

6. Smart Office Keyboard Software:

The Smart Office Keyboard Software is packed in a CD Title come with the Smart Office Keyboard. After installation, the Smart Office Keyboard Software works in the background and controls the functions of special hot keys. When this software is activated a blue and red “Ez” symbol appears on the right in the taskbar.

6-1. “EzKey” Icon

Right-click on the Symbol to modify the “OnScreen Display (OSD)” or the assignment of hot keys.



6-1-1. Select “Smart Office Keyboard”

When you right-click the “EzKey” icon, it appears the menu box. Select “Smart Office Keyboard”. You will have another menu box of “Configure Button”, “Enable Taskbar Icon” and “Close” selected items.



• Select “Configure Button”

When you left -click and select “Configure Button”, a 3D image OnScreen Display Photo of hot keys will appear on the screen. You can use the mouse to left-click each screen hotkey to modify the default function and customize a new application or web site for your personal need.



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The Complete Idiot's Guide to Microsoft Office XP Joe Kraynak, 2001 Demonstrates Microsoft Office's component applications while explaining how to create documents spreadsheets databases graphics business presentations send and receive e mail track contacts and schedule appointments

Office 2007: The Missing Manual Chris Grover, Matthew MacDonald, E. A. Vander Veer, 2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you're a longtime user That's where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It's a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box

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