

January 2008

Microsoft Word 2007: Use the new Alignment Tab feature to align text with margins

With Word 2007's new Alignment Tab feature you no longer need to adjust tabs when a document's margin changes. Alignment Tabs align data relative to the margin, so if you change the margin, Word realigns the text automatically.

By default, Alignment tabs can only be placed in the Header or Footer section of a document (Insert tab, Header & Footer group). To use this feature in the body of your document, add the **Insert Alignment Tab** command to your Quick Access toolbar.

1. On the **Header & Footer Tools, Design** tab, the **Position** group, click **Insert Alignment Tab**. *Right-click the **Insert Alignment Tab** command and select **Add To Quick Access Toolbar**.*
2. Select the appropriate options for your document and then click **OK**.
3. Add the appropriate information for your document header/footer and format.

Now, if you change the margin size, the information at the tab stops readjusts automatically to align with the margins.

February 2008

Microsoft Excel 2007: Show percentages with a little color

Percentages interpret your data as smaller parts of a larger piece. This is why pie charts are often a popular way to demonstrate percentages. However, if you want to conserve space and still present an attractive, effective visual of your percentage data, Excel 2007 offers a great alternative.

1. Select the data range (values) to format.
2. On the **Home** ribbon, in the **Styles** group, click the drop-list arrow next to the **Conditional Formatting** icon.
3. Choose any formatting option in the **Data Bars** section.

When you apply data bars, the bars visually demonstrate the percentage or number in comparison to the other numbers in the data range, much like a bar chart would. If you widen or contract the column's width, the data bars remain proportionate.

March 2008

Microsoft PowerPoint 2007: Guides, where are my Guides???

This one took me months to find. I could turn on the grid, but just could not find where the guides had gone. I often use them when I create greeting cards. The guides become my fold lines so I know which quadrant to put what part into. Yes, I use PowerPoint to make my greeting cards for holidays and birthdays for all my co-workers.

On the **Home** ribbon, **Arrange** group, click **Grid Settings...** (or right-click off the slide and choose **Grids and Guides**) and select the check box for **Display grid on screen** (ALT+F9). You can click and drag a guide to move it, or hold down the CTRL key and drag a guide to get additional guides.

April 2008

Microsoft Access 2007: Hidden Menu in the Navigation Pane

There is a hidden menu in the navigation pane that is quite useful. Right-click the navigation pane title bar and click **Search Bar** (CTRL+F). The search bar performs a Like *value* filter on the object name. This is really handy if you have a naming convention and want to quickly narrow down the displayed list.

May 2008

Microsoft Word 2007: Remove Extra Space between Paragraphs

Word 2007 offers many improvements over previous versions of Word. But, the program still has its annoyances. For example, Word 2007 will add a space between paragraphs by default. If you don't want Word to add the extra space, you can turn it off.

1. On the Home ribbon, in the Paragraph section, click the Paragraph dialog box launcher.
2. Select the check box for **Don't add space between paragraphs of the same style**.
3. Click the **Default...** button to apply to all future documents.
4. Click **OK**.

June 2008

Microsoft PowerPoint 2007: Setting Your Default Theme in PowerPoint

Setting a default design is particularly useful if you work in department that requires you to use specific template. Whenever you open PowerPoint the design you chose is automatically applied to the new document, and you're ready to go!

As you're probably aware by now, Office 2007 introduces Themes; professionally created collections of colors, effects, and fonts, which can be applied to Word, Excel and PowerPoint documents. Themes provide a uniform professional look across different document types, as well as providing powerful customization options.

1. Apply your theme of choice from the Theme gallery of the Design ribbon; it will then appear in the gallery. If you downloaded any of the approved templates from <http://www.unl.edu/ucomm/ucomm/resources.shtml>, you will need to select **Browse for Themes...** in the gallery to navigate to and select the theme.
2. With the gallery open, right-click the theme thumbnail you want to make the new default and select **Set as Default Theme**.

To return to the original, repeat the steps above for the "Office Theme" found at the beginning of the *Built-In* section of the gallery.

July 2008

Adobe InDesign CS3: The calculating nature of InDesign

InDesign can perform simple math equations, so you don't have to take your mind off your work. You can add (+), subtract (-), multiply (*), or divide (/) to the current value of any option that has a numerical text box in a palette or dialog box.

For example, if you want to double the size of a selected object, simply type *2 after the **W:** dimension in the *Transform* palette and press CTRL+ENTER. By pressing the CTRL key, InDesign automatically applies the same equation to the **H:** field to resize the image proportionately.

InDesign also understands percentages. For example, say you want to scale down the same image by 25 percent. To do so, simply type -25% after the **W:** value in the *Transform* palette and then press CTRL+ENTER if you want to constrain the proportions.

