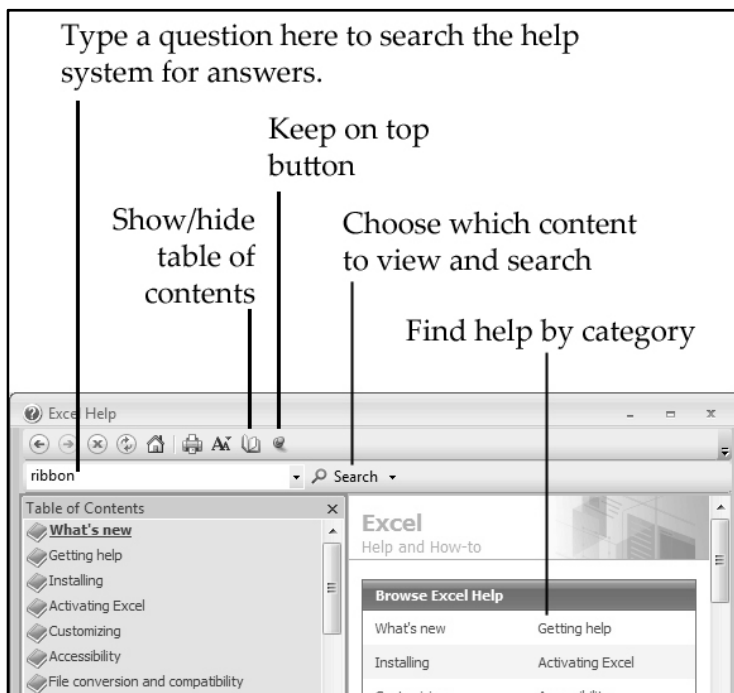


Lesson 1-14: Use the help system

- 1 Click the Help button  at the top right of your screen.


The help dialog is displayed:


If your screen doesn't look like this, click the *show/hide table of contents* button.



Tip

The *Keep On Top* button

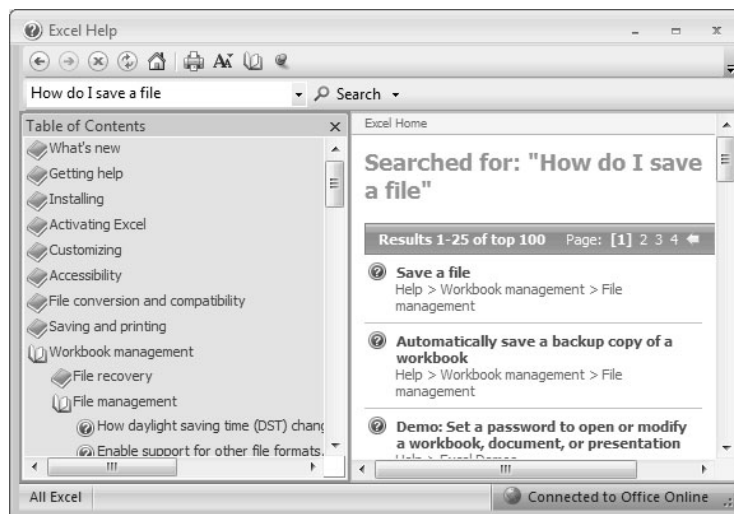
When this button is pinned in like this:  the help window will stay on top of all open Office windows.

When the button is unpinned like this:  the window will be hidden if you move other Office windows on top of the help window.

Note that this is only the case with Microsoft Office windows and not with windows from other applications.

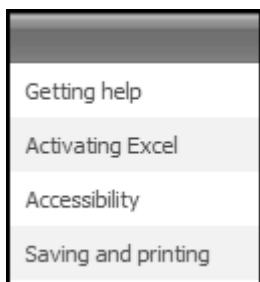
- 2 Type **how do I save a file** into the search box followed by the **<Enter>** key.

The help system provides many potential answers to the question:



- 3 Click on the most likely answer to read the help topic. Step by step instructions are displayed showing how to save a file.

4 Find help by category.



Let's do the same thing now using the category pane. The category pane is a little like a web page. You find the answer to your question by navigating a series of hyperlinks.

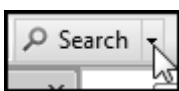
Close down the help system and re-start it. Look at all of the categories and decide which is most relevant. See if you can find a help topic for saving a file by navigating the hyperlinks. On my system I got there by clicking Workbook Management → Saving and Printing → Save a File but your links may differ.

The same help topic found earlier is displayed.

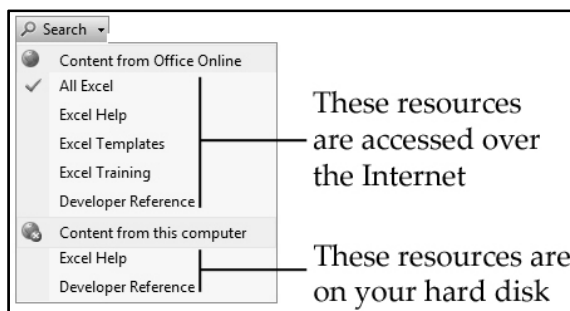
5 Choosing which content to search.

Excel is a huge application and just one help reference wouldn't be enough. As well as the help files stored on your hard disk you can also search a perpetually updating help resource on-line at Microsoft via the Internet.

Click the drop-down arrow next to the *Search* button at the top of the Help dialog.

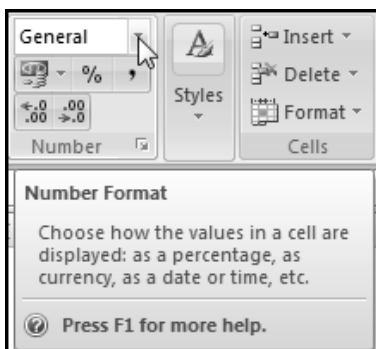


The Search drop-down menu appears:



The Developer Reference contains topics only of interest to programmers who understand VBA macro code. This is a very advanced subject and is covered in the *Excel Expert Skills* book in this series.

6 Get help directly from the Ribbon.

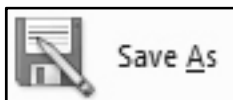
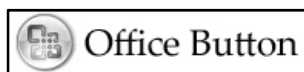


1. Click the *Home* tab on the Ribbon and hover the mouse cursor over the drop down arrow to the right of the word *General* in the *Number* group.

If you keep the mouse still, after a short delay a screen tip pops up providing a short description of what the drop-down list is for and also advising that you can obtain more help by pressing the <F1> key on your keyboard.

2. Press the <F1> button (at the top left of your keyboard) to obtain help about topics relevant to this control.

7 Obtain help directly from a dialog.



Click Office → Save As.

At the top right corner of the *Save As* dialog there is a help button



(if you are using Windows Vista).

Click it for detailed help about the *Save As* dialog.