

Getting Help from the Office Assistant

The *Office Assistant* comes in many shapes and personalities. The default Office Assistant is a paper clip named Clippit, as shown in Figure 1-5. It appears when you start Microsoft Project and offers suggestions and tips on tasks and commands. Using Office Assistant's *bubble help*, you can ask questions or select from a variety of helpful options. If you like, you can change the personality of the Office Assistant. If you disable Office Assistant, be aware that these alterations will affect all of your Office programs, not just Microsoft Project.

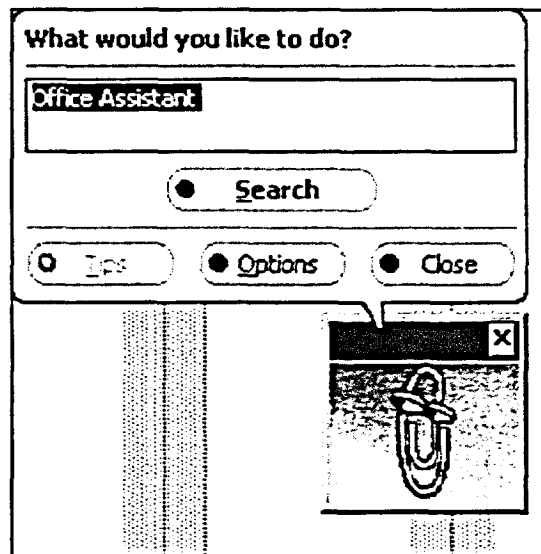


Figure 1-5: Clippit with Bubble Help

Method

To get help from the Office Assistant

1. On the Standard toolbar, click the Office Assistant button.
2. In the Office Assistant bubble help window, in the *What would you like to do?* text box, type a question or a phrase.
3. Choose Search.
4. Select one of the suggested topics.
or
4. Repeat steps 2 and 3 as needed.