

Microsoft®



Microsoft®
Office:mac
2004

Getting Started



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Welcome

Welcome to Microsoft® Office 2004 for Mac, and thank you for purchasing one of the Office 2004 editions, or the Word, PowerPoint®, or Excel standalone programs. Office 2004 unveils a host of groundbreaking new features that will transform the way you create, share, and manage ideas and information. This guide shows you how to accomplish the following tasks:

- Install Office 2004 programs
- Set up Microsoft Entourage® 2004 for Mac*
- Set up MSN® Messenger for Mac Version 4.0*
- Learn to use Office 2004 programs
- Discover what's new in Office 2004
- Find product support

*This product is included as part of the Office 2004 for Mac editions; this product is not included in the Word, PowerPoint, or Excel standalone programs.

Install Office 2004

Before you begin

- Make sure your computer meets the following system requirements:
 - G3, Mac OS X-compatible processor or higher
 - Mac OS X version 10.2.8 or later
 - 256 MB of RAM
 - 450 MB of available hard-disk space* for a recommended install of Office; 630 MB for a full drag-and-drop install of Office; or 415 MB of available hard-disk space* for a recommended install of the Word, PowerPoint, or Excel standalone programs; 595 MB for a full drag-and-drop install of the Word, PowerPoint, or Excel standalone programs
 - CD-ROM drive (or connection to a local area network if installing over a network)
 - 1024 × 768 or higher resolution monitor displaying thousands of colors
 - Mouse or compatible pointing device

Additional items or services required to use certain features:

- 14.4 Kbps or faster modem
- Microsoft Entourage and certain features require Internet access, which may require payment of a separate fee to a service provider; local and/or long-distance telephone charges may apply

*The hard disk should be in Mac OS Extended (HFS+) format, the default format for Mac OS X. Although you can perform a drag-and-drop installation of and run Office 2004 from a hard disk that is in another format, Microsoft does not currently support such a configuration. To determine the format of your hard disk, on the **Apple** menu, click **About This Mac**, and then click **More Info**.



- Make sure that your Mac OS X user account has administrator privileges. (You must know both the user name and password for this account.)

To check your user account for administrator privileges, click **System Preferences** on the **Apple** menu, and then click **Accounts**. User accounts with administrator privileges have the word "Admin" beside them. For more information about Admin accounts, see Mac Help.

- Quit any programs that are running, including virus-protection programs.
- Quit the Classic environment (Mac OS 9) if it is currently running.

To quit the Classic environment, click **System Preferences** on the **Apple** menu, and then click **Classic**. On the **Start/Stop** tab, click **Stop**.

Note If an earlier version of Office is installed on your computer, you do not need to remove it to set up Office 2004. However, you should remove any Preview or Test Drive versions of Office 2004, because these free versions of the program can interfere with the Office 2004 installation.

Run the Office Setup Assistant

The Office 2004 Setup Assistant guides you through installing Office in six easy steps:

- 1 Welcome
- 2 License Agreement
- 3 User Information
- 4 Product Key
- 5 Installation
- 6 Getting Started

To start the Setup Assistant, insert the Microsoft Office 2004 CD-ROM into your computer's CD-ROM drive. On the desktop, double-click the Microsoft Office 2004 icon . When the setup window appears, double-click the Office Setup Assistant icon .

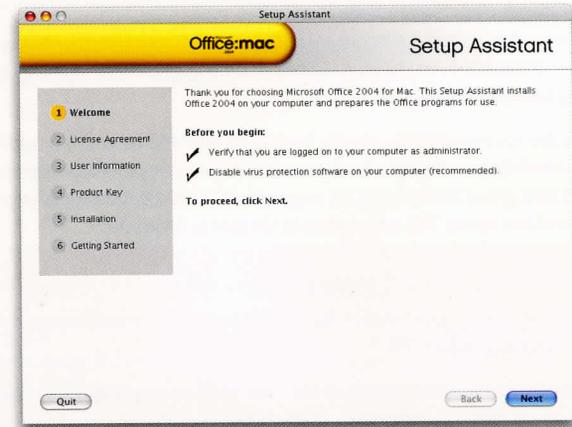


The Microsoft Office 2004 setup window.



