

To change Office Assistant options

1. On the Standard toolbar, click the Office Assistant button.
2. In the Office Assistant bubble help window, choose Options.
3. If necessary, select the Options tab.
4. On the Options page, select and deselect options.
5. Choose OK.

To change Office Assistant attributes

1. On the Standard toolbar, click the Office Assistant button.
2. In the Office Assistant bubble help window, choose Options.
3. In the Office Assistant dialog box, select the Gallery tab.
4. On the Gallery page, click the Back and Next buttons to view other Office Assistants.
5. Choose OK.

To hide Office Assistant

1. Click the Office Assistant Close button.