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Office 2001

A
HANDS-ON
GUIDE

for Macintosh®

Microsoft
Office:mac
2001

Bonita Sebastian
Arthur Luehrmann
Herbert Peckham

Petitioner has added letters to pages (a)-(c).
Otherwise, it leaves the original page numbering.

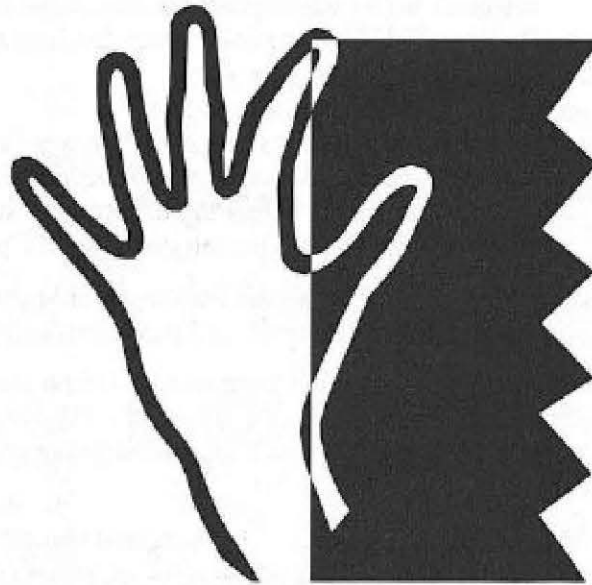
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Microsoft® Office 2001

A Hands-On Guide



Macintosh® Version

Word Processing with Word

Graphics with PowerPoint

Presentations with PowerPoint

Spreadsheets with Excel

Personal Data with Entourage

Computer
Literacy
Press
Cincinnati, Ohio

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Design / InfoTech / Paul Quin
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Production coordination / Zipporah Collins
Copyediting / Barbara Fuller
Technical checking / Barbara Fuller
Page layout / Computer Literacy Press, Inc.
Imagesetting / Data Reproductions Corporation
Printing and binding / Data Reproductions Corporation

ISBN: 1-57426-154-1

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This entire book has been user tested on computers with Microsoft Office 2001 and Mac OS 8.6 or Mac OS 9 installed. All figures in the book were created from that software. Users of other versions may expect to see differences.

This book is a guide to learning and using Microsoft Office 2001, not a formal specification of the software as delivered to the buyer now or in future software revisions. Microsoft Corporation makes no warranties with respect to this book or to its accuracy in describing any current or future version of Microsoft Office.

Computer Literacy Press, Inc.
11584 Goldcoast Drive
Cincinnati, OH 45249
(800) 225-5413

Printed in the United States of America
10 9 8 7 6 5 4 3 2 1 0543210

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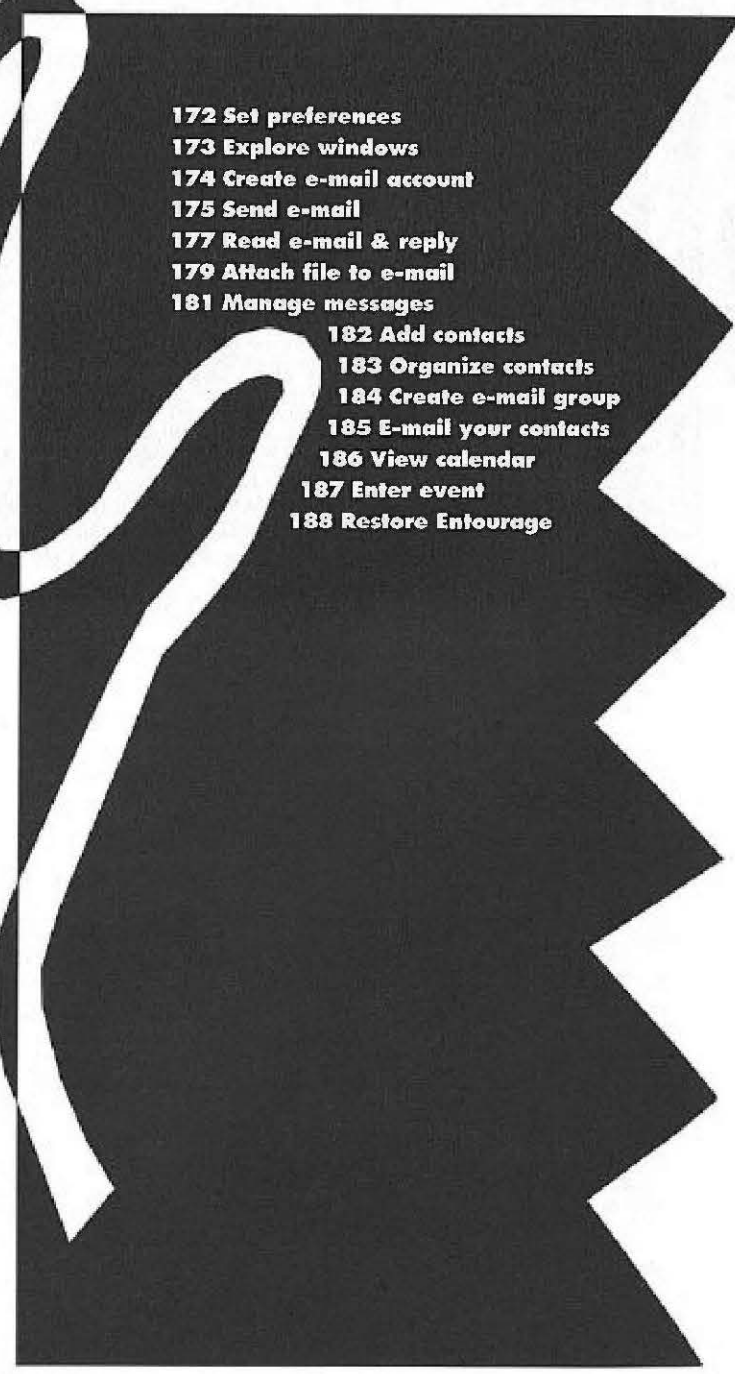
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Set preferences

Microsoft Entourage combines e-mail, address book, calendar, and other functions. You'll begin by setting preferences.

1 Delete file with current Entourage preferences settings

Start computer.