Be sure to read the instructions on each screen carefully.

When you are ready to proceed to the next step, click **Next**. To go back to a previous step, click **Back**.



The Office Setup Assistant Welcome screen.

Step 1: Welcome

Prepare your computer for installation of Office 2004.

When you see the **Authenticate** window, enter your administrator user name and password. (If the Setup Assistant becomes idle at any point during setup, you might be asked to Authenticate again.)

Step 2: License agreement

Read and accept the Microsoft End-User License Agreement (EULA).

Step 3: User information

If you have previously used Microsoft Outlook® Express 5.0, Microsoft Entourage 2001, or Microsoft Entourage X, and you have identity data on your computer, you'll be asked if you want to import one of these identities for use in Entourage 2004.

An identity stores a person's preferences, account settings, Address Book and Calendar information, schedules, tasks, messages, and more. You can choose to import a previous identity or create a new identity. After you install Office 2004, you can then choose to import additional identities by using Entourage 2004.

If you are not importing an identity from a previous version of Entourage or Outlook Express for Macintosh, create a new identity, which will be used throughout the Office 2004 programs. You must enter at least your first and last name. This information is not sent to Microsoft.

Step 4: Product Key

Enter your Product Key number (found on the back of the media case that contains your product CD).

If you are installing an upgrade version, you'll see an **Upgrade** screen that will walk you through the process. To install an upgrade, you must be a licensed user of an eligible Microsoft product.

To see a list of eligible Microsoft products, refer to the list on the spine of your upgrade product box.

Whether you are installing an upgrade version or a full version, when you see the **Product Identification Information** screen, be sure to note your Product ID number and write it in the space provided on the last page of this guide.



You can view the Product ID number from any Office application by clicking the **Application** menu (Entourage, PowerPoint, Word, or Excel), and then clicking **About**.

Step 5: Installation

Choose the programs and options that you want to install.

After the Setup Assistant has finished installing the programs and options you selected, the **Congratulations** screen appears.

Step 6: Getting started

Access a variety of resources to help you get started with your new Microsoft Office 2004 programs.

What's next?**Set up Entourage 2004!**

If you installed Entourage (part of the Recommended installation of Office 2004 for Mac), see "Set up Microsoft Entourage 2004" on pages 8–11 of this guide.

Set up MSN Messenger for Mac Version 4.0!

If you installed MSN Messenger for Mac (part of the Recommended installation of Office 2004 for Mac), see "Set up MSN Messenger for Mac" on pages 12–14 of this guide.

Get started with Office 2004!

To learn about and begin using all the great features in Office 2004 for Mac programs, see "Learn to use Office 2004 programs" on pages 15–16, and "Discover what's new in Office 2004" on pages 17–29 of this guide.

Set up Entourage 2004

Microsoft Entourage 2004 is an e-mail and personal information manager included in Office 2004. With Entourage, you can send and receive e-mail messages, manage contact information, organize your calendar, track tasks, and more. Entourage is also the integration point for the new Office 2004 Project Center, which provides a single, consolidated view of all information related to a project.

Entourage includes its own Setup Assistant, which appears the first time you start the program. You can use the Entourage Setup Assistant to set up e-mail accounts that use the POP or IMAP protocols, MSN Hotmail®, or Microsoft Exchange Server (if you are part of an organization that uses an Exchange Server).

If you don't already have an e-mail account, but you do have an Internet connection, you can sign up for a free e-mail account through MSN. Just go to www.hotmail.com to sign up.

If you already started Entourage and closed the Entourage Setup Assistant without importing or entering any information, you can still configure Entourage 2004. For more information, see Entourage Help.

Before you begin

- Make sure you have access to the Internet, either through an Internet service provider (ISP) or a network connection.
- Make sure you know your e-mail account and password and your incoming and outgoing mail servers.
- If your computer is part of a corporate network, note that some accounts cannot be accessed behind a corporate firewall. If your organization does have a network firewall, ask your system administrator for assistance with setting up your account.



