reloads a page
	Home	Returns the user to the initial <u>Help</u> page
	Print	Prints the current <u>Help</u> page
	Change Font Size	Increases or decreases the size of the text on the page
	Show Table of Contents	Opens the <u>Table of Contents</u> sidebar
	Keep on Top/Not on Top	Determines whether the <u>Help</u> window appears above all other Office windows or not.

Using the Help Dialog Box

There are two ways to search for help topics. You can use the search text box or you can browse Office Help for information on your subject.

Using the Help Dialog Box: Search Text Box Option

Using the Search for text box allows you to type in keywords, which will have Office search through the entire library of help topics.

1. Open the Help dialog box


In the Search text box, type a question, word, or phrase that describes your topic

OPTIONAL: To refine your search to a particular collection of documents using filters, click the ▼ on the SEARCH button, select the desired filter

HINT: A checkmark represents the current filter being used.

NOTE: The default filter is *All [Office program]*, which searches through all help topics for the program that you are using.

EXAMPLE: *All PowerPoint*

2. Press **[Enter]** OR Click **SEARCH**  **Search** the search results appear in *Help* dialog box.
3. From the list of topics, select the desired search result

To change views, navigate, or print information about your topic, use the toolbar buttons

HINT: If there is no desirable search result, refine your question, word, or phrase that describes your topic, or try browsing for a topic.

4. OPTIONAL: You may critique the help topic

When finished, to close the *Help* dialog box, click the 

Using the *Help* Dialog box: Browsing Option

Instead of searching and looking through result lists to find a help topic, the *Help* dialog box allows you to choose from prearranged categories of information. By finding your topic categorically, you can find articles with greater precision than by using the *Search* text box.

1. Open the *Help* dialog box
2. In the *Table of Contents* scroll list, click the category most relevant to your topic a new page appears.
NOTE: Depending upon what category you have chosen, you could be given a list of help topics, a list of subcategories, or both.
3. Select the desired search result

To change views, navigate, or print information about your topic, use the toolbar buttons

HINT: If there is no desirable browsing result, try browsing again or try using the search text box.

OPTIONAL: You may comment on the *Help* topic

When finished, to close the *Help* dialog box, click the 

Viewing Information about a Dialog Box

If you want to know about a dialog box's functions without the tedium of trial and error, you can use the *Help* button in any dialog box. This dialog box function allows you to get information about a dialog box quickly and easily.


In the upper right corner of any Office dialog box, click **HELP** OR Press **[F1]** the *Help* dialog box appears.

NOTES: For more information on the *Help* dialog box, refer to Accessing the *Help* Dialog Box.

Depending on the dialog box, Office will suggest related help topics in the **Table of Contents** scroll list.

1. Click on the desired topic the help topic will appear.

OPTIONAL: If Office does not suggest any help topics, navigate through the dialog box to find a topic by browsing or by using the search text box

2. OPTIONAL: You may critique the help topic
3. When finished, in the upper right corner of the *Help* dialog box, click the 

Critiquing a Help Topic

Microsoft allows its users to evaluate its help topics to assist future Office Help users more efficiently. The critiquing option is available in every help topic and is very easy to submit.

NOTE: You must be connected to the internet to comment on a topic.

1. Open the Help dialog box

Find the topic by either searching or browsing in the **Help** dialog box

2. At the bottom of a help topic, click **YES**, **NO**, or **I DON'T KNOW**, as appropriate the screen refreshes to include a text box.
3. In the text box, explain your issue and the degree of the topic's helpfulness
4. When you are finished, click **SUMBIT** your critique is submitted to Microsoft **OR** if you choose not to comment on the article, click **BACK**.