Double-click hard disk icon at upper-right corner of desktop.

By double-clicking icons, open these nested folders: System Folder, then Preferences, then Microsoft.

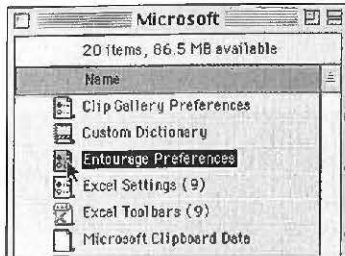


Figure at left shows part of Microsoft folder in List view.

From last folder, drag Entourage Preferences to Trash icon.

On Special menu, choose Empty Trash.

Previous preference settings are erased.

Close all windows.

2 Start Microsoft Entourage

Start program (see page 7, but choose Microsoft Entourage).

Program opens with default values for all preference settings.

If Entourage Setup Assistant dialog box appears, close it.

You'll use similar dialog box later to set up e-mail account.

3 Make preference changes expected in this book

On Edit menu, choose Preferences, then General.

In dialog box, click Address Book tab. Enter your area code in text box.

Click Spelling tab. Deselect Check spelling as you type.

Click OK to accept changes.

4 Disable AutoCorrect feature

On Tools menu, choose AutoCorrect.

On AutoCorrect tab, deselect all options.

On AutoFormat As You Type tab, deselect first two options.

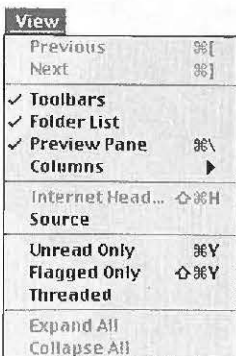
Click OK to accept changes.

When you quit Microsoft Entourage, it will create new Entourage Preferences file with default settings plus your few changes.

5 Set View menu options

On View menu, make sure Toolbars, Folder List, and Preview Pane are checked and other items are not.

6 If necessary, enlarge window to size in figure on next page



Explore windows

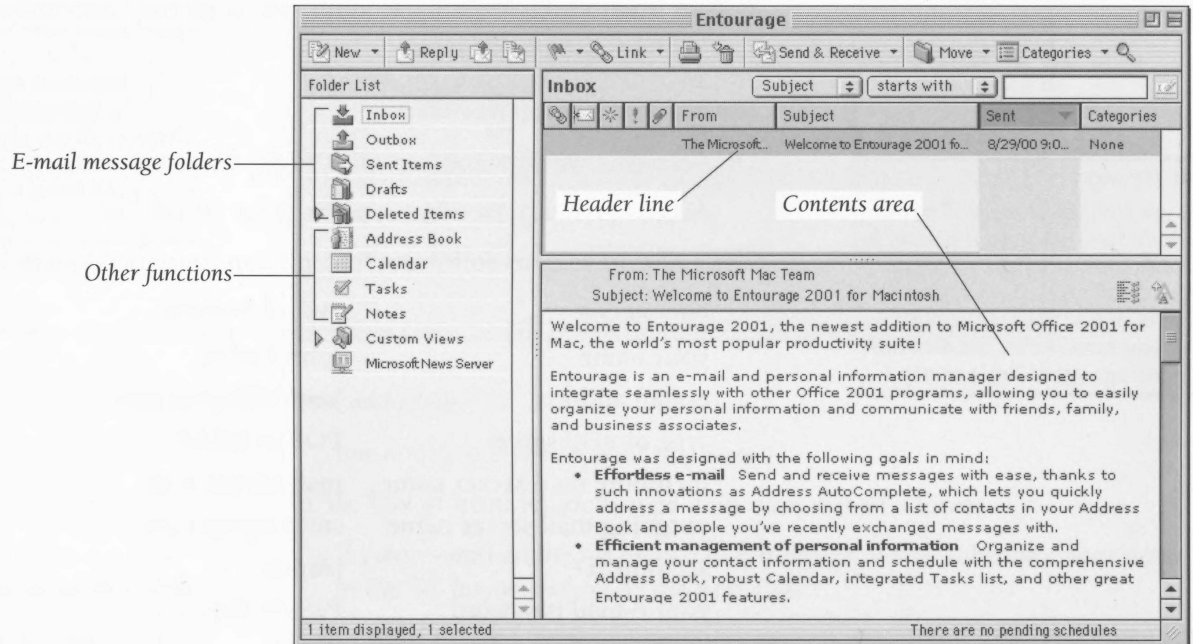
Each different function of Entourage can be reached through the main window or opened in separate windows.

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1 View main (Entourage) window

With any of first five folder icons selected in left pane, Entourage window handles e-mail functions.

With **Inbox** selected in left pane, click header line (if present) in upper pane to see contents in lower pane.



2 See address book

In left pane, click **Address Book**. Notice changes in two right panes.

Click item in upper pane to see contents in lower pane.

On **Window** menu, choose **Address Book**. Notice same two panes now enlarged in separate window in front of Entourage window.

Close Address Book window.

3 See calendar

In left pane, click **Calendar**. Notice panes at right.

Open separate **Calendar** window.

*You may have to click **Inbox** or other icon in left pane before choosing **Calendar** on **Window** menu.*

Close **Calendar** window.

4 See other windows

Use method in step 2 to explore views of **Tasks** and **Notes** functions.

Tip

To get more space at the right without opening a separate window, drag the vertical split bar left.

Create e-mail account

If you're running Entourage for the first time, you'll need to enter information provided by your Internet service provider (ISP).

1 Check for existing account

On Tools menu, choose Accounts. In new window, click Mail tab.

If Mail tab already lists one or more accounts, close Accounts window. Skip remaining steps on this page.

If you've been using another e-mail program, choose Import on File menu. Follow instructions to bring account and other data into Entourage. Skip remaining steps on this page.

2 Use assistant to set up new account

On Accounts window toolbar, click  New (new account).

