

## January 2005

### *Microsoft Access: Change the Starting Value of an AutoNumber Field*

1. Create table with an AutoNumber type field. Do not enter any records.
2. Then create another table with only a single Long Integer Number type field. Ensure this field has the same name as the AutoNumber field in the first table.
3. Enter one record in the second table that is a number one less than the required start of the AutoNumber for the first table.
4. Create an Append Query to append the record in the second table to the first table and run the query.
5. Now, delete the second table and begin entering your data into the first table.

## February 2005

### *Microsoft Excel: Create a Fixed Decimal Point*

Most electronic calculators have an option that allows you to specify a fixed location for a decimal point. This comes in handy when you constantly work with dollars and cents. With the decimal point fixed at two places, you can enter 213 and have the calculator translate it as 2 . 13. Likewise, if you enter 2, the calculator translates it as 0 . 02.

Excel has a feature that allows you to do the same thing. To fix the number of decimal places assumed when inputting information, follow these steps:

1. Go to the **Tools** menu and select **Options**. Excel displays the *Options* dialog box.
2. Make sure the *Edit* tab is selected.
3. Make sure the  **Fixed Decimal** check box is selected.
4. Using the *Places* control, specify how many decimal places Excel should assume.
5. Click **OK** when finished.

## March 2005

### *Microsoft PowerPoint: Using the Grid and Guides*

Guides and the grid can make it easier for you to align objects, because they give you a visual cue in relation to the objects and the slide. To them on, go to the **View** menu (or the **Draw**▼ menu on the Drawing toolbar) and select **Grid and Guides...**

Use the grid to help align objects more precisely, particularly in relation to each other. The grid will overlay your slide and is visible only when editing. Guides and grids are not visible in a presentation and they do not print.

The grid includes an option called snap-to, which aligns objects to the nearest intersection of the grid or to another object as you draw or move objects. The snap-to option is turned on by default and works even when the grid is not visible. If like this feature and want to leave it turned on, but want to override the snap-to feature temporarily, hold [Alt] when moving or resizing an object.

Use one or more guides to arrange objects evenly. Guides are adjustable by dragging. You can create additional guides by simply holding down [Ctrl] while dragging on an existing guide. To get rid of guides, just drag them off the edge of the slide.

## April 2005

### *Microsoft Word: Create Multiple Versions*

If you want a record of changes made to a document, you can save multiple versions of a document within the same document. You also save disk space because Microsoft Word saves only the differences between versions, not an entire copy of each version.

1. Go to the **File** menu and select **Versions...**
2. Click **Save Now** and type any comments, then click **OK**
3. Click **Close** when finished.


After you've saved several versions of the document, you can go back and review, open, print, and delete earlier versions.

1. Go to the **File** menu and select **Versions ...**
2. Select the version then click either **Open**, **Delete** or **View Comments** to view, edit or delete a version.

## May 2005

### *Lotus Notes r6: Color Code Incoming Mail Messages*

You can select up to three color combinations to differentiate mail memos you receive based on the senders name or partial name. You can change the text as well as the background color. (Sorry, group names are not supported.)

1. When in your mail database, go to the **Tools** button and select **Preferences...**
2. With the *Mail* tab selected, click the *Colors* tab.
3. Type the sender's name (full or partial) in the *Sender names* field. This is not case sensitive. Separate multiple entries by pressing [Enter]. You may also click the browse button  and add the names directly from the address book.
4. Under the *View colors* section, select the background and text colors from the drop-down palettes.
5. Click **OK** when finished.

## June 2005

### **Microsoft Access: Organize Objects in the Database Window**

You can add objects of different types to a group, which consists of shortcuts to the database objects that belong to it. This is a great way to organize objects by category instead of by object type.

1. Click the *Groups* bar heading to display the current groups if none are visible.
2. Right-click on the *Groups* bar and choose **New Group**
3. Type an appropriate name for the group and click **OK**.
4. Drag the objects you want to create shortcuts to from the *Database* window to the *Groups* folder.

