

## January 2006

### *Microsoft Access: Create an AutoLookup query to fill in a form*

You can reduce typing time by basing your Access forms on AutoLookup queries. For example, let's say you need to develop an Order form that includes fields from both the Customers table and Orders table. Rather than creating the form from these tables, you can base the form on an AutoLookup query that will automatically fill in the customer information once the CustomerID is entered.

1. Create a new query with the Customers and Orders tables.
2. Add the CustomerID field (that joins both tables) from the Orders table into the query design grid.
3. From the Customers table, add the fields you want to be filled in by the query, such as Name and Billing Address fields.
4. Add any additional fields from the Orders table as needed.
5. After running and testing the query, create an Order-entry form based on this query.

When the user enters the CustomerID to enter a new order, Access automatically fills in the data from the Customers table.

## February 2006

### *Microsoft Excel: Force your workbook to save before closing (VBA)*

If you habitually forget to save your changes before closing a workbook, here's a quick solution. Use VBA code to make sure that a workbook can't be closed unless it's saved first.

1. Open the workbook where you want to incorporate this feature.
2. Open the Visual Basic Editor (From the **Tools** menu, go to **Macros** and select **Visual Basic Editor** or press ALT+F11).
3. If the Project window is not shown, go to the **Insert** menu and select **Module**.
4. Enter the following code:

```
Private Sub Workbook_BeforeClose(Cancel As Boolean)
'If workbook is not saved, cancel and display message.
If Not ThisWorkbook.Saved Then
    Cancel = True
    MsgBox "You MUST save the workbook before closing!"
End If
End Sub
```

5. Close the VB Editor.

Now, you will no longer be able to close the workbook without saving your changes first.

## March 2006

### *Microsoft PowerPoint: Prevent placeholders from automatically resizing*

When you type more text than will fit in the current placeholder, you will notice the text automatically resizes to fit into the space allowed. This will cause inconsistency from slide to slide as the text is resized. To prevent the “spillover” text from resizing, you must turn off the AutoFit options which are a part of the AutoCorrect features.

1. On the **Tools** menu click **AutoCorrect Options**, then, select the *AutoFormat As You Type* tab.
2. Under the *Apply as you type* section, deselect **AutoFit title text to placeholder** and/or **AutoFit body text to placeholder**.

## April 2006

### *Microsoft Word: Strip all hyperlinks in a document*

You do not have to remove hyperlinks in a document individually. You can simultaneously strip all the hyperlinks in your document at one time.

1. Select all the text (press CTRL+A) in the document.
2. Unlink the selection by pressing CTRL+SHIFT+F9.

Word removes the hyperlinks without disturbing the original display text.

## May 2006

### *Microsoft Windows: Add fields to the Details view*

You can add other columns, such as Comments, Description, Category, and many others to the Details view of the files contained in Windows XP folders. Doing so provides you with customized information about each of the files on your hard drive.

1. Open the folder of your choice (in *Detail* view) and then right-click on the column header of the files list.
2. Select one of the alternate fields listed (these vary depending on the folder you’ve selected), or select **More**.
3. In the *Choose Details* dialog box, you can reorganize the order of column headers, specify column widths, and add columns to display details for the files in the folder you’ve chosen.

## **June 2006**

### **Microsoft Access: Quickly copy data to new records**

The Paste Append feature lets you quickly create new records that copy existing information from other records.

1. Open your table in Datasheet view.
2. While holding the SHIFT key, select adjacent fields with data you want to copy. You can also select fields from adjacent records.
3. Copy the selected data.
4. From the **Edit** menu, select **Paste Append** and click **Yes** when Access asks for confirmation.

You'll now have an appropriate number of new records in the table that contains the information you copied.

## **July 2006**

### **Microsoft Excel: Making vertical entries horizontal, or horizontal entries vertical**

Say you have a column of text that you want to change into a row, or maybe you have a row of data that you want to change into a column. Moving the data manually, one item at a time would be a tedious process. To save time, you can use the **Paste Special** command to quickly transpose a column of data to a row of data, or vice versa.

1. Copy the data in one or more columns or rows.
2. Before you paste the copied data, select your first destination cell (the first cell of the row or column into which you want to paste your data), and then from the **Edit** menu, select **Paste Special**.
3. In the **Paste Special** dialog box, select **Transpose**, and then click **OK**. Starting with your first cell, Excel pastes the data into a row or column.