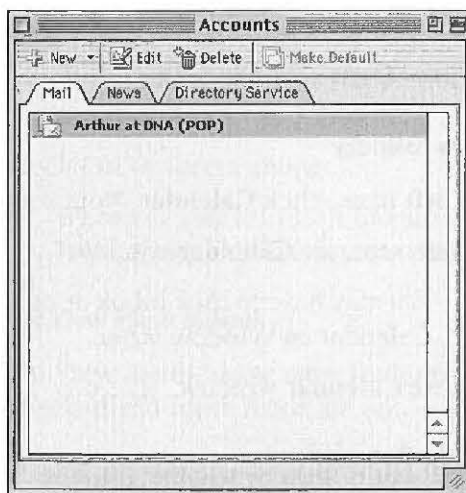
Accounts Setup Assistant appears. It has five pages.

Use assistant to enter following information (provided to you by your ISP).

Information	Typical example
your name	John Smith
e-mail address	jsmith@myisp.com
type of mail server	POP or IMAP
incoming mail server name	mail.myisp.com
outgoing mail server name	smtp.myisp.com
account ID	jsmith
your e-mail password	PaSsWoRd
save password?	yes
Entourage name for account	John at My ISP
Include in schedule	yes

When all information is entered, click Finish.

Entourage name of account appears in Accounts window.



3 Close Accounts window

By the way

If you don't yet have an ISP, you can use the Internet Setup Assistant to locate one and sign up for service. Quit Entourage, run the assistant (an alias is in the Assistants folder on your hard drive), and then start Entourage again. Begin at step 1.

Tip

If you need to make future changes to account data, select the account in the list in the Accounts window and click the Edit button.

By the way

If you'll be using a modem to dial up a connection to your ISP, you must set up the modem properly and provide the telephone number, your log-in name, and your password. Use the Modem and either PPP or Remote Access control panels.



Complete previous activity before going on.

Send e-mail

You'll use the Entourage program to send an e-mail message over the Internet.

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1 Start message

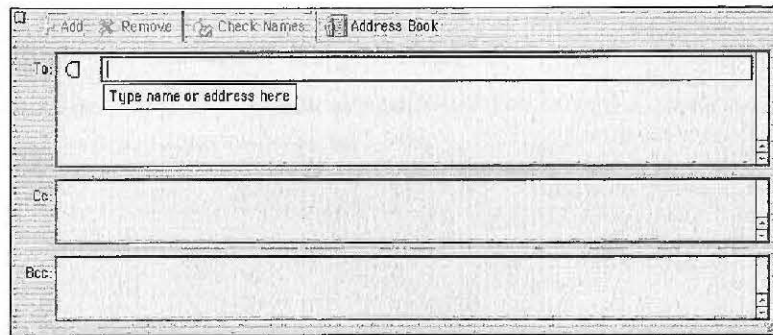
Make sure **Inbox** is selected in left pane of Entourage window.

At left of toolbar, click **New**.

Two windows appear in front of Entourage window. Front window is where you enter e-mail address of person you're sending message to.

By the way

This window links the e-mail and address book functions of Entourage. You can use the window to add someone to the address book or to look up the e-mail address of someone already there.



2 Type addressee info

For now, you'll send e-mail to yourself.

In **To:** box of front window, type your own e-mail address.

If your e-mail address is known to Entourage, it will substitute your name in the **To:** box when you do the next step.

If you want to send copy to someone else, tap **TAB** twice, and type person's e-mail address in **Cc:** box.

Tap **RETURN** to complete entry and close front window. Notice same data now in **To:** and **Cc:** boxes at top of **Untitled** message window.

3 Type subject and message

In **Subject:** box, type brief topic. Tap **TAB**. Look at title bar.

Title bar of message window changes to subject of message.

In message area below, type your message.

Message window should look similar to figure below. (Large box may appear below Attachments. Triangle to left shows or hides box.)

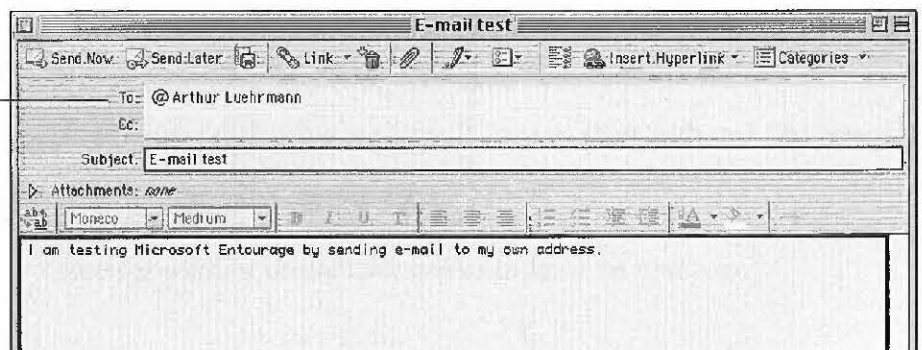
Tip

You can type several addresses in each box. Separate the addresses with a comma.

Tip

Think of your subject text as a headline that will make the purpose of your e-mail clear to the reader.

Your name or e-mail address here



4 Make Progress window visible

On Window menu, choose **Progress**. Drag window below message window.

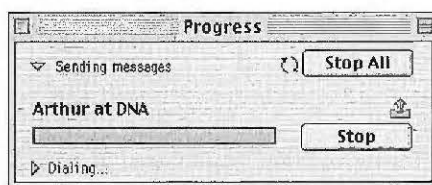
You may have to raise bottom of message window to make room.

5 Send message

Click message window. On toolbar, click .

Watch **Progress** window.

Progress window shows activity. Connections to Internet vary. You may be asked for your account name and password.



