

To hide the folder list:

1. On the Advanced toolbar, click the Folder List button.

To change the Current View:

1. From the Advanced toolbar, click the Current View drop-down list arrow.
2. From the drop-down list, select the view.
3. If necessary, in the Save View Settings message box, select the *Update the view "... with the current View settings* option button.
1. Choose OK.

To obtain context-sensitive help:

1. In any dialog box, click the question mark to the left of the Close button.
2. Click the area where you want help.
2. Read the information, and then click anywhere.

To use an Office Assistant:

1. On the toolbar, click the Office Assistant button to activate it or if the Office Assistant is already open, click on it.
2. In the balloon area, choose Tips to read the tip of the day or type a question in the text box then choose Search.
3. If necessary, repeat step 2.
4. After you read the text in the Help window, close the window.

To choose an Office Assistant:

1. If necessary, place the Office CD-ROM in the CD-ROM drive.
2. Click the Office Assistant.
3. In the balloon, choose Options.
4. In the Office Assistant dialog box, select the Gallery tab.
5. Scroll through the assistants by clicking the Back and the Next buttons.
6. When you display the assistant you want, choose OK.