### **Notes**

- Columns and rows can not overlap. For example, if you select values in Column C, and try to paste them into a row that overlaps Column C, Excel displays an error message. When you go to paste a column or row, the destination area must be outside of the original values.
- If you copy and paste data from more than one column, Excel places the data from the leftmost column on top. For example, say you copy data from columns A and B of a worksheet, and you paste the data into another worksheet starting at row 1. Excel places the data from column A in row 1, column B in row 2, and so on.

## **August 2006**

### **Microsoft PowerPoint: Create a Photo Album**

Microsoft PowerPoint creates a new presentation when you use the photo album feature. Any presentations you currently have open in PowerPoint will not be affected by this task.



1. From the **Insert** menu, move to **Picture** and select **New Photo Album**.
2. In the *Photo Album* dialog box, add the pictures you want to include in your photo album.
3. Under *Album Layout*, do any of the following:
  - If you want to select the layout of your pictures and text boxes on the slides in your photo album, select a layout in the **Picture layout** list. If you select **Fit to slide** as your picture layout, you are unable to add or change frame shapes and design templates.
  - If you want to select the shape of a frame to use with your pictures, select a shape in the **Frame shape** list.
  - If you want to select a design template to use for your photo album, click **Browse**, and then in the **Choose Design Template** dialog box, locate the design template you want to use, and then click **Select**.

❗ Always use the **Format Photo Album** dialog box when making changes or updates to your photo album.

## September 2006

### *Microsoft Word: Compare Documents Side By Side*

Sometimes viewing multiple copies of a document can be overwhelming, but now you can use a new approach to compare documents. Comparing documents side by side allows you to determine the differences between two documents without having to merge the changes into one document. You can scroll through both documents at the same time to identify differences between the two documents.

1. Open the documents you want to compare side by side.
2. From the **Window** menu, select **Compare Side by Side with** and select your comparison document.
3. On the *Compare Side by Side* toolbar
  - To scroll through the documents at the same time, click **Synchronous Scrolling** .
  - To reset the document windows to the positions they were in when you first started comparing documents, click **Reset Window Position** .
4. Click **Close Side by Side** to stop comparing documents.

### Notes

- If you open only two documents, the command on the **Window** menu will include the file name of one of those documents. For example, if you open "document1.doc" and then "document2.doc," the **Window** menu shows the command as **Compare Side by Side with document2.doc**.

## October 2006

### *Microsoft Access: Custom AutoFormats for your Reports*

You may be familiar with built-in AutoFormats through the form and report creation wizards. AutoFormats are saved collections of attribute settings for such elements as fonts, colors and object borders, and picture property settings. If you find yourself repetitively making the same formatting changes to form and report controls, you can save time by saving your formatting preferences as a custom AutoFormat.

1. Open a form that uses your desired default attributes in *Design* view.
2. From the **Format** menu, select **AutoFormat**.
3. Click **Customize**. Here is where you manage your system's AutoFormats. You can create a new format, incorporate the changes you've made into whatever AutoFormat was selected in the AutoFormat dialog box when you clicked the Customize button, or delete the selected AutoFormat.
4. Select the *Create A New AutoFormat Based On The Form/Report* option button and click **OK**. You'll then be given the opportunity to specify a name for the new AutoFormat.
5. To later apply an AutoFormat to a form or report you're designing, simply redisplay the AutoFormat dialog box, choose the correct AutoFormat and click **OK**.

## November 2006

### *Microsoft Excel: Copy worksheet data into a chart sheet*

You may have gone to the Chart menu and used the Add Data... option to add another series to your chart. But, did you know there's an easier way?

1. On the worksheet, select the cells that contain the data that you want to add to the chart and copy.
2. Click the chart into which you want to paste the copied data.
3. You can paste the data or use **Paste Special** on the **Edit** menu to select the options that you want. Special options include adding the cells as a new series or point(s), display the values in rows or columns, and if a series or category name is included in the selection.

## December 2006

### *Adobe InDesign: Export an item without the entire page coming along for the ride*

When you need to distribute entire pages of an InDesign document for proofing, you can easily export them to EPS or PDF format. But what about when you want to save just a single page item? If you export the item to EPS or PDF format, the whole page comes with it. Instead, you can export just the selected object to a JPEG file.

1. Select the object with the Selection tool and from the **File** menu, select **Export**.
2. In the resulting dialog box, name the file and choose a location in which to save it.

## Tip of the Month for 2006

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From Shared Computing Services

3. Choose JPEG from the *Save As Type* pop-up menu.
4. Finally, click **OK**.