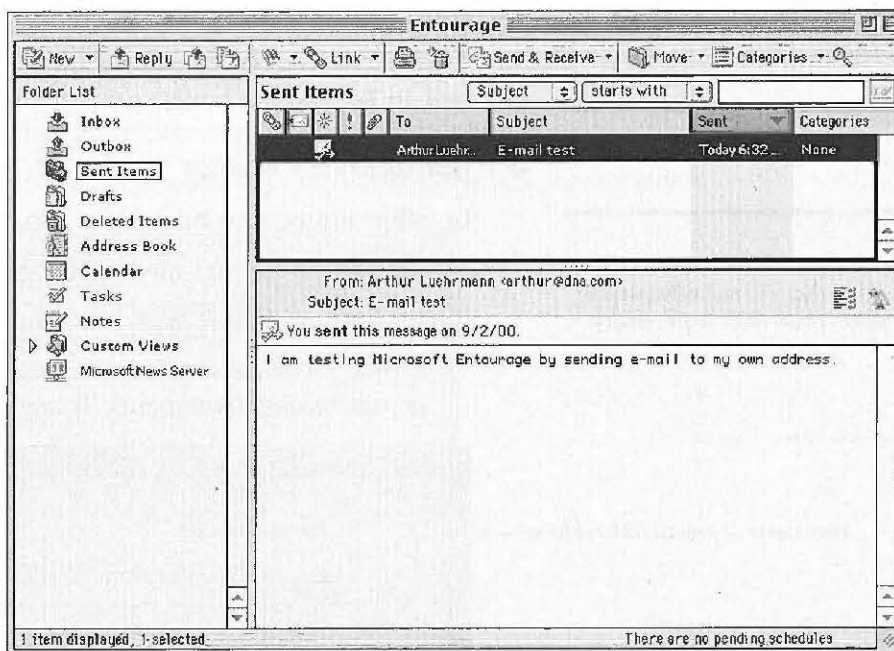
After connection is complete, e-mail is sent, and message window closes.

6 See items sent

In left pane of Entourage window, click **Sent Items**.

Header for item you sent is listed in top pane at right.

Click header to see message in bottom pane.

**Tip**

If you have several messages to send, use the Send Later button for each message. When all are done, click the Send & Receive button on the toolbar of the Entourage window to send the whole group (and get any waiting messages).



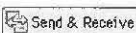
Complete previous activity before going on.

Read e-mail & reply

Entourage allows you to receive and view any e-mail that has been sent to you.

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1 Get e-mail

On toolbar of Entourage window, click .

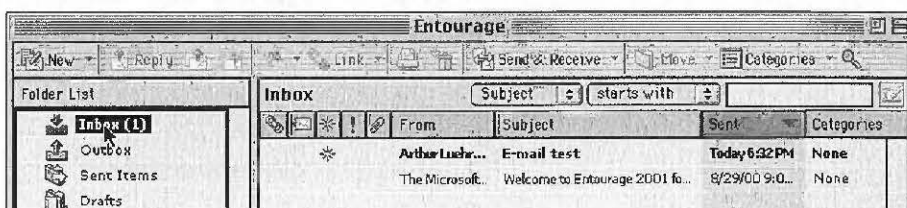
Button sends any unsent messages before getting any sent to you.

2 View contents of inbox

After e-mail is received, click **Inbox** in left pane.

In top pane, notice header for message you received (and possibly others).

Blue star to left and bold type means you haven't read message yet.

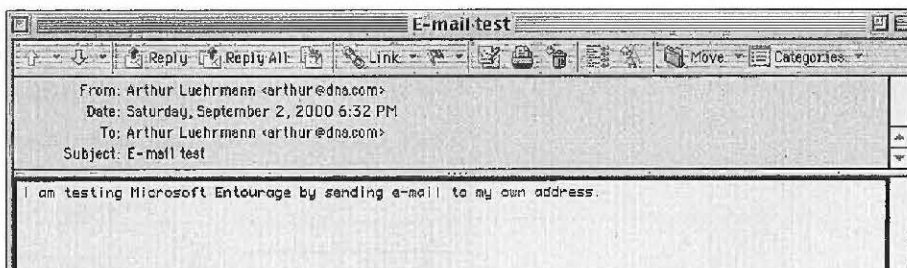


3 Read message

In top pane at right, click item you just got. Read message in bottom pane.

Double-click same item to open message in separate window.

Data at top shows sender, date, recipient, and subject. Message is below



4 Create reply to message

On toolbar of message window, click .

New message window appears for you to type your reply.

Look at title bar and top part of new message window.

Top part is automatically filled out for you. (You can edit items.)

Look at bottom pane of message window.

Message you're replying to normally appears there with each line preceded by angle bracket (>).

Type your reply.

Message window should look similar to figure on next page.

Tip

If the message you sent doesn't show up, repeat step 1. Sometimes receipt of e-mail can be almost immediate; however, delivery can take minutes or longer, depending on network activity.

By the way

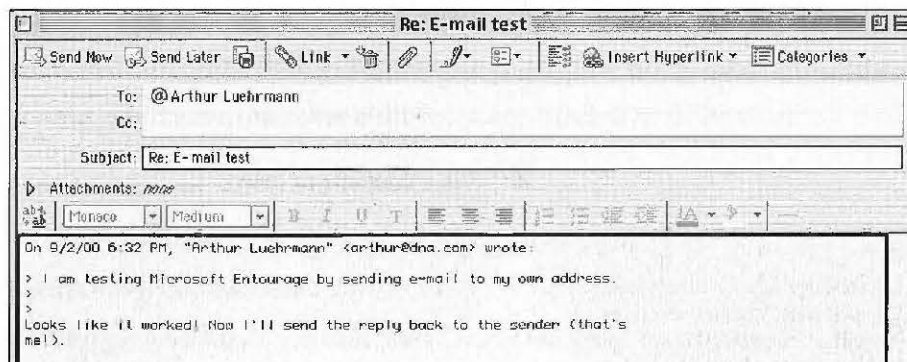
When you click or double-click an item in the inbox, the message remains in the inbox but is marked as having been read by you. (The blue symbol before the item header disappears.)

Tip

Click Reply All if you want to send a reply to the sender and everyone else the message was sent to.

Tip

It's good practice when replying to e-mail to include all or at least the important parts of the message you're replying to.



5 Send reply

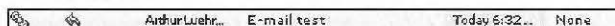
On toolbar, click Send Now.

After reply is sent, notice yellow bar just below toolbar.

Close original message window.

In top pane of Entourage window, notice symbol to left of header.

Curved arrow means you've read and replied to message.