Run the Entourage Setup Assistant

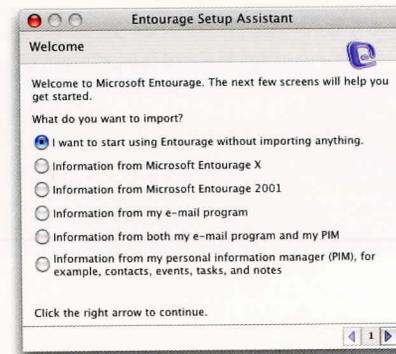
To start the Entourage Setup Assistant, click the Entourage icon  on the **Dock**.

The Entourage Setup Assistant guides you through installing and configuring Entourage in six easy steps:

- 1 Welcome
- 2 Set Up a Mail Account
- 3 Automatic Configuration
- 4 Verify and Complete Settings
- 5 Verify Settings (Optional)
- 6 Setup Complete

Be sure to read the instructions on each screen carefully.

When you are ready to proceed to the next step, click the right arrow. To go back to a previous step, click the left arrow.



The Entourage Setup Assistant

Step 1: Welcome

Specify any existing e-mail account information that you want to import into Entourage.

If you have used a previous version of Entourage or other e-mail program, you can choose to import information—such as settings for e-mail accounts, contact information, and tasks—from other e-mail programs. If Entourage 2004 is the first e-mail program that you have installed on this computer, you can choose to import nothing.

Step 2: Set up a mail account

Set up your e-mail account by entering your e-mail address. Do not select the **My account is on an Exchange Server** check box unless you are working for an organization that uses an Exchange Server to store messages. If you aren't sure, contact your system administrator.

Step 3: Automatic configuration

Validate your e-mail address. If you entered your e-mail address correctly, you will most likely see the Automatic Configuration Succeeded screen.

Your information is not necessarily incorrect if you get the Automatic Configuration Failed screen. Some e-mail accounts cannot be configured automatically. For more information, see the Note after Step 6.

Step 4: Verify and complete settings

Confirm your e-mail account settings by verifying your name and e-mail address and entering your e-mail password.



Step 5: Verify settings (optional)

Test your e-mail account settings to make sure that they work correctly.

Step 6: Setup complete

Finish setting up your e-mail account by giving it a name, such as "My Work Mail," that Entourage will use to distinguish it from any other e-mail accounts you may add.

Note Some e-mail accounts cannot be configured automatically. If you find that you have trouble getting your account configured or validated, skip to the next step in the Entourage Setup Assistant and then, after completing the setup process, try configuring your account manually.

To configure your account manually, open Entourage, and then on the **Tools** menu, click **Accounts**. Click the name of the account you want to configure manually. For more information about how to set up your account manually, see Entourage Help.

If you finish setting up your account manually and you still have trouble, contact your ISP or network administrator for assistance.

What's next?

Start using Entourage 2004!

For an overview of what's new in Entourage, see pages 19–20 of this guide, or click **What's New** on the **Learn** tab of the **Project Gallery**.



Set up MSN Messenger for Mac

MSN Messenger for Mac is an instant messaging program. You can use it to have “real-time” instant message conversations with a group of friends; create a contact list of friends, family, and coworkers; send pictures, music, and documents; and more.

MSN Messenger for Mac includes its own Setup Assistant, which appears the first time you start the program.

Before you begin

- Make sure you have access to the Internet, either through an Internet service provider (ISP) or a network connection.
- If you already have a Microsoft .NET Passport, make sure you know your sign-in name and password. (If you don't already have a .NET Passport, you can register for one during Step 4 of the MSN Messenger for Mac Setup Assistant.)

