

## April 2002

### *Microsoft Excel: Fit Your Spreadsheet to a Page*

When working in Microsoft Excel, there are times when you have a spreadsheet that prints on one page except for a few rows or maybe a column or two. Instead of playing with the font size and/or the column width and row height, use the Fit to option to make the spreadsheet fit on a specific number of pages.

1. To do so, go to the **File** menu and select **Page Setup...**
2. Click on the *Page* tab. In the *Scaling* area, select the **Fit to:** option.
3. Use the spinner arrows to select the number of pages wide by the number of pages tall.
4. Click  when finished.

When you look at the document in Print Preview, you'll see that the spreadsheet has shrunk just enough to allow the orphaned rows or columns to fit on the number of pages specified.

## May 2002

### *Microsoft Word: Turn Off Automatic Bullets and Numbering*

Do you find it annoying that Microsoft Word always assumes you're typing a list when you begin a paragraph with a number or single letter? You'll notice that if you do begin a line with a number, letter or special symbol, Word assumes your typing a list and when you press [Enter] and begins the next line with the next sequential number, letter or special symbol. You can turn off the automatic bullets and numbering feature if you like.

1. To do so, go to the **Tools** menu and select **AutoCorrect**.
2. Click the *AutoFormat As You Type* tab.
3. Click the check boxes for *Automatic bulleted lists* and *Automatic numbered lists* to remove the check marks.
4. Click .

Next time you begin a line with a number, letter or symbol and then press [Enter], Word will no longer assume you are typing a list and you can type and format the document as you please.

## June 2002

### *Lotus Notes: Use Rules to Filter Messages*

How many times per day do you delete the same type of e-mail message that you keep receiving, but never open? Perhaps you ended up on a mailing list and have tried to unsubscribe, but to no avail. The messages just keep coming. If you would like to have these messages deleted automatically as soon as they arrive, you can create a Rule in Lotus Notes to delete the message before you ever see it.

1. To do so, click on the *Rules* folder in the Navigation Pane of your Inbox.
2. Click the **New Rule** action button at the top of your work area (it's dark green). The *New Rule* dialog box will open.
3. In the **Create Condition:** boxes, change them to be sender, contains, "type the name of the sender here" (i.e. type spammer if the email address is spammer@annoying.com).
4. Click **Add**. You'll see the new rule added to the *When mail messages arrive that meet these conditions:* box.
5. In the *Specify Conditions:* box, click the drop-down arrow and select delete.
6. Click **Add Action**. You'll see the new action added to the *Perform the following actions:* box.
7. Be sure **On** radio button is selected at the top of the dialog box, and then click **OK**. The new rule has been added to the *Rules* folder.

Next time this person sends you an e-mail message it will be deleted before you ever see it.

## July 2002

### *Microsoft PowerPoint: Create Scrolling Credits in Your Presentation*

You can create scrolling credits at the end of your Microsoft PowerPoint presentation, just like at the end of a movie.

1. Create a text box, add the text to be used as your scrolling credits and then place the text box above the slide you want your credits to scroll on.
2. Right-click the text box and select **Custom Animation** from the quick menu that appears. (You can also go to the **Slide Show** menu and select **Custom Animation...**)
3. On the *Effects* tab, under *Entry animation and sound*, select the **Crawl From Bottom** effect. Under *Introduce text*, be sure **All at once** is selected and there is a checkmark in front of **Grouped by 1<sup>st</sup> level paragraphs**.
4. Click **OK**.

When you run your slide show, the credits will scroll from the bottom of the screen and disappear when they run off the top.

## **August 2002**

### ***Microsoft Access: Limit the Buttons on Your Taskbar***

When working in Microsoft Access, you may notice that every object you open creates another button on your taskbar. If you work in a lot of objects (table, query, form, report, macro, module or data access page) at one time, your taskbar can get pretty full. To have Access show only one button for the database and not multiple buttons for every object, change your options.

1. From the **Tools** menu, select **Options...**
2. On the *View* tab, deselect **Windows in Taskbar** in the *Show* section.
3. Click **OK**.

As a bonus, if you like the option to single-click an object, like hyperlinks on web pages, instead of double-click, select Single-click Open in the Click options in database window section.

## **September 2002**

### ***Microsoft: Drag-and-Drop to Move and Copy***

Have you already discovered the wonders of drag-and-drop? If you have, you know that you can highlight a portion of text in a file, then place the mouse cursor on the highlighted section and click-and-drag that selection to a new location in your file. Or, you may have used drag-and-drop to move a file from your one folder to another. But, have you tried drag-and-drop with your right mouse button?

If you do, you will notice a quick menu will appear when you drop the selection (file or text) in the new location. You have the choice to Copy, Move, or Create Shortcut (Create Hyperlink if moving text in a file). You don't have to memorize when to hold the Control key to copy or is it the Shift key?

Using a right-drag-and-drop can make your editing much easier! Remember, this tip works in all Microsoft products (Windows, Word, Excel, PowerPoint and Access).

## **October 2002**

### ***Microsoft Word: Table Tricks***

One question I hear repeatedly is, "How do I split a table so I have a blank paragraph in-between?"

The answer is simple, just follow the steps below.

1. Place the insertion point in front of the text in the first table cell where you'd like to split the table. The split will occur just prior to the insertion point.

2. Press [Ctrl][Shift][Enter] OR go to the Table menu and select Split Table. The table will split and you will have a blank paragraph between the two resulting tables.

Another question commonly asked is, “How do I get the first row of my table (with the column headings) to repeat at the top of each page when the table breaks over two or more pages?”

1. To have the column headings repeat at the top of the table whenever it breaks over two or more pages, you need to be sure the insertion point is somewhere in the table.
2. Next, go to the **Table** menu and select **Heading Rows Repeat**. If you ever need to turn off the headings on every page, return to the **Table** menu and deselect **Heading Rows Repeat**.

These are just two of the most common questions I hear when working with Microsoft Word tables. There are, however, many more tips and tricks. If you would like to learn more, please contact me. I'm always available to answer your questions.

## November 2002

### *Microsoft Excel: Print the Worksheet Formulas*

If you have invested time in writing numerous formulas, you may want to print them for safekeeping. You can print the formulas, rather than their results. You can use the keyboard shortcut [Ctrl][~], but if you don't remember shortcuts, here's how to find it:

1. Go to the **Tools** menu and select **Options**.
2. Within the section *Window Options* on the *View* tab, select **Formulas**.
3. Click **OK**.

## December 2002

### *Microsoft PowerPoint: Create a Custom Show*

Instead of creating multiple, nearly identical presentations for different audiences, you can select and order the slides for each audience based on one presentation.

You can set a presentation to display only a custom show when you start the slide show, even when the presentation contains many more slides, or jump to a custom show using an action button or hyperlink during the presentation.

1. From the **Slide Show** menu, select **Custom Shows** and then click **New**.
2. Under *Slides in presentation*, select the slides you want to include in the custom show, and then click **Add**. (To select multiple slides, hold [Ctrl] as you click the slides.)

## Tip of the Month for 2002

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From Shared Computing Services

3. 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.
4. Type a name in the *Slide show name* field, and then click **OK**.
5. To see a preview of a custom show, select the name of the show in the *Custom Shows* dialog box, and then click **Show**.