

You've Got Style!

Yeah, you've got style, baby! In Microsoft Word, a style is a set of formatting characteristics that you can apply to text in your document to quickly change their appearance. Microsoft Word comes with several built-in styles that you can use or modify, or you can create your own. When you apply a style, you apply a whole group of formats in one simple task. Not only does this allow for quick formatting, but it ensures consistent formatting to the same areas throughout your entire document.

The following are the types of styles you can create and apply:

A *character* style affects selected text within a paragraph, such as the font and size of text, and bold and italic formats.


A *paragraph* style controls all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and it can include character formatting.

A *table* style provides a consistent look to borders, shading, alignment and fonts in tables.

A *list* style applies similar alignment, numbering or bullet characters, and fonts to lists.

When you want to change the style of text, you can apply an existing style,

also known as a built-in style. If you don't see a style with the characteristics you want, you can create a new style and then apply it. Keep in mind that if you plan on creating a Table of Contents later or you want to use the Document Map, you must use the built-in styles, so it might be better to modify the existing heading styles instead of creating your own.

You can create, view, and apply styles from the *Styles and Formatting* task pane. If it is not already open, click the **Styles and Formatting** button  on the Formatting toolbar. In the *Styles and Formatting*

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Import/Export with Microsoft Excel

You may find it necessary to share data between Microsoft Excel and other software applications. You can use text files as a method of exchanging the data. Most software applications will accept text in the ASCII delimited-text format. The two most commonly used text file formats are *Delimited text files*, in which the Tab character usually separates each field of text and *Comma separated values*

(CSV) text files, in which the comma character (,) usually separates each field of text. However, data can be delimited (separated) with just about any character, space or a fixed width.

To import a delimited text file into Microsoft Excel, go to the **File** menu and select **Open**. At the bottom of the dialog box, change the type of files you are looking at to **All Files**. Locate the file to import and open it. Excel will begin the

Text Import Wizard. Follow the instructions and your file will be complete.

After you import a file, you must remember to save the file as a Microsoft Excel workbook, or any changes you make may be lost when you save the file back to its original text format.


To export a file from Microsoft Excel to a tab-delimited file, go to the **File** menu and select **Save As...** In the **File name**

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What's New...

Keep an eye on the computer training schedule, and you will see some new changes. There are still several classes to choose from depending on your skill level. The classes are now focusing more on the tools and shortcuts to do your job better and faster while you learn how to work smarter with the programs.

The first programs to be updated are the Microsoft Word classes. Even if you have never thought about taking a class before because you can already perform the tasks, you may want to come and find out if there are any shortcuts or tips that you may not already know about. Microsoft Office 2003 included several new features that allow you to do common tasks more efficiently and with less work.

Stop stressing over trying to make the page numbering of your documents match or trying to find just the right formula and come to a class that will help you understand how Microsoft thinks so you can use it more efficiently and stress-free. Most classes are one or two half-days, so you are never out of the office for an entire day. 


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task pane, click the **New Style** button. (If you want to use text that you have already formatted as a style, select it before you click the **New Style** button.) Be sure to type a name for the style in the **Name** box and specify the kind of style you are creating in the **Style type** box. Finally, select the options that you want to change, or click the **Format** button for more options.

When you need to change all the text that is formatted with a particular style, you just modify the style. For example, if your main headings are 14 pt, Arial, align-left, and bold, and you later decide you want your headings to be 16 pt, Arial Narrow, and centered, you don't have to reformat every main heading in your document. Instead, just modify the properties of that style.

To do so, right-click the style you want to modify in

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box, type a new name for the workbook. In the Save file as type list, select **Text (tab-delimited)** or a file format that you know you can open in the other program. Navigate to the folder where you want to save the file and then click the **Save** button. Please note that if you save a Microsoft Excel workbook in a different file format, formats and features unique to Excel will not be retained. 

the *Styles and Formatting* task pane, and then click **Modify**. Select any options you want to change.


You can also share styles between Microsoft Word documents to ensure a consistent style between related documents. On the **Tools** menu, click **Templates and Add-Ins**. Click **Organizer**, and then click the **Styles** tab. To copy items to or from a different template or file, click the **Close File** button to close the active document and then click the **Open File** button to open document you want. Select the items you want to copy in

Custom Shows in Microsoft Power Point

Custom shows let you create a presentation within a presentation. Instead of creating multiple, nearly identical presentations for different audiences, you can group together and name the slides that differ and then jump to these slides during your presentation.

For example — you might want to give a presentation to two groups in your department that work at two different sites. The slide show includes slides 1 through 10, which are identical for both groups, and two custom shows, each specific to one of the sites. You can show the first 10 slides to both groups and then jump to a custom show named “Site 1”

either list, and then click the **Copy** button. Be aware that if a style of the same name exists in both documents, you will be asked if you want to over-write the existing styles.

Now that you know how to use, create and modify styles, I will tell you how to use those styles to create a table of contents or use the Document Map next newsletter. 

TIPS & TRICKS

Microsoft Word: Move a selection without getting lost

As you may know, you can move a selection from one place to another by dragging it or by using the cut-and-paste method. However, here's a little trick you may not know.

1. Select the text you want to move, and then press [F2]. In the status bar, you'll see the message **Move To Where?**
2. Position the insertion point where you want the selection to appear, or select the text you want it to replace, and then press [Enter].

for the first group and to a custom show named “Site 2” for the second group.

You can jump to a custom show by using the *Action Settings* dialog box (**Slide Show** menu) or the *Insert Hyperlink* dialog box (**Insert** menu) to set up a hyperlink to the show. Or, during a presentation, you can right-click, point to **Go** on the shortcut menu, point to **Custom Show**, and then click the show you want. The slides that make up the custom show must be a part of the current presentation.

You can also set a presentation to display only a custom show when you start the slide show, even when the presentation contains many more slides. Go

to the **Slide Show** menu, move to **Custom Shows** and select **New**.

In the *Slides in presentation* list, select the slides you want to include in the custom show and then click the **Add** button. To select multiple slides, hold [Ctrl] as you click the slides.

To change the order in which slides appear, select a slide, and then click one of the arrows to move the slide up or down in the list.

Type a name in the *Slide show name* field, and then click the **OK** button.

To see a preview of a custom show, select the name of the show in the *Custom Shows* dialog box, and then click **Show**. 