August 2008

Microsoft PowerPoint 2007: Status Bar View Switching

The view switcher group in the status bar lets you, with a single click, switch between the main document views. For many releases now PowerPoint has had a view switching control in the status bar. What's not obvious to most folks is there is hidden access to multiple views in each of these buttons! Here's where the fun starts. You can "modify" the effect of clicking on any of these buttons by holding down the SHIFT key or CTRL key while you click each button. This gives you a number of additional views you can quickly shift to. Here are the main commands.

- SHIFT-Click the **Slide Sorter** button to switch to the *Handout Master View*
- CTRL-SHIFT-Click the **Slide Sorter** button to expand the Outline to the full window
- SHIFT-Click the **Normal** button to switch to the *Slide Master View*
- CTRL-SHIFT-Click the **Normal** button to hide everything except the slide
- SHIFT-Click the **Slide Show** button for quick access to the *Set Up Show* Dialog
- CTRL-Click the **Slide Show** button to display a 1/4 screen preview (miniature) of the slide show. The miniature view is a full featured slide show, complete with transitions and animations, all of the standard navigation and even the final "click to exit" black screen. While it is running you can click back into the normal view, make changes to the slides, and resume the show displaying those changes.

September 2008

Microsoft Word 2007: Inserting a Cover Page

Word 2007 makes it easy for you to customize the look of your documents. But one of the handiest features in Word 2007 is the Cover Page option. Word 2007 includes a number of preformatted cover pages that you can insert with a few clicks of your mouse.

Inserting a Cover Page

1. On the **Insert** ribbon, in the **Pages** group, click **Cover Page**.
2. In the *Cover Page* gallery, select a design that you like. The cover page will be inserted at the beginning of your document. The Drawing Tools ribbon will open to allow you to customize the look of the cover page.

Of course, you're not limited to the cover pages included with Word. You can customize the preinstalled designs. You can also save your own cover pages in the Cover Page gallery.

Saving a Cover Page to the Cover Page Gallery

1. Select your entire cover page in the Word window
2. On the **Insert** ribbon, in the **Pages** group, click **Cover Page**
3. Click **Save Selection to Cover Page Gallery...**

Removing a Cover Page from Your Document

You can also remove a cover page if you want to insert a different one or if you decide you don't want a cover page at all.

1. On the **Insert** ribbon, in the **Pages** group, click **Cover Page**
2. Click **Remove the Current Cover Page**

October 2008

Microsoft Access 2007: Use charts to display data on Access 2007 forms

Access 2007 makes it easy to build a graph control for your form that will display calculated data — and often better than with a text form control. For example, say your employee database includes two tables: one with employee data and one with data about hours worked during 2007. The database also contains a November Hours Worked query that includes the Last Name, First Name, and Employee ID fields from the Employee Data table, and the Week Ending and Hours Worked fields for November from the 2007 Hours Worked table. You create a form based on the query that includes all of the fields. To add a chart to the form that graphs the total hours worked for each employee for the month of November, follow these steps:

1. Open the form in Design view.
2. In the **Forms Design Tools, Design** ribbon, in the **Controls** group, click the **Insert Chart** tool.
3. Click and drag in a blank area of the form to create the chart.
4. Click the Queries button under View and then select the *November Hours Worked query* and then click **Next >**.
5. Double-click the *Last Name* and *Hours Worked* fields.
6. Click **Next >** four times.
7. Enter *Total Hours Worked In November* for the chart title.
8. Select **No, Don't Display Legend** and then click **Finish**.

As you click through each employee's record, the Graph control will display a bar chart for the employee, showing the total hours they worked in November 2007.

November 2008

Microsoft Excel 2007: Change the Case of Text

Converts text to uppercase.

`=UPPER(text or cell reference of text)`

Converts all uppercase letters in a text string to lowercase.

`=LOWER(text or cell reference of text)`

Capitalizes the first letter in a text string and any other letters in text that follow any character other than a letter. Converts all other letters to lowercase letters.

`=PROPER(text or cell reference of text)`

December 2008

Adobe InDesign CS3: Convert a document page into a master page

Let's say you just created an awesome layout. It's so great, in fact, that your supervisor says s/he wants every publication to follow the same layout. If only you had set it up as a master page! Not to worry, you still can.

1. On the *Pages* palette (if not visible, open from the **Window** menu).
2. Select the page or spread in the *Pages* palette. (To select a spread, SHIFT-click on one of the page icons.)
3. Drag the page or spread to the *Master Page* section in the *Pages* palette.

This creates what's known as a parent/child relationship between master pages. The child master's page icons are labeled with the parent master's name. Now, any changes you make to the parent master (the A-Master by default) will apply to the child master and, subsequently, the attached document pages.