Run the MSN Messenger for Mac Setup Assistant

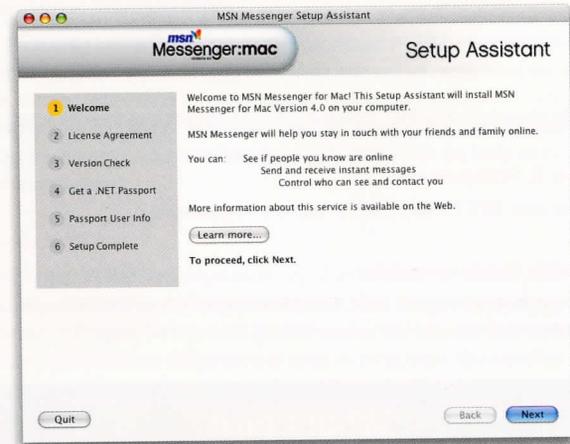
The MSN Messenger for Mac Setup Assistant guides you through installing MSN Messenger for Mac in six easy steps:

- 1 Welcome
- 2 License Agreement
- 3 Version Check
- 4 Get a .NET Passport
- 5 Passport User Info
- 6 Setup Complete

To start the MSN Messenger for Mac Setup Assistant, click the MSN Messenger for Mac icon  on the **Dock**. The MSN Messenger for Mac Setup Assistant window appears.

Be sure to read the instructions on each screen carefully.

When you are ready to proceed to the next step, click **Next**. To go back to a previous step, click **Back**.



The MSN Messenger for Mac Setup Assistant

Step 1: Welcome

Introduces you to MSN Messenger for Mac.

Step 2: License agreement

Read and accept the .NET Messenger Terms of Use, Licenses, and Notices.

Step 3: Version check

Searches for and removes previous versions of MSN Messenger for Mac on your computer. This is necessary to ensure that the new version of MSN Messenger for Mac installs and runs properly.

Step 4: Get a .NET Passport

You must have a .NET Passport in order to use MSN Messenger for Mac. If you don't already have a .NET Passport, sign up for one in this step.

Clicking **Sign up for Passport** takes you to the .NET Passport online registration page. Follow the instructions on the registration page. After you register for a .NET Passport, note your sign-in name and password (you will need them for the next step), and then close the browser window.

If you already have a .NET Passport, you can continue to the next step.

Step 5: Passport user info

Enter your .NET Passport sign-in name and password.

Step 6: Setup complete

Choose how you want to start MSN Messenger for Mac each time you use it.

What's next?

Start using MSN Messenger for Mac and learn about its integration with the other Office 2004 programs. See pages 28–29 of this guide, or click **What's New** on the **Learn** tab of the **Project Gallery**.



Learn to use Office 2004 programs

Office 2004 programs include a number of resources to help you get the most out of the product.

Discovering Microsoft Office

The Discovering Microsoft Office manual, available in portable document format (PDF), explains how to perform common tasks by using Office programs. To open the manual from any Office program, on the **File** menu, click **Project Gallery**, and then on the **Learn** tab, double-click **Discovering Microsoft Office**.

Online Help

Each of the Office programs includes an online Help system that can answer your questions about that program. To open Help for a program, start the program, click the **Help** menu, and then click the **Help** command for your program.

Project Gallery

The Project Gallery is a visual directory of Office files, templates, and wizards. It appears each time you start an Office program and whenever you select **Project Gallery** from the **File** menu. You can use the Project Gallery to create new documents or open existing ones. You can also choose from a number of pre-existing designs, which you can use as the basis for new documents.

Sample Documents

Learn about useful features in Word, Excel, and PowerPoint by examining finished documents and reading about how we created them. Sample Documents are located on the **Learn** tab of the Project Gallery.

The Microsoft website

The Microsoft website at www.microsoft.com/mac provides valuable technical resources, product updates, free downloads, and more. To quickly go to the website from any Office program, click **Visit the Product Website** on the **Help** menu.

Read Me files

The Microsoft Office Read Me provides information about installation and other issues that might not be documented in Help topics. The Read Me is located in the Read Me folder in the Microsoft Office 2004 folder on your hard disk, and is current as of the date listed at the top of the Read Me file.