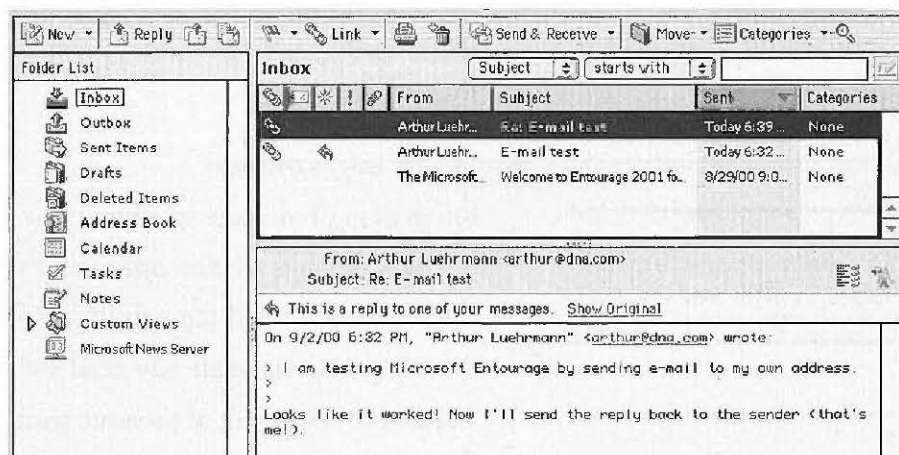


6 Get reply just sent to yourself

On Entourage toolbar, click Send & Receive.

With Inbox highlighted at left, click new header in top pane.

Notice contents of message in bottom pane.



7 Quit Entourage

On File menu, choose Quit.

If you're using dial-up connection to Internet, disconnect now.

To disconnect, use PPP or Remote Access control panel.

Attach file to e-mail

You can attach Microsoft Word documents, spreadsheets, pictures, music, or any other type of file when you send e-mail.

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1 Start Entourage

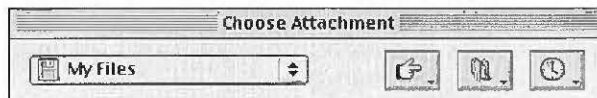
2 Create new message

On toolbar, click . Address message to yourself. Tap **RETURN**.
In Subject: text box, type **File attachment test**.

3 Attach file to message

On Entourage toolbar, click  (add attachments).

File navigation dialog box appears. It works like one for Open command.
Navigate to your My Files disk or folder with files you've created earlier.

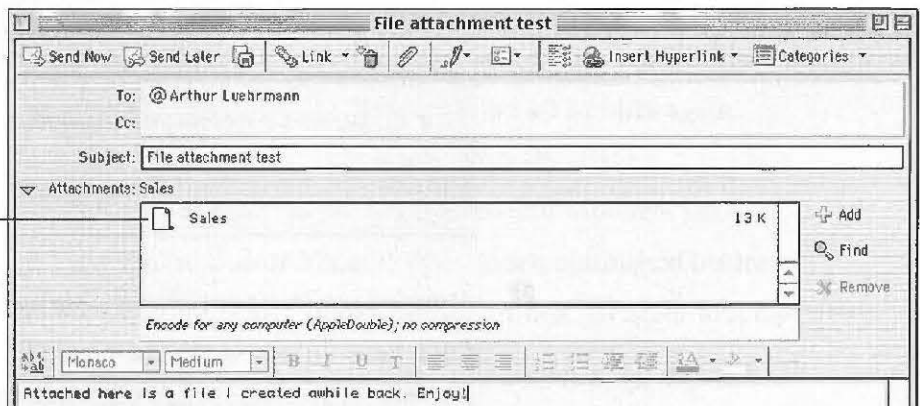


In scrolling list of files you've created, double-click one you will attach.

Name of file appears after Attachments label, just below Subject.
If necessary, click triangle to left of Attachments to see box below it.

4 Add message, and send

Type message similar to one at bottom of figure below.



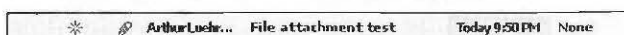
On toolbar, click  button. Wait for message to be sent.

5 Get message

Click  button. Wait for message to be received.

With **Inbox** highlighted, notice paper-clip icon at left of new header.

Paper clip means message has file attached.



In top pane, click line with new header. Look at bottom pane.

Window should look similar to top figure on next page.

Tip

You can attach more than one file to a message. Keep in mind, however, that attachments make your message larger, and some e-mail systems have limits on the size of messages they can receive.

By the way

If you attach the wrong file, you can remove it from the Attachments box. Click the file name or icon to select it. At the right, click Remove.

Tip

Here's another way to attach a file: drag it from the desktop or a Finder window into the Attachments box.

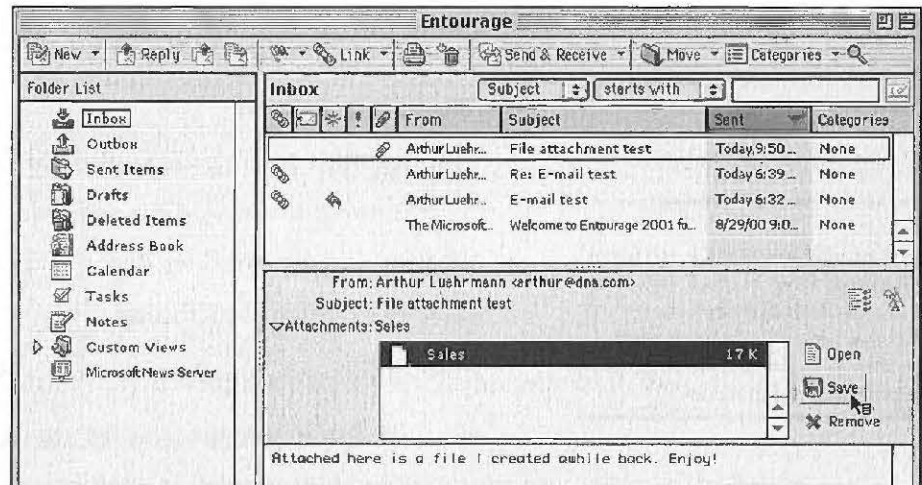
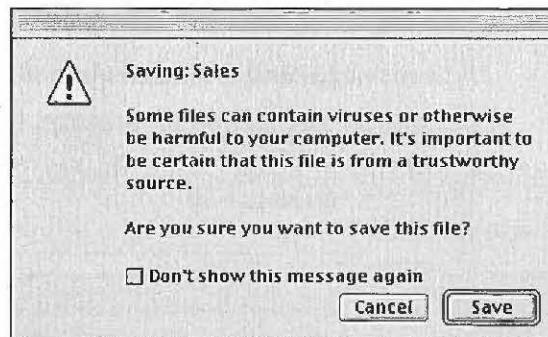
6 Save copy of attached file

In Attachments scroll box, click name of attached file.

