



October 2004

Online Resources for Microsoft Office

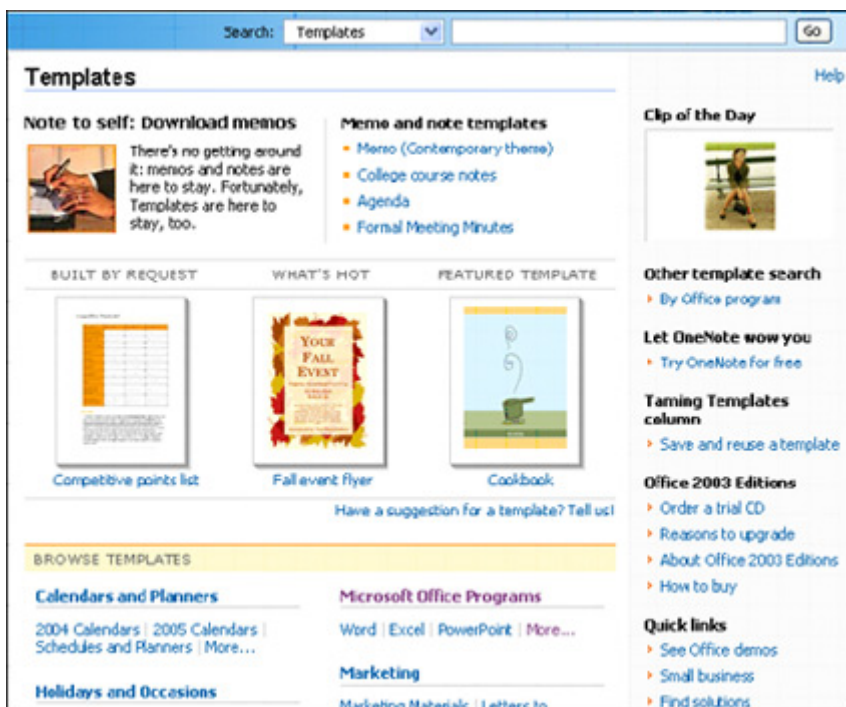
By Teresa Lightle- Technology Coordinator

Just a few clicks on the keyboard can get users to a wonderful helpful world of Microsoft Online. This site had many useful tools, templates and tips to assist all Ms Office users.

One way to access this location is to click on Help in the menu bar of any MS Office product and select *Microsoft Office Online* (older versions the option is *Microsoft Office on the Web*, and then choose the *Office* option.)

This site offers ideas, clip art and templates free to all Office users.

The Templates link will take users to the templates page:



Users can search by a template name or by subject and topic.

Files are identified by the icon as to which program they are created with along with any special instructions or version requirements. Users can also browse for templates by program.

Rating: ★★★★★ (44 votes)
Download size: 14 KB (<1 min @ 56 Kbps)
Version: Requires PowerPoint 97 or later

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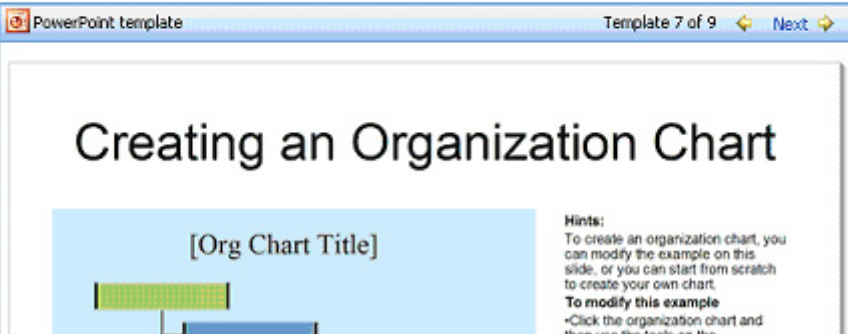
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PowerPoint template Template 7 of 9 [Next](#)

Creating an Organization Chart

[Org Chart Title]

Hints:
To create an organization chart, you can modify the example on this slide, or you can start from scratch to create your own chart.
To modify this example
-Click the organization chart and then use the tools on the



This example of a right hanging org chart was created using Microsoft PowerPoint. In order to download and use this template, the user must have PowerPoint 97 or later on their machine.

To download and use this template, users click on the *Download Now* button.

The program is automatically downloaded and the appropriate program, in this case PowerPoint opens on the users desktop and the template is displayed for use. The user may then modify, edit and save the file to their computer.