Discover what's new in Office 2004

Microsoft Office 2004 for Mac brings you a host of ground-breaking new features to help you work smarter, get more impact from your information, and seamlessly share your ideas with anyone on the Mac or Microsoft Windows® platforms. It can transform the way you create, share, and manage ideas and information.

New Office-wide features

Project Center

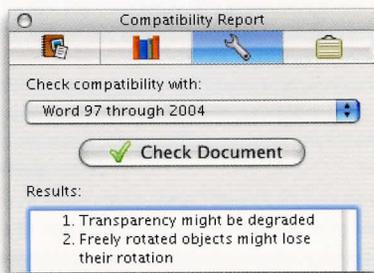
Office 2004 introduces the Project Center, which provides a single, consolidated view of all information related to a project. At a glance, you can see all the e-mail, contacts, calendar events, notes, tasks, application files, and Scrapbook clips associated with a project. You can also share the project with others, so they have full access to the same set of project information.

The Project Center is part of Entourage 2004, but if you have Office 2004 installed, you can open the Project Center from any Office 2004 program by using the **Project Palette**. To do so, on the **Tools** menu, click **Project Palette**, and then click **Go to Project Center**.

Compatibility Report

Compatibility Report is a new tool that makes it easier for you to work compatibly with others. Compatibility Report identifies and helps you fix items in a document that may not be displayed or print properly in previous program versions or in Windows. Use Compatibility Report every time you share your work to ensure that your document looks the way you want when it is opened on other people's computers.

Compatibility Report is part of the Toolbox, which also includes Scrapbook, Reference Tools (in Word only), and the Project Center. To open it, click **Compatibility Report** on the **Tools** menu.



Find potential compatibility errors by using Compatibility Report.

Scrapbook

For Office 2004, the Office Clipboard has been improved and expanded to become the Office Scrapbook, a convenient container for you to place, organize, and search through copies of text, objects, and images that you want to paste in other documents later. Use the Scrapbook when you are creating a document from multiple sources. Gather the information you need in the Scrapbook and then when you are ready to create your document, get the information you want out of the Scrapbook. No need to search for quotes or graphics—with the Scrapbook, you can keep all of your information in one place.

The Office Scrapbook is a part of the Office Toolbox, which also includes Reference Tools (in Word only), Compatibility Report, and the Project Center. You can use the Scrapbook from any Office 2004 program by clicking **Scrapbook** on the **Tools** menu.



New in Entourage 2004

Project Center

Microsoft Entourage 2004 introduces the Project Center, the powerful new integration point for all Microsoft Office 2004 applications. Accessed through the Project Center button , the Project Center provides a single, consolidated view of all information related to a project. At a glance, you can see all of the e-mail, people, meetings, documents, and clippings associated with a project, and it's easy to share, back up, or manage your information. It's also easy to include an item in a project.

In Entourage, open the Project Center by clicking **Project Center** . You can also access the Project Center from any other Office 2004 program by clicking **Project Palette** on the **Tools** menu, and then clicking **Go to Project Center**.



Keep track of all your project information by using the Project Center.

Calendar printing improvements

In Entourage 2004, you can print better looking calendars than ever before! You can choose which calendar information you want to print, such as tasks, only items in a certain project, only items in a certain category, and so on.

To select your calendar printing options, click **Calendar** and then on the **File** menu, click **Print**.

Junk E-mail Protection Improvements

The new, easy-to-use Junk E-mail Protection in Entourage 2004 identifies and filters out more unwanted messages than ever before, allowing you to focus on the e-mail that matters most. You can choose from different levels and options to determine the level of Junk E-mail Protection that is right for you.

To set Junk E-mail Protection options, in Entourage, click **Tools**, and then click **Junk E-mail Protection**.



New in PowerPoint 2004

Presenter tools

Deliver better presentations more efficiently by using the new PowerPoint 2004 presenter tools.

If you have access to two monitors, you can use presenter tools to help you better pace and deliver your slide shows. On one monitor, the audience sees only the slide show. On the other monitor, the presenter sees the slide show plus the presenter tools, which include a timer, a thumbnail view of the previous and next slides, a notes pane containing speaker comments, and more.

