

January 2004

Microsoft Excel XP: Recolor Worksheet Tabs

There is a wonderful new feature in Excel XP that has not been there before. You can now color-code your worksheet tabs.

1. Select the sheets you want to color.
2. On the **Format** menu, point to **Sheet**, and then click **Tab Color**. You can also right-click on the sheet tab and then click **Tab Color**.
3. Click on the color you want and click **OK**.

Now whenever you select a color-coded worksheet, the sheet tab name will be underlined in color. When the sheet tab is not selected, it will be displayed with the background color you chose.

February 2004

Microsoft Word: Use the Document Map

The Document Map is a separate pane that displays a list of headings in the document. You may use the Document Map to quickly navigate through your document and keep track of your location in it.

1. To view the Document Map, go to the **View** menu and click **Document Map**.

When you click a heading in the Document Map, Word will jump to the corresponding heading in the document, displays it at the top of the window, and highlights the heading in the Document Map.

NOTE: The headings used in your document must use the Heading styles. You may modify the formatting for the predefined Heading styles for the document, but you must use the Heading 1-9 styles.

March 2004

Microsoft PowerPoint: Save a Slide as a Picture

Have you ever used PowerPoint as a drawing program to create a picture? If you have, you have then done a copy and paste action to get the picture to another program. This works great if the other program is a Microsoft program. But did you know you can save a slide as a .gif or .jpg? Then you can use the picture on your website or in a Lotus Notes mail message.

1. First, open your presentation in PowerPoint and navigate to the slide that you want saved as an image.
2. Go to the **File** menu and select **Save As...**
3. Change the *Save as type:* field to either a **GIF Graphics Interchange Format**, **JPEG File Interchange Format**, or **PNG Portable Network**.
4. Navigate to the folder where you want to save your image, provide a filename and click **Save**.
5. A message box will appear asking if you want to every slide in the presentation or just the current slide. Choose the appropriate button.

You now have an image file that you can insert into any program that supports images.

April 2004

Microsoft Access: Maximize a Form when it is opened

There may be a form you always click the Maximize button for whenever you use the form. Save yourself and other users of the form some time and set the form to maximize as soon as the form is opened.

1. Open the form in *Design* view.
2. In the *Properties* dialog box, select the *Event* tab.
3. For the *On Open* property, select [**Event Procedure**] from the drop-down list.
4. Click the Build button to open Microsoft Visual Basic Editor.
5. Type: **DoCmd.Maximize**
6. Save your changes in the Visual Basic Editor and close. You'll be returned to your Access database.
7. Save your changes to the form and close.

The next time a user opens that form, Access will automatically maximize the form within the main Access window.

May 2004

Microsoft Word: Navigate a Table Using the Keyboard

For all of you keyboard shortcut fanatics, here are a few little known shortcuts for getting around a Word table.

- Press [Alt] [Down Arrow] to move one cell to the right
- Press [Alt] [Up Arrow] to move one cell to the left
- Press [Alt] [Home] to move to the beginning of the row
- Press [Alt] [End] to move to the end of the row
- Press [Up Arrow] to move one cell up
- Press [Down Arrow] to move one cell down
- Press [Alt] [Page Up] to move to the top of the column

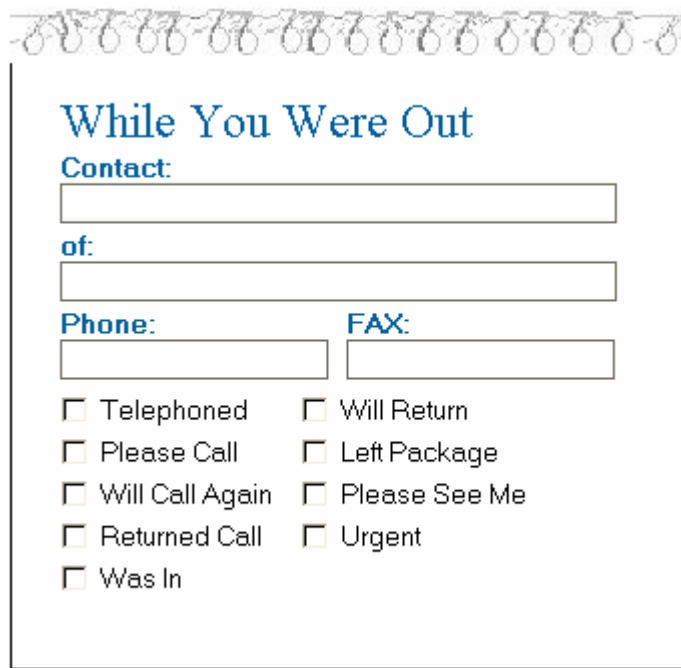
- Press [Alt] [Page Down] to move to the bottom of the column

June 2004

Lotus Notes: Send a Special Message

Do you take a lot of phone messages for other people? If you do and you have become accustomed to the nice format of those “While You Were Out” pink message pads, you can save paper and use the same form in Lotus Notes.

1. When in your mail database, go to the **Create** menu and select **Phone Message**.
2. Address the mail message in the **To:** field to the person to receive the message.
3. Click in (or press [Tab]) the appropriate fields and complete the message.