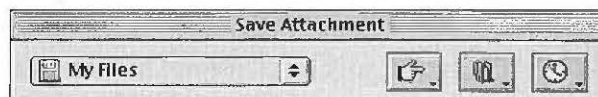
At right, click Save button, as in figure below.

Tip

You can also drag the file from the Attachments box to the desktop or into any Finder window. The result is to put a copy of the file where you dragged it.

**7 Pay attention to warning advice that appears****8 Assuming you trust yourself, complete operation**

Click Save. In new dialog box, navigate to your My Files disk or folder.



In Name text box, click to right of file name. Type **(received)**. Click Save.

Copy of attached file is saved on your floppy disk or in your folder.

9 Quit Entourage; disconnect from Internet if necessary

Manage messages

In just a few weeks of e-mail use, your inbox and sent-files folder can become packed. Entourage can help.

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1 Start Entourage

2 Delete messages you no longer want

In left pane, click **Sent Items**. In top pane, notice headers for sent e-mail. Click first header. On toolbar, click  (delete). Repeat for second header.

3 View deleted items, and restore one

In left pane, click **Deleted Items**. In top pane, notice headers.

Deleted items are still available. Here's how to get one back.

Press and drag first header from top pane to **Sent Items** in left pane.

Click **Sent Items** to see item restored. Then delete it again.

4 Permanently erase deleted items

In left pane, click **Deleted Items**. In top pane, click any header.

On **Edit** menu, choose **Select All**. On toolbar, click .

Message warns that items will be permanently erased.

Click **Delete** to approve erasure.

5 Manage inbox items

In left pane, click **Inbox**. On **View** menu, choose **Unread Only**.

Command is useful when inbox has lots of old e-mail you don't want to see.

Use same command (now checked) to see all headers again.

Click first header in list. On toolbar, click  (flag).

Flagging reminds you that you need to deal with item later.

On **View** menu, choose **Flagged Only** to see unfinished business.

Choose same command (now checked). Click  again to remove flag.

6 Create new folder for storing messages you want to keep; then delete it

Click **Inbox** in left pane. On **File** menu, choose **New**, then **Subfolder**.

Type **Read** and tap **(RETURN)**. Click **Inbox**. Click first header at right.

With **(SHIFT)** held down, click last header of messages you've read.

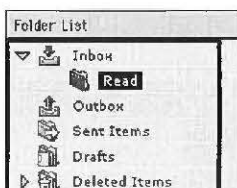
Press and drag selection to **Read** subfolder. Click **Read** subfolder.

Selected items disappear from inbox but are still available.

Select and drag items to **Inbox** to put them back where they were.

With **Read** selected at left, click .

7 Quit Entourage



Add contacts

Putting e-mail addresses (plus names, phone numbers, and more) in the address book makes sending e-mail simpler.

Tip

You can quickly add to the address book the name and e-mail address of someone who sent you mail. Open the message; then, on the Tools menu, choose Add to Address Book.

Tip

Open the Address Book window for a contact if you need to make changes in the person's data.

By the way

The Create Contact dialog box lets you enter basic information. If you click More, you go to the window you saw in step 3, where you can enter additional information.

Tip

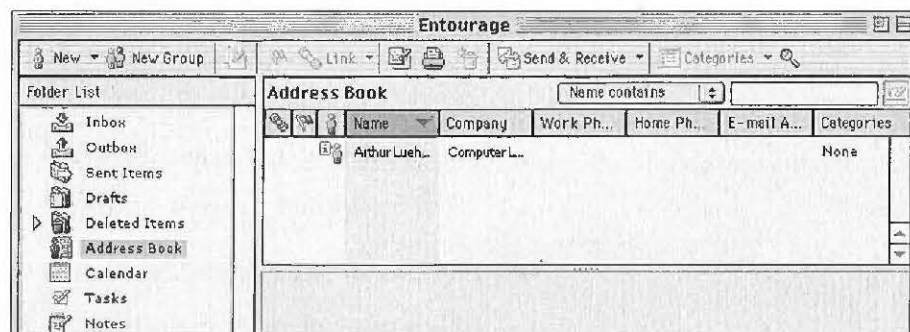
If you have several contacts to add, click Save & New button after each one except the last.

1 Start Entourage

2 View address book

In left panel, click Address Book. Look at top and bottom panes at right.

Normally, you see at least one header line at top (for person who installed Microsoft Office—notice “i” on icon to left of name).



3 View data categories available for any contact

Double-click any header in top pane. Click each tab in window that appears. Then close window.

4 Add new contacts

On Entourage toolbar, click . Type relevant data for someone.

When finished, click . Click new contact header in top pane.

You've added new person to address book.

Add other contacts to address book (make up data, if necessary).

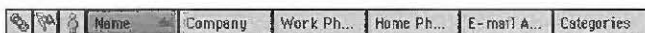
Organize contacts

As your address book grows, you'll need ways to find the person you're looking for.

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1 Sort address book by data fields

Make sure you're at Entourage window with Address Book selected at left. In top pane, notice field names above contact headers.



Click Company to sort list on this data field. Click it again to reverse sort.

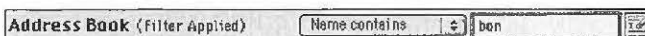
Sorting on company name would be useful for finding employee whose name you'd forgotten.

Click Name to sort list on last name.

Scrolling through sorted lists is one way of finding contacts.

2 Search for contacts

Click text box at upper right. Type part of name of person you're looking for.



List of headers shows only contacts matching what you typed.

To right of text box, click (clear) to bring back all contacts.

Click to right of Name contains to see pop-up menu with other options.

3 Categorize contacts

You can identify contacts as family, friends, work-related, and so on.

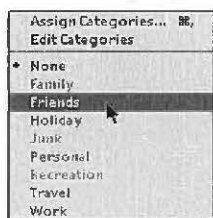
Click any header.

On toolbar, click arrow at right of to see pop-up menu.

Top items on menu let you create and modify categories. Bottom ones are for choosing category to apply.

On menu, choose appropriate category for person. Look at Category column.

Category is applied to whatever contact (or contacts) you selected. You can also reach same pop-up menu by clicking category field of any header.