## July 2005

### **Microsoft Excel: Create a Custom List**

A custom fill series is a set of data that is used to fill a column in a repeating pattern; for example, North, South, East, West. You can create a custom fill series from existing items that you've listed on a worksheet, or you can type the list from scratch.

1. Select an existing list and then go to the **Tools** menu and select **Options**.
2. On the *Custom Lists* tab, you'll see the cell range of your list. Click **Import** to add your list to the custom lists.
3. Click **OK** when finished.

Edit a custom list or enter a new list:

1. Go to the **Tools** menu, select **Options** and the *Custom Lists* tab.
2. If editing an existing list, select the list on the left under the *Custom lists*.
3. Edit the list to the right by under *List entries*. Press [Enter] after each entry.

## August 2005

### **Microsoft PowerPoint: Record Action Items and Meeting Minutes**

1. During the slide show, right-click and then click **Meeting Minder**.
2. Do one or both of the following:
  - a. Record action items
    - 1.) Click the *Action Items* tab.
    - 2.) Click in the *Description* box and type the first action item.
    - 3.) Type the assignment and due date information, and then click **Add**.
    - 4.) Repeat for every action item, and then click **OK**.Your action items appear on a new slide at the end of your slide show.
  - b. Record meeting minutes
    - 1.) Click the *Meeting Minutes* tab, if necessary.
    - 2.) Type your minutes or notes in the box and click **OK**.Your meeting minutes are available on the Meeting Minutes tab from any slide or view.

## September 2005

### *Microsoft Word: Compare and Merge Documents*

If multiple reviewers return changes and comments in separate copies of the original document, you can merge all their changes into a single document, and then you can review each change from the single document. You can continue to work on a document after you send it for review; Word will show both what you added and what the reviewer changed.


1. Open the edited copy of the document.
2. Go to the **Tools** menu and select **Compare and Merge Documents**.
3. Select the original document, click the arrow next to Merge, and then do one of the following:
  - To display the results of the comparison in the original document, click Merge.
  - To display the results in the currently open document, click Merge into current document.
  - To display the results in a new document, click Merge into new document.

① If you've used the *Versions* command to save multiple versions of the document in one file, and you want to compare the current version with an earlier one, you must first save the earlier version as a separate file under a different name.

## October 2005

### *Microsoft Access: Stop Empty Reports*

As long as the report is bound to a table or query, there's a quick way to tell Access not to run a report if it contains no data.

1. Open the report in *Design* view.
2. In the *Properties* dialog box for the report, click the *Event* tab.
3. Click the *On No Data* property, choose [Event Procedure] from the drop-down list, and click **Build**  to launch the Visual Basic Editor.
4. Enter the following:

```
Private Sub Report_NoData(Cancel As Integer)
    MsgBox ("Sorry--this report contains no data.
    Canceling...")
    Cancel = -1
End Sub
```
5. Save your work. The next time the report is run without data, the message box will appear.

## **November 2005**

### ***Microsoft Excel: Subtotals***

Microsoft Excel can automatically calculate subtotal and grand total values in a list. When you insert automatic subtotals, Excel outlines the list so that you can display (expand) and hide (collapse) the detail rows for each subtotal.

Before you insert subtotals, you first must sort your list so that the rows you want to subtotal are grouped together. You can then calculate subtotals for any column that contains numbers.

1. Place the cell selector in your spreadsheet.
2. From the **Data** menu, select **Subtotals...**

## **December 2005**

### ***Lotus Notes: Add University Holidays***

Add the University of Nebraska holidays and the UNL Academic Session schedules to your Notes Calendar.

1. While in your Calendar database, click the **Tools** button and select **Import Holidays...**
2. Select a holiday set(s) and click **OK**. You'll find the University of Nebraska Annual Holidays near the end of the list with the UNL Academic Session schedule.

Preset holidays are marked as an anniversary and are penciled in. The University holidays are entered as all-day events and mark your time as busy.