If you have only one monitor, you can use the same presenter tools to practice your presentation.

To use the PowerPoint presenter tools, on the **View** menu, click **Presenter Tools**.



Get more out of your presentations by using PowerPoint presenter tools.

Animation and transitions improvements

Animation effects and slide transitions created with PowerPoint for Windows now appear when you run those slide shows on the Macintosh. And what's more, with PowerPoint 2004, you can create impressive new animations and transitions that are compatible with PowerPoint 2003 for Windows.

To learn more about animations or transitions, search for **animations** or **transitions** in PowerPoint Help.

Template and clip art improvements

In PowerPoint 2004, you can experiment with different slide show design templates with even greater ease! See at a glance what design templates look like with the new thumbnail images. To quickly switch to a different design template, on the **Formatting Palette**, under **Change Slides**, just click the image of the template you want.

Also, you can enhance standard templates by taking advantage of the new clip art images. On the **Formatting Palette** under **Add Objects**, just click **Insert Clip Art** .

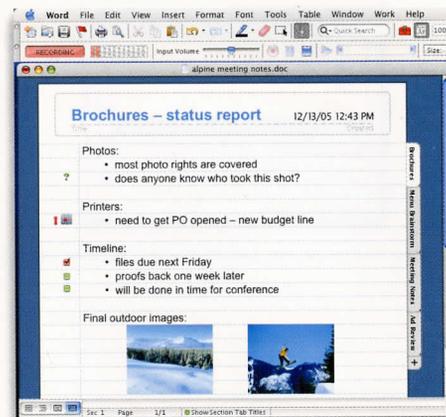


New in Word 2004

Notebook layout view

Word 2004 introduces notebook layout view, the new way to capture your thoughts and ideas in the equivalent of an electronic notebook. You can organize and search your notes, flag them for followup, assign tasks, and attach audio recordings by using your computer's built-in microphone or a microphone connected to your computer. Use notebook layout view to take meeting or lecture notes, gather research material, and more.

To use notebook layout view in Word 2004, on the **View** menu, click **Notebook Layout**. Or, to begin a new Word document in notebook layout view, click **Word Notebook** on the **New** tab in the **Project Gallery**.



Master note-taking in Work notebook layout view.

Reference Tools

Part of the new Office 2004 Toolbox, Reference Tools combine the powers of the dictionary, thesaurus, Encarta® Encyclopedia, and MSN Internet search for a comprehensive library of information. Reference Tools are the new way to find definitions and synonyms and to do research on the Web—all from one convenient place.

To use Reference Tools in Word 2004, click **Reference Tools** on the **Tools** menu.



Look up definitions, find synonyms, and do research by using Reference Tools.



Track Changes improvements

Working on a shared document has never been simpler than in Word 2004. The Word Track Changes tool has been integrated with Entourage 2004 and MSN Messenger for Mac to provide quick and seamless collaboration for document creation, sharing, reviewing, and communication. Now you can create a document in Word, send the document to others by using Entourage, track the changes made to the document in Word, and send an instant message about the document by using MSN Messenger for Mac—all through Word 2004.

To make reviewing document comments even easier, Word 2004 has also included accept and reject buttons directly within comment balloons. You can even send an instant message to the comment author directly from the comment.

To use Track Changes in Word 2004, point to **Toolbars** on the **View** menu, and then click **Reviewing**.

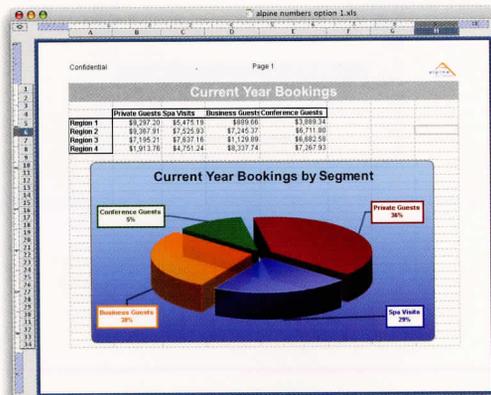


New in Excel 2004

Page layout view

Excel 2004 introduces page layout view, the new default view for worksheets. While you work, you can use page layout view to see exactly how your document will look when it is printed. Items such as rows, columns, text, charts, graphics, headers and footers, and text boxes appear in their actual positions on the page, giving you instant feedback about page layout. You can view one page or multiple pages of the worksheet, easily navigate from page to page, and edit and format your data all in one view.