The image shows a screenshot of a 'While You Were Out' message form. The form is titled 'While You Were Out' in blue text. Below the title, there are several fields for user input: 'Contact:' followed by a text box, 'of:' followed by a text box, 'Phone:' followed by a text box, and 'FAX:' followed by a text box. Below these fields, there are several checkboxes for message status: 'Telephoned', 'Will Return', 'Please Call', 'Left Package', 'Will Call Again', 'Please See Me', 'Returned Call', 'Urgent', and 'Was In'.

When the recipient receives the message, the subject line is complete and the form will appear as you typed it.

July 2004

Microsoft Excel: Parse Text in a Column

There are times you receive data in an Excel spreadsheet where the information you need to sort on is part of other text in one column. A common example is a list of people’s names where the first and last names are in the same column. What you need to do is split the text in to two columns; one column for the first name and another for the last name.

Before beginning the steps below, be sure you have enough empty columns to hold the split data. If you don’t, you may overwrite some of your existing data.

1. Select the cells in the column to parse (split).
2. From the **Data** menu, select **Text to Columns...** to open the wizard.
3. *Step 1 of 3:* Be sure *Delimited* is selected, then click **Next >**
4. *Step 2 of 3:* Select the delimiter type, then click **Next >**
5. *Step 3 of 3:* Choose the data type for the column if necessary, then click **Finish**

August 2004

Microsoft Word: Spike It!

Ever want to copy nonadjacent text to paste in another location? Think it can't be done? Think again! Welcome to Word's Spike feature. Spike is a special AutoText entry that stores multiple deletions. Microsoft Word appends one item to another until you paste the contents as a group in a new location in your document.

To use the Spike, you remove two or more items from nonadjacent locations, append each item to the Spike's contents, and then insert the items as a group in a new location or document. The items remain in the Spike, so you can insert them repeatedly. But if you want to add a different set of items to the Spike, you must first empty the Spike's contents.

1. To move an item to the Spike, select the text or graphic you want, and then press [Ctrl] [F3]. You can repeat this step for each additional item you want to move to the Spike.
2. Click in the document where you want to insert the Spike's contents.
3. Do one of the following:
 - o To insert the Spike's contents and empty the Spike, press [Ctrl] [Shift] [F3].
 - o To insert the Spike's contents without emptying the Spike, go to the **Insert** menu, move to **AutoText**, and then click **AutoText**. In the *Enter AutoText entries here* field, click **Spike**, and then click **Insert**.

TIP: To view the Spike's contents, go to the **Insert** menu, move to **AutoText**, and then click **Spike** in the list of AutoText names. Microsoft Word displays all or a portion of the Spike's contents in the Preview box.

September 2004

Microsoft Access: Use the Ampersand (&) in a Label

You may have wanted to use the ampersand in a text label before, but every time you type the ampersand in Design view, it doesn't appear in Form or Report view. The reason is that the ampersand is a coding symbol used to concatenate text. In order for the ampersand to appear, you must type it twice.

Here's how it looks in Design view: **Apples && Oranges**

Here's how it looks in Form or Report view: **Apples & Oranges**

October 2004

Microsoft PowerPoint: Duplicate Duplicate

You may have the copy and paste function down to a science, so it's time to learn something new. If you do a lot of copying and pasting in PowerPoint, try the Duplicate feature. Duplicate can be used to duplicate text boxes or images on a slide, or slides in Slide Sorter view.

1. Select the object or slide to copy.
2. Press [Ctrl] [D] *OR* go to the **Edit** menu and select **Duplicate**.

The item will be copied and pasted. Do this several times for several copies. Duplicate slides will be inserted following the original. If you are duplicating objects on a slide, they will be cascading overlaps.

If you would like multiple duplicated objects on a slide to be set at a specific interval apart, first duplicate the object and then move the duplicate to the appropriate location. Every subsequent time you duplicate, it will be at the desired interval from the previous duplicate.

November 2004

Lotus Notes: Use Notes Minder

Notes Minder is a feature that checks your mail and monitors your Calendar alarms when Notes is not running. When Notes Minder is active, it displays an icon in your Windows taskbar. The icon will change depending on the current status of your mail database — for example, to let you know you have unread mail or to remind you about a calendar entry for which you set an alarm.

To start Notes Minder:

1. From the **Start** menu, go to your **Lotus Applications** folder and then choose **Notes Minder**.
2. When prompted, enter your Notes password.

You can right-click the Notes Minder icon to open a menu of Notes Minder options, or double-click it to start Notes and open your mail database.

December 2004

Microsoft Excel: Change the Formatting of Cells Containing Formulas

When working with a large spreadsheet, it's often useful to know which cells are formulas as opposed to values. It's easy to apply such formatting after you've set up your worksheet.

1. From the **Edit** menu, select **Go To...** and then click the **Special** button.

Tip of the Month for 2004

From Shared Computing Services

2. Select the *Formulas* option button and click . Excel will highlight every formula in the active sheet.
3. Using the Formatting toolbar (or to go the *Format Cells* dialog box) and format the cells as you desire.

Assuming you've otherwise used Excel's default colors, your worksheet will now show static values using black text and formula results with the formatting you previously selected.