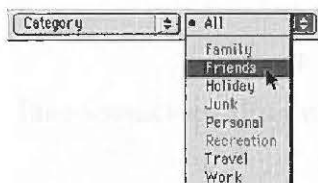
4 Search by category

At upper right, click to right of Name contains. Choose Category.

Click to right of All to see pop-up menu. Choose category you just applied.

Only contacts in chosen category are listed in top pane.

Return pop-up menus to All and Name contains.



Create e-mail group

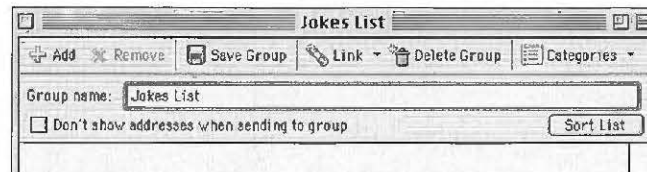
After adding contacts to the address book, you can create groups that you often send the same kind of e-mail to, such as jokes.

1 Create new e-mail group

Make sure you're at Entourage window with Address Book selected at left.

On toolbar, click . Type **Jokes List** as name of group.

Window allows you to add or remove contacts.



Notice check box option below text box.

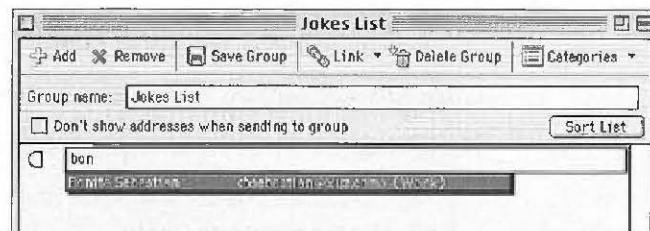
When selected, option prevents everyone's name and e-mail address from appearing on messages you send—useful if list is very large.

2 Add members to group

On Jokes List toolbar, click .

In new text box, begin typing name of person in address book. Stop when one or more names appear below text box.

Entourage shows any matches of contact names with your typing.



If only one name appears, tap **TAB**. Otherwise, click one you want.

Use same method to add more members to group.

3 Save group

On Jokes List toolbar, click . Close Jokes List window.

In top pane of Entourage window, notice group icon to left of Jokes List.



Because group has name in address book, you can easily send same e-mail to all members.

4 Quit Entourage

By the way

You can add the same person to more than one group. A group is just a set of pointers to contacts, which remain in the address book as separate entries.



Complete previous activity before going on.

E-mail your contacts

Once you have added people and groups to your address book, sending e-mail is a snap.

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1 Start Entourage

2 Create new message

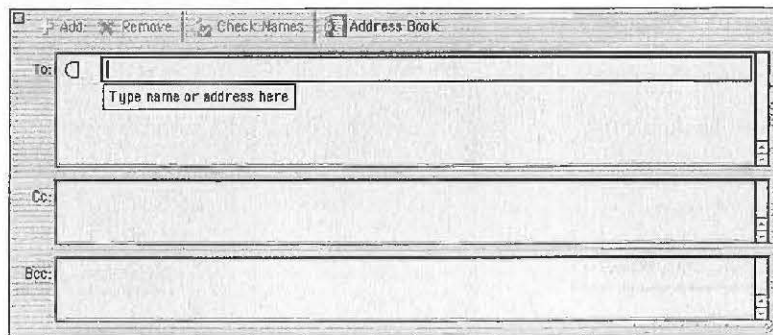
Make sure Inbox is selected in left pane of Entourage window.

At left of toolbar, click .

As usual, two windows appear in front of Entourage window. Front window is where you enter e-mail address.

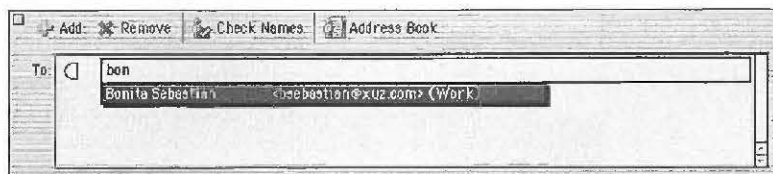
By the way

This window links the e-mail and address book functions of Entourage. You can use the window to add someone to the address book or to look up the e-mail address of someone already there.



3 Enter address of contact from address book

In To: text box, begin typing name of person (or group) in address book. Stop when one or more names appear below text box.



If only one name appears, tap **TAB**. Otherwise, click one you want.

If e-mail is to go to others, use same method to get names and addresses.

When finished, tap **RETURN**.

Address information appears in top part of message window, which is ready for you to type subject, add note, and possibly add attachments. Instead, you'll delete whole message.

4 Delete message without sending

On message window toolbar, click  (delete).

When asked to confirm action, click Delete.

5 Quit Entourage

View calendar

The third major function of Entourage is a calendar that you can use to keep track of events and appointments.

1 Start Entourage

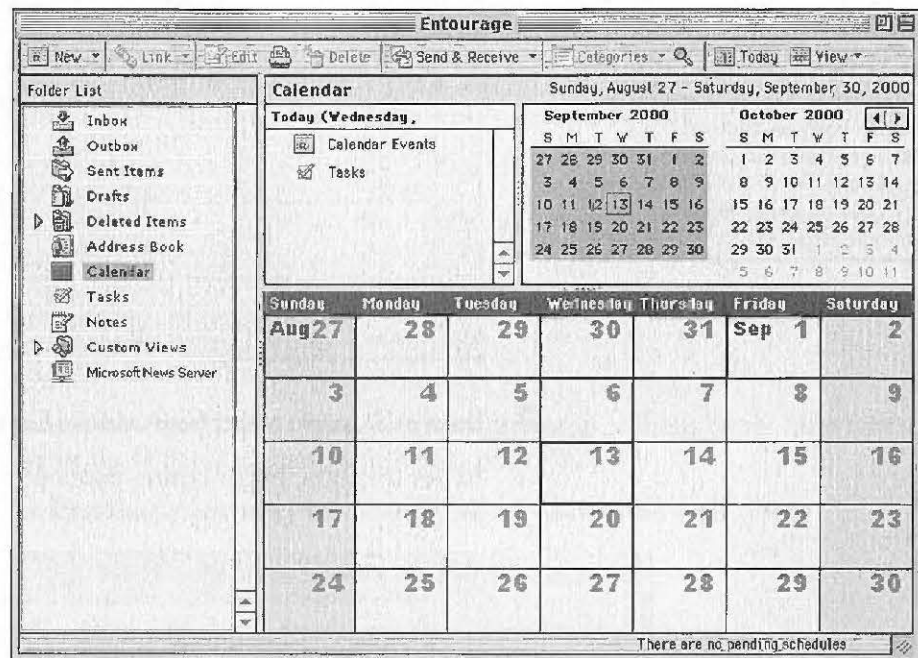
2 View calendar

In left pane, click Calendar. If window doesn't show full month, click  on toolbar, and choose Month.