If you switch to a different view, such as normal view or page break preview, you can switch back to page layout view by clicking **Page Layout** on the **View** menu.



In Excel page layout view, as you work, you can see exactly how your document will appear when you print it.

Charting improvements

Create richer and more professional looking charts faster by using the improved charting features in Excel 2004. Add depth to your charts by using line or fill transparencies, add interest to chart items by changing line widths, color-coordinate charts by using preset color schemes, and more.

Chart options appear on the **Formatting Palette** after you have clicked any chart.

Formula editing improvements

Excel 2004 makes working with formulas easier than ever by providing improved Range Finder functionality and also by adding Function ScreenTips.

When you edit a formula, Range Finder shows the cells referred to in the formula by using color-coded ranges. To change which cells are included in the range reference, just drag the handle of the color-coded range; to select a different range, just drag the border of the color-coded range.

With Function ScreenTips, when you type formulas that contain functions directly into the formula bar or a cell, a ScreenTip containing the syntax of the function appears below where you are typing to help you complete the function arguments. You can drag the ScreenTip to another location on the screen, click an argument to select it, or click the function name to open a reference Help topic.

To learn more about Range Finder or Function ScreenTips, search for **range finder** or **function screentips** in Excel Help.

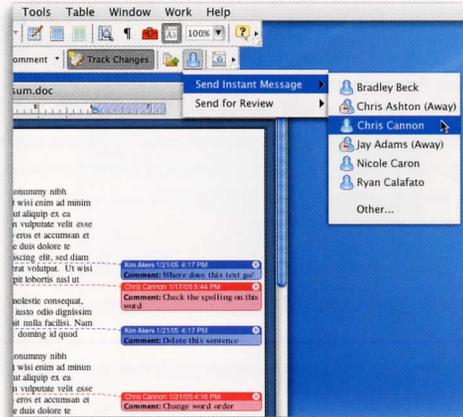


New in MSN Messenger for Mac Version 4.0

Integration with Word Track Changes

There is more to instant messaging than just chatting with friends and family. With MSN Messenger for Mac, you'll find more useful ways to communicate with others—at work, at school, and at home. MSN Messenger for Mac has been integrated with the Track Changes feature in Word 2004 to give you the unique ability to have instant message conversations with others regarding a Word document you're all working on—without leaving Word. Use Track Changes when you are collaborating on a document with others and want to keep track of the changes that are made.

To send an instant message while using Track Changes in Word, on the **View** menu, point to **Toolbars**, and then click **Reviewing**. From the **Reviewing** toolbar, click **Send Instant Message** .



By using Word Track Changes, you can send instant messages while working on a document in Word.

Integration with the Project Center

MSN Messenger for Mac makes the new Project Center in Office 2004 even more effective in providing a single, consolidated view of all information related to a project by including instant message conversations. Project team members can use MSN Messenger for Mac to stay in closer contact through instant messaging and stay organized by saving conversations related to their projects.

To sign in to MSN Messenger for Mac from the Project Center, open a project, click the **Contacts** tab, click **MSN Messenger**, and then click **Sign in**. You can also sign in to MSN Messenger for Mac from the **Overview** tab of the Project Center by clicking a column heading in the bottom status list, clicking **MSN Messenger Contacts**, and then clicking **Sign in to MSN Messenger**.

Get assistance

If you need technical assistance, Microsoft offers several support options.

- Search for **support** in the online Help for your program.
- Call (425) 454-2030 in the United States or (905) 568-2294 in Canada.
- Visit the Microsoft Product Support Services website at <http://support.microsoft.com>.

Product ID(s): _____