Two panes are at top now. Highlighted dates on miniature at upper right appear in bottom pane. Today's date is outlined in both panes.

Tip

To make more room for the calendar, drag the long vertical pane border to the left. As with all Microsoft Office applications, you can drag pane borders to make some panes bigger, others smaller.



3 See other months

At top of upper-right pane, click either button () to change month. Then click any date on miniature.

On toolbar, click  to return to current month.

4 See other views

On toolbar, click triangle on  to see pop-up menu of options.

On menu, choose Week. Notice rows are now hours of day.

Miniature calendar highlights week that appear in bottom pane.

Click different week on miniature to change week.

Explore Work Week, Day, and List views. On miniature, choose different weeks and days.

Click . Change back to Month view.

5 See calendar in separate window (but see note at left)

On Window menu, choose Calendar. Close window when ready to go on.



Bug alert!

Because of a bug in the first release of Office 2001, you may need to click an icon other than Calendar in the left pane before using the Window menu. After closing the window, click Calendar again.



Complete previous activity
before going on.

Enter event

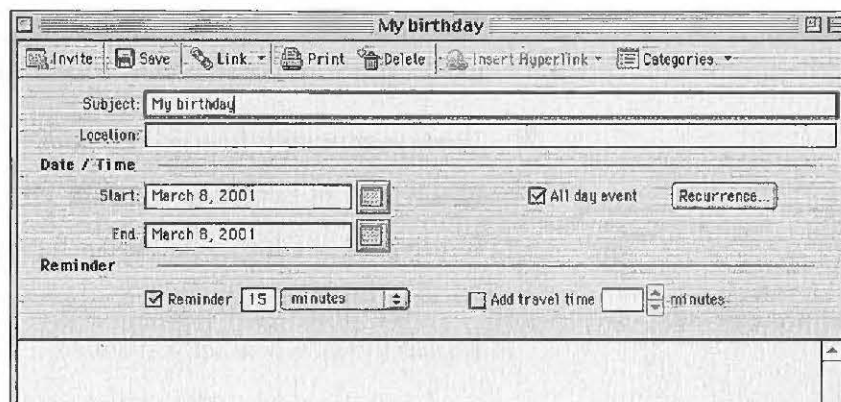
The calendar is blank now. To use it effectively, you must enter any events you want to keep track of.

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1 Open event window for desired date

Use button above miniature calendar to view month with your next birthday. Then double-click date to open event window.

In Subject text box, type **My birthday** and tap [TAB].

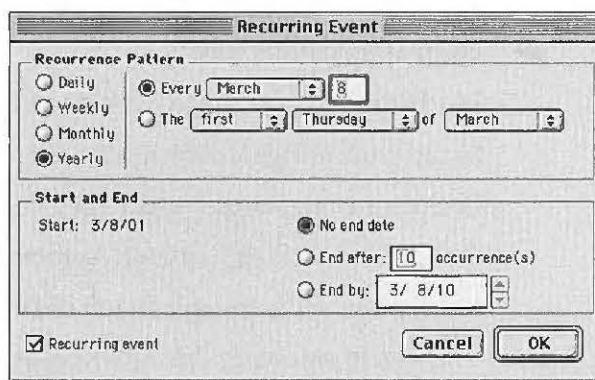


Notice Start and End dates are one you double-clicked. Click buttons to right of dates to see how to change either. Then close miniature calendar.

View Reminder pop-up menu to see options for giving advance notice of event.

2 Set up recurring event

Click Recurrence button. In new dialog box, click each radio button at left, and look at options at right. End with Yearly.



Click OK. Notice text under Recurrence button.

3 Finish event, save it, and view it on calendar

Click in large text area at bottom of window. Type **Another one!**.

On toolbar of event window, click [Save]. Then close window.

Locate event on calendar. Notice icons (reminder, recurrent event).

Put pointer on event (or click it) to see all subject text.

Wednesday	Thursday	Friday
28	Mar 1	2
7	8 My birthday	9
14	15	16

Restore Entourage

If others will be using this book and this computer, the data you have entered may be confusing. You'll now delete your data.

1 Delete calendar event

Make sure Entourage window is open and **Calendar** is selected at left.

If necessary, move to date of your next birthday.

Click event on calendar. On toolbar, click  **Delete**. Approve deletion of all future occurrences.

Click  **Today**. Make sure view is set to **Month**.

2 Delete your contacts from address book

In left pane of Entourage window, click **Address Book**.

In top pane at right, click header for any contact you added.

On toolbar, click  (delete). Approve deletion.

Repeat for each contact you added.

You can't delete contact with special icon at left: .

3 Delete your e-mail messages from inbox

In left pane of Entourage window, click **Inbox**.

Use method in step 2 to delete messages you have received. Leave others.

4 Delete e-mail messages that you have sent

In left pane of Entourage window, click **Sent Items**.

Delete messages you have sent. Leave others.

5 Empty Deleted Items folder

In left pane of Entourage window, click **Deleted Items**.

In top pane at right, click header for any item.

On **Edit** menu, choose **Select All**.

On toolbar, click  (delete). Approve permanent deletion.

In left pane, click triangle to left of **Deleted Items**.

Folders previously deleted will appear indented under Deleted Items.

Click any such folder. On toolbar, click  (delete). Approve deletion.

6 End these Microsoft Office 2001 activities

Quit Microsoft Entourage and shut down computer (see page 12, step 7).

Warning!

If others are using this computer, be sure to delete only the items you have added. Leave the rest.